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Part-Time Faculty Manual

**A Practical Guide
to
Useful Information and Academic Regulations**

**Fourth Edition
August 2006**

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GREETINGS!

Thank you for serving on the part-time faculty of the University of the Virgin Islands. As a part-time faculty member, you help the University to achieve the breadth it needs to meet the varied educational demands of our community. Within your respective academic discipline, you are a valued member of a team. Be assured your contribution is essential and much appreciated.

As you know, our student body represents a wide cross-section of ages, educational backgrounds and career aspirations. Many students, especially those enrolled in evening classes, are employed full-time and have significant additional personal responsibilities. We applaud their aspirations to have a quality educational experience and we rely on your accepting the responsibility to help them meet all of the requirements of their courses.

To help you better meet these responsibilities, the chairpersons and full-time faculty members of your academic division are available for counsel and for appropriate material support. The Provost's Office is also here to respond to your needs. Please use it in preparing for classes, for communicating with students when necessary, and to address personnel matters. In addition, your views on matters that may improve the effectiveness and quality of instruction are welcome.

We trust that your teaching experience at the University will be both fulfilling and rewarding.

Appreciatively,

Al Hassan I. Musah, Ph.D.
Provost

Manual Compiled and Revised by the
Ad Hoc Committee to Realign Processes and Policies
With New University Structure

OFFICE OF THE PROVOST ST. CROIX/ST. THOMAS CAMPUSES

OFFICE LOCATIONS

The Office of the Provost on the St. Croix campus is located on the 2nd floor of the Great House, room A-202. The Office of the Provost on the St. Thomas campus is located on the upper campus, 2nd floor of the Ralph Paiewonsky Library, room L-202.

OFFICE HOURS

Office hours, when classes are in session, are from 8:30 a.m., until 4:30 p.m., Monday thru Friday.

OFFICE TELEPHONE/FAX

You may reach us on St. Croix at (340) 692-4022 and on St. Thomas (340) 693-1200. Our fax numbers are (340) 692-4025 and (340) 693-1205, respectively.

FACULTY RESOURCE CENTER ~ ST. CROIX CAMPUS

The Resource Center is located on the second floor of the Library and is equipped with books, and other equipment to aid in the preparation of instructional materials.

FACULTY RESOURCE CENTER ~ ST. THOMAS CAMPUS

The Faculty Resource Center was established in an effort to improve instruction and promote teaching excellence. The Resource Center is located on the first floor of the Office of the Campus Executive Administrator (CEA). The Center's telephone number is: 776-9200 ext. 2147.

The Resource Center has two IBM/CD ROM computers, a color printer, a TV/VCR, a video camcorder and equipment, including an LCD projector, and a specialized library on faculty development. Books may be borrowed, with permission of the Office of the CEA. The Center is available for your preparation of instructional materials.

WEBSITE ~ www.uvi.edu

ACADEMIC INFORMATION AND GUIDELINES

ACADEMIC DIVISIONS

The University of the Virgin Islands has five academic divisions. The divisions are:

Business Administration Division

St. Thomas
Tel: (340) 693-1301
Fax: (340) 693-1311

St. Croix
Tel: (340) 692-4150
Fax: (340) 692-4009

Education Division

St. Thomas
Tel: (340) 693-1320
Fax: (340) 693-1335

St. Croix
Tel: (340) 692-4150
Fax: (340) 692-4009

Humanities and Social Sciences Division

St. Thomas
Tel: (340) 693-1260
(340) 693-1340
Fax: (340) 693-1265
(340) 693-1345

St. Croix
Tel: (340) 629-4110
Fax: (340) 692-4009

Nursing Education Division

St. Thomas
Tel: (340) 693-1290
Fax: (340) 693-1285

St. Croix
Tel: (340) 692-4010
Fax: (340) 692-4015

Science and Math Division

St. Thomas
Tel: (340) 693-1230
Fax: (340) 693-1245

St. Croix
Tel: (340) 692-4010
Fax: (340) 692-4015

SEMESTER OPERATING PROCEDURES

1. *All final examinations must be given on the date assigned on the **final exam schedule**, which also specifies when final grades are due to the Office of the Registrar or the Academic Services Office. .*
2. Please give work to be typed or duplicated to either the faculty assistant or division assistant on St. Croix or the appropriate division assistant on St. Thomas **at least two working days** before it is needed. There is a high demand for services from these offices and with your cooperation every effort will be made.
3. You may request supplies from the Faculty Assistant on St. Croix or the division Administrative Assistant on St. Thomas.
4. Please use all assigned course textbooks.
5. Any issue relating to the subject matter of your course(s), should be discussed with your Division Chairperson.
6. Any problem(s) relating to student's behavior should be referred to the Provost, or his designee.
7. If you have not submitted a resume and/or transcript, you should do so as soon as possible.
8. There are four pay periods (the 25th of the month) in each semester. To collect your final paycheck, you must:
 - a. Enter your final grades into Banweb and provide a printed grade report to the Academic Services Office on St. Croix and the Provost's Office on St. Thomas; and
 - b. Submit a copy of your syllabus (disregard if you have previously done so) and final examination.
9. In an effort to prevent an inordinate number of student academic grievance, we ask you to restrict the issuance of an ("I") to those cases governed by all of the following:
 - a. the student was physically unable to take the final comprehensive examination;
 - b. the student was maintaining a passing grade up to the point of absence;
 - c. the student documented the reason for absence.
10. In compliance with procedures adopted by the Curriculum Committee:

- a. students are requested to fill our evaluation forms on the performance of the instructors.
 - b. The instructor **must** leave the classroom during the evaluation.
 - c. Summaries of the evaluations will be placed in division mailboxes for the instructors.
11. The library now requires that each faculty member have a library card. If you have not obtained one as yet, please do so as soon as possible. Also remember to clear up all obligations with the library by the end of the semester.
12. Finally, please check your mail box regularly in the Part-Time Faculty Lounge room 601B on St. Croix, and in the division offices on St. Thomas. Also, please give your e-mail address to the Administrative Assistant to facilitate contact.

DIVISION SUPPORT

Each part-time faculty is considered a member of the division in which he/she teaches. Your division provides certain support to you including office space (may be a central area for use by part-time faculty), access to your mail, and use of a telephone. Your Division Chair may be able to locate a desktop computer in the division for your use in preparing course materials. If not, you may refer to the section in this handbook on computers for location of computers on campus.

Upon request of Division Chairs, student workers are assigned in the Divisions to accommodate part-time faculty in the evening. This will allow you to gain access to the office phone and your mailboxes. The student worker will also provide you with clerical assistance as deemed necessary and appropriate by the Chair.

