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Center for Advancing Faculty Excellence (CAFE)

01 Aug 2018

2018-2019 New Faculty Handbook

Center for Advancing Faculty Excellence

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2018-2019 New Faculty Handbook

Center for Advancing Faculty Excellence

Larry Gragg, Chair

Wayne Huebner, Co-Chair



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Center for Advancing Faculty Excellence

Welcome to Missouri S&T!

We are delighted that you are here. Missouri S&T is committed to helping you succeed. In this Handbook you will find the resources that will not only help you become familiar with the campus, but also will enhance your teaching, research, and service endeavors.

The following pages identify resources ranging from a map of the campus and a directory of contact information for key offices on campus to the schedule of Early Career Faculty Forum events for the academic year and some helpful tips on teaching. Some of the offices identified in the handbook will have representatives at the New Faculty Orientation resource fair on Friday.

All of us in the Center for Advancing Faculty Excellence are ready to assist with any questions that you have as you begin your careers at Missouri S&T. As our mission statement makes clear, we promote "the success of Missouri S&T faculty as teaching-scholars at all stages of their careers."

We look forward to meeting you and getting to know about your goals and how we can assist you in reaching them.

Sincerely,

A handwritten signature in blue ink, appearing to read "Larry Gragg".

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320 W. 12th Street | Norwood 207 | Rolla, MO 65409 | (573) 341-6713 | cafe@mst.edu | cafe.mst.edu

Missouri S&T campus is located off Interstate 44 at exit 185.

MISSOURI
S&T



GET TO KNOW OUR CAMPUS

Can't find what you're looking for? 800-522-0938

CLASSROOMS/LABS

- 1 James E. Bertelsmeyer Hall
- 2 Butler-Carlton Civil Engineering Hall
- 3 Computer Science Building
- 4 Emerson Electric Company Hall
- 5 Engineering Management Building
- 6 Fulton Hall
- 7 Gale Bullman Multi-Purpose Building
- 8 Harris Hall
- 9 Humanities and Social Sciences Building
- 10 IDE Building
- 11 Kennedy Experimental Mine
- 12 V.H. McNutt Hall
- 13 Physics Building
- 14 Pine Building

- 15 Rock Mechanics and Explosive Research Center
- 16 Rolla Building
- 17 Schrenk Hall
- 18 Toomey Hall

RESEARCH/SUPPORT FACILITIES

- 19 Historic Bureau of Mines Building No. 1
- 20 Engineering Research Laboratory
- 21 MSTR
- 22 Technology Development Center
- 23 Straumanis-James Hall
- 24 Curtis Laws Wilson Library

STUDENT HOUSING

- 25 Altman Hall
- 26 Farrar Hall

- 27 Miner Village
- 28 Residential Commons 1
- 29 Residential Commons 2
- 30 Rolla Suites Building 1
- 31 Rolla Suites Building 2
- 32 University Commons
- 33 Thomas Jefferson Residence Hall

CAMPUS/STUDENT SUPPORT

- 34 610 W. 10th Street (Student Veterans Resource Center)
- 35 PCRMC Annex
- 36 Allgood-Bailey Stadium
- 37 Athletic Fields
- 38 Campus Housing and Dining Services
- 39 Campus Support Facility

- 40 Castleman Hall
- 41 Centennial Hall
- 42 Chancellor's Residence
- 43 Custodial and Landscape Services Building
- 44 Fitness Center
- 45 General Services Building
- 46 Hasselmann Alumni House (Miner Alumni Association)
- 47 Havener Center
- 48 Kummer Student Design Center
- 49 Miner Dome Indoor Practice Facility
- 50 Norwood Hall
- 51 Parker Hall
- 52 Power Plant
- 53 Southwestern Bell Cultural Center

- 54 Student Diversity, Outreach, and Women's Programs Center
- 55 Student Health Complex
- 56 Student Recreation Center
- 57 Temporary Facility A

CAMPUS LANDMARKS

- 58 E3 Commons
- 59 EcoVillage
- 60 Millennium Arch
- 61 Observatory
- 62 The Puck
- 63 Solar Village
- 64 Stonehenge

Missouri University of Science & Technology

Mission, Vision & Values

More info on www.mst.edu/about

Mission

Missouri S&T integrates education, research, and application to create and convey knowledge that serves our state and helps solve the world's great challenges.

Vision

Missouri S&T will be the leading public technological research university for discovery, creativity and innovation. We will cultivate curiosity, creativity, and confidence in our graduates. We will be the institution of choice for partners around the world seeking a highly qualified, talented and entrepreneurial workforce; innovative research; relevant educational programs, products and services; and technology and ideas to solve the great challenges of our time.

Values

Lifelong Success

We add exceptional value. The rewards of the Missouri S&T experience extend far beyond a college education, valued degree, or gratifying career. The S&T experience prepares you for a fulfilling life defined by the confidence to succeed, a desire to excel and a love of learning that never stops.

Creativity

We are innovators. Building a better world demands a creative spark, innovative and entrepreneurial approaches, and curiosity to discover and explore new solutions to the world's great challenges.

Integrity

We hold ourselves accountable for our actions. We strive to uphold the highest ethical standards, to conduct ourselves with trustworthiness and respect for all of humanity, and to instill in our campus community these same principles.

Sustainability

We live by example. As stewards of the public goodwill, the financial resources entrusted to us, and the environment, we emphasize resilient and sustainable practices in all our endeavors.

Partnerships

We are great partners. We focus on adding value and creating mutually beneficial partnerships. The solutions to today's great challenges require agile collaboration, teamwork and engagement with our stakeholders, both on campus and in the greater business, civic, national and international communities.

Inclusion

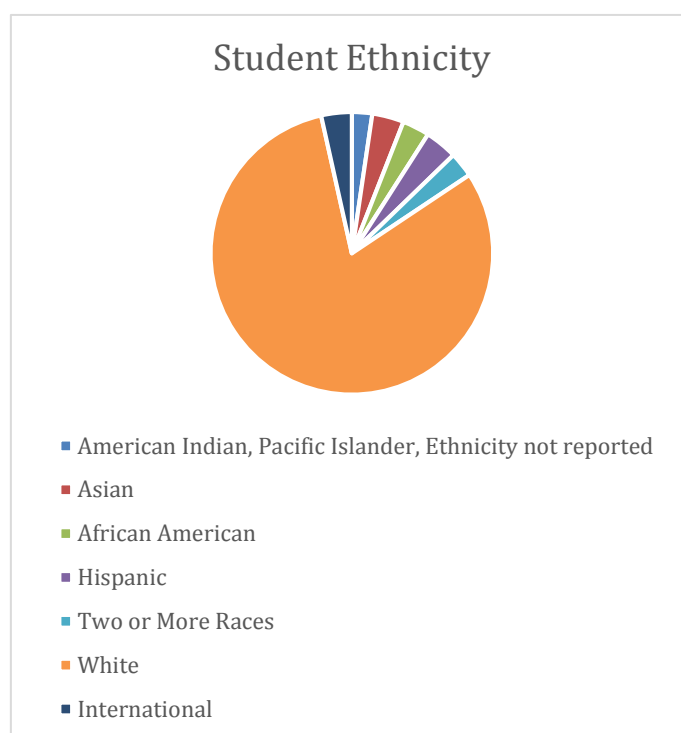
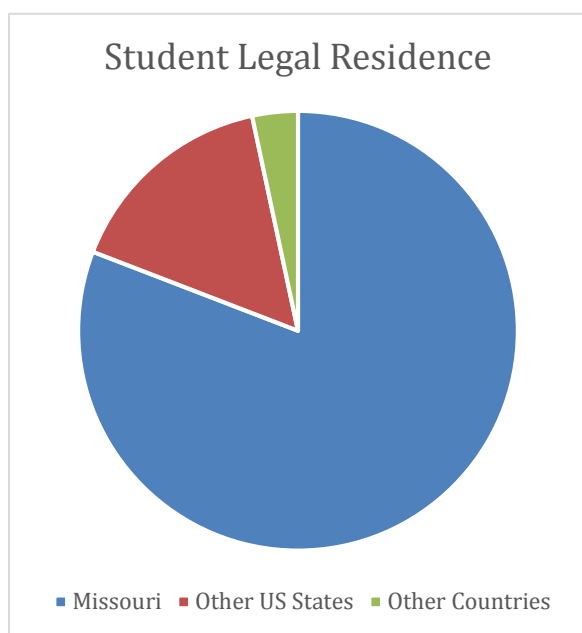
We are inclusive, welcoming community. We seek to build a creative learning environment marked by openness, understanding and valuing all people and perspectives.

Missouri S&T at A Glance

- 1870 - Founded as Missouri School of Mines and Metallurgy
 - The first technological university west of the Mississippi river
 - Phelps county beats Iron Country to get university with a bid of \$130,000 to the state
 - Degrees include metallurgical, mining, and civil engineering & applied chemistry
- 1874 - First graduating class of 3 students (2 civil engineers, 1 mining engineer)
- 1920s - Expanded to include electrical, chemical, ceramic, and mechanical engineering plus physics and geology
- 1964 - Name changed to University of Missouri at Rolla (soon changed to University of Missouri-Rolla)
 - Full range of engineering and science degree programs are offered
- 2008 Name changed to Missouri University of Science and Technology

Student Profile (Fall 2017)	
First Time Freshmen Applied	3,890
First Time Freshmen Admitted	3,248
First Time Freshmen Enrolled	1,426
Total Undergraduate Enrollment	6,919
% Women / % Men	24%/76%
Total Graduate Enrollment	1,984

Academics & Aid	
Total Cost, In State	\$25,916
Total Cost, Out of State	\$42,290
Percent Receiving Aid	89%
Average Aid Amount	\$8,975
Six Year Graduation Rate	65%



Directory of Resources

Unit	Location	Phone	Email (@mst.edu)	Webpage
Academic Integrity	105 Norwood Hall	(573) 341-7276	academicsupport@mst.edu	academicsupport.mst.edu/academicintegrity/
Academic Support	105 Norwood Hall	(573) 341-7276	Academicsupport@mst.edu	academicsupport.mst.edu/
Admissions	106 Parker Hall	(573) 341-4165	admissions@mst.edu	futurestudents.mst.edu/admissions/
Athletics – Faculty Representative	705 W. 10 th Street	(573) 341-4175	djwesten@mst.edu	www.minerathletics.com/
Career Opportunities & Employer Relations	303 Norwood Hall	(573) 341-4343	career@mst.edu	Career.mst.edu
Center for Advancing Faculty Excellence	207 Norwood Hall	(573) 341-6713	cafe@mst.edu	Cafe.mst.edu
College of Arts, Sciences & Business	118 Fulton Hall	(573) 341-4687	casb@mst.edu	Casb.mst.edu
College of Engineering & Computing	305 McNutt Hall	(573) 341-4778	cec@mst.edu	Cec.mst.edu
Counseling & Case Management	204 Norwood Hall	(573) 341-4211	counsel@mst.edu	Counseling.mst.edu
Diversity & Inclusion	Temp Facility A	(573) 341-7734	mstiedi@mst.edu	Diversity.mst.edu
Educational Technology	G-8 Library	(573) 341-4131	edtech@mst.edu	Edtech.mst.edu
Equity & Title IX	203 Centennial	(573) 341-7734	equity@mst.edu	Equity.mst.edu
Facilities Operations	100 General Services Building	(573) 341-4252	phyfac@mst.edu	Facilitiesoperation.mst.edu
Faculty Senate	210 Parker Hall	(573) 341-6440	facsenate@mst.edu	facultysenate.mst.edu
Freshman Engineering	125 McNutt Hall	(573) 341-4977	fep@mst.edu	Fep.mst.edu
Graduate Studies	G8 Norwood Hall	(573) 341-4141	grad@mst.edu	Grad.mst.edu
Human Resources	113 Centennial	(573) 341-4241	hrsinfo@mst.edu	Hr.mst.edu
Leach Theatre	103 Castleman	(573) 341- 4219	leach@mst.edu	Leachtheatre.mst.edu
Library – Curtis Laws Wilson Library	400 W. 14 th Street	(573) 341-4008	library@mst.edu	Library.mst.edu
Marketing & Communications	105 Campus Support Facility	(573) 341-4328	marketing@mst.edu	Marketing.mst.edu
Parking	G10 Campus Support Facility	(573) 341-4300	parking@mst.edu	Police.mst.edu/parking
Police – S&T campus	G10 Campus Support Facility	(573) 341-4300	police@mst.edu	Police.mst.edu
Printing & Mail Services	G8 Campus Support Facility	(573) 341-4264	mstprint@mst.edu	Printingmail.mst.edu
Provosts Office	210 Parker Hall	(573) 341-4138	Provost@mst.edu	Provost.mst.edu
Registrar	103 Parker Hall	(573) 341-4362	registrar@mst.edu	Registrar.mst.edu
Student Affairs	107 Norwood Hall	(573) 341-4292	stuaaff@mst.edu	Stuaaff.mst.edu
Student Disability Services	203 Norwood Hall	(573) 341-4172	dss@mst.edu	Dss.mst.edu
Student Success Center	198 Toomey Hall	(573) 341-7596	success@mst.edu	Studentsuccess.mst.edu
Student Veterans Resource Center	Baptist Student Union	(573) 341-6117	svrc@mst.edu	Svrc.mst.edu
Testing Center	G10 Norwood	(573) 341-4222	testctr@mst.edu	Testcenter.mst.edu

