Guidelines for Faculty Teaching in Florida Tech Online

May 2017
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Foreword

These guidelines provide a quick reference and answers to many of your questions whether you are a full-time faculty member or an adjunct faculty member. If you are new, I recommend you quickly become familiar with these guidelines. Knowing the guidelines will help you to adhere to university policies.

Another university document that you should consult is the current Florida Tech catalog, which is updated annually for each new academic year. The academic policy portion of the catalog should be of special interest. This document is available online at [www.fit.edu/catalog](http://www.fit.edu/catalog). Should you have any questions on these or other matters, please consult your program or department chair. Florida Tech administrators and faculty must also be familiar with the school standards, available at [www.fit.edu/studenthandbook](http://www.fit.edu/studenthandbook) and the Florida Tech Faculty Handbook, available at [http://www.fit.edu/faculty/handbook/index.php](http://www.fit.edu/faculty/handbook/index.php).

Brian Ehrlich  
Vice President  
Office of Online Learning
Mission Statement: Florida Tech Online
The mission of Florida Tech Online is to provide a diverse student body access to an elite education, encourage intellectual curiosity, and foster the success and self-fulfillment of adult learners.

Mission Statement: University
Florida Institute of Technology’s mission is to provide high-quality education to a culturally diverse student body in order to prepare students for entering the global workforce, seeking higher-education opportunities, and serving within their communities. The university also seeks to expand knowledge through basic and applied research and to serve the diverse economic, cultural, and societal needs of our local, state, national and international constituencies.

In support of this mission, we are committed to:

- Promoting student development by fostering and sustaining a productive institutional culture of assessment that leads to the continuous improvement of academic and administrative programs;
- Developing an organizational culture that values and encourages intellectual curiosity, a sense of belonging and shared purpose among faculty, students and staff, and the pursuit of excellence in all endeavors;
- Recruiting and developing excellent faculty to become leaders in their respective fields and internationally recognized scholars;
- Achieving recognition as an effective, innovative, technology-focused educational and research institution;
- Recruiting and retaining an excellent, highly select and culturally diverse student body;
- Continually improving the quality of campus life for all members of the university community;
- Providing personal and career growth opportunities for both traditional and nontraditional students and members of the faculty and staff;
- Securing and maintaining professional accreditation for all appropriate programs.

About the University
Florida Institute of Technology is an accredited, coeducational, independently controlled and supported university. It is committed to the pursuit of excellence in teaching and research in the sciences, engineering, high-tech fields, business, psychology, liberal arts, aviation and related disciplines, as well as providing the challenges that motivate students to reach their full academic and professional potential. Today, over 9,700 students are enrolled in programs on and off campus, and online. More than 5,100 students attend class on the Melbourne campus and more than 1,200 at Florida Tech’s off-campus sites, while over 3,100 students are enrolled in online programs. Florida Tech offers over 235 degree programs in science, engineering, aviation, business, education, humanities, psychology and communication. Included are doctoral degrees offered in 26 disciplines and more than 100 degrees at the master’s level.
## Academic Policies

### Academic Calendar

**Summer 1 – 2017**
- **Feb 23**: First day to register for Summer 1 – 2017
- **April 7**: Last day to file a Petition to Graduate for Summer 1 – 2017
- **April 19**: Last day to register for Summer 1 – 2017 without late fee
- **April 20**: First day to register for Summer 2 – 2017
- **April 26**: Last day for Summer 1 – 2017 confirmation of tuition or financial aid
- **April 26**: Last day to register for Summer 1 – 2017 with late fee
- **May 1**: CLASSES BEGIN (Monday)
- **May 7**: Last day to withdraw from a course with full refund
- **May 29**: Holiday (Memorial Day)
- **June 2**: Last day to Petition to Graduate for Summer 2 – 2017
- **June 11**: Last day to withdraw from a course with a W and no refund
- **June 23**: Last day for admissions eligibility for Summer 1 – 2017
- **June 25**: Last day of classes (Sunday)

**Summer 2 – 2017**
- **April 20**: First day to register for Summer 2 – 2017
- **June 2**: Last day to Petition to Graduate for Summer 2 – 2017
- **June 21**: Last day to register for Summer 2 – 2017 without late fee
- **June 22**: First day to register for Fall 1 – 2017
- **June 28**: Last day for Summer 2 – 2017 confirmation of tuition or financial aid
- **June 28**: Last day to register for Summer 2 – 2017 with late fee
- **July 3**: CLASSES BEGIN (Monday)
- **July 9**: Last day to withdraw from a course with full refund
- **July 29**: Saturday - Summer Commencement Exercises
- **Aug. 4**: Last day to file a Petition to Graduate for Fall 1 – 2017
- **Aug. 13**: Last day to withdraw from a course with a W and no refund
- **Aug. 25**: Last day for admissions eligibility for Summer 2 – 2017
- **Aug. 27**: Last day of classes (Sunday)

**Fall 1 – 2017**
- **June 22**: First day to register for Fall 1 – 2017
- **Aug. 4**: Last day to file a Petition to Graduate for Fall 1 – 2017
- **Aug. 16**: Last day to register for Fall 1 – 2017 without late fee
- **Aug. 17**: First day to register for Fall 2 – 2017
- **Aug. 23**: Last day for Fall 1 – 2017 confirmation of tuition or financial aid
- **Aug. 23**: Last day to register for Fall 1 – 2017 with late fee
- **Aug. 28**: CLASSES BEGIN (Monday)
- **Sept. 3**: Last day to withdraw from a course with full refund
- **Sept. 4**: Holiday (Labor Day)
- **Sept. 29**: Last day to file a Petition to Graduate for Fall 2 – 2017
- **Oct. 8**: Last day to withdraw from a course with a W and no refund
- **Oct. 9**: Holiday (Columbus Day)
- **Oct. 20**: Last day for admissions eligibility for Fall 1 – 2017
- **Oct. 22**: Last day of classes (Sunday)

**Fall 2 – 2017**
- **Aug. 17**: First day to register for Fall 2 – 2017
- **Sept. 29**: Last day to file a Petition to Graduate for Fall 2 – 2017
- **Oct. 11**: Last day to register for Fall 2 – 2017 without late fee
- **Oct. 12**: First day to register for Spring 1 – 2018
- **Oct. 18**: Last day for Fall 2 – 2017 confirmation of tuition or financial aid
- **Oct. 18**: Last day to register for Fall 2 – 2017 with late fee
- **Oct. 23**: CLASSES BEGIN (Monday)
- **Oct. 29**: Last day to withdraw from a course with full refund
- **Nov. 11**: Holiday (Veterans Day) Observed
- **Nov. 17**: Last day to file a Petition to Graduate for Spring 1 – 2018
- **Nov. 23**: Holiday (Thanksgiving)
- **Dec. 3**: Last day to withdraw from a course with a W and no refund
- **Dec. 15**: Last day for admissions eligibility for Fall 2 – 2017
- **Dec. 16**: Saturday - Fall Commencement Exercises
- **Dec. 17**: Last day of classes (Sunday)
Spring 1 – 2018
Oct. 12 First day to register for Spring 1 – 2018
Nov. 16 Last day to file a Petition to Graduate for Spring 1 – 2018
Dec. 26 Last day to register for Spring 1 – 2018 without late fee
Dec. 27 First day to register for Spring 2 – 2018
Jan. 3 Last day for Spring 1 – 2018 confirmation of tuition or financial aid
Jan. 3 Last day to register for Spring 1 – 2018 with late fee
Jan. 8 CLASSES BEGIN (Monday)
Jan. 14 Last day to withdraw from a course with full refund
Jan. 15 Holiday (Martin Luther King Jr. Day)
Feb. 9 Last day to file a Petition to Graduate for Spring 1 – 2018
Feb. 18 Last day to withdraw from a course with a W and no refund
Feb. 19 Holiday (Presidents Day)
March 2 Last day for admissions eligibility for Spring 1 – 2018
March 4 Last day of classes (Sunday)

Spring 2 – 2018
Dec 27 First day to register for Spring 2 – 2018
Feb. 9 Last day to file a Petition to Graduate for Spring 2 – 2018
Feb. 21 Last day to register for Spring 2 – 2018 without late fee
Feb. 22 First day to register for Summer 1 – 2018
Feb. 28 Last day for Spring 2 – 2018 confirmation of tuition or financial aid
Feb. 28 Last day to register for Spring 2 – 2018 with late fee
March 5 CLASSES BEGIN (Monday)
March 11 Last day to withdraw from a course with full refund
April 6 Last day to file a Petition to Graduate for Summer 1 – 2018
April 15 Last day to withdraw from a course with a W and no refund
April 27 Last day for admissions eligibility for Spring 2 – 2018
April 29 Last day of classes (Sunday)
May 5 Saturday - Spring Commencement Exercises

Summer 1 – 2018
Feb 22 First day to register for Summer 1 – 2018
Apr 6 Last day to file a Petition to Graduate for Summer 1 – 2018
Apr 18 Last day to register for Summer 1 – 2018 without late fee
Apr 19 First day to register for Summer 2 – 2018
Apr 25 Last day for Summer 1 – 2018 confirmation of tuition or financial aid
Apr 25 Last day to register for Summer 1 – 2018 with late fee
Apr 30 CLASSES BEGIN (Monday)
May 6 Last day to withdraw from a course with full refund
May 28 Holiday (Memorial Day)
June 1 Last day to Petition to Graduate for Summer 2 – 2018
June 10 Last day to withdraw from a course with a W and no refund
June 22 Last day for admissions eligibility for Summer 1 – 2018
June 24 Last day of classes (Sunday)

Summer 2 – 2018
April 19 First day to register for Summer 2 – 2018
June 1 Last day to Petition to Graduate for Summer 2 – 2018
June 20 Last day to register for Summer 2 – 2018 without late fee
June 21 First day to register for Fall 1 – 2018
June 27 Last day for Summer 2 – 2018 confirmation of tuition or financial aid
June 27 Last day to register for Summer 2 – 2018 with late fee
July 2 CLASSES BEGIN (Monday)
July 8 Last day to withdraw from a course with full refund
Aug. 3 Last day to file a Petition to Graduate for Fall 1 – 2018
Aug. 12 Last day to withdraw from a course with a W and no refund
Aug. 24 Last day for admissions eligibility for Summer 2 – 2018
Aug. 26 Last day of classes (Sunday)
National Holidays
For course purposes, Florida Tech honors the following national holidays on the official observance days and courses are not conducted.

- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day
- Christmas Day
- New Year’s Day

Note: There are additional holidays listed on the academic calendar. On those holidays, Florida Tech administrative offices are closed; classes are in session.

School Closure
Both Florida Tech and Bisk observe national holidays (see the list under the National Holidays section) and students are not required to participate in classes on such days. In the case of an emergency closure of Florida Tech or Bisk, if classes are still able to operate, they will continue. In the rare case that the Learning Management System is unavailable for maintenance reasons, classes will resume as quickly as possible and students should check the Florida Tech Online Web site (www.floridatechonline.com) regularly for updates.

Natural Disaster

Melbourne, Florida
If a natural disaster impacts the Melbourne, Florida, location of the Florida Tech main campus, all faculty should check the Florida Tech Web site at www.fit.edu or call (888) 820-4636 for updates. If able, the Online Learning staff will notify the faculty about any campus closings and re-openings.

Tampa, Florida
If a natural disaster impacts the Tampa, Florida, location of Bisk, the Online Learning staff will notify the faculty about any closings and provide an estimate as to when the Tampa location will be operational.

Faculty’s Location
If a natural disaster occurs near the faculty’s location, the faculty should contact his/her academic program advisor at the soonest opportunity and inform him/her of the situation. See the Communication With Florida Tech section for contact information.

The academic program advisor will post an appropriate message to students within the LMS course site. If necessary, the academic chair will make arrangements for a substitute instructor either temporarily or for the remainder of the term.

End of Term
All classes officially end on Sunday night at 11:59 p.m. ET.
ASC 1006 Mastering eLearning
All undergraduate online students are required to complete ASC 1006 Mastering eLearning during their first term at Florida Tech. Please note the following class information and description.

- ASC 1006 is a 1-credit required course for all undergraduate degree programs and must be successfully completed to graduate.
- This course follows the same 8-week schedule as all Florida Tech Online courses.
- Every new student must complete ASC 1006 in his/her first term.
- Diagnostic Assessments are completed during ASC 1006 depending on the subject matter.
- There are no exemptions from the Diagnostic Assessments.
- ASC 1006 has a facilitator who will lead the course.

ASC 1006 MASTERING ELEARNING (1 credit). Helps students new to Florida Tech and online learning adjust to the university and acquire essential academic survival skills (online classroom behavior, academic honesty, study skills, etc.) that enhance academic integration into college. Requirement for all Florida Tech Online students.

Panther Pass
Panther Pass is an online orientation that all new students will need to complete before their first term with Florida Institute of Technology. If a student has questions about Panther Pass, please refer them to onlinesuccess@fit.edu.

Access Florida Tech
Access Florida Tech is an online portal for students, faculty, and staff and is available at http://access.fit.edu. Online faculty use the portal for easy access to:

- PAWS for grading and employee information
- Email for important communication from Florida Tech
- Learning Management System (LMS)
- The library for research and other information

If you have questions about Access Florida Tech, please contact the Florida Tech Technology Support Center via their website at http://fit.edu/support or call (321) 674-7284, option 4.

Student Course Materials
If course materials are not embedded within the course site, students must make arrangements to purchase them either through their enrollment representative directly or by contacting Customer Service at (800) 280-9718. Students are free to purchase course materials on their own. We do not guarantee shipping, returns, or accuracy if students do not purchase through us. Students may

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1 The Panther Access Web System (PAWS) is a web-based application and is accessed via the Access Florida Tech portal. For faculty, PAWS is used to enter grades and access faculty schedules and class lists in addition to employee information. For students, PAWS is used to access and print personal records including final grades. For additional information, see the PAWS Account section.
review the book ISBN number(s) to procure them on their own at http://isbn.bisk.com/Default.aspx?division=ft. Be sure to choose the current term from the drop-down box for the term, since the default may not be the term needed.

**Ebooks vs. Conventional Textbooks**

In an attempt to reduce costs and increase accessibility for students, the option for students to purchase textbooks in an electronic format (ebook) through the Bisk book warehouse will be added gradually. There are many applications used for interacting with an ebook. There are often display differences, which can affect the amount of text per page and therefore page numbers. It will be more effective for faculty to refer to headings and subheadings, pictures, graphs, tables, etc. by figure number in place of page numbers when communicating with students. Technical knowledge and ebook experience will vary per student. Consideration of these issues will assist students in acclimating to new technologies while focusing on the content in their courses. Questions or suggestions regarding ebooks should be directed to the academic program chair or advisor.

**ADA Students**

Florida Tech strives to provide our students with the accommodations needed to be successful. In order to facilitate that process, students requesting accommodations should do so a minimum of four (4) weeks prior to the start of a course through Disability Services. This time allows Florida Tech to prepare any course materials that may be required.

Individuals with disabilities needing special accommodation(s) should contact Rachel Densler, Disability Services. She may be contacted by phone at (321) 674-8285 or by email at disabilityservices@fit.edu.

Treating students with disabilities equitably is very important to Florida Tech. These are often students in the most need of assistance. At the beginning of each term, an email with approved accommodations and detailing the specific needs of the student is sent to instructors. Test extensions for students with disabilities are set, early in the term, as directed by Disability Services.

If it is deemed appropriate to reset an exam, please be sure to re-add the approved, extended time. To extend the time of an exam, the drop-down menu is located to the left hand side in the Batch Reset window. Place a check mark to the left side of the student’s name and then select the submit button in order to complete the procedure.

In the situation where a student inquiries about or requests accommodations, please provide the following information and resources to him or her. You may cut and paste the following text.

The Disability Services Counselor will work with your professors to provide accommodation for your disabilities. In order to start this process, please fill out the Disability Intake form: http://www.fit.edu/disability/request.php. This form asks basic questions about your needs and what accommodations have helped in the past and what would be requested today. For example, an easy accommodation is extended test time.
Please email or FAX this form with any supporting documentation, and it will be reviewed. The Disability Services Counselor will communicate with you to discern the best path for success here at Florida Tech. Email: disabilityservices@fit.edu or FAX: (321) 674-8072. The supporting documentation is important and may be an educational- or psychological-related evaluation (or medical documentation) that recommends ways of assisting or accommodating for your disabilities to level the playing field.

Florida Tech will try to address your needs as best we can. Once accommodations are activated, it is necessary to contact Disability Services four weeks prior to the next term so they can communicate with instructors and confirm your accommodations for each term. This allows for changes of needs and continued permission to share the accommodations with instructors.

**Withdrawal Policy**

The student’s failure to attend classes or giving verbal notification to the instructor DOES NOT CONSTITUTE OFFICIAL WITHDRAWAL. A student who informs an instructor of his/her intent to withdraw should be advised to withdraw using PAWS immediately using the Access Florida Tech portal at [http://access.fit.edu](http://access.fit.edu). Faculty do not have authority or approval to withdraw a student. The student is responsible for maintaining written evidence of all drops/withdrawals. Withdrawals during week one are considered drops. A W is not added to the transcript. Tuition refunds will be calculated based on withdrawal dates as follows:

<table>
<thead>
<tr>
<th>Withdrawal Permitted</th>
<th>Tuition Refunded</th>
<th>Deadline</th>
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<tbody>
<tr>
<td>Week 1 Yes</td>
<td>100%</td>
<td>By Sunday 11:59 pm ET</td>
</tr>
<tr>
<td>Week 2 Yes</td>
<td>60%</td>
<td>By Sunday 11:59 pm ET</td>
</tr>
<tr>
<td>Week 3 Yes</td>
<td>40%</td>
<td>By Sunday 11:59 pm ET</td>
</tr>
<tr>
<td>Week 4 Yes</td>
<td>No Refund</td>
<td>By Sunday 11:59 pm ET</td>
</tr>
<tr>
<td>Week 5 Yes</td>
<td>No Refund</td>
<td>By Sunday 11:59 pm ET</td>
</tr>
<tr>
<td>Week 6 Yes</td>
<td>No Refund</td>
<td>By Sunday 11:59 pm ET</td>
</tr>
<tr>
<td>Week 7 No</td>
<td>No Refund</td>
<td>Withdrawal not permitted</td>
</tr>
<tr>
<td>Week 8 No</td>
<td>No Refund</td>
<td>Withdrawal not permitted</td>
</tr>
</tbody>
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**Class Rosters**

Class rosters can be found in two locations: (1) PAWS and (2) in the LMS course site. The roster in PAWS is usually more accurate since the roster in the LMS is reconciled against it. Both rosters will not be available until the Monday of the term start at 12 a.m. ET although there is a possibility that the names will be loaded a day or two earlier. Students will not have access to the LMS course site until the Monday of the term start at 12 a.m. ET.

**Course Curriculum and Syllabus**

The curriculum has already been established for all of the Florida Tech Online courses. Faculty are required to follow the prescribed course outline and syllabus.

The course syllabus for each course within the Learning Management System will automatically have the faculty member’s name and Florida Tech email added at the time of course assignment.
and upload. Each faculty member will need to add their office hours when originally setting up the course before the class starts.

For some courses, discussion topics are included in the course syllabus. If it is a graded assignment, specified points are noted in the syllabus and grade book. If discussion topics are not included, establishing the topics and any specifics are the instructor’s prerogative. If discretionary discussion topics are used, they should support specified course objectives, encourage student participation, further understanding of the subject, and contribute to the exchange of ideas.

It is the responsibility of all instructors to set up discussion topics (prescribed and discretionary) in the LMS discussion board.

**Desk Copies of Textbooks**
Florida Tech is happy to provide faculty with their course materials. Faculty will be provided with a desk copy of the required textbook for his/her course and any available instructor materials. Course materials are to be retained until a new edition is issued. Shipping and handling charges will be incurred for additional copies. These materials will be sent to the faculty approximately three weeks prior to the start of the term. Be sure that the edition/title of the textbook you have matches the textbook information in the syllabus. If not, contact the learning materials coordinator.

**Course Management System**
The course management system currently used for all Florida Tech Online distance learning courses is the Bisk Learning Management System (LMS). The LMS will be available to faculty approximately two weeks prior to the start of the term. An email will be sent to the faculty’s Florida Tech email account giving the username and password to access the LMS. Access to the LMS can be found through the Access Florida Tech portal (http://access.fit.edu).