DIVISION MEETINGS

Division meetings are held regularly throughout the academic year and are an excellent forum to discuss curriculum and instructional matters. Each Division Chair will schedule at least one meeting each semester at a time which permits attendance by part-time faculty. Since this meeting will be scheduled principally to accommodate part-time faculty, you are expected to make every effort to attend.

E-MAIL

An e-mail account will be issued to you upon request. Simply provide your name and home telephone number to your Division Chair. The account will remain active and valid during the semester you are employed. Your address is created from the first letter of your given name and a maximum of six letters of your surname. For example:

The e-mail address for Prof. Una Uvision would be *unvisio@uvi.edu*

If necessary, further assistance to help you with your introduction to e-mail and the network is available formally from the "Help Desk" of the Academic Computing unit, Extension 1466, or informally from any of your full-time faculty colleagues who routinely use this technology. Internet access is possible once you have an established e-mail account and address.

VOICE MAIL

Voice mail (Audix) is a feature of the telephone system installed on campus. You can obtain telephone messages from anywhere on or off, campus provided a voice mail box number has been assigned to you. This assignment is made for you upon request to the Office of the Provost.

Instructions on the use of voice mail can be found on the inside front cover of the Part-Time Faculty Directory. Voice mail permits you to receive routine, and urgent, broadcast information about UVI and campus events; it also provides a way for students and colleagues to communicate with you. Give your number to students and others who would need to contact you. Make it a habit to routinely dial up your voice mail for any messages.

CLASS SCHEDULE

The Class Schedule, which is published by Enrollment Management, is a collaborative effort of the Provost's component of the University. Besides a detailed schedule of classes and their location, it includes information on tuition and fees, academic calendar dates, library hours and other general information of interest. It should be noted that assigned classrooms cannot be changed without approval of the Provost. Your Division Chair and the Academic Services Office or the Registrar will be notified of any approved room changes.

CLASS ROSTER

The Office of the Registrar and the Academic Services Office provide each instructor with a computer generated class roster at the beginning of each semester. The original roster is to be retained by the instructor. As soon as possible after the completion of the "add/drop" period of registration, which occurs usually during the first three days after the start of classes, a **second** roster will be given to you. This roster is to be returned to the Office of the Registrar or the Academic Services Office as quickly as possible, preferably within 24 hours. Access to class rosters is possible through UVI's home page on the campus computer network. Click on Banner Support and then on the particular campus where you teach. You will need a password, which can be obtained from your Division Chair, the Registrar, or Academic Services.

INITIAL CLASS SESSION

Check your class roster. If a student's name does not appear on the roster, he or she should be asked to show the officially stamped registration form. If the student does not have this document, he or she should be directed to the Office of the Registrar or the Academic Services Office where instructions on

how to obtain the necessary form can be obtained. The registration process is not complete until tuition has been paid and the official, stamped, registration form is given to the student.

A course syllabus is to be distributed to students the first day of class, as it provides essential information about the course content and gives standard guidelines applicable to the successful completion of the course. **The course description included on the syllabus must be the same as the one printed in the official Catalog.** Refer to Appendix A to review a sample course syllabus format and to Appendix B for a sample syllabus. Obtain needed assistance from your Division Chair or full-time faculty in your division.

REGULAR CLASS SESSIONS

It is essential that you conduct **every** scheduled class session. Students have a right to expect you to meet all classes, to arrive and start class on time, and to hold full sessions. Unless approved by the Provost, no change may be made to scheduled dates, times or class duration.

GUEST LECTURERS

Guest lecturers often enhance instruction and stimulate dialogue within a classroom setting. A guest lecturer is not a substitute instructor for your class; your attendance is expected during this session. Before scheduling such guest lecturers, please inform your Division Chair of the individual's name, affiliation, and the date of the guest lecture.

FACULTY ABSENCES AND LATENESS

Faculty absences are instructionally disruptive and are to be avoided whenever possible. However, if you are forced to be absent from a class because of an emergency or illness, please notify your Division Chair and the Office of the Provost at once. Timely notification will permit the posting of a sign on the classroom door informing your students of your absence. If your absence is to be an extended one, you are to identify a substitute instructor. Arrange for a substitute to meet your class at the scheduled time. The substitute instructor should be approved by the Division Chair before he or she meets the class. Notify your students of any anticipated absences. Canceled sessions are to be rescheduled at a time convenient to both you and your students. The information regarding the rescheduled class should be given to the Office of the Provost. Frequent, and/or extended, absences may result in termination of your contract.

If no substitute can be found, notify the Division Chair's Office before the

scheduled meeting time so that the office can post cancellation notices to the students. The instructor is then responsible for arranging a date and time which is agreeable to his/her class for a make-up session. Make-up sessions and rooms must be arranged through use of a facilities reservation form, available in the CEA's office.

In the event that an instructor can foresee being late to meet a class scheduled before 4:30 p.m., he or she is required to notify the Division Chair's Office. If the class meets after 4:30 p.m., please notify the CEA's Office at 692-4001 on St. Croix or 693-1140 on St. Thomas.

Please also inform students that they are required to wait at least 15 minutes for the instructor to arrive. If the instructor does not arrive within that time students are then free to leave without prejudice to their attendance record.

STUDENT ATTENDANCE

Students are expected to attend all of their classes regularly. Failure to do so can be cause for disciplinary action at the faculty's option. Such absences may adversely affect the continuance of any financial assistance being received by a student. Moreover, a student is expected to be punctual. You should clearly state (verbally and in writing) your specific expectations, or requirements, concerning attendance at the beginning of the course.

STUDENT CONDUCT

An instructor, with the concurrence of the Associate Campus Executive Administrator, may exclude from his or her course any student whose conduct is discourteous or disruptive.

GRADING SYSTEM

"The quality of performance in a course is indicated by a grade given at the close of each term. Grade points are granted on the basis of grades earned." (UVI Catalog) Enclosed is an Excerpt from Federal Educational Rights and Privacy Act of 1974 (FERPA) pg. 35-36, outlining the posting of grades by faculty and the grading scheme.

"In the Skills courses which carry non-degree credit, the following evaluations are given:

- P** indicates that the student is promoted to a credit course
- NP** indicates that the student must continue in the skills course

A failing grade in a course and/or a course that must be repeated does not

count toward graduation. Many colleges do not honor “D” grades for transfer purpose.

The deadline for a student to change from regular status to audit and vice-versa coincides with the deadline for student withdrawal from a course without prejudice to grade. A matriculated student may normally audit one course per semester without permission from the Provost.” (UVI Catalog).