Textbooks & Course Materials	S&T Store, Havener Center	(573) 341-7523	wilsonge@mst.edu	Thesandtstore.com
Tutoring (LEAD)	105 Norwood Hall	(573) 341-7276	lead@mst.edu	Lead.mst.edu
UM System Administration	Columbia, MO			Umsystem.edu/ums
Writing Center	113 Campus Support Facility	(573) 341-4436	wac@mst.edu	Writingcenter.mst.edu

Key Acronyms at S&T

Acronym	Name	Description
CEC	College of Engineering & Computing	Located on McNutt third floor
CArE	Civil, Architectural, & Environmental Engineering	Academic department located in Butler-Carlton Hall
CASB	College of Arts, Sciences & Business	Located on Fulton Hall first floor
CAFE	Center for Advancing Faculty Excellence	Professional development center for faculty support from hire to retire
CERTI	Center for Educational Research & Teaching Innovation	In 2018 dissolved into CAFE
ChE	Chemical & Biochemical Engineering	Academic department located in Castleman Hall
ALP	Arts, Languages & Philosophy	Academic department located in Humanities & Social Sciences
BIT	Business & Information Technology	Academic department located in Fulton Hall
COER	Career Opportunities & Employer Relations	Student career assistance, located on Norwood third floor
MAE	Mechanical & Aerospace Engineering	Academic department, located in Toomey Hall
OSP	Office of Sponsored Programs	Research support, located on Centennial second floor
PLTW	Project Lead the Way	Connects K-12 with STEM curriculum. Located in Centennial Hall
FEP	Freshman Engineering Program	First-year experience for engineering students. Located in McNutt 125
GGPE	Geosciences and Geological and Petroleum Engineering	Academic department located on McNutt first floor
MRC	Materials Research Center	Located in the Straumanis-James Hall
H-SS	Humanities & Social Sciences	Building located adjacent to the library

FALL SEMESTER 2018

International Student Orientation	August 7, Tuesday
Freshman Orientation Begins	August 12, Sunday
Transfer Transitions	August 16, Thursday
Open Registration Ends	August 19, Sunday
Fall semester opens 8:00 a.m.	August 20, Monday
Classwork begins 8:00 a.m.	August 20, Monday
Labor Day Holiday	September 3, Monday
Mid-Semester	October 13, Saturday
Thanksgiving vacation begins 8:00 a.m.	November 18, Sunday
Thanksgiving vacation ends 8:00 a.m.	November 26, Monday
Last Class Day	December 7, Friday
Final Examinations begin 7:30 a.m.	December 10, Monday
Final Examinations end 5:00 p.m.	December 14, Friday
December Commencement- 10am- Graduate and Undergraduate Degrees in Designated Departments	December 15, Saturday
December Commencement – 3:30pm Graduate and Undergraduate Degrees in Designated Departments	December 15, Saturday

SPRING SEMESTER 2019

International Student Orientation	January 7, Monday
Open Registration Ends	January 21, Monday
Martin Luther King, Jr. Recognition Holiday	January 21, Monday
Spring semester opens 8:00 a.m.	January 22, Tuesday
Classwork begins 8:00 a.m.	January 22, Tuesday
Mid-Semester	March 16, Saturday
Spring Recess begins 8:00 a.m.	March 14, Thursday
Spring Recess ends 8:00 a.m.	March 18, Monday
Spring Break begins 8:00 a.m.	March 24, Sunday
Spring Break ends 8:00 a.m.	April 1, Monday
Last Class Day	May 10, Friday
Final Examinations begin 7:30 a.m.	May 13, Monday
Final Examinations end 5:00 p.m.	May 17, Friday
Spring Semester closes 6:00 p.m.	May 17, Friday
May Commencement- 10am- Graduate and Undergraduate Degrees in Designated Departments	May 18, Saturday
May Commencement – 3:30pm Graduate and Undergraduate Degrees in Designated Departments	May 18, Saturday

***SUMMER SESSION 2019**

Open Registration Ends	June 2, Sunday
Summer session opens 8:00 a.m.	June 3, Monday
Classwork begins 8:00 a.m.	June 3, Monday
Independence Day Holiday (observed)	July 4, Tuesday
Final Examinations begin 8:00 a.m.	July 25, Thursday
Final Examinations end 12:30 p.m.	July 26, Friday
Summer Sessions closes 12:30 p.m.	July 26, Friday

*Schedule shows the regular eight-week Summer Session. Other special four-week course sessions may be scheduled.

CLASS SESSIONS (EXCLUDING FINAL EXAMINATIONS)

	M	TU	W	TH	F	S
Fall Semester	14	15	15	15	15	15
Spring Semester	14	15	15	14	14	14
Summer Semester	8	8	7	8	8	8

Resources for Faculty




New Faculty Checklist

The following suggestions are provided to help new faculty acclimate to campus:




Attend New Faculty Orientation - August 16 & 17 (contact cafe@mst.edu for more information)

Attend Early Career Faculty Forums - Every other Wednesday from 4-5PM (see page 16 for a full schedule)

Getting settled on campus

- Get ID card at [Centennial 107](#) 
- Set up email account – [IT Help Desk](#) 
 - [Accounts and Passwords](#)
- Register laptop, tablet, phone through the IT Help Desk
 - email ithelp@mst.edu, call (573) 341-4357, or stop by Library 1st Floor
- Contact your department Admin for:
 - Getting set up on the S: Drive
 - Keys to your office
 - Parking Information

Teaching Information

- Textbooks for class – check with Department Admin and then contact the S&T Store by emailing David Wilson at wilsonge@mst.edu, or calling (573) 341-7523
 - [S&T Store Resources](#) 
- Complete [FERPA Training](#) through the Registrar (registrar@mst.edu) – allows you access to Joe'SS and Canvas
 - Complete training for Joe'SS through Registrar's Office by calling (573) 341-4181 or email registrar@mst.edu. 
- Your classroom locations (for more information contact registrar@mst.edu)
 - All Things Registrar [Video Resources](#)
- Complete classroom walk-through – contact Angie Hammons for all of the following needs (hammonsa@mst.edu)
 - Work with Instructional Design Services to understand [classroom technology](#) 
 - Request specialized software for course – Instructional Design Services
 - [Learning Technologies](#) – Instructional Design Services
 - Learning Management System - Canvas
 - Teaching Technology Tools

Faculty Information

- [Faculty Governance](#)
- [Work Authorization](#)



- H1-B Visa Petitions
- Permanent Residence

Campus Information

- Sign up for the monthly CAFE newsletter: [Click here](#), or visit cafe@mst.edu and click “sign up for the CAFE newsletter”
- Sign up for the Missouri S&T eConnection, the primary source of campus news. [Click here](#), or visit econnection.mst.edu and click “subscribe” on the right side of the page.
- Sign up for Missouri S&T’s Mass Notification System, designed to alert the campus community to a potential emergency situation via SMS, phone, and email. [Click here](#), or visit <https://mstalert.com/signup>
- Download the Rave Guardian app, which turns your smartphone into a personal safety device. [Click here](#), or visit <http://mstalert.com/rave-guardian/>

New Faculty Orientation

Day 1: August 16, 2018

Time	Topic	Presenter	Location
9:30AM	Workshop: Setting the Tone Through an Effective Syllabus	Educational Technology Instructional Designers	HSS 101
11:30AM	Support from the Center for Advancing Faculty Excellence	Larry Gragg & Wayne Huebner	204 Library
12:00PM	Lunch with the Provost	Provost Marley	204 Library
12:30PM	Q&A with Early Career Colleagues	Early Career Faculty from CEC & CASB	204 Library
1:30PM	Teaching Tips to Promote Better Learning	Educational Technology Instructional Designers	202 & 203 Library
2:30PM	Coffee Break		204 Library
2:45PM	Meet the Associate Deans for Academic Affairs	Kate Drowne & John Myers	204 Library
3:30PM	Missouri S&T Values	Neil Outar	204 Library
4:30PM	Networking Reception - Campus Welcome	Chancellor Maples and Curators' Distinguished Professors	204 Library

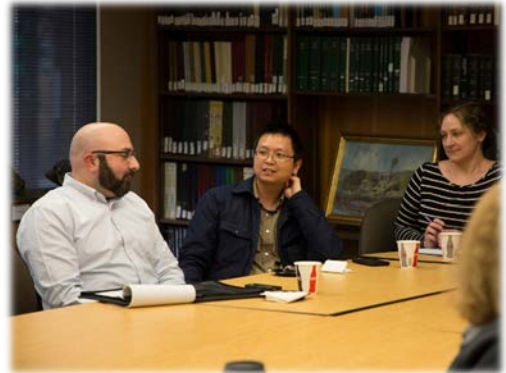
Day 2: August 17, 2018

Time	Topic	Presenter	Location
9:30AM	Workshop: Getting Started with Canvas	Educational Technology Instructional Designers	Physics 128
11:30AM	Campus & Community Resource Fair & Lunch	Various	203 Library
12:30PM	Discussion with Library Liaisons - Resources for Research and Teaching	Sherry Mahnken, Roger Weaver	203 & 204 Library
1:30PM	Concurrent Session 1: Advancing Your Research Agenda	Panel of Researchers	204 Library
1:30PM	Concurrent Session 1: Effective Teaching Strategies	Nick Libre & Katie Shannon	202 Library
2:15PM	Coffee Break		204 Library
2:30PM	Concurrent Session 2: Meet the Associate Deans for Research	Angela Leuking	204 Library
2:30PM	Concurrent Session 2: Scholarship of Teaching & Learning	Katie Shannon, Beth Cudney	202 Library
3:00PM	Concurrent Session 3: Overview of Promotion & Tenure Process	Daniel Forciniti	204 Library
3:00 pm	Concurrent Session 3: Promotion Process for Non-Tenure Track Faculty	Scott Miller, Eric Showalter	202 Library
4:00 pm	Welcome from the Deans for CASB & CEC	Stephen Roberts & Richard Wlezien	204 Library
4:30PM	Introducing the Master Mentors	Larry Gragg	204 Library
4:45PM	Networking Reception with the Deans and Master Mentors	Deans & Master Mentors	204 Library

Early Career Faculty Forums

Purpose:

The early career faculty forums serve as an extension of New Faculty Orientation to promote faculty success; balance between research, teaching, and service activities based on your stage of career, and to familiarize you with unique aspects of S&T culture and available resources.



