

# TEACHING AT UNL

## FREQUENTLY ASKED QUESTIONS

### **Course and Classroom Management**

#### ***Does UNL have a learning management system?***

Yes, Canvas (or My.UNL) is UNL's learning management system. A Canvas course website is automatically created for every official course at UNL. Most UNL instructors use Canvas as part of their teaching processes and content management. You'll use your My.UNL credentials to access Canvas online at [my.unl.edu](http://my.unl.edu). Your login username might be something like `jdoe2`, or `j.doe`. Learn more about how to maximize its tools online at <https://canvas.unl.edu/courses/1>

#### ***Is there a standard syllabus policy?***

Yes, the Faculty Senate policy lists required information for all course syllabi. (<http://www.unl.edu/facultysenate/unl-syllabus-policy>) In addition, instructors who teach Achievement-Centered Education (ACE) courses are required to include: 1) the specific ACE outcome(s) that will be satisfied by the course; 2) a brief description of opportunities the course will provide to achieve the ACE outcome(s); and 3) a brief description of the graded assignments that instructors will use to assess student achievement of the outcome(s).

#### ***Are there rules for when final exams can be scheduled?***

Yes. Final examinations for full semester classes are to be given **only at the regularly scheduled time** as published in the official schedule of classes or at another time during Finals Week mutually agreeable to all concerned. The only examinations that may be given during the last week (15<sup>th</sup> week) of classes are: laboratory practical examinations, make-up or repeat examinations, and self-paced examinations. For further explanations and exceptions, see <http://www.unl.edu/facultysenate/15th-week-policy>.

#### ***Is there a standard attendance policy?***

Students are expected to attend all lectures, recitations, and laboratories regularly. Students are responsible for the attendance policy set by the instructor and should clear absences directly with that instructor. Some departments have established common attendance policies for their courses. Check with your department or program chair for your unit.

#### ***How do I know who is in my class? Where can I find a roster?***

You can find class roster(s) in MyRED using your NUID and True You password (the same used for Firefly). Click on the faculty tab and find class roster. See <http://registrar.unl.edu/myred-facultyclassroster.pdf>.

#### ***What kinds of technology will my classroom have?***

Information Technology Services designs and supports all multimedia equipment in general purpose classrooms (for a list, see <http://its.unl.edu/t3/gp-classrooms>). This includes audio, video, and control system integration. Support staff are on call during regularly scheduled classes M-F, including evenings, at 472-5511. Some departments maintain and support their own classrooms. For technology in a department-controlled classroom, consult your chair.

#### ***Is there a proctored testing center for online exams, quizzes, and assignments?***

The Digital Learning Center Exam Commons provides web-based assessment services. It is located in the southeast corner of the Adele Coryell Hall Learning Commons (Love Library North). All tests are conducted at this location and all testing times must be pre-scheduled by students in advance. <http://its.unl.edu/dlc/instructors>

#### ***What do I do if I have a problem in the classroom with academic integrity?***

The Dean of Students in the Office of Student Affairs receives complaints regarding academic dishonesty. An online form is available to report alleged violations. See <http://involved-apps.unl.edu/a/AcademicDishonesty/>

#### ***What if I experience an emergency in my classroom?***

In cases of life-threatening emergencies, call 911. The University Police Department can be reached at 2-2222.

## Grading

### ***What is UNL's grading system?***

Passing grades are A+, A, A-, B+, B, B-, C+, C, C-, D+, D, D-, and P. Students registered Pass/No Pass must earn a grade of "C" or better for a "P" grade. A grade of "F" represents that the student did not pass the course. The "F" is factored into the Grade Point Average. A grade of "I" signifies that the student was not able to complete the course. The student will be allowed to complete the course WITHOUT re-registering. All "I" grades issued for **undergraduate courses** will automatically expire and be replaced with a failing grade one year after the end of the current term, unless a grade change form is received prior to that time.

### ***When are final grades due?***

Final grades are due within five calendar days (excluding Sunday and Christmas if applicable) after the scheduled final exam date. Grades are entered through MyRED.

### ***What is a degree grade and why am I being asked to submit one?***

If you have a student in class who has applied to graduate, you will be asked to submit the lowest possible grade that student might earn in your course *two weeks before commencement*. Because the University of Nebraska gives students their actual diplomas at commencement, instructors are asked to submit such grades so that graduation services can determine if a student is qualified to graduate. If the student's final grade is lower than the grade turned in on the degree grade roster, you should record the final grade as early as possible and notify graduation services at 2-3635. All grade changes affecting graduating students must be submitted no later than 4:00 pm the day prior to Commencement.

### ***How do I submit students' grades?***

Instructors enter final grades via the MyRED system. See <http://registrar.unl.edu/submitting-grades>

### ***Can I discuss a student's grades with a parent, guardian, or spouse? What is allowed by FERPA?***

The Family Educational Rights and Privacy Act (FERPA) is a Federal law that protects the privacy of student education records. Because FERPA allows only the student (*not the parent or spouse*) to control who has access to their academic record, only directory information can be disclosed to parties other than the student.

### ***What are some examples of information that instructors cannot disclose?***

- Students' grades
- Students' course schedules
- Details of conversations between the student and the instructor
- Students' academic standing

See <http://ferpa.unl.edu/> for additional information

### ***Am I required to keep student work after final grades are submitted? If so, for how long?***

Faculty members must either: 1) Retain custody of materials, such as examinations, term papers, and written creative assignments used in the academic evaluation of their students for at least 30 days, **or** 2) Make a reasonable effort to return materials to the student. Student materials should not be left for pick up in an unsupervised, public place.