GRADES AND GRADING

GRADE	STANDARD	GRADE POINTS
A	Superior	4.00
A-	Excellent	3.67
B +	Very High	3.33
B	High	3.00
B-	Good	2.67
C+	Above Average	2.33
C	Average	2.00
C-	Below Average	1.67
D+	Passing	1.33
D	Low Passing	1.00
F	Failure	0.00
W	Withdrawn	0.00
WP	Withdrawn passing	0.00
WF	Withdrawn failing	0.00
AW	Administrative Withdrawal	0.00
I	Incomplete	0.00
AUD	Audit	0.00

GRADE INFLATION

A prime indication of the erosion of academic standards is the practice of grade inflation. Faculty determines course requirements and the criteria for evaluating and grading those requirements. Adherence to specific evaluation criteria for all students results in a fair and accurate indication of achievement. On the other hand, uneven or no application of grading criteria is reflected in a falsified record of accomplishment. It is no compliment to an instructor to have students rumor that the sole reason for selecting a particular course is that it is "an easy A." Please guard against reducing your effectiveness as an instructor by either failing to challenge your students or misrepresenting their true learning accomplishments by inflating their grades.

MID-TERM GRADES

Any student, who has an average grade of "D" or below at midterm, is to be notified of his/her unsatisfactory performance. The "Midterm Low Grade Report" form is to be used for this purpose. You may obtain this form from your academic division, from the Office of the Registrar, or from the Academic Services Office. (See Appendix D) Complete the form according to the instructions provided. Consult the current catalog, or academic calendar, for the due date for submission. The purpose of this practice is to alert students to their unsatisfactory academic performance and to offer suggestions for improvement during the remaining weeks of the course. This report can be a valuable tool of advisement and support to an underachieving student.

There are two exceptions when low-grade reports are not issued: 1) students enrolled in remedial courses, and 2) students enrolled in Summer sessions.

INCOMPLETE ("I" Grade)

The grade "I" (or incomplete) is only given when, in your opinion, there is a likelihood that the student can complete the missing work satisfactorily and thus substantially influence his/her final grade. The grade of "I" must be removed by mid-term of the semester following the one in which the grade was given. Failure to meet this deadline will result in the conversion of the "I" to an "F."

CHANGE OF GRADE

On occasion, you may submit an incorrect grade to the Registrar. If this occurs, you will have to complete a "Change of Grade Request" form, which you can obtain from your division, the Office of the Registrar, or the

Academic Services Office. A change of grade request is generally made necessary only in the instance of computational error. A student's submission of late, or overdue, work does not change the grade earned by the student. **All change of grade requests must be approved by the Provost.** (See Appendix E)

AUDIT

Students may enroll in your course with an "audit" status. Auditors receive no grades, credits, nor quality points for the course. They are, however, required to attend regularly and complete all work except that which is graded. Students who initially registered for credit but wish to change to "audit" must do so by the published **deadline** date, which is usually about five or six weeks after the first day of classes during the Fall or Spring semester.

An audit will be entered upon a student's transcript only if these requirements are fulfilled. In the event requirements are not fulfilled, a grade of "W" will be entered. Tuition and fees will be charged at the same rate as for credit.

POSTING OF GRADES BY FACULTY

As a reminder, the posting of grades is a courtesy extended by some faculty. It is not mandatory. If you wish to post your grades you can post them using a code that does **not** include the student's **name** or **social security number**.

Excerpt from Family Educational Rights and Privacy Act of 1974 (FERPA) pp. 35 – 36

6.16 POSTING OF GRADES BY FACULTY

The public posting of grades either by the student's name, institutional student identification number, or social security number without the student's writer permission is a violation of FERPA. Even with names obscured, numeric student identifier numbers are considered personally identifiable information. Therefore, the practice of posting grades by social security number or student identification number violates FERPA.

Instructors and others who post grades should use a system that ensures FERPA requirements are met. This can be accomplished either by obtaining the student's uncoerced written permission to do so or by using code words or randomly assigned numbers that only the instructor and individual student know. The order of posting should not be alphabetical.

Another method used to notify students of their final or other grades by faculty prior to official institutional notification is to have any interested students complete a postcard with their name and mailing address on the address side and the course name/number on the message side. The completed postcard is given to the instructor who writes the student's grade on the message side and mails it to the student when grades have been determined. By completing the postcard, the student is giving consent to have his/her grades mailed this way.

WITHDRAWAL FROM COURSES

A student may withdraw from a course without a penalty approximately six weeks into the Spring and Fall semesters, and mid-way into the Summer session. The Class Schedule, as well as the academic calendar in the Catalog will list the relevant deadline dates. A "Change of Registration Form" may be obtained by a student from either the Office of the Registrar or the Academic Services Office. After completion of the form, a student is to obtain the signatures of his or her instructor, advisor and division Chair before submitting it to the Office of the Registrar or the Academic Services Office. The student will then receive a grade of "W" on his or her permanent record. The approval of the Provost is also required if the deadline date to withdraw from a course without permission has passed.

A student's failure to meet the published deadline, will result in withdrawal with penalty e.g., the course instructor must indicate on the form whether the student's work was passing or failing. The grade of 'WP' or 'WF' will appear on the student's permanent record.

ADMITTANCE TO A CLOSED CLASS

A student may be permitted to enter into a course that has already met the capacity with the permission of the professor instructing the course and the division chair.

ADMINISTRATIVE WITHDRAWAL

The Provost may be petitioned for an administrative withdrawal, which is granted only under special conditions and with appropriate supporting documentation provided by the student. Applications will not be accepted after the last day of instruction within the semester for which administrative withdrawal is sought. 'AW' will appear on the student's official transcript.

FINAL EXAMINATION SCHEDULE

About midpoint through the Fall and Spring semesters, a 'Final Exam Schedule' is prepared and distributed by the Office of the Registrar and the Academic Services Office. This schedule contains particulars about the date, time and location of the final exams for all of the semester's courses. In the event you or your students note conflicts, there is sufficient time before exam week to resolve the matter through your Division Chair, the Office of the Registrar or the Academic Services Office.

SUBMISSION OF FINAL GRADES, EXAM AND SYLLABUS

During the final days of each semester, the Office of the Registrar and the Academic Services Office provides each instructor with a computerized form (roster) on which to record final grades. Final grades are to be submitted to the Office of the Registrar or the Academic Services Office as quickly as possible, but no later than the deadline established by the Registrar. In addition to final grades, you are also required to submit one copy of the course syllabus to the Office of the Registrar or the Academic Services Office. A copy of final grades, final exam and the course syllabus must also be submitted to the Office of the Provost.

ENTERING GRADES VIA WEB

Due to new initiatives from the Office of the Registrar, the following mechanism is now available to you for entering your final grades via the web. Entering your grades via the web is simple and will save you the time of having to go to the Academic Services Office or the Registrar's Office to submit your grades before or on the deadline to turn in grades.

Once you have entered your grades, you can go to the Academic Services Office on St. Croix or the Provost's Office on St. Thomas to receive your final check.