Value:

Faculty who regularly attend the early career faculty forums will be able to:

1. Develop usable products during the sessions that can be applied to promote student and faculty success
2. Navigate the Missouri S&T culture and available resources, as well as network and connect with colleagues
3. Refine skills for effective teaching and enhanced student learning
4. Assemble an effective promotion and tenure dossier



Schedule:

All early career faculty are invited to attend the forums, which take place **every other Wednesday from 4PM – 5PM**. Note the location and topic of each forum on the next page.

Fall 2018 Schedule

Date/Time	Location	Topic
August 22 4-5 PM	Havener - Carver Turner Room	Charting Your Path to Success
September 5 4 -5:30 PM	St. Pat's A	Getting Started with Teaching
September 5 6 PM	Chancellor's Residence	Chancellor's Welcome and Reception with sweet and savory treats
September 19 4-5 PM	Library 103 CLC	Undergraduate Advising 101
October 3 4-5 PM	Havener - Carver and Turner Rooms	Identifying research sponsors/finding funding opportunities Teaching Track: The Scholarship of Teaching and Learning
October 17 4-5 PM	Public House Brewing Company	Happy Hour with the Master Mentors
10/31/2018 4-5 PM	Library 103 CLC (R) 202 Library (T)	Research Track: Pre-Award Activities Teaching Track: TBD
11/14/2018 4-5 PM	Turner Room	Managing Classroom Challenges
11/28/2018 4-5 PM	Turner Room	Mini-Sabbatical and Travel Grant awards presentations
12/12/2018 4-5 PM	Missouri Room (R)	Research Track: The Role of Research Centers Teaching Track: Funding for Innovative Teaching

Spring 2018 Schedule

1/30/2019 4-5 PM	Meramec/Gasconade	Goal Setting, Honors & Awards
2/13/2019 4-5 PM	Meramec/Gasconade	Publications and Scholarly Works
2/29/19 4-5 PM	204 Library	How Do Students Learn? Note: This is on a Thursday
3/15/2019 8 AM-4 PM	Havener – Carver Turner	Proposal Writing Bootcamp
3/20/2019 6-8 PM	Matt's Steakhouse	History of Missouri S&T – Dinner with spouses
4/3/2019 4-5 PM	Meramec/Gasconade	What's Important in Service?
4/17/2019 4-5 PM	Turner	Mini-Sabbatical and travel grant presentations
5/1/2019 4-5 PM	Missouri and Ozark Rooms	Promotion and Tenure at Missouri S&T (separate TT and NTT sessions)

Information Technology

IT Help Desk

Get over the phone troubleshooting and support. IT Help Desk representatives can assist you over the phone or schedule a support technician to visit your office.

Call: (573) 341-HELP (4357)

Email: ithelp@mst.edu

Visit: 1st Floor Library (enter main entrance, turn left)

Hours: 8:00 - 5:00 Monday-Friday

Submit a ticket online at help.mst.edu

Additional Services

- Desktop Enhancement Program provides a new computer for full-time employees on 4 year replacement cycle
- IT Asset Management procures computing hardware and software
- Operating System Installation
- Data Backup
- Virus and Malware Removal
- Hardware Repair and Upgrade
- Software Install and Upgrade

Professional Development Travel Funds for Early Career Faculty

Purpose

This fund is available for early career faculty to travel to a conference or workshop that will benefit your professional development or to meet with fund managers.

Eligibility

All full-time, pre-tenure tenure track and pre-promotion non-tenure track faculty are eligible to apply.

Funding:

Up to \$1,000 per academic year can be requested to support registration fees, airfare, hotel, and per diem to travel to a conference, workshop or to visit with fund managers. If the total cost exceeds \$1,000, you may want to seek matching funds from your department or college. Applications will be accepted on a rolling basis as long as there are available funds.

Application Process

Prepare a one-page, single-spaced proposal which clearly identifies the conference or workshop name, location, and dates, or the location of the fund manager(s). Provide a description of how the activities will benefit your professional development. Preference will be given to conferences, workshops, and activities that offer multiple opportunities for development. Submit your proposal to cafe@mst.edu or mail to 207 Norwood Hall.

Evaluation

Awards will be determined based on:

- Potential benefits from the conference, workshop, or visit to fund managers. Presenting your research, networking, and investigating ways to serve on technical or professional committees within a professional society are examples that will help your proposal.
- Your participation in Early Career Faculty forums (every other Wednesday at 4 pm)
- Explanation of how your participation in the conference, workshop, or visit with fund managers fits into your overall plan for achieving your goals.

Expectations:

If your request is funded, a one-page report describing the conference activities and outcomes is required upon return from your trip. Every year we invite some awardees back to the Early Career Faculty Forum to discuss your experiences with the next class of new faculty.

Questions can be directed to the CAFE office by emailing cafe@mst.edu, calling (573) 341-6713, or visiting 207 Norwood Hall.

Academic Advising Handbook

The Undergraduate Advising Office offers an Academic Advising Handbook to assist faculty and students with the collaborative practice of academic advising as part of the educational process at Missouri S&T. The handbook serves as a resource to assist with student academic planning and success. Excerpts of the handbook are below, and the full handbook can be found here:

<http://advising.mst.edu/handbook/home>

Mission

The mission of academic advisors at Missouri S&T, whether faculty or staff, is to provide the most accurate and informed guidance in the most efficient, accessible and comprehensive manner possible to students on their road to obtaining and achieving meaningful, realistic short and long term educational goals.

Academic Advising Guidelines for Advisors

1. Endeavor to know his/her audience well enough to be able to write a cogent letter of reference if requested to do so.
2. Exhibit good listening and questioning skills in order to identify academic and/or personal problems which may affect academic performance
3. Discuss career options and interest as they may related to the student
4. Assess the student's ability to successfully complete the proposed academic load and offer suggestions for modification when appropriate.
5. Be aware of campus facilities and resources which are in place to assist students and be prepared to refer students to these programs when appropriate. Offer to assist in making appointments and follow ups as appropriate.
6. Be generally aware of campus rules and procedures related to academic matters. Examples include, but are not limited to, add/drop procedures and deadlines, change of grading option and probationary rules.
7. Be very familiar with the curriculum in which he/she is advising so that students can be assisted in a selection of courses resulting in a degree or other educational goals.

Contact the Undergraduate Advising Office

106 Campus Support Facility

1201 N. State Street

Rolla, MO 65401

Phone: (573) 341-4424

Fax: (573) 341-4152

Email: undgadv@mst.edu

Tyrone Davidson, Director

(573) 341-4738

tyroned@mst.edu

Miner Master Mentors (M³)

History	The findings from a gap analysis of faculty professional development, conducted by CAFE in 2017, found that approaches to mentoring faculty at Missouri S&T varies across academic departments. In order to enhance a culture of mentorship on campus, Master Mentors are available as a resource to all Missouri S&T faculty beyond their departmental resources.
Purpose	<p>The Miner Master Mentors (M³) program provides confidential mentoring to all faculty by a cadre of accomplished and respected Missouri S&T faculty who promote faculty success. The Master Mentors have a collective breadth of expertise to provide meaningful advice and accurate information regarding all aspects of faculty professional development, including:</p> <ul style="list-style-type: none">• Teaching & Student Success• Research & Scholarship• Leadership & Service• Promotion & Tenure• Non-Tenure Track Promotion• Early Career Challenges• Service Learning• And more
Eligibility	Faculty at all stages of career are welcome to participate, including tenure-track, tenured, non-tenure track, and contingent faculty at Missouri S&T.
Expectations	<p>This program is completely voluntary and confidential for mentees, who initiate contact with Master Mentors and seek out services based on their need. Mentees are welcome to meet with Master Mentors within or outside of their home department or college.</p> <p>For improvement purposes, each semester the Master Mentors will report to CAFE the topics for which help was sought, but any individually identifying information, such as names or departments, will not be shared to maintain confidentiality of mentees.</p>
More Info	<p>The Master Mentors and the Center for Advancing Faculty Excellence promote the success of every Missouri S&T faculty member. For a full list of Master Mentors and how to contact them, visit:</p> <p>cafe.mst.edu/mentoring/minermastermentors/</p>

Miner Master Mentors

Name	College	Department	Email	Ext.
Mariesa Crow	CEC	Electrical and Computer Engineering	crow@mst.edu	4154
Xiaoping Du	CEC	Mechanical & Aerospace Engineering	dux@mst.edu	7249
Bill Fahrenholtz	CEC	Materials Science & Engineering	billf@mst.edu	6343
Stephen Gao	CEC	Geosciences, Geological & Petroleum Engineering	sgao@mst.edu	6676
Larry Gragg	CASB	Center for Advancing Faculty Excellence	lgragg@mst.edu	4804
Wayne Huebner	CEC	Center for Advancing Faculty Excellence	huebner@mst.edu	6129
Irina Ivliyeva	CASB	Arts, Languages & Philosophy	ivliyeva@mst.edu	4627
Merilee Krueger	CASB	Psychological Science	krueger@mst.edu	7244
Scott Miller	CEC	Materials Science & Engineering	smiller@mst.edu	4727
Melanie Mormile	CASB	Biological Sciences	mmormile@mst.edu	6346
Dan Reardon	CASB	English & Technical Communication	reardond@mst.edu	6160
Joan Schuman	CEC	Engineering Mgmt & Systems Engineering	schumanj@mst.edu	6112
Bob Schwartz	CEC	Materials Science & Engineering	schwartzrob@mst.edu	6192

Center for Advancing Faculty Excellence

Purpose

CAFE promotes the success of Missouri S&T faculty as teaching-scholars at all stages of their careers. Whether you are a new faculty member, mid-career, a department chair, or non-tenure track faculty, we have a range of events, resources and funding opportunities available for you.



Center for Advancing
Faculty Excellence

Events

CAFE hosts a variety of events throughout the academic year. For a full list of events, visit cafe.mst.edu

- Early Career Faculty Forums
- Curators' Distinguished Teaching Summits
- Conversations at Work – sharing useful technologies
- Lunch & Learn events
- Promotion & Tenure workshops
- Non-tenure track faculty events

"This is truly a special educational setting, and I've never felt more supported by an institution in my teaching career than I have in my brief time at Missouri S&T."