Please note that the LMS classroom is hosted and maintained by Florida Tech's partner, Bisk. As such, courses may be periodically visited by Bisk’s Technology and Course Development personnel. The purpose of the visits is to ensure that the technical functionality of the website is working as intended. These visits are undetectable by students and faculty.

Content will not be modified unless specifically directed by the appropriate university staff. Faculty will be provided advance notice if the university plans to modify content during the term. Please contact your academic program advisor with questions. See the *Communication With Florida Tech* section for contact information.

**LMS Training**
Florida Tech provides training for faculty. It is expected that faculty will participate and complete this training at least in their first term.

For new faculty, the LMS training is an online, asynchronous course with demonstrations and exercises. The training site will be open for participation approximately three weeks prior to the
start of the term. A question-and-answer Elluminate Live!® session will be offered the week prior to term start. Further details and a link to the training Web site will be provided.

For questions concerning the LMS operation, please contact your academic program advisor. See the Communication With Florida Tech section for contact information.

**Faculty and Student Resources**

**Library**
The Florida Tech Evans Library and Learning Commons provides valuable resources and services to all Florida Tech faculty, students, and staff, including those who participate in extended, distance learning, online, virtual, or off-campus programs. The Web site is [http://lib.fit.edu](http://lib.fit.edu).

Some of the online resources are full-text databases, indexes, full-text electronic journals, evaluated Internet sites, government resources, electronic books, reference sources, subject-specific research guides, research guides, and the library catalog.

To access these resources and services, authentication as an authorized user is necessary. The Florida Tech TRACKS account (user ID and password) will serve as Florida Tech authentication.

**RefWorks**
RefWorks—an online research management, writing, and collaboration tool—is designed to help researchers easily gather, manage, store, and share all types of information as well as generate citations and bibliographies. RefWorks is available through the Evans Library website.

**Online Tutoring**
SMARTTHINKING™ has the online tutoring, writing services, and homework help that students may need to succeed. If students are struggling with the course materials, you may want to direct them to this free service. In the LMS, a link is present in week 1 and in the syllabi of every course offered with the exception of the MSIT program.

If you would like more information about this service, please view the recordings on the Student Resources page and visit the Smarthinking website.

**Turnitin®**
Florida Tech uses Turnitin® to help ensure originality as well as use of proper citation. It is also designed to help educators and students develop a better sense of what plagiarism means and to provide planning, organizational, and citation information. Turnitin is accessible through the digital drop box in the LMS. Contact your academic program advisor for additional information. See the Communication With Florida Tech section for contact information.

**APA Citation Style**
Located under “Resources” in the LMS is a citation-style application. Using APA citation style is an important part of paper writing. The 6th edition of the Publication Manual of the American Psychological Association is used when writing papers for courses in the following colleges:
1. Psychology  
2. Criminal Justice  
3. Business

Additionally, MLA, Harvard, and other specialized citation styles are available in the “RefWorks” section of the Evans Library, Florida Tech.

**Faculty Resource Center**  
The faculty resource center located in the LMS is an instructor-only area containing useful information to assist and support faculty. Some of the resources include the faculty guidelines, academic policy manual, and instructions for submitting final grades.

**Learning Management System Social Media Feature**  
The LMS will now allow students limited functions to further student interaction. There are two parts to this feature.

- The first is an option to upload a photo to his/her student profile. All photos are vetted by administration for appropriateness. The photo will appear next to his/her name in the discussion boards, email, and other locations.

- The second feature will allow students to enter the links to their own outside social media sites, e.g., Facebook, Twitter, etc. If used, these links will open in a second browser and will not close or replace the current browser in use by the LMS.

The main access will be by the student biography on the class roster.

*Important note:* All faculty have the option to turn off the social media feature on a class-by-class basis for all students. By default it will be set to on. The use of all social media should be in accordance with the Florida Institute of Technology official policy on social media. See the *Social Media Policy* section in this document for additional information.

**Third-Party Sponsor Verification of Attendance**  
The LMS tracks attendance automatically. Veterans Affairs, the National Student Clearinghouse, the Department of Education, and others have regulations that necessitate accurate attendance data on students. Moreover, sponsoring officials may require confirmation of employees’ attendance. Faculty concerned about student absences should first submit an academic alert form from within the LMS course site and address the matter to their academic or program chair. Such purpose is to determine if a problem exists and to advise the student appropriately.

**Non-Participation Policy**  
When students complete their registration documents, they are required to sign a non-participation policy. The policy is as stated below:
NON-PARTICIPATION POLICY

All students are required to actively participate in class. Failure to do so will result in the following actions.

**Log-in Activity:** If you are a new or returning student, you must log in at least 2 times to your class by 11:59 p.m. ET on the Sunday of Week 1. If you do not log in at least 2 times it is assumed you are not participating in that class, and you will be automatically withdrawn from the class.

**Academic Activity:** If you are a new student and do not complete an academic action in at least one of your classes prior to 11:59 p.m. ET on the Sunday of Week 3, you will be removed from all of your courses.

If you were using Financial Aid to help pay your tuition costs and were removed from class by Florida Tech due to non-participation, you will not receive a loan disbursement and will not incur loan debt associated with these courses. If you paid by cash, check, or credit card and were removed from class due to non-participation, you will be eligible for a full refund.

Any student that is removed from courses for non-participation will only be allowed to take and must successfully complete ASC 1006 Mastering E-Learning before being allowed to progress with additional courses.

**Non-Participants/Never Logged In**
Students are required to demonstrate active participation during the first week of classes. Students who fail to log into class twice by the end of week one will be removed on Monday of week two. These students will automatically be processed as a week one withdraw with a 100 percent refund.

**Non-Participants After Week 1**
The following process will be followed by Florida Tech faculty and administration to support students during the term. Bisk will follow up with the students as provided by the Program Manager throughout the term.

1. The automated student notification system will send emails to students who are missing assignments and/or not logging into class on a predetermined schedule. Throughout the term, faculty members will be copied within their LMS email account on the emails sent to students.
2. The Program Manager will contact the faculty during week 4 to request that faculty complete an academic alert form for any students they feel need additional or special follow up. It will not be necessary to report non-participating students through the academic alert process. Online Learning staff will compile this information and research issues to determine the best course of action and next steps.
3. As determined in step 2, a list of students that are found to need follow up will be shared with the proper academic or administrative department to address the faculty member’s concerns.
4. Faculty are encouraged to complete, at any time during the term, the academic alert form (see the Academic Alert section for additional information) that is available within each
course site under the resources tab if a student is identified as needing additional follow up.

**Academic Alert: Reporting Academic Distress or Student Issues**

If, at any time after the first week of the term, you feel a student is in need of intervention by the administration, please use the academic alert form located under the resources tab in your course site. This form will be automatically sent to onlinesuccess@fit.edu. Please note that students who fail to log into a course during the first week are automatically removed on the Monday of week 2.

Just before midterm, you will be required to submit academic alerts on students who you feel should be contacted by the administration beyond the notifications already sent for non-participation or missing assignments. This request will come from the Office of Online Learning. When completing the alert form, it will ask you to include students’ names, course number, title, and section number. It allows you to choose the recommended course of action for the student as well. Please provide as much information as possible so the student may be assisted properly.

**Policy on Examinations**

All instructors are required to advise students at the beginning of a course of the factors and assigned weights used in arriving at their final grades. This information is included in the syllabus.

The student shall have the benefit of a review of any examination, as well as rebuttal of the grade. The mechanisms for accomplishing the above will be coordinated with the Office of Online Learning.

Graded papers, mid-term and final examinations will be retained by the instructor for at least one year after the work is completed. The instructor is free to keep student records for as long as he/she likes; however, the instructor is REQUIRED to keep them for at least one year following the term they teach the course.

**Diagnostic Assessments**

Diagnostic assessments for Algebra and Communications are placed within the ASC 1006 Mastering eLearning course. Students must complete the communication and math assessments by the end of the third week and fifth week, respectively, or they will be blocked from continuing in the course.

If a student misses the deadline, the instructor may “batch re-set” by removing the restricted access. However, if a student requests an assessment be re-set for a reason other than missing the deadline, the instructor is NOT to re-set the assessment and must email onlinesuccess@fit.edu for the situation to be investigated.
**Test Resets**

Many assessment measures are one-time access for students. Instructors may reset this access in the LMS for what they feel are justified reasons. Contact your academic program advisor for additional information if necessary.

*Note:* ASC 1006 Mastering eLearning facilitators, please see the *Diagnostic Assessments* section for more information.

**Group Projects**

It is at the discretion of the instructors to use this methodology as they see fit for their individual classes.

**Group Study Policy**

The group feature in the LMS allows for the creation of study groups. The University supports the use of this functionality for specific class-assigned purposes. For assignments that require group work, the faculty member will create and assign students to groups.

Students may also request a faculty member create a group for the purpose of a student-run study group. The University supports this use upon request only, and the students involved assume the responsibility for the oversight of the group when this type of request is made.

**Class Survey Requests**

Florida Institute of Technology does not allow unapproved surveys, questionnaires, or materials to be distributed to students. A faculty member who would like to send such items to students may only do so with written approval from the Office of Online Learning.

**Grading**

No hard and fast rule can be established as the criterion for a pragmatic and objective grading structure. There is, however, a high degree of doubt about the validity of a class roll which reflects either all A’s or an extraordinary percentage of A’s. The grade of A is reserved for truly outstanding performance and should be awarded only to those students who do, indeed, excel. It is difficult to rationalize that all students in a class will meet this requirement if the course is challenging.

The reputation of the University is reflected in the quality of its graduates. This, in turn, is directly related to the effort put forth by the students. A soft and non-objective grading philosophy tends to stifle their efforts and will generate a passive attitude within the student body as a whole.

Fair and objective grading by each faculty member is expected. This does not dictate each grade you give, nor assign certain percentages to each grade; however, a continual input of excessively high grades is not in keeping with the quality of education intended.
Final Grading
Final grades are submitted online through PAWS (via the Access Florida Tech portal at http://access.fit.edu) —not through the LMS. Grades are due by 1 p.m. Eastern time on the Tuesday following the end of the term. Do not use plus (+) or minus (-); Florida Tech does not recognize these refinements as part of the final grades. A reminder to submit final grades along with information on where to find full instructions for entering grades in PAWS will be sent to faculty via their Florida Tech email address (fit.edu address) approximately one week before grades are due.

The only official grades recognized by the University are those entered in PAWS. Grades in the LMS grade book are considered unofficial. Grades will be posted in PAWS for student view on the Wednesday following the end of the term.