## Advising and General Education

### ***How do undergraduate students receive academic advising?***

All undergraduates are assigned an academic advisor within their academic college. Students who have not declared a major are advised by staff in the Exploratory and Pre-Professional Advising Center.

### ***What about advising for graduate students?***

The Office of Graduate Studies provides schedules and forms for graduate student degrees at <http://www.unl.edu/gradstudies/facstaff/advising>. Consult your Graduate Chair for additional information.

### ***Is there a common advising technology?***

Yes. UNL faculty who serve as academic advisors use MyPLAN (My Personal Learning and Advising Network) to record advising notes, access student information, and communicate with others who are involved with their students. You can access the MyPLAN tab through MyUNL/Canvas. See <http://myplan.unl.edu/> for video tutorials and other resources.

***Does UNL have a general education program?***

Yes, all students are required to take 30 credit hours from a list of Achievement-Centered Education courses. ACE courses are comprised of 10 student learning outcomes that UNL faculty have identified as critical for 21<sup>st</sup> century students to demonstrate before graduation. Learn more about ACE at <http://ace.unl.edu/>

## **Academic Support Resources**

***What academic support programs are available to help my students?***

UNL has many programs and resources available to support students' success. **The Office of First-Year Experience and Transition Programs** offers individual academic coaching sessions and group workshops on a variety of topics (time management, goal setting, critical reading skills, etc.). These services are available to **ALL** undergraduates.

***Are there tutors for students in specific disciplines?***

Study stops—individual and group study spaces staffed by learning consultants—are available Sunday through Thursday nights. See <http://success.unl.edu> for schedules and dates. Several departments provide individual consultation in specific academic disciplines (the Writing Center, Math Resource Center, Chemistry Resource Center, etc.) For a full list see <http://www.unl.edu/current/tutoring/>

**The Office of Academic Success and Intercultural Services (OASIS)** works with all UNL students with an emphasis on meeting the needs of ethnic minority students and students receiving diversity enhancement scholarships. See <http://www.unl.edu/oasis/>

***What career exploration and development resources are available to help my students?***

The Office of Career Services, located in 225 Nebraska Union, helps students in all majors and colleges make academic and career decisions, gain experience through internships and job shadowing and pursue employment or further education. See <http://www.unl.edu/careers/get-know-career-services>  
See additional graduate student resources at <http://www.unl.edu/gradstudies/current/development/intro>

***Are there psychological support programs for students?***

The Office of Counseling and Psychological Services, located on the 2<sup>nd</sup> floor of the University Health Center, provides individual and group counseling and special workshops and support groups for students on a variety of issues. See <http://health.unl.edu/counseling-and-psychological-services-caps>

***What support does the campus provide my international students?***

UNL provides many resources to international students, helping them successfully transition in, and navigate, and complete their degree programs. A comprehensive list of international student resources is available online in 91 languages at <http://international.unl.edu/isg>. Resources for faculty teaching international students are available at <http://international.unl.edu/faculty-staff-resources>.

## **Teaching Resources**

***How can I get Canvas training?***

UNL provides online and in-person trainings as well as brown bag sessions to support instructors' use of Canvas. See <http://its.unl.edu/services/canvas> for a full listing.

***Besides Canvas, are there other learning technologies I can use?***

Information Services Technologies provides a broad range of tools and technologies to support instructors, including Box, I-clickers, Adobe Connect, and Lecture Capture. See <http://its.unl.edu/facultyservices> for a fuller description.

***I've been assigned to teach online courses. Is there someone who can help me develop my course?***

Yes, members of the Innovative Instructional Design Team can partner with you in any course development or redesign effort for online, blended, or face to face courses. Each college has a dedicated IID member to support you. See <http://onlineteaching.unl.edu/planning/instructional-design> or contact Marie Barber at [mbarber2@unl.edu](mailto:mbarber2@unl.edu)

***Are there ongoing professional development opportunities for teaching?***

The Office of the Executive Vice Chancellor hosts a Teaching and Learning Symposium each fall and spring semester. The NU Online also hosts an annual conference focused on innovation in pedagogy and technology each May.

***Is there a teaching community I can join?***

The Peer Review of Teaching project is a structured, year-long program with focused discussions on teaching, student learning, and assessment. Contact Jody Kellas at [jkellas2@unl.edu](mailto:jkellas2@unl.edu) for more information. Consult your department and college leaders for more local teaching development opportunities.

## **Mentoring and Co-Curricular Opportunities**

***I want to work with students outside of my classroom. What opportunities are there?***

UNL has numerous formal and informal opportunities for faculty to connect with students outside of the classroom. Here are just a few opportunities that faculty have to work with students through university-wide programs:

- Faculty mentors for UCARE (Undergraduate Creative Activities and Research Experience) program. Faculty work one-on-one with undergraduates in a year-long or summer in mentored research. <http://ucare.unl.edu/>
- Faculty sponsor for a first year learning community. <http://learncom.unl.edu/> Learning communities involve small groups of students who live together on the same residence hall floor and participate in co-enrolled courses and exclusive professional, social, and cultural activities and events.
- Honors Program instructors. Faculty teach first year honors seminars generally capped at 20 students in their discipline. Faculty also can support students who “contract” for honors credit in non-designated honors courses. <http://honors.unl.edu/faculty-staff/teaching-courses> Faculty also serve as advisors for students’ honors program theses.
- Many academic support programs seek faculty to serve as guest speakers on special topics for orientations and first-year success seminars. Some of these programs include First Husker, OASIS, Emerging Leaders, William H Thompson Scholars, and Nebraska College Preparatory Academy.

Still have questions about teaching at UNL? Email [academicaffairs@unl.edu](mailto:academicaffairs@unl.edu) and we will follow up with you individually.