--Taylor Gruenloh, lecturer of arts, languages and philosophy

Resources

- CAFE Library: Stop by to borrow a book from our library. View a list of resources here: <https://cafe.mst.edu/teachingandstudentlearning/cafelibrary/>
- Miner Master Mentors
- Ten Steps to Teaching Success Program
- Teaching Partners Program

Funding

For a full-list of our funding opportunities, visit <https://cafe.mst.edu/fundingprograms/>

- Professional Development Travel Grants for early career faculty
- Mini-Sabbatical Grants
- Educational Research Mini-Grants
- Provosts' eFellows grants for course re-design
- Grants to publish results from past educational research projects
- Special opportunity fund

Contact us:

207 Norwood Hall

cafe@mst.edu

(573) 341-6713

Or visit cafe.mst.edu



Library Liaisons

Library Liaisons are available to faculty to answer questions and provide information such as:

- expertise on library services, such as e-resources, interlibrary loan, reserves, and more
- Keep departmental faculty and students up to date on library services and resources
- Offer research training for students
 - Library instruction classes
 - Small group sessions
 - One-on-one tutorials for in-depth help
- Seek faculty suggestions regarding the purchase of materials
- Work with departmental liaisons regarding their students' and colleagues' information needs

Contact Information:

Sherry Mahnken, Research Librarian, mahnkens@mst.edu

Shelly McDavid, Head of Access Services, mcdavids@mst.edu

Debi Griffith, Archivist, griffithde@mst.edu

Roger Weaver, Scholarly Communications Librarian, weaverjr@mst.edu

Seth Huber, Head of Cataloging, huberse@mst.edu

<http://library.mst.edu>

library@mst.edu

Department	Library Liaison	Departmental Liaison
Arts, Languages & Philosophy	Sherry Mahnken	Jorge Porcel
Biological Sciences	Roger Weaver	Chen Hou
Business & Information Technology	Sherry Mahnken	Vincent Yu
Chemical & Biochemical Engineering	Sherry Mahnken	Daniel Forciniti
Chemistry	Sherry Mahnken	Thomas Schuman
Civil, Architectural & Environmental Engineering	Seth Huber	Jianmin Wang
Computer Science	Debi Griffith	Wei Jiang
Economics	Sherry Mahnken	Gregory Gelles
Electrical & Computer Engineering	Debi Griffith	Daryl Beetner
Engineering Management & Systems Engineering	Sherry Mahnken	Suzanna Long
English & Technical Communication	Sherry Mahnken	Ed Malone
Geological Sciences, Geological & Petroleum Engineering	Shelly McDavid	Francisca Oboh-Ikuenobe
History & Political Science	Sherry Mahnken	Shannon Fogg
Materials Science & Engineering	Sherry Mahnken	Mark Schlesinger
Mathematics & Statistics	Shelly McDavid	Vy Le
Mechanical & Aerospace Engineering	Seth Huber	Gearoid MacSithigh
Mining Engineering	Roger Weaver	Samual Frimpong
Nuclear Engineering	Roger Weaver	Gary Mueller
Physics	Seth Huber	Alexey Yamilov
Psychology	Sherry Mahnken	Susan Murray
Teacher Education & Certification	Sherry Mahnken	

Curators' Distinguished Professors:

A Campus Resource

Curators' Distinguished Professor and Curators' Distinguished Teaching Professors hold the highest faculty ranks in the UM system. These positions are equivalent to titles such as Regents', University, or Distinguished Professor on other campuses. Any Curators' Distinguished Professor or Curators' Distinguished Teaching Professor should be willing to offer advice or mentoring to early-career faculty.

Curators' Distinguished Professors

- Muthanna Al-Dahhan of Chemical & Biochemical Engineering
- S.N. Balakrishnan of Mechanical & Aerospace Engineering
- Martin Bohner of Mathematics and Statistics
- Richard K. Brow of Ceramic Engineering
- Joel Burken of Civil, Architectural, and Environmental Engineering
- K. Chandrashekhara of Mechanical & Aerospace Engineering
- Alfred L. Crosbie of Mechanical Engineering
- Lokesh Dharani of Mechanical Engineering
- James Drewniak of Electrical Engineering
- William Fahrenholtz of Ceramic Engineering
- Greg Hilmas of Ceramic Engineering
- Nicholas Leventis of Chemistry
- Don H. Madison of Physics
- John McManus of History
- Michael Schulz of Physics
- Jay Switzer of Chemistry
- Thomas Vojta of Physics

Curators' Distinguished Teaching Professors

- Diana Ahmad of History
- James S. Drallmeier of Mechanical and Aerospace Engineering
- Xiaoping Du of Mechanical & Aerospace Engineering
- David Riggins of Mechanical and Aerospace Engineering
- V.A. Samaranayake of Mathematics and Statistics
- David C. Van Aken of Materials Science and Engineering

Accent Modification Program

Purpose:

Accent modification classes are designed to advance cultural diversity and understanding by improving overall communication between students and faculty, increasing active participation in campus dialogue, and by promoting confident communication. Since its inception over ten years ago, 123 international faculty members from 27 countries have voluntarily participated in this class.



Who Can Participate?

- Ranked faculty in teaching positions
- Tenure track faculty
- Tenured faculty
- Post-Doctoral faculty in teaching positions (upon approval)

Objectives:

- Improve overall presentation skills
- Improve voice projection in the classroom
- Improve American intonation skills
- Improve pronunciation of difficult American vowels and consonants
- Improve classroom management skills
- Improve electronic communication skills



Enrollment:

Classes are free of charge and conducted on an individual basis for 14 weeks, at the convenience of the participant.

Enroll directly with Mrs. Vicki Hopgood at:

hopgoodv@mst.edu

Contact Information:

Vicki Hopgood

Speech Pathologist

Southwestern Bell Cultural Center

Room 106

hopgoodv@mst.edu

573-341-7542

<http://international.mst.edu/facultyandadministration/accentmodificationprogram/>

"This is an excellent source to improve communication skills. Vicki does an outstanding job in identifying the accent problems on an individual basis and comes up with viable approaches to fix them. Overall this program is very effective. I strongly recommend this program."

*K. Chandrashekhara, Ph.D. (India)
Curators' Distinguished Professor
Mechanical & Aerospace Engineering*

Working with the Media

For this information and more, visit the Marketing and Communications website at marketing.mst.edu/news/media

WHEN A REPORTER CALLS

If you are called by a reporter, you should:

- Ask the reporter to identify himself or herself, and the news organization he or she represents. Then ask for a phone number where he or she may be reached, tell the reporter you'll return the call, and then call the Missouri S&T Public Relations staff at [573-341-4328](tel:573-341-4328) for assistance. The PR staff can brief you on how to handle a media call.
- Once you return the reporter's call, identify yourself and your affiliation with Missouri S&T.

TIPS FOR TALKING TO THE NEWS MEDIA

- **Be prepared.** Think about what questions might be asked. The Missouri S&T Public Relations staff can help you prepare for an interview.
- **Get the important facts out first.** Know key points you want to make, then make them up front.
- **Don't speculate** or respond to hypothetical questions. If a reporter asks you what might happen under various hypothetical circumstances, simply decline to engage in speculation. Instead, emphasize facts.
- **Don't go "off the record."** Never use this term. In interviews, there is no such thing as off the record.
- **Always tell the truth.** If you mislead a reporter, you lose credibility. That hurts you as well as the university.
- **Address issues from the public's perspective.** You will establish better rapport with the reporter if you talk about the issues in terms of what the public wants to know.
- **Be conversational.** Don't memorize your lines or read text for face-to-face interviews. Think first, talk later.
- **Don't fill conversation gaps.** After you've answered a question, simply wait for the next one. Reporters know that if they wait a bit most people will feel obligated to fill the gap by offering additional information.
- **Avoid jargon.** Don't expect a reporter to understand your buzzwords, acronyms and specialized terms. Keep it simple.
- **Don't evade.** If you don't know the answer to a question, say so. If it's an important question, tell the reporter you'll get the answer later. Then do it.

Study Abroad- where life-changing adventures begin



Below are answers to frequently asked questions regarding S&T students studying abroad.

- Students can choose from more than 100 short term or semester long programs in 40 countries. Short term programs include Missouri S&T faculty led programs during the summer or a break between semesters. Semester or year programs allow students to study at a foreign university.
- Whether for a week, a semester or a year, studying abroad is a life changing experience!
- Students from ALL degree plans can study abroad
- Students remain fully enrolled at S&T during their semester abroad
- Students studying abroad for a semester are charged for 15 undergraduate or 9 graduate credit hours at the Missouri resident rate
- Students generally remain eligible for financial aid and scholarships- students are referred to speak to the Student Financial Assistance Office about their particular aid
- What do students gain from studying abroad?
 - Discover another culture first hand, new ways of thinking and new ideas
 - Learn to work in diverse groups
 - Make life long connections around the world
 - Gain independence
 - Learn new language skills
 - Broaden worldview
 - Become more marketable to employers
 - Exposure to new teaching and learning styles
- The optimal time for a student to study abroad is their sophomore year or the first semester of their junior year.
- What steps should students take to study abroad?
 - Attend one of the weekly information sessions – Dates are posted in the Student e-Connection and on studyabroad.mst.edu
 - Visit globalminers.mst.edu to view the programs available
 - Research the school, courses offered, academic calendar, cost (available in the online brochure)
 - Begin an application- we recommend starting with their top three choices of location/school
 - Speak with their academic advisor & professors about the courses they hope to take
- What role does the faculty and advisors have?
 - Encourage the students- talk about your own experiences abroad
 - Offer advice about universities or countries you may be acquainted with that are a part of the S&T study abroad program
 - Review the student's academic plan for courses abroad, provide advice or insight
 - Assist the student in selecting courses at the host university and how each course applies to the student's degree program
 - If appropriate, sign the students Application for Credit
- Students should be encouraged to study abroad in programs through Missouri S&T's Study Abroad. Students who participate in programs not recognized by Missouri S&T may not remain fully enrolled at S&T and may not be eligible for financial aid.

To learn more about the study abroad programs available go online to globalminers.mst.edu. For more information or to meet with the study abroad coordinator, please email studyabroad@mst.edu or call 573-341-6237.

Missouri S&T Policies

UM System Collected Rules and Regulations

http://www.umsystem.edu/ums/rules/collected_rules/

The Collected Rules and Regulations (CRR) are the set of policies that govern the operation of the university. They describe everything from the membership in the Board of Curators' to the types of benefit plans that are available to faculty and staff.

The most important section for new faculty is "Faculty Bylaws and Tenure Regulations." This section describes tenure track and non-tenure track positions along with the criteria for tenure and promotion. The Collected Rules also specify the grievance procedures and conditions for termination.

http://www.umsystem.edu/ums/rules/collected_rules/

Inside UM System » Rules and Regulations » Collected Rules and Regulations »

Collected Rules and Regulations

Collected Rules and Regulations Home

Index

Administration »

Business Management »

Facilities and Equipment Management »

Faculty Bylaws and Tenure Regulations

- [Chapter 300: Faculty Bylaws](#)
- [Chapter 310: Academic Tenure Regulations](#)

The Chapter 300: Faculty Bylaws link takes you to the bylaws specific for Missouri S&T. The Chapter 310: Academic Tenure Regulations takes you to information on making tenure at Missouri S&T.

Collected Rules and Regulations

Collected Rules and Regulations Home

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Administration »

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Chapter 310: Academic Tenure Regulations

- [310.010 Academic Freedom and Economic Security of Academic Staff](#)
- [310.015 Procedures for Review of Faculty Performance](#)
- [310.020 Regulations Governing Application of Tenure](#)
- [310.025 Extension of Probationary Period for Faculty on Regular Term Appointment](#)
- [310.030 Notice of Appointment or Resignation](#)
- [310.035 Non-Tenure Track Faculty](#)
- [310.040 No Impairment of Rights of Tenure](#)
- [310.050 Faculty Committees on Tenure](#)
- [310.060 Procedures in Case of Dismissal for Cause](#)
- [310.070 Notice](#)
- [310.075 Negotiated Faculty Retirements and Resignations](#)
- [310.080 Tenured and Tenure Track Faculty Workload Policy](#)
- [310.090 Instructional Workload](#)

Faculty Senate

Website: <http://facultysenate.mst.edu/>

The Faculty Senate is the legislative and policy-making body of the General Faculty. It carries out the functions and responsibilities assigned to it by the General Faculty and shall consider all matters referred to and by the Board of Curators, the President of the University, the Chancellor, and individual faculty members. The Faculty Senate, acting in accordance with the Rules and Regulations of the Board of Curators and the General Faculty, formulates, recommends and assists in the implementation of policies concerning the educational and research operations of the campus and other matters affecting the welfare of the campus, the faculty and students.