Failure to enter grades by the deadline is a serious matter for both faculty and students. For faculty, grading is part of your contractual obligation and failure to submit final grades by the deadline may result in disciplinary actions up to and including non-renewal of future contracts. For students, it may cause them to have improper academic sanctions, be dismissed in error, and can affect financial aid and prevent graduation. Faculty will be required to submit change of grade requests for each student. (See the Change of Grade section that follows.)

Change of Grade
All grade changes should be submitted electronically through the Faculty Services menu in PAWS (via Access Florida Tech at http://access.fit.edu). Detailed instructions and documentation for the Change of Grade process may be found at http://it.fit.edu/admcom/documents/Electronic%20Change%20of%20Grade%20Instructions.pdf.

Once submitted, the request will be routed to an academic chair and final approver depending on the subject, campus, major, and/or course. Each approver will receive an email notification when there is a new request to approve a grade change. The Registrar’s office will receive an email notification once all approvals are complete and will post the updated grade to the student’s record. If the first or second approver denies the grade change request, an email will be sent to the instructor and other approver, if applicable. The complete change of grade record will be documented to the student’s electronic records. Any problems experienced during the submission process should be brought to the academic program advisor’s attention for assistance and resolution. See the Communication With Florida Tech section for contact information.

In the extremely rare event that an instructor is unable to submit an electronic Change of Grade via PAWS, the manual Change of Grade process may be used. Because of the security risks with email, the Registrar's office does not allow the change of grade form to be emailed. To ensure security, remote instructors should email or fax a memo (not the Change of Grade form) to their academic department contact. The memo should contain the following information:

<table>
<thead>
<tr>
<th>Date</th>
<th>CRN</th>
<th>Change Grade From / To</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Student Name</td>
<td>Course Prefix/No</td>
<td>Reason for Change</td>
</tr>
<tr>
<td>Student ID (all or part)</td>
<td>Course Title</td>
<td>Signature/Date</td>
</tr>
<tr>
<td>Major Code (if known)</td>
<td>Credit Hours</td>
<td></td>
</tr>
<tr>
<td>Campus</td>
<td>Term Taken</td>
<td></td>
</tr>
</tbody>
</table>
The program advisors/program chairs will complete the Change of Grade form, attach the memo, and gather the departmental/college approval signatures. Once complete, the hard copy forms should be hand delivered to the Office of the Registrar. For questions regarding change of grade issues, please contact Records at ol-records@fit.edu or (321) 674-8764.

**Grade Appeals**

On occasion, a student may wish to appeal a grade. The students will be directed to use the following procedure when necessary. The student should contact the instructor to request a review of the issue. If the dispute is not resolved with the instructor, the student should email the issue and details of the reason for the grade appeal to the program advisor/chair or departmental representative who will examine the merit of the case. The academic department will approve or disapprove the appeal. If the appeal is denied, the student may request that the appropriate college dean review the decision. The full policy and timeline can be found at [http://www.fit.edu/registrar/faculty-handbook.php#policy_6877](http://www.fit.edu/registrar/faculty-handbook.php#policy_6877).

**Notification of Grades**

At the close of each term, the grades earned during the term are posted on PAWS (via the Access Florida Tech portal at [http://access.fit.edu](http://access.fit.edu)). These grades become a part of the student’s official record and are not subject to change except upon authorization of the instructor and the appropriate college dean. It is particularly important that a clear and valid reason be presented for any change.

It is University policy that grades are not to be given out by email or by telephone. Grades may be posted in the grade book option provided at the course site. This does not replace the official grade report.

**Incomplete Work**

A grade of I is given for incomplete work that has occurred because of circumstances beyond the student’s control, e.g., illness, TDY, or family emergency. The student must request an incomplete directly from his/her instructor. The general requirement is that 80 percent of class work needs to be completed to a qualitatively satisfactory level so there may be a reasonable assumption that completing the work will result in a passing grade before an incomplete will be granted. The instructor determines if the student meets these requirements. If the instructor wishes to approve the incomplete, he/she must request approval from the academic department and coordinate through the Office of Online Learning. If granted, a section will be created for the student and faculty member on the LMS.

The student will have four weeks to complete the remaining work. The I will automatically become an F after the four-week period has concluded unless a change of grade has been completed or an approved waiver has been filed with the Office of the Registrar. If a student fails to complete the work during the four-week period, the faculty member is responsible for completing the change of grade request to assign the original earned grade. Approvals for extensions require proof of extenuating circumstances and approval of the cognizant Dean. As soon as the required work has been completed, the instructor must complete a Change of Grade
request with the academic department, who will complete the change of grade form and submit it to the records office.

The instructor is responsible for grading the completed work and assigning a grade within the prescribed time as part of the original course contract.

**Student Evaluation of Instructor/Course**
Evaluations of instructor/course will be provided to students via LMS at the beginning of week 8. Evaluations are mandatory and the final cannot be accessed until the evaluation has been completed. The evaluations are considered confidential once received by Florida Tech.

These evaluations will be reviewed by the proper administrative and academic staff, the appropriate college dean, and the Associate Vice President. When processed, the instructor is provided an analysis of the evaluations, a copy of all student comments, and, if appropriate, comments of the program or department chair. One set of negative comments will not normally result in the instructor being employed or not employed in the future. Continuous adverse comments, however, will certainly affect an instructor’s reappointment at Florida Tech.

**Instructor Survey of Course**
The Office of Online Learning will email instructors a link to an instructor survey form prior to the final class meeting. This survey will allow instructors to express their opinions on the students, course content, and the text used. This survey will be submitted electronically and reviewed by the program or department chair and the Associate Vice President and all recommendations considered at the appropriate level.

**Policy on Retaking a Graduate Course**
Graduate work is evaluated by letter grades, with only grades of A, B, C, and P being credited toward graduate degrees. Grades of D and F are failing grades in graduate courses. Failed courses must be repeated at the earliest opportunity, if they are required courses. An elective course in which a D or F is received must be repeated, unless the academic unit approves an additional course to be taken in its place.

**Policy on Retaking an Undergraduate Course/Forgiveness Policy**
The forgiveness policy is a system by which an undergraduate student may repeat an undergraduate course with only the last grade received for this course (this grade may be an F) used in the cumulative grade point average, and in evaluating the fulfillment of graduation requirements. All grades received in any course, including those retaken under the forgiveness policy, are retained and recorded on the transcript. Credits where the forgiveness policy has been applied to a course will be removed from both the term and overall GPAs.

An undergraduate student is allowed to apply forgiveness to undergraduate courses a maximum of five times during his or her Florida Tech career. No forgiveness is allowed for subsequent retakes above the maximum of five; all subsequent grades are averaged into the cumulative grade point average. A student attaining 90 or more credit hours may not apply the forgiveness policy.
to 1000- and 2000-level courses. The forgiveness policy does not apply to graduate courses, even if taken by an undergraduate student, or to undergraduate courses taken by a graduate student.

A Request to Retake a Course form must be completed for every course retaken under the forgiveness policy (www.fit.edu/registrar/forms.php). To be applied, this form is due in the registrar’s office no later than Friday of the fifth week of classes to be applied that term. This form is a binding agreement between the student and Florida Tech. Once applied to a repeated course, forgiveness cannot be reversed.

**Academic Honesty Policy**
In the course site before taking an exam, students will be required to click a check box acknowledging that the exam or assignment is their own work. After clicking the box, an academic integrity statement will be displayed. The full text of both the academic honesty statement and the academic integrity statement are below.

**Academic Honesty**
Please click the check box to acknowledge that the exam or assignment you are about to complete and submit will be your own individual work. In addition, by clicking the box you acknowledge that you have read the Florida Tech Academic Integrity statement and agree to the terms and conditions set forth by the university. Moreover, if I witness an act of academic dishonesty, I will report it immediately to the university. The contents of all Florida Institute of Technology curricula are copyrighted by the university and are prohibited from being copied or reproduced in any form by anyone without the expressed written consent of Florida Institute of Technology.

The Academic Integrity policy below will pop up upon clicking on the hyperlink in the paragraph.

**Academic Integrity**
Florida Tech views acts of cheating, plagiarism and academic dishonesty very seriously. The penalties for any type of dishonesty are at the instructor’s discretion in conjunction with the student’s college dean. Depending on the severity of the infraction, the penalties for acts that seem intentional range from a failing grade of F (0 points) on the assignment to a failing grade of F for the course. Severe acts that seem intentional will be forwarded to the dean of students with a recommendation for formal disciplinary action. Any act of dishonesty will be documented for future reference in the student’s academic file.

Turnitin.com is an online tool used to determine if plagiarism has occurred. Faculty have access to Turnitin directly through the LMS within the digital dropbox for appropriate assignments. Academic honesty is highly valued in all Florida Tech’s courses, whether in the classroom or online. The student must always submit work that represents original words or ideas. If any words or ideas are used that do not represent the student's original words or ideas, the student must cite all relevant sources and provide a clear definition of the extent to which such sources were used. Words or ideas that require citation include, but are not limited to, all hard copy or electronic publications, whether copyrighted or not, and all verbal or visual communication when the content of such communication clearly originates from an identifiable source.

In addition to the academic honesty and integrity statements that appear before exams and assignments, students will have a reminder of academic honesty pop up in weeks 2 and 5 of class
when they access the LMS. This is simply to serve as a reminder of the serious nature of academic honesty and not specific to any student or activity.

The statement that appears will be:

Academic dishonesty is taken very seriously by Florida Institute of Technology and is not condoned by any member of the University. Examples of academic dishonesty include (but are not limited to):

- Academic Cheating
- Plagiarism
- Cheating by Using Computers

For detailed information on the University's policies regarding Academic Honesty please see the Student Handbook. All students may access resources and tools in Student Resources within the Learning Management system, the Student Handbook and at the Evans Library and Learning Commons.

You must acknowledge having read the above policy information before continuing:

I have read the above policy information.

**Policy on Cheating/Plagiarism**

At the first instance of academic dishonesty or breach of integrity, the instructor should follow the procedure outlined below depending on which academic department is responsible for the course.

Any second instance of a breach of academic integrity will be referred to the appropriate college Dean and the Dean of Students for final action. The complete policy is available in the Student Handbook ([www.fit.edu/studenthandbook/print.php#policy_2490](http://www.fit.edu/studenthandbook/print.php#policy_2490)).