An excerpt from the Web for Faculty Manual, which guides you through the process of entering grades via the Web is as follows:

Quick instructions for entering grades:

1. LOGIN INTO BANWEB <http://banweb.uvi.edu>
2. Choose Faculty Services Menu
3. Select the school term (Fall 2005)
4. Select the CRN/Class
5. Choose Final Grades
6. Select the proper grade code next to each student's name.

Each student should have a grade. DO NOT LEAVE BLANKS

7. Click **SUBMIT** to save.

The Provost's Offices will be available to answer questions, or concerns you may have. Telephone numbers are: (340) 692-4022 and 693-1200.

TEACHING AND CURRICULUM STANDARDS

ACADEMIC INTEGRITY

Maintaining an atmosphere of academic honesty and integrity is a responsibility shared by both faculty and students. Academic dishonesty in any of its various forms will not be tolerated at the University of the Virgin Islands. Faculty should not in any way, directly or indirectly, contribute to or condone incidents of dishonesty. A certain level of vigilance is required in preparing and supervising examinations, and monitoring student assignments and performance. Repeated use of the same examination and topics for research papers poses both risk and temptation. The University has established procedures and penalties for dealing with offenses. Become familiar with them in order to assist in their enforcement.

Philosophy. Among the purposes of colleges and universities are scholarly and personal growth for all members of the academic community and open communication among members of this community. Such growth requires an atmosphere of honesty and trust. It is for this reason that the University of the Virgin Islands strives to maintain an environment of mutual trust among its students and faculty and will not tolerate academic dishonesty.

Definitions. Academic dishonesty includes, but is not limited to, the following examples of offenses, committed or attempted.

<i>Collaboration</i>	allowing another student to see an examination paper.
<i>Copying</i>	obtaining information by looking at the answers on another student's paper or in any source that has not been specifically approved for that purpose by the instructor
<i>Cribbing</i>	taking and or using material, which has not been specifically approved, into an examination or using books, notes or other resources during an examination without the instructor's specific approval.
<i>Plagiarism</i>	presenting the ideas, works, words or artistry of another as one's own without appropriate acknowledgment of the source. Note that this includes sources on the Internet (world wide web, e-mail, etc.)
<i>Sabotage</i>	destroying the work of another student, such as laboratory experiments or computer programs.

Substitution taking an examination or writing a paper for someone else or inducing another person to perform such acts.

Theft stealing an examination.

Penalties: For a first offense, the penalty will be an F in a credit course, an NP in a skills course or failure in any non-course exercise such as the English Proficiency Examination, CLEP tests, etc., plus disciplinary probation for the remainder of the student's undergraduate career and notification by the Provost to all current instructors of the student. For a second offense, the penalty will be suspension from the University for an academic year and notification to the student's Instructors by the Provost. The penalty for a third offense will be dismissal from the University, with notation of dismissal and notification to the student's instructors by the Provost.

Procedures: In cases of suspected academic dishonesty, the faculty member making the charge will meet privately with the student suspected of the action to discuss the charge within 10 business days of the detection of the incident. Within five business days, the faculty member shall decide if disciplinary action is to be taken and if so, shall notify the appropriate Division Chair and Provost in writing of:

1. The name of the student.
2. The course or activity where the infraction is alleged to have occurred.
3. The date and time of the alleged infraction.
4. The circumstances of the stated infraction with supportive information.
5. The action taken against the student.

Once the instructor decides to bring charges against the student, the Division Chair will have five days to give the student notice in writing of the charge(s) and of their opportunity to be heard. In this case, notice will be defined as a registered returned receipt mailing with the United States Postal Service addressed to the student at the address the student has identified as their home address. It is the student's responsibility to maintain a current address with the Office of the Registrar.

In each stage of this process where there is an allowable time period for an action to occur, if the academic semester comes to an end before the allotted time frame has been met, the count will stop on the last day of the semester in question and resume on the first day of the subsequent semester.

Within 10 business days of the meeting with the instructor, the student may appeal, in writing, to the appropriate divisional grievance committee, which will hold a hearing within 10 days of receiving the student's written appeal. The instructor making the charge of academic dishonesty and the student will

be present at the hearing and may be represented by third parties on their own choosing. The committee will send its findings to the student, the faculty member and the Provost within 10 business days of the hearing.

Within 10 business days of being informed of the decision of the divisional grievance committee, the student may appeal the decision to the Academic Appeals Committee on the campus in which the student is enrolled. Each campus committee shall be composed of one member from each academic division elected by the faculty of each division on the respective campus and one student appointed by the President of the Student Government Association. Each member shall have one vote. Each committee shall be reconstituted by the Provost and choose its own chair at the beginning of each academic year. The committee will meet within 15 days of being informed in writing of the appeal. In this administrative hearing, the student and the faculty member involved in the incident shall be present and have the right to be represented by third parties of their own choosing. The committee will inform the student, the faculty member and the Provost of its decision within 10 days of the meeting. The Provost shall implement the decision of the Academic Appeals Committee.

SYLLABUS

You are responsible for the preparation of a syllabus for each course you teach (see Appendices A and B). You are expected to follow the same syllabus as the one prepared by the full-time faculty member who teaches the same course. It is imperative that you communicate with the Division Chair and/or a senior faculty member to determine the basic design and requirements for the course. Even though a course may be taught by full-time faculty in the day and by part-time faculty in the evening, the course must include the same basic content and concepts, have the same or similar requirements, and uphold the same academic standard and rigor commensurate with university level courses.

If the course you teach is also taught by full-time faculty, secure the relevant syllabus through your Division Chair. Utilize this syllabus for your course or be guided by it as you clarify content or concepts. This is necessary in order to maintain academic standards and to prevent serious problems stemming from dissimilar content taught in courses which serve as prerequisites to more advanced courses. These upper level courses require the knowledge and background provided in the foundational courses.

The University requires that a syllabus be distributed to students at the **first** class session of each semester. The syllabus should minimally include:

1. course description
2. course objectives
3. topics to be covered
4. class activities such as: homework, quizzes, tests, and final examination
5. the grading scheme of the course
6. textbook(s) with a recommended reading list

In preparing your syllabus, be sure it conforms to the course description in the catalog.

COURSE PREREQUISITES

At the first class session, each instructor is requested to make certain that everyone in his or her class has met all prerequisites for the course to be taught. Anyone who has not, should be dismissed from the course and referred to his/her advisor and/or the Division Chair regarding course schedule changes. The student should also return, to the Registrar for course schedule adjustment.

SEMESTER CREDIT

A semester credit is based on a minimum of sixteen hours of classroom instruction. These hours are not actual clock hours but consist of fifty minute periods. The times printed in *the Class Schedule* provide only this minimum amount of sixteen hours of classroom instruction for each credit. Every instructor is expected to hold rigidly to the time schedule provided. To do less would mean that the required amount of time was not completed.