The following standing committees exist within the Faculty Senate. For committee reports and meeting information, visit <http://facultysenate.mst.edu/standingcommittees/>

- Academic Freedom & Standards
- Administrative Review
- Budgetary Affairs
- Committee for Effective Teaching (CET)
- Curricula
- Discipline Specific Curricula Committee (DSCC)
- Facilities Planning
- Honorary Degrees
- Information Technology / Computing
- Intellectual Property
- Library & Learning Resources
- Personnel
- Public Occasions
- Rules, Procedures & Agenda
- Student Affairs
- Student Awards & Financial Aid
- Tenure

Contact Information:

210 Parker Hall

300 W. 13th Street, Rolla MO 65409

(573) 341-6440

Email facsenate@mst.edu

Family Educational Rights & Privacy Act of 1974 (FERPA)

FERPA is the Family Educational Rights and Privacy Act of 1974, also known as the Buckley Amendment. Statute: 20 U.S.C. 1232g; Regulations: 34CFR Part 99.

The intent of FERPA is to protect the rights of students and to insure the privacy and accuracy of education records. FERPA applies to all institutions that are recipients of federal aid administered by the Secretary of Education.

What is it? A Federal law designed to protect the privacy of educational records, to establish the rights of students to inspect and review their education records, and to provide guidelines for the correction of inaccurate and misleading data through informal and formal hearings.

Who is covered?

Any individual who is or has been in attendance at an institution, in person or by correspondence, regardless of their age or status in regard to parental dependency is covered by FERPA.

Students rights:

- To inspect and review their educational records.
- To seek to amend their educational records.
- To have some control over the release of information about their educational records.

You CAN release:

- Directory information, unless a student has asked that it not be shared.
 - The registrar's office flags students in Joe'SS (the window shade) who do not want their information released to the public.
 - If you encounter this flag, say, "I'm sorry, but I have no information to release on that individual." Do NOT say anything that indicates that this person is a Missouri S&T student.

You CANNOT release a students':

- Social security number
- Student number
- Race/ethnicity/nationality
- Gender
- Student Class Schedule
- Grades
- Other "personally identifiable" information without the students' written consent.

Based on the presentation "FERPA for Advisors" by the Registrar's Office available at <http://registrar.mst.edu/ferpa/index.html>

Equity & Title IX

Contact Information

Neil Outar
Interim Chief Diversity Officer
203 Centennial Hall
naoutar@mst.edu
573-341-6038
After Hours: 573-202-4185
equity.mst.edu



What We Do

- Equity and Title IX is charged with ensuring Missouri S&T's compliance with University of Missouri System policies and procedures, state and federal statutes and regulations, in the areas of Title IX, civil rights, and equal opportunity. The department serves as a resource to students, faculty, and staff in education, prevention, and investigation of sexual violence, and other possible violations of the university's non-discrimination policies.
- The department facilitates the development of a more diverse, inclusive campus through its administration of the university's Affirmative Action Plan and assurance of Equal Opportunity in faculty and staff recruiting. Equity and Title IX also works with current faculty, staff, and visitors in appropriately exercising their rights under the Americans with Disabilities Act.

Title IX

- Under Title IX of the Education Amendments of 1972- "No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance."
- All University of Missouri students, employees (faculty and staff), volunteers and visitors are protected under Title IX.
- Any employee of the University who becomes aware of sex discrimination as defined in the Sex Discrimination, Sexual Harassment and Sexual Misconduct in Education/Employment Policy (including sexual harassment, sexual misconduct, stalking on the basis of sex, dating/intimate partner violence or sexual exploitation) is a Mandated Reporter, regardless of whether the recipient of the behavior is a student, employee, volunteer or visitor of the University.
- Contact our office at 573-341-7734 or use one of the reporting options listed at equity.mst.edu if you ever need to report an incident, or have questions about a possible violation.

Training and Outreach

- We provide trainings for Title IX related topics to ensure that our campus is prepared to foster an equitable, inclusive and safe environment.
- We also offer trainings on diversity and inclusion, covering its impact in the university setting and offering strategies to make S&T a welcoming place for all faculty, staff, students, volunteers and visitors.
- If you would like to request a training that is unique your needs, or want to learn about training opportunities, contact our Training & Program Development Coordinator via email at equity@mst.edu or by phone 573-341-7734.

Purchasing

Contact Information:

Wade Jadwin, Strategic Sourcing Specialist

G5C Campus Support Facility

(573) 341-4049

jadwinw@umsystem.edu

<https://it.mst.edu/services/purchasing>

Key Takeaways:

- **Bid Limits/Requirements:**
 - Any purchase over \$10,000 including installation and transportation (regardless of grant status) must be coordinated with the purchasing office. Contact Wade Jadwin
 - Bid/proposal process will take a minimum of 2 weeks. Actual time-frame will be determined by the complexity of the project.
- **Sole Source Justification**
 - Any purchase over \$10,000 requires either the bid/proposal process or a sole source approval (regardless of grant status).
 - Approval requires: justification that there is only one product that will meet your specific needs and that there is only one manufacturer and/or distributor of that product. Lowest price does NOT justify a sole source. Requests to be approved by Wade Jadwin.
- **If approved by your department, Missouri S&T does make available a University credit card as one method for purchasing items under \$5,000.**
 - Information on how to apply for a card along with all guidelines related to the OneCard can be found at: https://www.umsystem.edu/ums/fa/procurement/card/one_card
- **Show Me Shop (SMS)**
 - Preferred method of shopping for items sourced from the suppliers currently participating.
 - Departmental administrators can assist in gaining access for shopping.
 - SMS suppliers currently include commodities such as scientific products, office products, computers, lab supplies, books, etc.
- **Signature Authority**
 - Faculty members do NOT have signature authority. Any document related to a purchase that requires a signature must be processed through the purchasing department. These documents include but are not limited to terms and conditions of sale, agreements, license agreements, and service agreements.

Support for Faculty & Students

Student Affairs

Contact Information

Office of the Vice Chancellor
107 Norwood Hall
stuaff@mst.edu
stuaff@mst.edu
573-341-4292



Mission

The Division of Student Affairs provides innovative services and learning opportunities to promote personal and professional development, lifetime engagement, and success.

Strategic Themes

- Safe and healthy campus community of engaged students
- Career ready graduates for successful futures
- Inclusive environments and lifelong engagement
- Delivering value through customer focused services and facilities

As educators serving a common purpose, Student Affairs and faculty are partners in student's learning experience. Research suggests that students who are involved in campus life are more likely to remain in school, learn more, obtain better grades, have a more enjoyable college experience leading to graduation, and ultimately, greater success.

Ways to Connect with Students Outside of the Classroom

Advise a Student Organization - **Student Life** | 341-6771 | stulife@mst.edu
Partner with Residential Life's curriculum model - **Residential Life** | 341-4218 | reslife@mst.edu
Volunteer at the Career Fair - **COER** | 341-4343 | career@mst.edu
Serve as a Miner Challenge Trip Advisor - **Student Life** | 341-6771 | stulife@mst.edu
Engage with Student Government - **Student Life** | 341-6771 | stulife@mst.edu
Support Intercollegiate Athletics - **Athletics & Recreation** | 341-6771 | www.MinerAthletics.com
Engage with Volunteerism and Service - **Student Life** | 341-6771 | stulife@mst.edu
Present at the Student Leadership Conference - **LCP** | 341-7504 | minerleader@mst.edu
Participate in Mentor a Miner - **COER** | 341-4343 | career@mst.edu



University Committee for Assistance, Response, and Evaluation (UCARE)

CHALLENGE: Available information is often scattered with various individuals having different pieces of the puzzle

WHEN TO REPORT

If you know a student who appears to be.....

- Experiencing a decline in work or academic performance
- Demonstrating disruptive or disturbing behavior
- Showing dramatic changes in appearance, behavior or weight
- Having problems at home, with classes or work
- Making disturbing comments in email, letters, web or papers
- Hyperactive, anxious or experiencing dramatic mood shifts
- Abusing alcohol or drugs
- Sad or isolating socially
- Acting paranoid or suspicious
- Frequently angry or easily frustrated
- Struggling with health problems



A MULTIDISCIPLINARY APPROACH
TO MAKE OUR CAMPUS THE
SAFEST ENVIRONMENT POSSIBLE

ucare.mst.edu

HOW TO REPORT

REPORT
ONLINE

ucare.mst.edu

UCARE

ucare@mst.edu

341-4209

Krista Morris-Lehman

[morislehman@mst.edu](mailto:morrislehman@mst.edu)

341-4211

Resource Information

ucare.mst.edu/facultystaff

Ask.Listen.Refer.

asklistenrefer.org/mst

UCARE COMMITTEE MEMBERS

Connie Arthur – Manager, Student Disability Services
(573) 341-6655, conniea@mst.edu

Alison Ayers – Assistant Director for Student Life/Greek Life
(573) 341-6697, ayersar@mst.edu

Mindy Bryson - Nurse Practitioner Student Health Services
(573) 341-4284, brysonml@mst.edu

Joni Burch – Associate Director for Residential Life
(573) 341-4218, burchj@mst.edu

Dr. Patti J. Fleck – Director for Counseling Services
(573) 341-4211, pfleck@mst.edu

Dr. Dennis Goodman – Director for Student Health Services
(573) 341-4284, dgoodman@mst.edu

Cady Holmes-Muskovin – Interim Director for Institutional Equity and Title IX
(573) 341-6314, holmesmj@mst.edu

Siobhan Macxis – Intake Officer, Institutional Equity and Title IX
(573) 341-7739, macxiss@mst.edu

Krista Morris-Lehman – Care Coordinator, Counseling Services
(573) 341-4211, [morislehmank@mst.edu](mailto:morrislehmank@mst.edu)

Rachel Morris – Assistant to the Vice Provost for Academic Support
(573) 341-7600, rachelm@mst.edu

Neil Outar – Interim Chief Diversity Officer
(573) 341-6038, naoutar@mst.edu

Barb S. Prewett – Assistant Dean of Students
(573) 341-4209, bprewett@mst.edu

Doug Roberts, Director of University Police
(573) 341-4300, robertsdb@mst.edu

University Committee for Assistance,
Response and Evaluation (UCARE)
ucare.mst.edu

MISSOURI
S&T | Student Affairs
stuaff.mst.edu | stuaff@mst.edu

UCARE was formed following incidents that highlighted the need for greater communication and preparedness regarding students facing distress. UCARE focuses on prevention and effective response strategies.



REFERRAL STATISTICS

Year	12-13	13-14	14-15	15-16	16-17
Referral	53	45	55	286	372

What does UCARE do?

- Prevention and planning
- Consults and communicates
 - Gathers information
- Assesses circumstances
- Develops action plans
 - Responds
- Process improvement

Revised December 2017

UCARE

HOW CAN I REPORT?

Staff and faculty are in a unique position to demonstrate compassion to our students who are in distress. Students may feel alone, isolated, or hopeless when faced with challenges. You may be the first person to notice because you have frequent and prolonged contact with them.

SAFETY FIRST

- > Don't hesitate to call for help. Know your limits.
- > You aren't expected to solve the problem.
- > Seek support yourself if needed.
- > Listen sensitively and carefully.
- > Use a non-confrontational approach and a calm voice.
- > Don't criticize or judge.
- > Try using the phrase, "I've noticed and am concerned. Are you aware that there are resources available to help you?"
- > Explain the impact of their behavior. Know your campus resources.
- > Be proactive. Engage students as soon as you see an issue.
- > Be Direct. Ask students about what you see.
- > Follow through.
- > Refer the student to the appropriate resource and encourage them to make appointment.
- > Consult and document.