All instructors are encouraged to review the Student Handbook section titled Academic Honesty for the full policy and procedures for handling violations at the link noted above. Additionally, instructors are encouraged to review the Florida Tech Plagiarism Handbook. ([www.fit.edu/current/documents/plagiarism.pdf](http://www.fit.edu/current/documents/plagiarism.pdf))

All student information is considered confidential and not available to any external sources other than the individual involved. See the Release of Student Information section.

**Contacts**

**College of Aeronautics (COA), Nathan M. Bisk College of Business (COB), Math and Science Courses**

- Instructors should contact academicintegrity@fit.edu.

**College of Engineering and Computing (COEC)**

- The Computer Information Systems instructors should notify Kawanda Rembert, Program Advisor, at krembert@fit.edu and (321) 674-8808.
• The Information Assurance and Cybersecurity instructors should notify Samantha Porter, Program Advisor, at sporter@fit.edu and (321) 674-8857.

**College of Psychology and Liberal Arts (COPLA)**
• The College of Psychology and Liberal Arts (including Criminal Justice, Humanities, and Communications) instructors should notify Lisa Gill, Program Advisor, College of Psychology and Liberal Arts, at ol-copla@fit.edu and (321) 674-8750.

**ASC 1006 Course**
• ASC 1006 facilitators should notify Danielle Schukoske, Program Manager, at onlinesuccess@fit.edu and (321) 674-8207.

**Procedure**
When notifying the appropriate contact as listed above, instructors will need to include the following:

1. Full description of the incident to include:
   a. Involved parties
   b. Description of the assignment
   c. Copies of supporting documentation, i.e., turnitin.com reports, copies of plagiarized work, etc.
2. Recommended sanctions for the violation

When all of the information concerning the academic honesty violation is received, the program chair or program manager will review the documentation with the instructor.

**Student Notification**
All notifications of academic honesty/integrity violations will be sent to the student by the academic department.

**Student Complaint Resolution Process**

**Purpose**
1. To promote prompt resolution of perceived wrongs and/or injustices that may arise between students and faculty/staff members.
2. To promote prompt resolution of other grievances, whether academic or non-academic in nature.
3. To assure the rights of privacy of all parties are maintained.
4. To develop a higher sense of community among all persons at Florida Tech.

**Informal Complaint Resolution Process**
Occasions may arise in which a student feels that he or she has a legitimate basis for complaint. It is the policy of the university to promptly resolve these complaints. Those involved should initially attempt to resolve the matter informally and without the need to establish a record. The informal process for resolution of a complaint is as follows:
1. When a student feels that he or she has a complaint, it should be taken by the student directly to the other party(s) involved.

2. If the student and the other party are unable to resolve the matter or if for any reason the student does not feel at ease in going to the other party, he or she should contact the academic unit head or appropriate director for assistance. Unit heads and directors are able to achieve a fair and equitable solution to most problems. If the student would rather not discuss the matter with the unit head or director, he or she may choose to go to the college dean, dean of students, associate vice president of Online Learning, and/or, if deemed necessary, to the vice president of student affairs.
   - Students in the Extended Studies Division may contact, by telephone, the senior associate dean at the Melbourne campus in Melbourne, Florida.
   - Students in Florida Tech Online programs may contact the Office of Online Learning at the Melbourne campus in Melbourne, Florida.

3. For complaints involving sex discrimination or equal opportunity, please see the Title IX section.

Formal Complaint Resolution Process
Students have the right to submit a formal written complaint for any grievance. Melbourne campus students and extended studies students should submit the complaint to the dean of students by email to fithelp@fit.edu. Florida Tech Online students should contact the Office of Online Learning by email to ol-help@fit.edu.

The deans will determine the appropriate person in the university to handle the problem and forward the complaint to that person. All written student complaints, with their resolutions, will be documented and the records maintained by either the dean of students or the Office of Online Learning.

The Ombudsman
The ombudsman is a university employee appointed by the president to investigate reported complaints, to report findings and to help achieve equitable settlements. Students may seek the help of the ombudsman assigned to handle student-based complaints if the student feels that either the informal or formal complaint process has been ineffective. The ombudsman should only be contacted after the student has followed the established procedures described above. The ombudsman can be found in the president’s office or can be contacted by email to ombudsman@fit.edu.

The complete policy is available in the Student Handbook under the Student Complaint Resolution Process (www.fit.edu/studenthandbook/print.php#policy_5569).

State Agency Contact Information for Student Complaints
Due to Department of Education regulations, we need to provide students with state agency contact information where complaints can be registered in their home state. If a student wishes to contact an outside agency away from Florida Tech, a list of state contacts is available in the Student Handbook under the Student Complaint Resolution Process (www.fit.edu/studenthandbook/print.php#policy_5569).
If you receive a complaint from a state agency, do not respond without contacting your academic department and the Office of Online Learning at ol-help@fit.edu.

**Title IX**
The University has committed to providing a safe and positive online learning experience.

Title IX of the Education Amendments of 1972 protects students from sex discrimination in education programs or activities receiving federal financial assistance. To learn more about Title IX, go to [http://www.fit.edu/title-ix](http://www.fit.edu/title-ix).

To report a violation of sexual misconduct or gender discrimination, please contact Florida Tech’s Title IX Deputy Coordinator at 321-674-8207. Please note that staff and faculty are required to report any incidents regarding Title IX. The University will make all reasonable efforts to ensure privacy and to protect the confidentiality of complainants to the extent provided under applicable law.

**Release of Student Information**
The Federal Family Educational Rights and Privacy Act of 1974 (FERPA) established a set of regulations governing access to and the release of personal and academic information contained in student records. FERPA gives students who have reached the age of 18, or who attend a postsecondary institution, the right to inspect and review their education records, the right to amend their education records and the right to exercise some control over the disclosure of certain information contained in these records.

Under FERPA, education records are defined as records that are directly related to a student and are maintained by an educational agency, institution, or party acting for the agency or institution. Education records can exist in any medium, including, but not limited to, typewritten, handwritten, computer generated, videotape, audiotape, film, microfilm, microfiche, and email. FERPA does not apply to records of applicants for admission who have been denied acceptance or, if accepted, do not attend an institution.

**Access to student records**
- If a student requests information from their own records, please refer them to their PAWS account.
- If a third party (parent, investigator, employer, etc.) requests enrollment verification for a student, please refer them to the National Student Clearinghouse. Florida Tech has authorized the National Student Clearinghouse to act as agent for all verifications of student enrollment. The Clearinghouse can be contacted at service@studentclearinghouse.org, by telephone at (703) 742-7400, or by fax at (703) 742-4239. Their hours of operation are 9 a.m. – 6 p.m. ET, Monday through Friday. A direct link to the Clearinghouse for free enrollment verification is available from the PAWS Student Records Menu.
• A student may sign a formal release giving a specifically listed third party access to their educational records. The release must be signed and on file before access will be granted.

• For all other requests for student record information, please refer the request to the Registrar’s Office at (321) 674-8115.

**NCAA Rules Pertaining to Faculty, Administrators, and Staff**

The National Collegiate Athletic Association (NCAA) has strict guidelines pertaining to a faculty member’s, administrator’s, and staff’s interaction with currently enrolled student-athletes as well as prospective student-athletes being recruited to Florida Institute of Technology. Every institutional employee must ensure that no violations occur that might affect the reputation of the University and/or jeopardize any student’s educational and/or athletic endeavors. The guidelines related to institutional employees’ involvement with student-athletes and prospective student-athletes can be found at [http://cdn.streamlinetechnologies.com/floridatechsports/media/pdf/compliance/FanGuideWeb.pdf](http://cdn.streamlinetechnologies.com/floridatechsports/media/pdf/compliance/FanGuideWeb.pdf).
Faculty Policies

Faculty Positions
Several different faculty positions and titles are currently in use:

a. Faculty Member: full-time and adjunct faculty.
b. Adjunct Faculty: part-time employees under contract to teach one or two courses on a term-by-term basis.
c. Graduate Student Assistants (GSA): Florida Tech graduate students under contract to teach one three-credit course on a term-by-term basis.
d. Facilitators: Florida Tech employees and graduate students under contract to teach one or two ASC 1006, Mastering e-Learning, courses on a term-by-term basis.

References to faculty include all those described in paragraphs (a through d) above, and references to part-time faculty are synonymous with adjunct faculty.

Faculty Appointments
Members of the faculty for the Florida Tech Online program are selected by the academic or program chair and recommended by the appropriate college dean to the Associate Vice President and the Senior Vice President for Academics and Provost. Approval is based on the candidate’s education and experience, as portrayed by the vitae and transcripts, and on professional qualifications for teaching. Once approval is granted, teaching assignments are made by the academic or program chair and provided to the adjunct faculty coordinator with as much advance notice as possible.

A teaching contract for each term will be provided to each faculty member scheduled to teach. The faculty member is required to sign and return the original contract to the adjunct faculty coordinator along with a notarized Form I-9 (Employment Eligibility Verification), Form W-4, state withholding certificate if applicable, and a direct deposit form (unless already on file).

Records on all faculty members approved to teach courses will be maintained by the adjunct faculty coordinator. These will include the Adjunct Faculty Record, current résumé or vitae, official transcript(s) for the highest degree earned or degree applicable to the teaching discipline, and teaching contracts. Whenever your vitae or résumé is updated, please send a copy to the adjunct faculty coordinator.

The completed Form I-9 (Employment Eligibility Verification), Form W-4 (Employee’s Withholding Allowance Certificate), state withholding certificate and direct-deposit form will be maintained in Florida Tech’s Office of Human Resources. If new forms need to be completed, they are available at www.fit.edu/hr/forms.php. Please submit them to the adjunct faculty coordinator.

Any additional faculty records will be maintained by the faculty’s home academic unit.

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2 For full-time faculty, official transcripts are maintained in the Senior Vice President for Academics and Provost’s Office.
Faculty Assignments/Load

Adjunct Faculty
Florida Tech’s policy on adjunct faculty teaching loads is that adjunct faculty will not be allowed to accept appointments that would result in their teaching more than 2 classes per 8-week term or a total of 3 classes per 16-week period. For load purposes, Fall 1 and 2, Spring 1 and 2, and Summer 1 and 2 are counted together.

Each three-credit course is equivalent to 8 hours of time worked per week (.20 FTE). Therefore, three (3) courses will be a total of 24 hours per week for the faculty.