PERFORMANCE EVALUATION

EVALUATION OF INSTRUCTION

Every semester, students in each course are requested to complete, anonymously and in the absence of the instructor, a questionnaire to evaluate the teaching performance of the instructor. Student volunteers facilitate this process by obtaining the questionnaire forms from the Division Chairs, distributing them to their fellow classmates according to specific instructions and returning completed forms to the Division Office. These evaluations usually occur during the last two weeks of the semester. The objective section will be transcribed, tabulated and the comments will be summarized by the Administrative Assistants in the respective academic divisions on both campuses. The results are then forwarded to the

appropriate Division Chair who will, discuss the results with the faculty member. This process is used to facilitate professional development. It also serves as a basis for future employment decisions. See Appendix C.

CLASS ROOM OBSERVATIONS

Classroom observations may also be included in the faculty evaluation process. Either the Division Chairs, area coordinators, or a designated full-time faculty member will arrange to visit your class and evaluate various aspects of your teaching. Such observations are scheduled to occur at any given time during the semester, or at least once during the year. Faculty are notified in advance of a classroom observation.

STUDENT EVALUATIONS

Student evaluations are conducted during the last two weeks of the semester to record the student's evaluation of a faculty member's performance. Faculty are required to allow at least 15 minutes of class time during a class session for students to complete evaluations, and are required to be outside of the classroom while the forms are being completed. Statistical summaries, student's comments, and division averages are reported to the individual faculty and division by the third week of the following semester.

GENERAL INFORMATION

ACADEMIC CALENDAR

The Catalog contains an academic calendar for each semester. However, a more current edition of the calendar is contained in the *Class Schedule* for each of the University's three terms: Spring, which begins in January, Fall, which begins in August; and Summer, which begins in June. The duration of the Spring and Fall semesters is sixteen weeks each and the Summer sessions are two, five week sessions. The University is closed for two weeks between the Fall and Spring semesters as well as for those holidays approved by the University President. A list of these holidays is circulated to the university community annually. Spring break is observed only by faculty and students, while all administrative offices remain open. The academic calendar is a useful tool for planning a course syllabus.

PART-TIME FACULTY DIRECTORY

A directory of part-time faculty names, mailing addresses and home/work telephone numbers as well as email addresses is updated each academic year. It is circulated widely on campus so that interested individuals may

contact you when necessary. Voice mail instructions are also included in this annual release.

GENERAL EDUCATION CURRICULUM REFORM

The number of general education credits necessary for graduation varies depending on the level, i.e., associate or baccalaureate, and on whether the degree is in the arts or the sciences. Students now pursuing a degree must select courses from the Humanities, Social Sciences, and Math and Science Divisions in order to meet general education requirements. The focus will shift from this model to the acquisition of knowledge and skills across division lines. Knowledge of the Caribbean in the context of both its natural and social environments, communication skills, computing and quantitative skills, leadership and interpersonal skills personal health and wellness, inter-cultural experiences and aesthetic expression, and information management and research skills are some of the educational outcomes of the reformed general education curriculum.

The first phase of the general education curriculum reform was implemented in Fall 1997 with special course offerings for entering freshmen. Two general education interdisciplinary courses are being offered--one sponsored by the Math and Science division and the other by the Humanities and Social Sciences Division, respectfully. The Caribbean: The Natural World exposes the students to the study of natural phenomena and environmental considerations relevant to our own geography. Biologists, chemists, physicists and others contributed the perspectives of their respective disciplines to presentations and discussions. A second course, The Caribbean: Social Dimensions combined the expertise of historians, political scientists, sociologists and others in the intricate study of Caribbean societies and cultures. As the reform effort progresses, courses will be developed at the sophomore, junior and senior levels. The reform designed a course specifically for the freshman's transition from high school to college called the Freshman Development Seminar. It provides an introduction to the nature of university education and an orientation to university functions and resources. It is designed to assist students in obtaining skills necessary for the attainment of their educational objectives.

FRESHMAN YEAR EXPERIENCE

The general objective of the Freshman Year Program is to provide first-year students with a common and unifying intellectual experience. New students are introduced to the university and the first year program via participation in the New Student Orientation conducted at the start of each semester. All new freshmen and transfer students will be introduced to their division's Chair, faculty, staff and fellow students during orientation week. The

student will have an opportunity to meet with his/her assigned advisor and arrange a schedule of classes for the upcoming semester. UVI introduced blocking of courses for freshmen. This procedure entails grouping core courses in which all freshmen are required to enroll. These courses include the Freshman Development Seminar, a general education interdisciplinary course, and remedial courses in reading and writing (Reading in the Content Area and Writing Across the Curriculum) which are linked to The Caribbean: The Natural World and The Caribbean: Social Dimensions). Through linking, the students' remedial study and work will be made relevant to the reading and writing requirements necessary for success in the general education course. Included in the blocking of courses will be physical education and, if necessary, math skills.

The Director of Enrollment Management has been charged with responsibility for the coordination of the Freshman Development Program on the St. Thomas Campus. The Coordinator for Campus Advising and Tutorial Services has been charged with responsibility for the coordination of the program on the St. Croix campus.

COMPUTER LITERACY EXAMINATION

All matriculated students at the university are required to complete the computer literacy requirement by the time they complete 24 credits. The examination assures that all students are knowledgeable about basic computer concepts and have acquired an adequate level of skills to be able to utilize computers in today's high technology world. This requirement is a progression rather than a completion requirement. In order for a matriculated student to advance beyond 24 credits of work he or she must have met this requirement. Exceptions must be approved by the Chair of the Science and Mathematics Division and the Provost. You can expect, therefore, that your students, especially those with sophomore or higher standing, to be familiar with the computer and be able to complete various assignments and tasks using the computer.

ENGLISH PROFICIENCY EXAMINATION

The University has adopted an English Proficiency Examination, the successful completion of which is a requirement for graduation. Matriculated degree candidates are eligible to sit for the examination after successfully completing ENG 201 or equivalent. Requests to sit for this examination prior to the aforementioned requirements, must be submitted to the Provost in writing. Written approval must be granted before the administration of the examination. The English Proficiency Examination is designed to test comprehensively the students' ability to handle skills necessary for clear and effective expository writing. The examination is administered three times per

year in November and April of each academic year, and again during the summer session. The specific EPE administration dates are listed in the academic calendar and Class Schedule.

Students who do not pass the test after two attempts will be required to successfully complete English 051 before again sitting the examination.

Effective use of English, oral and written, is not achievable if it is assumed that this goal is the sole responsibility of those who teach English courses.

Use of language pervades all classes. It should be of concern to all faculty regardless of the course being taught.