CAMPUS RESOURCES

- > Care Coordination: 573-341-4211
- > Counseling Services: 73-341-4211
- > Dean of Students: 573-341-4292
- > Equity & Title IX 573-341-7734
- > International and Cultural Affairs: 573-341-4208
- > Office of Graduate Studies: 573-341-4141
- > Office of Academic Support: 573-341-7276
- > Residential Life: 573-341-4218
- > Student Health Services: 573-341-4284
- > S&T Police: 573-341-4300
- > Student Disability Services: 573-341-6655
- > Miner Wellness: 573-341-4225

RESOURCE INFORMATION

ucare.mst.edu/facultystaff

Ask.Listen.Refer.
asklistenrefer.org/mst

CONTACT

ucare.mst.edu
Email: ucare@mst.edu

Krista Morris-Lehman
Care Coordinator
[morislehman@mst.edu](mailto:morrislehman@mst.edu)
573-341-4211

Patti J. Fleck
Director - Counseling Services
pfleck@mst.edu
573-341-4211

Barb S. Prewett
Assistant Dean of Students
bprewett@mst.edu
573-341-4209

UCARE

SIGNS OF DISTRESS

- > Decline in academic or work performance
- > Repeated absences
- > Requests for special considerations that aren't warranted
- > Disruptive or disturbing behavior
- > Dramatic changes in appearance, behavior, or weight
- > Problems at home, work, or with classes
- > Making disturbing comments in email, letters, online, or assignments
- > Agitation, anxiety, or dramatic mood shifts
- > Garbled, tangential, disconnected, or slurred speech
- > Problems with alcohol or drugs
- > Sad, isolating behaviors
- > Excessive fatigue or sleeping in class or at work
- > Paranoid or suspicious behaviors
- > Frequently angry, easily frustrated, or extreme irritability
- > Struggles with mental health or physical health
- > Threats to self or others
- > Expressions of concern about the student by peers
- > Injuries
- > Suspected abuse

HOW DO I REPORT?

EMERGENCY

If the student shows reckless, dangerous, or threatening behavior, call 911 or S&T Police at **573-341-4300**; then submit **UCARE report** at ucare.mst.edu

NON EMERGENCY

If the student is showing signs of distress, but you aren't sure of the severity, contact Counseling Services or UCARE for a consultation. Submit a UCARE report if needed. If after hours or a holiday, call S&T Police at **573-341-4300**.

If the student is having academic or personal problems and could use support or additional resources, refer to appropriate resources and submit UCARE report.

WHAT ABOUT PRIVACY?

FERPA allows university faculty and staff to share observations about student behavior, student statements, and concerns about students with S&T personnel who have responsibility for the welfare of students, including law enforcement. FERPA and other privacy regulations allow S&T officials to release information to police, parents, or others whose knowledge of the information is necessary to protect the safety and health of the student or others. Consideration for student privacy should be given before information is shared with people other than those suggested above. Questions about when such disclosure is appropriate can be answered by the campus general counsel.

COUNSELING SERVICES

counsel.mst.edu



Our professionally licensed counselors/psychologists provide free and confidential services on a time-limited basis to students and benefit-eligible staff and faculty.

Let us help you with

- > Stress management
- > Depression
- > Family concerns
- > Clarifying interests
- > Conflict resolution
- > Grief
- > Motivation
- > Selecting a major

204 Norwood Hall

573-341-4211

counsel@mst.edu



Listening and Recognizing When to Make a Referral

Counseling Services

Main Things to Remember

- You play an important role AND you are not a professional counselor.
- Listening, giving HOPE, providing support, guiding problem solving, and connecting students to resources is VERY helpful.
- Consult and refer when concerned that you may be dealing with issues beyond your abilities/responsibilities.
- Maintaining some emotional distance is better than becoming over involved in the other person's problems.
- Establishing and maintaining appropriate boundaries is also important.

Active-Listening Skills

- Good nonverbal behaviors
- Asking open-ended questions
- Asking closed questions
- Paraphrasing
- Reflecting feelings
- Summarizing and integrating messages
- Sharing information
- Correcting misinformation
- Not giving "advice" – Remember: what would be an ideal solution for you in the same situation may not be a good solution for this particular person
- Using active listening skills to help the person come to his/her own best solution or decision
- Helping the person see things from a fresh or different perspective
- Brainstorming alternatives – "What are other options? What have others done in similar situations? What if...?"
- Making appropriate referrals to other people who can help

Questions to Ask Yourself

- Does the behavior that the student exhibits seem out of the ordinary?
- Is the "behavior" getting worse/better or more/less frequent?
- Do you feel you can handle this problem or is it beyond your skills?
- Does the behavior place anyone, including the person, in a life-threatening situation?

Recognizing the Signs for Referral

- Persistent & continued depression
- Not doing well in class
- Excessive moodiness or worry
- Feeling lonely
- Preoccupation with personal health
- Homesickness
- Sleeping and eating habits that change dramatically
- Relationship or roommate problems
- Talking openly about suicide
- Poor emotional control
- Universal mistrust or paranoia about others

How to Make a Referral

- Be informed about Counseling Services and campus resources, be able to describe our initial process with students who access them, and know how to connect students to us
- Consider consulting with Counseling Services staff, a colleague, or department chair
- Develop a plan of action, **which usually involves talking to the student.** Be prepared!
- If you are referring to Counseling or Care Coordination give specifics about contact information and location.
 - **204 Norwood Hall, 341.4211, 8:00 a.m. until 4:30 p.m. Monday through Friday**
 - If the person is interested and willing, s/he can set up an initial appointment.
 - You can offer the use of your phone
 - You can offer to walk them over for their first appointment
 - After hours, we can be reached through the S&T PD (341.4300)

Reminders:

- Counseling is VOLUNTARY and FREE.
- Seeking assistance from a professional counselor is not an indication of mental illness or weakness.
- All counseling is CONFIDENTIAL (you, parents, or others in the university or community will NOT have knowledge of whether the student attends or what is said in the counseling). Unless a student is a danger to self or others or gives written permission, no information will be shared.

FERPA and HIPPA

- **Internal communication of relevant information is ok**
- Specifies acceptability for 'health and safety emergencies'
- (HIPPA relates to medical information and doesn't apply)

What You Can Do to Help

- Stay Calm!
- Be Prepared
- Be Informed

The Wise-Choice Process

Downing, Skip. (1996) On Course: Strategies for Creating Success in College and Life. Houghton Mifflin Co.)

1. What's your present situation? (Describe the problem objectively and completely.)
2. How would you like it to be? (What is your ideal outcome?)
3. Do you have a choice here? (Yes!)
4. What are possible choices? (List lots of them.)
5. What's the likely outcome of each possible choice? (If you can't predict the likely outcome of an option, stop and gather more information.)
6. Which choice(s) will you commit to? (Pick from your list of choices in Step 4.)

STUDENT DISABILITY SERVICES:::

dss.mst.edu



A disability does not have to be a barrier to your academic success. The SDS office ensures that qualifying students have a level playing field on which to pursue their educational goals.

The SDS staff works individually with students to provide:

- > Academic accommodations and support services within resources of S&T
- > Equal access to classrooms, course curriculums, and sponsored programs
- > Specialized accommodative services based on the student's needs and documentation

203 Norwood Hall
573-341-6655
dss@mst.edu

MISSOURI
S&T | Student Affairs

CARE COORDINATION

carecoordination.mst.edu



Services Include

- > Assistance navigating campus and community resources
- > Referrals to on- or off-campus resources
- > Exploration of and referral for mental health or physical health concerns
- > Coordination and follow up during and after hospitalization and/or medical leaves of absence
- > Help managing complex medical needs
- > Crisis management
- > Problem solving
- > Strengthen support systems and self-advocacy skills
- > Provide support, monitoring, and follow up services
- > Identify needs, resources, and support systems

202 Norwood Hall

573-341-4211

cc@mst.edu

MISSOURI
S&T | Student Affairs

COUNSELING SERVICES

STUDENT EMERGENCY FUND

The Missouri University of Science and Technology Student Emergency Fund was established by Counseling Services in 2016. The fund assists S&T students by providing financial support with unexpected emergency expenses. Students sometimes have unforeseen circumstances that greatly impact their lives. The fund allows students to meet their needs and continue their education.

EXPENSES POTENTIALLY COVERED



GROCERIES



MEDICAL



BOOKS



SAFETY NEEDS



PERSONAL BELONGINGS



TRAVEL

APPLICATION PROCESS

1

Complete the Student Emergency Fund application thoroughly and submit any supporting documentation.

2

Meet with the care coordinator to discuss your situation.

3

Committee reviews the application and makes a decision. Criteria for approval will be based on eligibility, documentation of need, and availability of funds.

4

Payments are made directly to vendors and outside parties.

ONE TIME FUNDING OF

\$25 - \$500

THAT DOES NOT
NEED TO BE REPAID

For more information visit
carecoordination.mst.edu



TUTORING

Individualized tutoring is available free of charge for a variety of courses. Our tutors are trained and understand that everyone learns differently!

86% of students who utilized the B&MSSC tutoring program in Fall 2015 either increased or retained their grade in the course they were tutored.

To find the complete tutoring schedule, visit our website at studentsuccess.mst.edu or visit the Burns & McDonnell Student Success Center in 198 Toomey Hall.

What Students Are Saying About the SSC!

"Everything you do truly helps me succeed here at S&T and I'm very grateful there 's a place like this on campus."

"Great service. Very informational. All questions I had were answered."



198 Toomey Hall

(573)341-7596

success@mst.edu

studentsuccess.mst.edu



facebook.com/sandtssc



[@sandtssc](https://twitter.com/sandtssc)

OUR MISSION

The mission of the Burns & McDonnell Student Success Center is to serve all Missouri S&T students as a campus resource that will provide high quality customer service, effective information, and support as students persist in their journey towards their educational goals.

The B&MSSC is designed for students to feel comfortable about utilizing the various resources available to them here at Missouri S&T.

The B&MSSC was developed as a campus-wide initiative to foster a sense of responsibility and self-directedness to all S&T students by providing peer mentors, caring staff, and approachable faculty and administrators who are student centered and supportive of student success.

Burns & McDonnell Student Success Center

Missouri University of Science & Technology



**Monday-Friday
8:00am-5:00pm
198 Toomey Hall
Rolla, Missouri 65409**

"GUIDING YOU TO SUCCESS!"

Missouri S&T
does not
discriminate on
the basis of race,
color, religion,
national origin, sex,
sexual orientation,
gender identity,
gender expression,
age, disability
or status as a
protected veteran.



HEAR IT. SEE IT. REPORT IT.

Report all incidents of discrimination, discriminatory harassment, sexual harassment, sexual misconduct, domestic violence, stalking and sexual violence. You may use any or all of the following courses of action:

SUPPORT (CONFIDENTIAL)

Trained professionals are available to help with emotional and physical healing.

Counseling, Disability Support and Student Wellness
204 Norwood Hall, 573-341-4211, counsel@mst.edu

Student Health Services
910 W. 10th St., Rolla, MO 65409, 573-341-4284, mstshs@mst.edu

Phelps County Regional Medical Center
1050 W. 10th St., Rolla, MO 65401, 573-458-8899, pcrmc.com

ADMINISTRATIVE RESPONSE

The Title IX Coordinator will help you in understanding the process of seeking administrative action according to university policies. More information about Title IX is available at titleix.mst.edu. You can also report online at titleix.mst.edu/reporting.