Assignments for all Florida Tech departments (main campus, Online Learning, Extended Studies Division, Virtual Campus, ABA) are to be included in the maximum allowed number of classes. Failure to comply with this limit may result in the loss of any future offers of adjunct faculty appointments.

Staff and 12-Month Faculty
Staff and 12-month faculty may teach a course over and above their normal duties and teaching assignments (respectively) for supplemental pay. The standard is to teach one three-credit hour course as supplemental in an 8-week term. Exceptions to this policy need approval from the Office of the Senior Vice President for Academics and Provost.

Supplemental assignments for other Florida Tech departments are to be included in the maximum allowed teaching load.

9-Month Faculty
Nine-month faculty may teach a course over and above their normal teaching assignments for supplemental pay. The standard is to teach one three-credit hour course as supplemental in an 8-week term. Exceptions to this policy need approval from the Office of the Senior Vice President for Academics and Provost.

Nine-month faculty have the option of teaching during the summer. A full-time appointment over the summer is three three-credit hour courses—two courses in Summer 1 and one course in Summer 2. Nine-month faculty can teach during the eight-week terms not to exceed the full-time limit.

Supplemental assignments for other Florida Tech departments are to be included in the maximum allowed teaching load.

Graduate Students
A full-time graduate student can teach two 3-credit courses per 16-week semester or work 20 hours per week or a combination thereof. If the full-time graduate student teaches in the 8-week terms, only one course per term is acceptable. If the full-time graduate student teaches one course for main campus, he/she can also teach one course in either of the corresponding 8-week terms as long as total duties and teaching assignments do not exceed the maximum courses and/or hours allowed. This includes work that is compensated through tuition remission and/or payroll.
If the full-time graduate student teaches ASC 1006, he/she may teach two sections per term as long as the total of the appointments does not exceed 20 hours per week. This includes work that is compensated through tuition remission and/or payroll. A section of ASC 1006 is counted as four hours.

Assignments for other Florida Tech departments are to be included in the maximum allowed load.

**Faculty Compensation and Pay System**

The compensation for the Florida Tech Online program’s 8-week term courses is set using the prescribed scale as defined in the contract.

Faculty contracts are for nine (9) weeks to allow time for faculty to complete their contact and availability information section in the Learning Management System and for submission of grades at the end of the term.

Classes having fewer than seven (7) students officially registered on the first day of the term will be canceled unless the faculty member and Florida Tech mutually agree to run the class.³

The base payment will be divided equally among 9 weeks and paid biweekly every other Friday, resulting in four paychecks for two weeks and one paycheck for one week. Depending on how the payroll calendar falls in relationship to the contract dates, the first payment will be either for one week or two.

Direct deposit to either a checking or savings account is required for all adjunct faculty. To sign up for direct deposit, please fill out the direct deposit form [www.fit.edu/hr/forms.php](http://www.fit.edu/hr/forms.php) and submit it to the adjunct faculty coordinator.

Direct deposit pay stubs will not be mailed and are available only through PAWS (via the Access Florida Tech portal at [http://access.fit.edu](http://access.fit.edu)). Log in using your TRACKS username and password and then:

- Select the Work Tools tab. On the left side, click the PAWS icon. In the new window, select the Employee tab. Click the Pay Information link, then the Pay Stub link.
- Choose a year from the dropdown list, then click the Display button. Click on the Pay Stub Date link to view the details.
- or Select the Human Resources tab, chose Pay Stub under the Employment Details header on the left. A new browser window will open. Follow the step given above.

Faculty are encouraged to use PAWS to verify direct deposit payments. If a faculty member does not receive a payment, or receives an incorrect payment, the faculty member should contact the adjunct faculty coordinator for correction.

*Faculty do not submit timesheets. So if you notice any links to “Timesheets” or “Time Reporting,” please ignore them.*

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³ Not applicable for ASC 1006 facilitators.
State Income Taxes
Florida Tech has the capability to withhold state income taxes. It is the responsibility of the faculty member to submit the appropriate state withholding form to the adjunct faculty coordinator. Some state withholding forms can be found at [www.fit.edu/hr/forms.php](http://www.fit.edu/hr/forms.php).

Change of Address
If you need to change your address, please change it in PAWS. In addition, please notify your adjunct faculty coordinator (see the Communication With Florida Tech section for contact information) as the PAWS system does not feed into our internal database that we use for shipping course materials. In addition, your adjunct faculty coordinator will need to ensure that the appropriate state withholding tax is withheld if applicable.

Tuition Benefits

Adjunct Faculty
Tuition reduction is available for adjunct faculty and their dependents. An adjunct faculty member earns one tuition reduction unit for each credit taught. The benefit is redeemed for the adjunct faculty at one semester hour credit at 100 percent tuition reduction. Limitations apply for spouses and dependent children. Waiting periods and tax withholding may apply so consult with Human Resources for current policy and procedures. Visit the Human Resources Web site for the complete policy: [www.fit.edu/hr/policies](http://www.fit.edu/hr/policies). (11.2 - Adjunct Faculty Tuition Reduction Benefits policy)

Any course dropped prior to the beginning of the 100 percent refund deadline will be re-credited to the adjunct member’s cumulative tuition credits. Any course dropped after the refund deadline will not be re-credited to the adjunct member’s cumulative tuition credits.

Full-Time Faculty
Tuition remission is available to full-time faculty and staff. Tuition benefits, subject to change, are 100 percent tuition reduction for full-time faculty and staff; 90 percent tuition reduction for family members of full-time faculty and staff. Visit the Human Resources Web site for current benefits information: [www.fit.edu/hr/policies](http://www.fit.edu/hr/policies). (11.1 - Tuition Remission policy)

Graduate Student Assistants
Graduate Student Assistants teaching in the Online Learning program are not eligible for tuition remission or reduction.

Health Insurance
GetInsured, in partnership with ICUBA (Florida Tech’s health insurer), can help with finding affordable health coverage from reputable companies like Aetna, Blue Cross Blue Shield, Cigna, Humana, and many more. This plan is NOT paid by Florida Tech nor is this program eligible for payroll deductions. The faculty will pay the insurance company directly. The open enrollment period is November 1 to January 31. For more information, visit [GetInsured.com/ICUBA](http://GetInsured.com/ICUBA) or call (877) 247-2941.
403(b) Retirement Plan
Adjunct faculty are eligible to participate and make pre-tax salary deferrals in Florida Tech’s 403(b) retirement plan. Although not eligible for employer matching contributions, this provides an opportunity for tax-deferred retirement savings. Additional information can be found on the Florida Tech Human Resources Web site: [www.fit.edu/hr/403b](http://www.fit.edu/hr/403b). If you have questions, please contact the Human Resources Department at (321) 674-8100.

Faculty Handbook
Florida Institute of Technology has established policies and procedures to provide direction and assistance outlined in the faculty handbook. The full handbook is an online resource and can be viewed at [www.fit.edu/faculty/handbook/index.php](http://www.fit.edu/faculty/handbook/index.php). Please note it is divided into areas based on specific needs so be sure to reference the correct area of the handbook.

Equal Opportunity
Florida Tech is an Affirmative Action/Equal Opportunity Employer committed to excellence through diversity. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, genetic information, sexual orientation, gender identity, or protected veteran status and will not be discriminated against on the basis of disability. The university, as an Equal Opportunity Employer, has adopted standards and practices that ensure all applicants for employment and all employees are treated in a fair and impartial manner that recognizes the dignity of each individual and allows selection and advancement based on qualifications and abilities. The full policy can be viewed at [http://assets.fit.edu/scripts/policy_view.php?id=2558](http://assets.fit.edu/scripts/policy_view.php?id=2558).

Faculty Grievance
A faculty member who believes that he/she has a legitimate grievance should attempt to resolve the matter informally. The faculty member should bring the complaint or dispute to the individual or group with whom he/she has the grievance in an attempt to resolve the problem through informal discussion. The formal procedure set forth below is not meant to supersede attempts to resolve complaints through other means. The procedure should be used only after every effort has been made to settle the dispute informally. This procedure has been modeled after several other such university procedures throughout the United States. The full policy can be viewed at [http://assets.fit.edu/scripts/policy_view.php?id=4843](http://assets.fit.edu/scripts/policy_view.php?id=4843).

Communication With Florida Tech
All Florida Tech points of contact should be used under the guidelines below. The faculty member reports to the appropriate academic or program chair.

<table>
<thead>
<tr>
<th>Administrative</th>
<th>Responsibilities</th>
</tr>
</thead>
<tbody>
<tr>
<td>Contact</td>
<td></td>
</tr>
<tr>
<td>Mr. Brian Ehrlich</td>
<td>Development and enforcement of policies and procedures</td>
</tr>
<tr>
<td>Vice President</td>
<td></td>
</tr>
<tr>
<td>(321) 674-8202</td>
<td><a href="mailto:behrlich@fit.edu">behrlich@fit.edu</a></td>
</tr>
<tr>
<td>Ms. Julie Shankle</td>
<td>Development and enforcement of policies and procedures</td>
</tr>
<tr>
<td>Director of Online Learning</td>
<td><a href="mailto:jshankle@fit.edu">jshankle@fit.edu</a></td>
</tr>
<tr>
<td>(321) 674-8244</td>
<td></td>
</tr>
</tbody>
</table>