It is requested that all instructors **help students by insisting on the proper use of English in all written work.** Sufficient effort could result in a decided decrease in the large number of students who fail the English Proficiency Examination.

CATALOG

Instructors must read the published Catalog carefully in order to be aware of regulations and policies, which have not been reproduced in this handbook. Instructors are responsible for the information contained therein for their own use and for counseling with students. It would be helpful to students if, when classes begin, instructors were to suggest strongly to them that they read the entire Catalog carefully and call particularly pertinent sections to students' attention. Copies of the Catalog are available from the Public Relations Office.

TEXTBOOKS

Except in unusual circumstances, the textbook to be used in a course is chosen by the Division Chair and the full-time faculty. Textbooks and other teaching materials are obtained from the Division Chairs. Part-time faculty may not change an assigned text without approval of the Chair. An instructor who needs a desk copy of the text to be used for the course which she/he teaches should request it from the division's administrative assistant. If a desk copy is not immediately available, obtain a release from your Chair, which will be honored at the bookstore for the text you need. The bookstore is located in the Jerome House on the upper campus on St. Thomas, and in Building N, across from the residence halls on St. Croix.

AIR-CONDITIONING AND ENERGY CONSERVATION

While the air-conditioning system is in operation, it is essential that classroom doors and windows be kept closed. If they are left open when the

air-conditioning system is operating, there is a risk of burning out the compressor and making the entire system inoperative. Should this occur, air conditioning could be out for months. Please exercise the necessary care. Any problems with air conditioning should be reported to the division office for forwarding to the Physical Plant.

EMERGENCIES

For a fire, ambulance, or police dial the universal emergency number of 911. If the problem is not urgent and can be handled internally, call campus security at Ext. 1530 on St. Thomas or Ext. 4444 on St. Croix. Please note the location of the nearest available phone in the event you need to use it for an emergency. Emergency Hotline numbers are 692-4168 on St. Croix and 693-1016 on St. Thomas.

CAMPUS RESOURCES

THE RALPH M. PAIEWONSKY LIBRARY

Library – St. Thomas Ext. 1360 St. Croix Ext. 4130

Faculty members are urged to make effective use of the library. Specifically, it is strongly recommended that each faculty member should do the following:

- Contact a librarian about services which can be provided for your class. A librarian can come to an individual instructor's class discuss books and materials with the students.
- At the first class session, inform the students what is available in the library and also that there is a booklet on the use of the library prepared by the library staff.
- Incorporate library assignments into work of the class. You may wish to ask one of the librarians to prepare an orientation for your class. These orientation sessions are most effective if they are linked to a particular class assignment.

Students should come to the realization that utilization of library sources is an essential and important part of virtually every university level course. They should understand the significance of the library and the wealth of information it contains. They should further understand that, in most cases, a university course is not limited to a single textbook and in the case of our libraries, resources extend to non-book materials, on-line services and CD ROM labs.

Both full- and part-time faculty may request that specific books be added to the library's holdings, or be placed on reserve for students' use. Cards to be used for requesting the purchase of books may be obtained in the library or from the office of your Division Chair. When completed, these cards are submitted to the Division Chairs for approval and are then sent to the Director of Libraries.

Usual library hours are: Monday through Thursday. 8:00 a.m. to 10:00 p.m.

Friday	8:00 a.m. to 4:00 p.m.
Saturday	9:00 a.m. to 5:00 p.m.
Sunday	1:00 p.m. to 6:00 p.m.

RESERVE MATERIALS

Please give the library your list of materials to be placed on reserve for the full semester as soon as possible. This will ensure that the materials are retrieved from the open shelves, processed, and made available for use by students. Many students come to the library seeking reserve materials as soon as they receive a syllabus that includes a reading list. If the items are owned by the library and are not placed on reserve, students who come early will simply find the material on the shelves and check them out. These items are then unavailable for the rest of the class for some time.

If you are placing personal items on reserve, please indicate whether this is material the library should acquire in the future. Also, if you are placing periodical articles on reserve, please provide the necessary copies.

We need your cooperation to ensure that students will find the materials they need immediately.

HEALTH SERVICES – St. Thomas Ext.1124 St. Croix Ext. 4214

A nurse is available to treat minor injuries and provide first aid at the University's Health Services Center. The Health Center on the St. Thomas campus is located across the road from Student Affairs. In case of an emergency, Health Services can be contacted until 10:00 p.m. The nurse is located on the second floor of the Health Center. Should there be a need for the services of a physician; the doctor is in attendance at the infirmary on Mondays, Wednesdays, and Friday's between 12:00 noon and 1:00 p.m.

DUPLICATING

There are copying machines located on the first floor of the Education

Building, the Business Administration Building, and the CEA's Office. You will need a PIN (Personal Identification Number) to activate the equipment. The office staff of the CEA's Office will assist you with this so that you can use the equipment in any of the mentioned locations. A photocopier is also located in the library. For large photocopy jobs, the Duplicating Center must be utilized by placing a request with the staff of the CEA's Office, at least one week in advance.

COMPUTERS

There are computers in the Computer Labs located in rooms B204E, B204W and CAB 103. B204E and 204W are located in the Business Administration building on the upper campus, and CAB 103 is located on the lower campus. Two computers are also available in the Faculty Resource Center in the CEA's Building.

ADMINISTRATIVE INFORMATION

CONTRACTS

Part-time faculty are appointed by contract each semester. You are to sign your contract before you begin to teach. The contract is a legal document, which establishes the basic features of expected responsibilities. Instructors, as professionals, have a further responsibility-to fulfill, not only the letter of the contract, but also those many details which help make the difference between a mediocre classroom situation and a superior one.

As stipulated in the contract, for any class not taught, a prorated portion of the contract amount may be deducted. Below are the policies relating to Records of Appointment (Contracts):

1. The form will serve as your contract with the University of the Virgin Islands to teach as a part-time instructor. The contract is made with the understanding that the University reserves the right, at the discretion of the Provost's Office to cancel or discontinue courses in which enrollments are less than 10 students, or to reassign courses to full-time faculty members, if necessary.
2. As an instructor, you will be expected to attend all called meetings of the faculty and you may be asked to help with advising and registration of students. The contract requires the timely submission of all reports, class rosters and grades, during and at the end of the semester.

3. Finally, you will be expected to teach all classes as scheduled. For any classes not taught, a prorated portion of the contract salary will be deducted. Repeated absences from the class and failure to deliver instruction will be cause for the termination of this contract. Employment is subject to the policies, rules and regulations of the University and subject to the availability of the necessary funds.
4. There are four pay periods during each semester. To collect your final paycheck you must follow the guidelines below.