Title IX Coordinators
Neil A. Outar, J.D., Title IX Coordinator
Interim Chief Diversity Officer
605 W. 11th Street
573-341-6038, 573-202-4185 (after hours), naoutar@mst.edu

Cady Holmes-Muskovin, Deputy Title IX Coordinator
Interim Director of Equity and Title IX
203 Centennial Hall, 300 W. 12th St.
573-341-6314, holmesmj@mst.edu

LEGAL OPTIONS

If you wish to pursue criminal charges, S&T Police and/or Rolla Police Department can assist you.

University Police Department
1201 N. State St., G10 Campus Support Facility, Rolla, MO 65409-0470
573-341-4300, police@mst.edu, police.mst.edu

Rolla Police Department
1007 N. Elm St., Rolla, MO 65401, 573-308-1213.
Confidential Hotline: 573-364-0111, rollacity.org/police/police.shtml

Enjoy the trip towards academic success!

You served, now let us serve you. We aim to be a one-stop shop. We provide the necessary tools to ensure that all veterans and service members can reach their educational goals. We offer the support and resources you deserve.



- Enjoy our well-equipped facility. Sit down, study, chat, and relax. Let us be your home away from home.
- Seek information and advice from our Student Veteran Advisor and our Veterans' Consuls. They will answer your questions about campus and collegiate life.
- Utilize our in-house resource archive for help with: academics, Veterans Affairs, GI Bill, University programs, and more!

Mission Statement

The mission of the Student Veterans Resource Center is to serve all Missouri S&T student veterans and service-members as a campus resource that will provide high-quality customer service, effective information, and support as students persist towards their educational goals.



Flags posted at our Heroes' Field event, Nov. 2017



"Like" us on Facebook:
**S&T Student Veterans
Resource Center**



Email us at: svrc@mst.edu



Check out our
website: svrc.mst.edu

MISSOURI
S&T



Chart Your Path to Success



M - F: 8 am - 4:30 pm
610 W. 10th St., Rolla, MO 65401
svrc@mst.edu; svrc.mst.edu

.....
Ground Floor of the
Baptist Student Union
at the corner of 10th and S. Bishop, across
from Kummer Student Design Center

Faculty Recruitment and Retention Council

For more information visit: <http://provost.mst.edu/frrc/>

Charge:

"To provide advice and counsel to campus leadership on strategies related to faculty diversity and improvement of campus climate."

Major Accomplishments

- Changes to the FMLA policy that allow extension of the tenure clock and ensures that faculty are not penalized for time taken off for family and medical matters.
- Administering a campus climate survey to female professors (all ranks), lecturers, and instructors.
- Completion of the Faculty Center located in 104 Interdisciplinary Engineering.

Ongoing Initiatives

- Continuing the pursuit of a Child Care Center for S&T faculty, staff, and students.
- Submission of an NSF ADVANCE proposal that will include a comprehensive plan to increase the participation and advancement of women faculty members in Science, Technology, Engineering, and Math (STEM).
- Hosting New Faculty welcome events every Fall semester.
- Continuing the pursuit of recruitment of minority faculty.
- Researching strategies for retention of female and underrepresented minority faculty.
- Working with Human Resources on salary equity issues for faculty on the S&T campus.

The Task Force meets during the academic year on the first Tuesday of the month in 216 Parker hall from 4PM-5PM.

For a list of members, visit <http://provost.mst.edu/frrc/>

Teaching

Instructional Design and Development

Web: <http://edtech.mst.edu/>

Blog: <http://edtechconnect.mst.edu/>

Located in G-8 of the Curtis Laws Wilson Library

Email: edtech@mst.edu

Instructional Design and Development services (previously called Educational Technology or Ed Tech) offers instructional, pedagogical, and technological support for faculty. Talk with the instructional designers to learn about the practice of designing effective instruction using technology, media and learning theory.

Educational Technology is divided into three distinct groups:

- Learning Environments
- Instructional Services
- Media Services

Learning Environments includes:

- Classrooms
- Computer Learning Centers (CLCs)
- Hybrid Classrooms
- Studio Classrooms
- All software installed in these spaces.

Instructional Services includes:

- Consultations with our expert instructional designers
- Workshops on teaching and learning
- Course Design/Redesign: Align your goals, methods, and outcomes to improve effectiveness
- Content Development - Speak with one of our expert Instructional Developers
- Mid-term Feedback - Mid-term feedback sessions allow you to hear from your students, make course corrections and have been linked to higher end-of-term evaluations.
- Provide Faculty Resources

Media Services includes:

- Video Production - Produce short-term projects in our Studio Classrooms and film special events upon request
- MediaSpace - Site where distance students can access their recorded courses
- Studio Classrooms
- Webinar and Video Conferencing
- eStudio Recording

Contact

Angie Hammons, Director, hammonsa@mst.edu

Julie Phelps, Instructional Design Team Lead, phelpsja@mst.edu

Teaching Partners Program

Participating in classroom observation, both as an observer and as the one being observed, can be a helpful practice for instructors at all stages of career.

“This program is a promising opportunity for faculty development. Whether instructors want to improve their interaction with students, their use of technology, or their communication style, faculty members should consider the Teaching Partners Program.”

–Larry Gragg, Chancellor’s Professor of History

Purpose:

The Teaching Partners Program is a voluntary, confidential opportunity for all S&T instructors who want to enhance their teaching through peer observation and feedback. The program is built on principles of respect, collegiality, and mutual sharing that benefits both the instructors and the observers.

Who:

All tenure-track, tenured, and non-tenure track faculty are encouraged to participate

Process:

Trained faculty mentors and instructional designers meet with interested instructors in a collegial pre-observation meeting, where the instructor identifies specific areas of their teaching for which they would like feedback. A date is scheduled for the classroom observation, which is followed up with a post-observation meeting. Instructors are welcome to participate in as many cycles as they find helpful.

Confidentiality:

This service is completely optional, voluntary, and confidential. The process must be initiated by the instructor, and the results of the observation will only be shared with the instructor. If desired, the results of the observation can be organized into a formal report and used in a portfolio or dossier, at the instructor’s discretion.

Getting Started:

To initiate the process, visit cafe.mst.edu, click the ‘Teaching & Student Learning’ at the top of the page, then click ‘Teaching Partners Program’. There you will find an online application form, and more information about the process.

Not ready to participate?

Consider observing the classroom of a colleague. For a list of faculty willing to be observed, visit cafe.mst.edu/mentoring/classroomobservation

Questions? Contact Julie Phelps, Instructional Design team lead, at phelpsja@mst.edu; or CAFE at cafe@mst.edu

Optional Syllabus Template

A course syllabus can be a valuable tool for communicating expectations between instructors and students. All faculty are encouraged to provide their students with a course syllabus. Faculty are welcome to use the syllabus template below in any part or in its entirety.

Course Semester / Year

Course: Title
Course ID & Section
Credit Hours
Day(s), Time & Location
Structure [blended? Face to face? online?]

Instructor: Name
Office
Email
I will respond to emails within __ hours during weekdays
Phone
Office Hours

Course Description

(how does this course fit into the broader curriculum? Explain content, value, underlying assumptions, relevance to society, etc)

Program Objectives

- A.
- B.
- C.
- D.

Course Objectives

1. Students will be able to
2. Students will be able to
3. Students will be able to
4. Students will be able to

Course Materials

- Textbook/ebook/subscription
- Other supplies: software, tools, equipment, etc
- Supplemental materials

Course Expectations

(For attendance, engagement, classroom conduct, assignments)

Grading Policies

Will students turn in assignments in class or in Canvas? What is your policy on late work?

Grading Scale

Percentage	Grade
90-100	A

93-97	A
90-92	A-
88-89	B+
83-87	B
80-82	B-
78-79	C+
73-77	C
70-73	C-
65-69	D
Below 65	F

Course Outline:

Topic	Task/Objective Met	Completion Date
Week 1 Topic	Week 1 Dates	
Reading Assignment, discussion, paper, etc	Course Objectives 1 & 2	Due [date] by [time]
Week 2 Topic	Week 2 Dates	
Week 3 Topic	Week 3 Dates	

Policies:

Academic Integrity

Each student, instructor, and staff member share responsibility for academic integrity at Missouri S&T. Types of academic dishonesty include: 1)*Cheating* is the use, dependance upon, or possession of unauthorized materials in class, on homework, quizzes, tests, or examinations; or knowingly providing unauthorized assistance to another student. 2)*Plagiarism* is the use of another person's work or ideas without proper citation, whether by paraphrase or direct quotation. 3)*Sabotage* is interfering with, modifying or destroying the work or intellectual property of another member of the University without permission. Academic dishonesty will result in any of the following possible sanctions: warning, probation, loss of privileges, discretionary sanctions, university dismissal, suspension, or expulsion. For more information, visit academicsupport.mst.edu/academicintegrity

Title IX

Missouri S&T is committed to the safety and well-being of all members of its community. US Federal Law Title IX states that no member of the university community shall, on the basis of sex, be excluded from participation in, or be denied the benefits of, or be subjected to discrimination under any education program or activity. Furthermore, in accordance with Title IX guidelines from the US Office of Civil Rights, Missouri S&T requires that all faculty and staff members report any notice of sexual harassment, abuse, and/or violence (including personal relational abuse, relational/domestic violence, and stalking) disclosed through communication including but not limited to direct conversation, email, social media, classroom papers, and homework exercises. Contact interim chief diversity officer Neil Outar at naoutar@mst.edu or (573) 341-6038 to report Title IX violations.

Accessibility & Accommodations

It is the university's goal that learning experiences be as accessible as possible. If you anticipate or experience physical or academic barriers based on disability, please contact Student Disability Services at (573) 341-6655, dss@mst.edu, visit <http://dss.mst.edu/> for information, or go to mineraccess.mst.edu to initiate the accommodation process.

Classroom Egress Maps:

Faculty should explain where the classroom emergency exits are located. Please include a statement in your course syllabus asking the students to familiarize themselves with the classroom egress maps posted on-line at: <http://designconstruction.mst.edu/floorplan>

LEAD Learning Assistance

The Learning Enhancement Across Disciplines Program (LEAD) sponsors free learning assistance in a wide range of courses for any student who wishes to improve their mastery of content. LEAD assistance starts no later than the third week of classes. View the online schedule at <http://lead.mst.edu/assist>

The Burns & McDonnell Student Success Center

The Student Success Center offers a quiet environment where you can come to relax between classes, study using a variety of resources, or utilize programs and activities to enrich your educational experience. The center offers peer mentoring, caring staff, and approachable faculty and administrators who support student success. Visit the center at 198 Toomey Hall, (573) 3411-7596, success@mst.edu

[Note to faculty: the policy excerpts are updated every year by the Office of Academic Support. Should you have any questions, please contact them at (573) 341-7276]

Canvas: S&T's Learning Management System

For more information about Canvas, visit edtech.mst.edu/support/canvas

[Application Support](#) | [Instructional Services](#) | [Media Services](#) | [Blog](#) | [CLC](#) | [About Us](#)



CANVAS SUPPORT

NEW TO CAMPUS? CHECK OUT THIS SHORT PRESENTATION!

[Opening Week Canvas Presentation](#)

GENERAL INFORMATION

[What is Canvas?](#) - Learn more about this 21st century, revolutionary learning management system.

[Which browsers support Canvas?](#) - Canvas generally supports the most recent versions of Internet Explorer, Firefox, Chrome, and Safari, as well as the mobile versions of each.

[What are the basic computer specifications for Canvas?](#) - Canvas will work on a wide variety of computer systems, but it is usually best to have a computer that is no more than 3-5 years old.