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<table>
<thead>
<tr>
<th>Name</th>
<th>Title/Position</th>
<th>Contact Information</th>
<th>Responsibilities</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mr. Christopher Durie</td>
<td>Assistant Director</td>
<td><a href="mailto:cdurie@fit.edu">cdurie@fit.edu</a></td>
<td>General and administrative issues in all programs</td>
</tr>
<tr>
<td>Ms. Lisa Campbell</td>
<td>Learning Materials Coordinator</td>
<td><a href="mailto:ol-courses@fit.edu">ol-courses@fit.edu</a></td>
<td>Desk copies and other instructional materials</td>
</tr>
<tr>
<td>Mrs. Nicole Greenblatt</td>
<td>Adjunct Faculty Coordinator</td>
<td><a href="mailto:ngreenblatt@fit.edu">ngreenblatt@fit.edu</a></td>
<td>Faculty contracts and payroll for the following:</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>o Aviation Management (AHF, AVM, AVS, AVT)</td>
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<td></td>
<td>o Communications (COM)</td>
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<td>o Criminal Justice (CRM)</td>
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<td>o Homeland Security (HSC)</td>
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<td>o Humanities (HUM)</td>
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<td>o Information Assurance &amp; Cybersecurity (CYB)</td>
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<td>o Mastering e-Learning (ASC)</td>
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<td>o Math (MTH)</td>
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<td>o Psychology (PSF, PSY)</td>
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<td>o Science (EDS)</td>
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<td></td>
<td>o Sociology (SOC)</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>o Writing (WRI)</td>
</tr>
<tr>
<td>Ms. Cyndi Johnsrud</td>
<td>Senior Adjunct Faculty Coordinator</td>
<td><a href="mailto:johnsrud@fit.edu">johnsrud@fit.edu</a></td>
<td>Faculty contracts and payroll for the following:</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>o Accounting (EAC)</td>
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<tr>
<td></td>
<td></td>
<td></td>
<td>o Business (BUS, EBA, EEC, ELA, EMG, EST)</td>
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<td></td>
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<td>o Computer Science (CIS)</td>
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<td>o Healthcare (EHC)</td>
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<td>o Human Resources (EHR)</td>
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<td>o Marketing (EMK)</td>
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<td></td>
<td>o MSIT (MGT)</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>o Supply Chain Management (MGT)</td>
</tr>
<tr>
<td>Ms. Vicky Knerley</td>
<td>Assistant Director, Online Student Services</td>
<td><a href="mailto:vknerly@fit.edu">vknerly@fit.edu</a></td>
<td>Investigation and complaint resolution of student, faculty, and administrative issues</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Liaison with academic departments</td>
</tr>
<tr>
<td>Ms. Andrea Morley</td>
<td>Manager, Online Student Services</td>
<td><a href="mailto:amorley@fit.edu">amorley@fit.edu</a></td>
<td>All general and administrative issues and queries regarding students</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Investigation and complaint resolution of student, faculty, and administrative issues</td>
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<tr>
<td></td>
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<td></td>
<td>Tracking and administrative management of readmitted students</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Liaison with academic departments</td>
</tr>
<tr>
<td>Mrs. Danielle Schukoske</td>
<td>Program Manager</td>
<td><a href="mailto:dschukoske@fit.edu">dschukoske@fit.edu</a> and</td>
<td>Academic alerts</td>
</tr>
<tr>
<td></td>
<td></td>
<td><a href="mailto:onlinesuccess@fit.edu">onlinesuccess@fit.edu</a></td>
<td>American Disabilities Act</td>
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<tr>
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<td></td>
<td></td>
<td>New student orientation and open houses</td>
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<tr>
<td></td>
<td></td>
<td></td>
<td>Point of contact for ASC 1006 Mastering eLearning facilitators</td>
</tr>
<tr>
<td>Mr. Timothy Worzick</td>
<td>Scheduling Specialist</td>
<td><a href="mailto:tworzick@fit.edu">tworzick@fit.edu</a></td>
<td>Coordinate grade input in PAWS’ Web for Faculty system</td>
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<td>Provide information regarding assignment of specific grades</td>
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## Guidelines for Faculty Teaching in Florida Tech Online

### May 2017

#### College of Aeronautics (COA)

<table>
<thead>
<tr>
<th>Faculty Name</th>
<th>Academic Program</th>
<th>Contact Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dr. Ishmael Cremer</td>
<td>Academic Chair, Aviation Management</td>
<td><a href="mailto:icremer@fit.edu">icremer@fit.edu</a></td>
</tr>
<tr>
<td>(321) 674-7636</td>
<td>• Aviation Management program, academic</td>
<td></td>
</tr>
<tr>
<td>Mrs. Stephanie Reeves</td>
<td>Academic Program Advisor</td>
<td><a href="mailto:sreeves@fit.edu">sreeves@fit.edu</a></td>
</tr>
<tr>
<td>(321) 674-8390</td>
<td>• General and administrative issues in BA in Aviation</td>
<td></td>
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<tr>
<td></td>
<td>Management program</td>
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</table>

#### Nathan M. Bisk College of Business (COB)

<table>
<thead>
<tr>
<th>Faculty Name</th>
<th>Academic Program</th>
<th>Contact Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dr. Christian Sommenberg</td>
<td>Assistant Dean of Academics for Online Programs</td>
<td><a href="mailto:csonnenb@fit.edu">csonnenb@fit.edu</a></td>
</tr>
<tr>
<td>Academic Chair</td>
<td>Academic Chair</td>
<td></td>
</tr>
<tr>
<td>(321) 674-7169</td>
<td>• Information Technology programs (MSIT and MBA),</td>
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<tr>
<td></td>
<td>academic</td>
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<tr>
<td></td>
<td>• Project Management program (MBA), academic</td>
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<tr>
<td></td>
<td>• Internet Marketing degree program, graduate,</td>
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<td>academic</td>
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<tr>
<td></td>
<td>• BUS 5421 Managerial Economics, academic</td>
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<tr>
<td></td>
<td>• BUS 5653 Information Management in Healthcare,</td>
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<td></td>
<td>academic</td>
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<tr>
<td></td>
<td>• EMG 3327 Management Information Systems, academic</td>
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<tr>
<td></td>
<td>• BA in Business Administration/CIS</td>
<td></td>
</tr>
<tr>
<td>Dr. Ivonne Delgado</td>
<td>Academic Chair</td>
<td><a href="mailto:idelgado@fit.edu">idelgado@fit.edu</a></td>
</tr>
<tr>
<td>(321) 674-8223</td>
<td>• Management programs, academic</td>
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<tr>
<td></td>
<td>• Marketing degree program, graduate, academic</td>
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<tr>
<td></td>
<td>• Human Resources minor, academic</td>
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<td></td>
<td>• AA in Business Administration, academic</td>
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</tr>
<tr>
<td>Dr. Troy Glassman</td>
<td>Academic Chair</td>
<td><a href="mailto:tglassma@fit.edu">tglassma@fit.edu</a></td>
</tr>
<tr>
<td>(321) 674-7740</td>
<td>• Healthcare Management programs (except BUS 5653),</td>
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<td></td>
<td>academic</td>
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<td>• International business program, MBA, academic</td>
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<td>• International business courses, undergraduate,</td>
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<td>academic</td>
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<tr>
<td></td>
<td>• Supply Chain Management program (MS)</td>
<td></td>
</tr>
<tr>
<td>Mrs. Stephanie Reeves</td>
<td>Academic Program Advisor</td>
<td><a href="mailto:sreeves@fit.edu">sreeves@fit.edu</a></td>
</tr>
<tr>
<td>(321) 674-8390</td>
<td>• General and administrative issues in MS in Supply</td>
<td></td>
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<tr>
<td></td>
<td>Chain Management</td>
<td></td>
</tr>
<tr>
<td>Mrs. Lynne Mims</td>
<td>Academic Chair</td>
<td><a href="mailto:lmisms@fit.edu">lmisms@fit.edu</a></td>
</tr>
<tr>
<td>(321) 674-8406</td>
<td>• Marketing degree program, undergraduate, academic</td>
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<tr>
<td></td>
<td>• Statistics, Economics, Law, and Business courses,</td>
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<tr>
<td></td>
<td>undergraduate, academic</td>
<td></td>
</tr>
<tr>
<td>Dr. Angel Otero</td>
<td>Academic Chair</td>
<td><a href="mailto:aotero@fit.edu">aotero@fit.edu</a></td>
</tr>
<tr>
<td>(321) 674-8782</td>
<td>• Accounting and finance programs, academic</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• BUS 5601/5602 Essentials of Business Development</td>
<td></td>
</tr>
<tr>
<td></td>
<td>1/2, academic</td>
<td></td>
</tr>
<tr>
<td>Ms. Samantha Porter</td>
<td>Academic Program Advisor</td>
<td><a href="mailto:sporter@fit.edu">sporter@fit.edu</a></td>
</tr>
<tr>
<td>(321) 674-8857</td>
<td>• General and administrative issues in business</td>
<td></td>
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<tr>
<td></td>
<td>programs (MS Information Technology including</td>
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<tr>
<td></td>
<td>Cybersecurity specialization, MBA Information</td>
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<td>Technology Management specialization, International</td>
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<tr>
<td></td>
<td>Business, Healthcare Management, BUS 5601/5602</td>
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<tr>
<td></td>
<td>Essentials of Business Development 1/2, and EMG 3327</td>
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<tr>
<td></td>
<td>Management Information Systems)</td>
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### Academic (Continued)

<table>
<thead>
<tr>
<th>College of Business (COB) (Continued)</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Mrs. Kawanda Rembert</td>
<td>Academic Program Advisor (321) 674-8808 <a href="mailto:krembert@fit.edu">krembert@fit.edu</a></td>
</tr>
<tr>
<td>Mr. Shane Santana</td>
<td>Academic Program Advisor (321) 674-8222 <a href="mailto:ssantana@fit.edu">ssantana@fit.edu</a></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>College of Engineering and Computing (COEC)</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Dr. Philip Bernhard</td>
<td>Academic Chair, CIS (321) 674-7294 <a href="mailto:pbernhar@fit.edu">pbernhar@fit.edu</a></td>
</tr>
<tr>
<td>Mrs. Kawanda Rembert</td>
<td>Academic Program Advisor (321) 674-8808 <a href="mailto:krembert@fit.edu">krembert@fit.edu</a></td>
</tr>
<tr>
<td>Dr. William Allen</td>
<td>Academic Chair, Information Assurance &amp; Cybersecurity (321) 674-8856 <a href="mailto:wallen@fit.edu">wallen@fit.edu</a></td>
</tr>
<tr>
<td>Ms. Samantha Porter</td>
<td>Academic Program Advisor (321) 674-8857 <a href="mailto:sporter@fit.edu">sporter@fit.edu</a></td>
</tr>
</tbody>
</table>

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<tr>
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Faculty Expectations

First Day of the Term
All faculty are expected to have their LMS classroom set up before the first day of the term by posting their bio, virtual office hours (e.g., “By appointment”), and a welcome message to the students. In addition, discussion topics will need to be created. Faculty are also expected to be an active presence in the LMS course site beginning with the first day of the term.

Failure to participate in the first day of the term is a serious matter for both faculty and students. Faculty who do not have a presence on the first day of the term will be reported to their academic department. Failure to have a presence may result in disciplinary actions up to and including non-renewal of future contracts.