SALARY CHECKS

During the Fall and Spring academic semesters, payments are made in four installments, one at the end of each month. During the Summer sessions, salaries are generally paid in two installments, one about the middle of the Summer and one at the close of the Summer session. Part-time instructors' checks can be collected from the Office of the Provost upon providing the documentation outlined below. The final checks are not issued until after the last scheduled session of the course and the part-time instructor has submitted the following to the:

1. Office of the Registrar or Academic Services Office
 - one copy of final grades
 - one copy of the course syllabus.
2. Office of the Provost or Academic Services Office
 - a copy of final grade sheet
 - a copy of the final exam
 - a copy of the course syllabus

Any check not collected by an instructor within one week of the date on which it was delivered to the Office of the Provost or the Academic Services Office is returned to the Business Office.

TRAVEL

Travel Authorizations (TA"s) must be completed for off-island travel on UVI business. TA's submitted late must be accompanied by an explanation addressed to the Provost.

As necessary, administrative assistants will provide hotel, taxi and per diem information. The university purchases bulk tickets for travel between STX and STT on Seaborne Airlines.

The Travel Voucher is used to account for authorized travel. Originals of all receipts (tickets, taxis, hotel receipts, etc.) must be attached. It is also helpful to include the number of the TA. This form plus attachments are sent to Accounts Payable in the Accounting Office. Where necessary, reimbursements are returned with the yellow copy for the traveler and the green copy for the department file.

APPENDIX A

COURSE SYLLABUS FORMAT

TITLE OF THE COURSE: Include Course Number and Course Title

e.g., 3XX Advanced Data Base and Spreadsheet (Note: numbers XX are assigned by the Registrar)

COURSE DESCRIPTION: See description in Catalog

PRE-REQUISITES: This will also be indicated in the Catalog as part of the course description.

CO-REQUISITES: Concurrent enrollment in another specified course.

COURSE OVERVIEW: Statement which elaborates the intent and overall goals of the course. e.g.,

This course is intended to expand the student's awareness of and ability to use the latest computerized management techniques utilized by large and small progressive business organizations and governmental agencies in order to record, control, report and offer decisions-support service on organized activities.

COURSE SESSIONS: Required number of minutes per week for class sessions, and laboratory, if applicable, e.g.,

One 50-minute lecture/demonstration and 100 minutes of laboratory activity per week.

COURSE OBJECTIVES: Curriculum ends (objectives) should not be narrowly conceived and they should be relevant to present and likely future conditions - to the concern of learners and to a wide range of cultural resources. e.g.,

- to gain in-depth understanding of data administration and systems development in a data base environment
- to learn and apply spreadsheet macros, database logic and programming languages,
- to understand the use of spreadsheets in improving financial management,
- to learn how to integrate database and spreadsheet technologies by learning how to apply methods for transferring data and files between various application packages,

- to gain Practical experience in the use of several commercial database and spreadsheet packages,
- to understand the basis for selection and acquisition of commercial database and spreadsheet application packages.

CONTENT (TOPIC) OUTLINE: Major content areas (sub-topics as appropriate to be covered in the course) e.g.,

1. Coast and Coastal Processes
2. Ocean Basins: Structure and Characteristics.
3. Chemical and Physical Properties of Seawater
4. Tides, Currents and Waves
5. Diversity of Marine Life
6. Classification of the Sea
7. Utilization of the Sea
8. Pollution of the Oceans

TEACHING AND LEARNING METHODS: Principal instructional methods to be used, including lectures/discussions, seminars, laboratory or clinical activities, and/or audiovisual materials. e.g.,

Lectures will introduce the physical, chemical, and biological parameters and then explain some of the inter-relationships found in the oceans as they relate to man's use of the seas. Lectures will be supplemented by visual-aids where applicable. Laboratory sessions will provide an opportunity to observe and test some of the concepts discussed in lectures through relatively simple experiments.

STUDENT RESPONSIBILITIES: Course conditions for which students assume responsibility, such as attendance, class participation, examinations, home work and other assignments. e.g.,

to attend and participate in lectures and demonstrations. To attend laboratory sessions and complete assigned projects by specified deadlines. To pass lecture and laboratory tests, final examination and/or term project as specified by the instructor.

METHOD OF EVALUATION - CLINICAL/THEORY: Criteria for achieving course objectives and grade determinations (i.e., class participation, home work and other assignments, term paper/project, tests, final examination, etc.)

REQUIRED TEXTBOOK(S): The principal textbook(s) to be used in the course.

NOTE: The Curriculum Committee understands that textbooks for a course will be selected by the instructor periodically from those available when the course is taught. The purpose of this section is to provide the textbook that will be used at the time this proposal is made.

BIBLIOGRAPHY- READING LIST: List of additional required and recommended readings for the course, if any.

APPENDIX B

SAMPLE SYLLABUS

The sample syllabus is intended to be a helpful reference for preparing or revising your syllabus.

NUR 419: NURSING RESEARCH

SPRING 20XX

COURSE CREDITS: 3 Credit Hours

COURSE DESCRIPTION:

The basic research process will be identified and described. Application of the basic research steps to the formulation and execution of research projects in the nursing literature will be studied. Students will be expected to utilize their knowledge of the research process and basic statistics to critique nursing studies and independently identify nursing research problems.

PREREQUISITES: Senior Nursing Level Standing; Math 231 (or as co-requisite)

COURSE OVERVIEW:

This course is a senior level nursing course which instructs the student in the formal steps of the research process at the undergraduate level. The focus of the course is on the investigative role of the professionalization process and represents a culmination of the student's knowledge and leanings pertinent to the understanding of specific details inherent in scientific inquiry and analysis.

During the first level the term investigative role is define for the student. Further, the relevance of research to the perpetuation of professional practice and a stimulating work environment is clearly stated. At the second and third levels of the curriculum the clinical course expose the students to various research data in the form of epidemiological reports, descriptive statistics, population statistics, and up-to-date clinical research findings. Utilizing this information background, the nursing student, at the fourth level, is prepared for the study of a systematic approach (similar to the nursing process problem-solving approach) which guides the student's thinking from the stage of problem identification to the statements of conclusions and recommendations. The student's analytical abilities are enhanced and refined both through the use of exacting and logical reasoning necessary when designing a research study and the use of statistical tests necessary for measuring and analyzing data. Math 231, which must be taken as a prerequisite or co-requisite for this course, provides the student with

these mathematical skills needed for data analysis.

COURSE SESSIONS: Mondays/Fridays 9:00-10:15 a.m.

COURSE REQUIREMENTS:

Each student will complete a research proposal which incorporates all the steps of the research process. Faculty guidance will be provided so that the project is manageable for the individual student and facilitates learning of the research process at the undergraduate level.

COURSE OBJECTIVES:

At the completion of this course the student will be able to:

1. Develop a research proposal which delineates the basic research steps.
2. Utilize scientific research methodologies when enacting the role as nurse leader/change agent.
3. Identify aspects of clinical situations and settings where use of the research process could predictably bring about positive changes.
4. Utilize research results as a vehicle for stimulating professional and personal growth and development.
5. Integrate the use of research knowledge and skills into professional practice.
6. Critique nursing research studies in terms of their design and relevance to nursing practice and advancement of the nursing profession.
7. Discuss the nurse's role as researcher as a means of improving care to consumers and enhancing working relationship with other health professionals.

COURSE OUTLINE:

A. Introduction to Nursing Research

1. The process of scientific investigation
 - a) inductive vs. deductive reasoning
 - b) quantitative vs. qualitative research

c) basic vs. applied

2. Relevance to the advancement of nursing

B. Nursing Research Classification as determined by:

1. Purpose (aim)

a) methodologic research

b) descriptive research

c) explanatory research

2. Design

a) the experimental design

b) the partially experimental design

c) the non-experimental design

d) the design of phenomenological research

3. Setting

a) the laboratory

b) the field

4. Content

a) implication for nursing practice

b) implication for nursing education

c) implication for nursing history

C. Basic Research Steps

1. Identifying, formulating and defining the research problem

- a) conceptual premise
- b) practical premise
- 2. Stating the purpose and objectives
- 3. The literature review
 - a) sources and resources
 - b) impact on research problem statement
- 4. Study design
 - a) the experimental design
 - b) the non-experimental design
 - i. cross-sectional
 - ii. longitudinal
 - a. retrospective
 - b. prospective
 - iii. partially experimental (quasi-experimental)
- 5. Collecting the Data
 - a) direct observation
 - i. structured
 - ii. unstructured
 - b) questionnaire
 - c) interview
 - d) critical incidence
 - e) qualitative methods
- 6. Probability and Sampling

- a) subjective vs mathematical probability
- b) probability sampling techniques
 - i. simple random
 - ii. stratified random
 - iii. cluster
- c) non-probability sampling techniques
 - i. quota samples
 - ii. accidental samples
 - iii. purposive samples

7. Data Analysis

- a) basic terminology used in measurement
- b) measuring variables
 - i. qualitative analysis
 - ii. quantitative analysis descriptive statistics
- c) determining validity and reliability of measuring instructions
- d) presentation of data

8. Writing the report

- a) sections of the report
- b) writing style
- c) publication and/or distribution

NUR 419: NURSING RESEARCH

SPRING 20XX

TEACHING AND LEARNING METHODS

Lecture

Seminar/Discussion

Audio visual aids

STUDENT RESPONSIBILITIES

1. Written assignments are to be submitted on the date specified.
Penalties are assessed for lateness
2. Students are expected to participate in classes through query and discussion in order to clarify presentations and stimulate a genuine teaching-learning situation.
3. Students will select and read articles weekly from Nursing Research journals and publications in order to carry out various class assignments.
4. Regular and punctual attendance at classes and examinations.

COURSE GRADE DETERMINATION:

Quiz	10%
Midterm	20%
Research proposal	20%
Final	30%
Critiquing research assignments	10%
Weekly assignments	10%

TEXT:

Polit and Hungler. *Nursing Research; Principles and Methods*, (4th Ed.) J.B. Lippincott Co., 1991. Maryland

APPENDIX C

COMPLETION OF STUDENT EVALUATION OF TEACHER PERFORMANCE

Please observe the following procedure in distributing, collecting, and returning the evaluation forms:

1. Instructors are not to be present in the room when forms are being completed.
2. A student of the class, or a staff member of the University, will distribute, collect, and return completed forms to the Division Office or another designated location, e.g., Library.
3. The individual distributing the forms is to instruct ALL students in the class to complete both the front and back of the form using a #2 pencil.
4. Students are told that they are **NOT** to write their names on the form and that all information is handled in a confidential manner.
5. Please note that a CRN number must be coded into the front side of the questionnaire. Write the CRN number which starts with a zero on the chalkboard. Tell students to place that number, in the boxes at the top of the page. Then shade in the area below that corresponds to the number at the top of each column.
6. Whoever distributes the forms will remain in the classroom and collect them. The completed forms are placed in the designated envelope and sealed.
7. Return the sealed envelope to the Division Office or to another designated location, e.g., Library.

APPENDIX D**UNIVERSITY OF THE VIRGIN ISLANDS
Midterm Low Grade Report**

To the instructor: The copy is to be given to the student as soon as possible, but in no case later than Monday than of the ninth week of the semester.

If the student is matriculated, the second copy is to be submitted to the faculty advisor or Chair of the Division on which the student is majoring. If student is not matriculated the second copy will be filed in the office of the Registrar.

GRADES MUST BE EXPLAINED BY COMMENTS.

Student's Name: _____ Date: _____

Course Title: _____ Midterm Grade: _____

Instructor's Name: _____

INSTRUCTOR'S COMMENTS ON STUDENT'S PERFORMANCE:

To the student: This report is intended to bring to your attention course work below degree standard [C] at midterm: Upon receiving this, you should immediately.

1. Confer with the instructor of the course
2. Confer with your faculty advisor
3. Non Matriculated or part-time students without assigned faculty advisors should confer with an available full-time faculty member in their study area or interest.

APPENDIX E**UNIVERSITY OF THE VIRGIN ISLANDS****Office of the Registrar
Change of Grade Request**

Date: _____

Student's Name: _____ ID# _____

Address _____

Course No _____ Course Title _____

Change Grade: From: _____ To: _____

Semester Fall [] Spring [] Summer [] Year _____

REASON _____

Instructor's Signature

Provost's Signature _____ Approved: Yes [] No []

Date _____

Copy# 1 Office of the Registrar

Copy# 2 Instructor

Copy# 3 Student

APPENDIX F

UNIVERSITY OF THE VIRGIN ISLANDS Office of the Registrar Change of Registration

Please print

Copy #1 – Registrar

Copy #2 – Student

Semester

Date: _____ ID# _____ Fall [] Spr [] Sum [] Year _____

Name: _____

Mailing Address: _____ City _____ State _____ Zip _____

For dates when changes may be made without penalty, please consult current Class Schedule

Codes: AD = Add a course

DR = Drop a course

AU = Audit

W = Withdrawal

WP = Withdrawal w/passing grade

WF = Withdrawal w/failing grade

AW – Administrative Withdrawal*

***A \$10 fee will be assessed during
the Add/Drop period*******Provost's Office approval required***

Please enter appropriate code in table below to identify your request(s).

CODE	CRN#	COURSE	SEC	TITLE	CR

Instructor's Signature _____ Date _____

Division Chair's Signature _____ Date _____

Provost's Office Signature _____ Date _____

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