Initial Contact With Students
Faculty members are to initiate contact with students by sending out a “class start-up email.” This initial contact provides you and the University with assurance that students have the correct information to access and start the class. Additionally, the class news, available each week of the weekly class outline, is the first location students will see upon log in to their course. This is an excellent area for instructors to post instructions for the week.

Active Online Presence
It is very important that the instructor maintains an active online presence by posting regularly to discussion boards and announcements, providing timely feedback on assignments and emails, and participating in chat sessions. Brief instructor participation in frequent intervals is preferable to longer but less frequent periods.

Supplemental Materials
Florida Tech Online strives to provide thorough materials for each course to support all learning objectives. As a supplement to the materials in the course, teaching faculty are encouraged to enhance the student experience by sharing additional videos, links, current events or articles with their classes. Additional training and consultation is available if faculty need support using live lecture or other features of the LMS. Contact your academic program advisor to schedule training. See the Communication With Florida Tech section for contact information.

Virtual Chat Sessions
In order to build instructor, student, and peer interaction, virtual chats are encouraged as an addition to discussion boards in support of online best practices. Virtual chats can be scheduled to address topics or issues that may warrant real-time, class-wide communication.
Virtual Office Hours
Although virtual office hours are not required, in the Office Hours section under Course Administration in the LMS, wording can be added as to your availability for individual chat sessions with prior notice. An example of possible wording is “To schedule an individual chat session, please contact me for availability.” Note: ASC 1006 Mastering eLearning facilitators are required to host one virtual office hour per week.

Response Time to Students
Instructors are to respond to any type of communication from the students (phone and email) within 36 hours. If the instructor is going to be away for a longer period of time, he/she should be sure to communicate that to the students as well as notifying their academic department.

Assignment/Exam Feedback
Timely feedback needs to be provided on assignments, quizzes, exams, and other graded items. On minor or weekly assignments, return grades/comment to students prior to the next lesson; on major assignments, return grades/comments within five (5) days. With an 8-week term, students should be kept in a “real-time” mode of awareness regarding their progress and status and not find out in the 7th week of classes that they are not performing in the class as expected.

The University uses an automated alert system to inform both students and faculty of potential participation and grade-related issues. Failure to enter grades in a timely fashion will result in students receiving alerts that they have not yet received a grade or have earned a zero on an assignment/test. The alert will direct the student to contact their faculty member for any concerns.

Encourage Discussions
Whenever possible, encourage students to respond to others and not only to instructor comments by redirecting and guiding communications. Instructors must sometimes hold back to allow students to respond, and at other times must intervene to stimulate a flagging conversation.

Email Versus Discussions
Respond to students via personal email to answer questions that might not be relevant to the entire class. Address issues that might benefit all in open forums. Chat sessions with one or more students may be scheduled to address issues that may warrant real-time, two-way communication.

Engage Non-Participating Students
There will be some students who are not active participants in discussions. Contact them via email or telephone to encourage their participation. For additional information, see the Academic Alert/Reporting Absences or Academic Duress section.

Instructor Activity Report
On a daily basis academic departments will receive a summary for the instructors that are teaching within their division. This allows the academic department to review the different aspects of class activity for each individual instructor. The academic departments will use this information to assist instructors in any area that shows support is required. The Vice President will be provided an overall summary for all academic areas.
**Instructor Absences**

Instructors are expected to be available and participating in courses on a regular basis. If an instructor will be absent from the course for any length of time due to illness or other personal circumstances, he/she should immediately notify the academic department and the adjunct faculty coordinator. Instructors may not use a substitute instructor without prior approval from their program or department chair. A determination will be made whether the instructor can continue to teach the course for the remainder of the contract period. If the instructor can continue with the course, he/she will post a notice at the LMS course site notifying the students of the temporary absence and keeping students informed about when the instructor will return and what changes, if any, will be made as a result of the absence.

If the instructor is not able to complete the class due to illness or other personal circumstances, he/she should immediately notify the academic department and the adjunct faculty coordinator. Arrangements will be made to have a substitute faculty member teach the remainder of the course. Compensation will be based on the scale in the contract and will be paid based on actual length of time taught. The instructor is expected to refund any monies if he/she has been paid for a portion of the term he/she is not able to teach. The faculty contract to teach will be amended to reflect the changes to compensation and teaching dates.

If an instructor will be absent from the course due to travel or vacation, he/she is expected to maintain contact with students according to the policies set forth. It is highly suggested that the instructor notify students via the LMS course site that they will be traveling but that they will continue to respond to students as usual.

**Participation in School Activities**

All faculty are invited to attend commencements, convocations, forums, athletic events, etc.; however, participation is not mandatory. Attendance at the Annual Faculty Meeting held on campus each August is welcomed; however, travel funding is subject to budget availability.

**Supplies**

For the group study function available in the Learning Management System for selected courses, instructors are expected to have the following, which are at the instructor’s expense:

- Audio: USB headset with noise cancelling microphone
- Video: USB plug-in webcam (optional)

General office supplies are not provided to adjunct faculty.
Technical Policies

Social Media Policy
Faculty are expected to adhere to the guidelines established in the Social Media Policy regarding the use of social media sites such as Facebook, YouTube, and Twitter. This document not only defines the policy but it also provides important information regarding social media security risks and tips to help mitigate those risks. The policy can be found at http://assets.fit.edu/scripts/policy_view.php?id=4236.

Acceptable Use Policy for Campus Information
Faculty are expected to adhere to the guidelines established in the Acceptable Use Policy for Campus Information Technology Services found on the Information Technology Web site at http://assets.fit.edu/scripts/policy_view.php?id=175. Please specifically note the prohibition on the sharing of passwords. It is not acceptable to give out passwords for accounts assigned to you for any reason. Please review the entire policy to ensure that you are in compliance with its guidelines.

Computer and Internet Requirements
There are minimum technology requirements necessary to complete this program. All Florida Tech students and faculty are required to have access to a personal computer, personal access to the Internet, and a university-provided email account. The “minimum requirements” and “recommended requirements” pertain to Windows Operating System compatible personal computers. Macintosh computer users need to confirm their minimum and recommended requirements with the Bisk Technical Support Office. Minimum hardware requirements are detailed below.

If you have questions regarding any of the guidelines and specifications below, please contact Bisk Technical Support at techsupport@bisk.com or call (800) 742-1309 (U.S.) or +1 813-621-2357 (international).

Florida Tech faculty, staff, and students are eligible for discounts on hardware from Dell, Apple, and HP in addition to discounts on software. Please see the link on the Florida Tech homepage http://it.fit.edu/purchasing.

Faculty are not required to accommodate students who do not meet the minimum hardware and software requirements as set forth by Florida Tech and in the syllabus. Students MUST have the proper hardware and software to participate properly. If a student does not have the proper hardware/software, he/she assumes the risk of missing important information needed to pass the course. Instructors are under no obligation to make accommodations for students lacking the needed technology.

Computer Guidelines and Specifications
Current computer guidelines and specifications can be found here: https://www.floridatechonline.com/admissions/faq/ under Online Experience.
Remote Desktop Connection (RDC)
Mac users in specific Florida Tech courses will need to operate within the Windows operating system. With Remote Desktop Connection™, which is an application by Microsoft loaded on your Mac, you can connect from your Macintosh computer to a Windows-based remote desktop server. You may then work with programs and files on that PC and even store files locally on your Mac should you choose.

TRACKS Account
TRACKS is Florida Tech’s account system that provides a single account and password for access to all University services granted to a user and is used to access systems such as the Learning Management System (LMS), email, PAWS (more information about PAWS below), the library, and more. These systems can be accessed via the Access Florida Tech portal at http://access.fit.edu.

Faculty will be notified via their personal email address when their account has been set up and is ready to be activated. This email will also contain information about the Florida Tech email account.

PAWS Account
The Panther Access Web System (PAWS) is a web-based application through which faculty can access faculty services and is entered via the Access Florida Tech portal at http://access.fit.edu. Some of the information in faculty services includes final grading, faculty schedules, and class lists.

Faculty can also use PAWS to verify direct-deposit payments and view W-4 and direct deposit allocations. To view this information, select the Work Tools tab. On the left side, click the PAWS icon. In the new window, select the Employee tab.

Faculty can also use PAWS for address changes. In addition, please notify your adjunct faculty coordinator (see the Communication With Florida Tech section for contact information) as the PAWS system does not feed into our internal database that we use for shipping course materials. In addition, your adjunct faculty coordinator will need to ensure that the appropriate state withholding tax is withheld if applicable.

Email Account
Adjunct faculty will be assigned an fit.edu email account for their use during the term for which the adjunct faculty member is under contract. All communication between Florida Tech and the faculty member will be sent to this fit.edu email address. Email from the students will be contained within the LMS site.

Your Florida Tech email address is your TRACKS username plus @fit.edu. Once your email account is active, log in will be here: http://access.fit.edu/. Your Florida Tech email address can also be forwarded to another email account. The process can be found at http://services.fit.edu/it_faq/content/2/202/en/forwarding-e-mails-from-an-exchange-server- -
outlook-web-access.html?highlight=forward. To set up your Florida Tech email account on your cell phone, the Exchange server hostname is ex.fit.edu.

It is extremely important that you check your Florida Tech email address frequently or forward it since we will use that address to communicate important issues such as when it is time to enter grades, LMS information, or contract and payroll information.

For password resets to TRACKS accounts, go to https://tracks.fit.edu/tracks/tracks/tracks_reset.php.

**List Servers**

Your Florida Tech email address will be added to our faculty list server (ol-faculty) or facilitator (ASC 1006 only) list server (ol-facilitators). We use these list servers to communicate important issues such as grading and payroll information, LMS issues, academic concerns, etc. so it is important to check your Florida Tech email account regularly.

In addition, you are automatically added to the list server titled facultydist@lists.fit.edu as a Florida Tech faculty member and most of those messages are directed at faculty teaching on the Melbourne main campus.

**Technical Support for Faculty and Students**

Faculty are not required and should not attempt to offer technical support to students. Please refer students with technology problems to one of the support areas below.

**LMS: Faculty and Students**
Contact Bisk Tech Support at (800) 742-1309 (International: +1 813-621-6200, ext. 357) or techsupport@bisk.com.

**Access Florida Tech or PAWS Support: Faculty and Students**
Contact the Florida Tech Technology Support Center via their website at http://it.fit.edu/support or call (321) 674-7284, option 4.

**LMS Training Issues**
Contact your academic program advisor. See the Communication With Florida Tech section for contact information.
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