The standard lifecycle of computing technology is around 3-4 years

[Will Canvas work on my mobile device?](#) - Canvas has apps available for both students and instructors on iOS and Android devices. The Canvas by Instructure app ([iOS](#), [Android](#)) is the Student version of the app and allows students to do nearly anything in the app as they would be able to do on the web version. The Canvas Teacher app ([iOS](#), [Android](#)) is the Instructor version of the app and allows the instructor to edit their courses, maintain their assignments and quizzes, and grade assignments all on a mobile device.

[How do I enter a custom grading schema?](#) - By default, a grading schema is added to all courses in Canvas. A tutorial is linked here to watch.

[How do I upload final grades from Canvas to Joe'SS?](#) - The grade export tool is now available to use in Canvas. This allows you to take your midterm and final grades from Canvas and import them into Joe'SS. [Here is a video of the process.](#)

STUDENT AND INSTRUCTOR GUIDES

Canvas has many resources to help [students](#) and [instructors](#) get started using Canvas.

These resources are complemented by our own [Canvas Video Tutorials](#).

You can also contact [Educational Technology](#) directly for any assistance you may need when using Canvas.

CANVAS COMMUNITY

The [Canvas Community](#) is home to many guides on the features of Canvas as well as a place to give [ideas](#) for the future of Canvas, [find answers](#) in the guides provided by Canvas, [ask questions](#) of fellow users of Canvas, and [join groups](#) to share information about what you have learned about Canvas.

CANVAS COURSE COMBINE

You can now combine several different sections of a course into a single combined Canvas course!

COMBINE SECTIONS

CANVAS VIDEO TUTORIALS

Want to see exactly how it's done?

Check out our series of short video tutorials !

VIDEO TUTORIALS

Textbooks and Course Materials

TEXTBOOKS AND COURSE MATERIALS

THE S&T STORE IS HERE TO HELP YOU DIG DEEPER

Textbook Adoption Process

The S&T Store uses the Verba Collect System to process textbooks adoptions. All instructors that have a course(s) assigned for the upcoming semester will be emailed a personalized link to access the Verba Collect site. You will be prompted through the process of submitting adoptions for your assigned courses once you access the site. Once your selections are made, they are downloaded into our store's inventory management system for review and adjustments as necessary.

Textbook Selections

The S&T Store offers students digital, used, and new textbooks as part of its overall textbook selection. We also offer rental textbooks as a way to help reduce students' overall cost of education.

S&T Custom Publishing

Create a custom reader for your course to fit your teaching style! Simply handpick the materials you want to provide students, and submit that list to us. We will start the process of making sure your reader is copyright compliant and keep you informed while creating your custom reader.

AutoAccess

AutoAccess is a collaborative program between The S&T Store, faculty, and publishers. Students that are enrolled in an AutoAccess course will receive required course materials at a reduced cost compared to the national average. AutoAccess provides access to critical educational resources through Canvas on the first day of class, has robust interactive digital content and ebooks, and increases student engagement. Using AutoAccess also helps save S&T students on average \$128.16 per AutoAccess title.

Open Educational Resources

Open Educational Resources (OER) are teaching and learning materials that are freely available online for everyone to use, whether you are an instructor, student or self-learner. Please visit www.umsystem.edu/ums/aa/oer to learn more about this UM System initiative.

S&T Custom Course Materials

Does your course need specialized course material items or custom kits, such as art kits, drafting kits, geology kits, robotics kits or something else? We can create custom kits to meet your needs!

S&T Custom Merchandise

The S&T Store can customize clothing, gifts, and more for your department or organization. All custom merchandise proceeds stay on campus.



Havener Center
573-341-4705
thesandtstore@mst.edu

Store Manager:
Mark Gallardo
gallardom@mst.edu
573-341-4981

Textbook Manager:
David Wilson
wilsonge@mst.edu
573-341-7523

Visit www.thesandtstore.com/t-faculty.aspx for more information.



Course Evaluation FAQs

Here are the answers to commonly asked questions about end-of-semester course evaluations:

- 1. Where can I access my end of course evaluations?**
 - a. <https://itweb.mst.edu/auth-cgi-bin/cgiwrap/instevals/evals/displayResults.pl>
- 2. When can I access my end of course evaluations?**
 - a. The day after grades are posted.
- 3. When are the course evaluations available for students to fill out?**
 - a. The two weeks before the last day of classes.
- 4. How can department chairs access their faculty's end of course evaluations?**
 - a. By putting in a helpdesk ticket at <http://help.mst.edu>.
- 5. What information is available to department chairs?**
 - a. Only the numerical scores; not the student comments, unless the individual faculty member makes them available.
- 6. What are the seven standard questions on the course evaluations?**
 - a. Evaluate this course, independent of the instructor's effectiveness, in terms of its educational value to you.
 - b. Rate the instructor's use of assignments and tests for facilitating your learning of the subject matter.
 - c. Rate the instructor's concern for your understanding of the material.
 - d. Rate the instructor's preparation for class.
 - e. Rate the instructor's ability to communicate.
 - f. Rate the instructor's ability to stimulate and motivate you.
 - g. Rate the overall teaching effectiveness of this instructor.
- 7. How can I add different questions to the end of course evaluations?**
 - a. By putting in a helpdesk ticket at help.mst.edu with up to three questions that you would like to add.
- 8. What if students in my course are not receiving a link to the course evaluations?**
 - a. Please contact Kristy Giacomelli at the registrar's office for help, x4224.
- 9. Are summer courses evaluated?**
 - a. Summer courses are not automatically evaluated. Instructors must initiate this process by requesting it from the CET committee at least three weeks prior to the evaluation period.
- 10. How can I contact the Committee for Effective Teaching (CET)?**
 - a. The CET is a Faculty Senate Committee, and the membership is listed on the Faculty Senate website: <http://facultysenate.mst.edu/>.
- 11. How can I increase participation in my end of course evaluations?**
 - a. There are several strategies available, however, the option that is recommended by the CET committee is to allow students a few minutes of class time to complete the online evaluation using a mobile device. Another method is to do mid-course evaluations with staff instructional designers and let students know you are serious about receiving their feedback. Contact edtech@mst.edu for more information.
- 12. How do I use course evaluation scores in my portfolio for promotion and/or tenure?**
 - a. CET scores should only be part of the story you tell about your teaching. Go here for some expert advice from the Curators' Teaching Professors on this topic.

Seven Principles for Good Practice in Undergraduate Education

Adapted from A.W. Chickering & Z.F. Gamson, Am.Assoc.Higher Ed. Bulletin,1987, 39(7)3-7

As approved by the Faculty Senate (4/17/2003) of Missouri University of Science & Technology

Principle 1: Encourage Student-Faculty Contact

Frequent student-faculty contact is a key factor in student motivation, involvement, and learning. Faculty concern helps students get through rough times and continue to strive for success. Devise methods that actively and successfully promote student-faculty contact with both individual students and larger groups of students.

Principle 2: Encourage Cooperation among Students

Learning is enhanced when it is more like a team effort than a solo race, and working cooperatively with others often increases students' involvement in their own learning. Sharing ideas and responding to others can sharpen thinking and deepen students' understanding of the material at hand. Take positive, proactive steps to ensure that meaningful and effective cooperative learning takes place among groups or teams of students.

Principle 3: Encourage Active Learning

Learning is not a spectator sport. Most students do not learn very well or retain information very long by sitting passively in classes, memorizing pre-packaged assignments and spitting out answers. Students need to ponder what they are learning, express it in a variety of ways, relate it to past experiences, and apply it to new situations. Promote active learning by creating regular opportunities for students to engage deeply, directly, and creatively with course material.

Principle 4: Give Prompt, Frequent, Informative Feedback

Students who know where they stand in a course are better able to gauge their strengths, their weaknesses, and what they must do to succeed. To reach their full potential, students require appropriate feedback about their current level of personal understanding and mastery of course content. Provide students with frequent assessments of their achievement level and offer them specific suggestions as to how they can improve their performance.

Principle 5: Emphasize Time on Task

There is no substitute for time on task—the time students spend actively engaged with course material. Learning to manage one's time effectively is critical for success in the classroom, yet many students struggle to acquire and maintain this important skill. Devise course strategies that ensure students spend productive time on their coursework, and hold them accountable for learning the assigned material.

Principle 6: Communicate High Expectations

High but attainable expectations are important for everyone—for the poorly prepared, for those unwilling to exert themselves, and even for the bright and motivated. Expecting students to

perform well can become a self-fulfilling prophecy when faculty clearly express their goals and how students can accomplish them. Convey to students that they have individual responsibilities in achieving these high goals, and demonstrate that you are willing to help them succeed in this.

Principle 7: Respect and Encompass Diverse Talents and Learning Styles

Recognize and accept that students learn in many different ways. Many talented students do not share the same learning styles and internal motivations as their teachers. Some might learn better by hearing information out loud, seeing something written down, or witnessing concepts represented in visual or physical ways. Incorporate a range of teaching approaches into your courses, in varying degrees, which allow for different styles of learning.

Teaching Tips to Promote Better Learning

Suggestions for preparing and delivering your first class

1. Go to the room where you will be teaching the day before the class and check that you know where everything is, that you know how to operate the screen and the lights and the computer hookup, and that the software is working.
2. If you have checked out the class the previous day, then on the day of the class you should still go early, but after a very quick check of the equipment, use the time before class begins to just chat with students as they drift in.
3. I am sure that you will know the material well, so concentrate more on looking at the class, making eye contact, and speaking loud and clear. Most instructors talk to the "T," those students who sit in the front rows and in a line up the middle. What you should do is talk to the "U," those students who occupy the back rows and down the sides. If you speak to them, and make eye contact with them, you will project your voice adequately and will capture the T students as well.
4. You may be nervous, but that's ok. Being a little nervous is good for giving a good lecture.
5. In preparing for the class, remember that you cannot really teach more than three or four significant ideas. Everything else you teach should relate to those ideas. You can put those ideas in the form of a lecture outline on the board or screen and then, as you complete one section and move to the next, you can check it off. This helps students to keep track of the big picture and not get lost in the details.
6. Try not to over-prepare and end up with too much material that you rush through at the end. When teaching for the first time, it is hard to know how much is enough, and teachers are so afraid of running out of material that they put in far too much. What you can do is prioritize your material into what you must do, and other stuff that you will do if you have time at the end.
7. Know how you want to end the class and make sure that you segue to that end as time runs out, rather than letting the class end on an incoherent and confused note.
8. Start promptly on time and end promptly on time.
9. Dress to set the tone for your class. Professional dress signifies to students that you are taking the course seriously.
10. It is good to periodically ask for questions but most people don't wait long enough for students to respond. Count silently to ten before moving on and, while counting, keep an eye

open for students who look puzzled but are not raising their hands. You can speak to them directly, saying something like, "You look a little puzzled. Was something not clear? What questions do you have for me?"

11. It is really important to respond to questions respectfully, even if the question sounds trivial to you.
12. If a student asks a question, treat it as if it is a question from the whole class, and after initially looking at the student, shift your gaze to the whole class when you answer. It is fine if the student asks a follow-up question, but avoid more than three brief exchanges with the same student. Then you should say, "Let's discuss this after class."
13. If a student asks you something for which you do not know the answer (even after clarification), don't try to bluff, but say that it is an interesting question to which you don't know the answer right now but to talk to you after class and that you will investigate the issue and get back to him/her. This is particularly effective when you have the occasional smart-aleck who wants to show off by stumping the professor and asks questions involving esoteric stuff like, "But what about the implications of the Smoot-Hawley tariff?" Saying you will research the question and get back to them is better than bluffing because students can usually tell when you are faking knowledge. Realizing that one need not know everything off the top of one's head also removes a lot of the pressure to prepare error-free, comprehensive lectures.
14. Humor is tricky and should be used with caution. Keep in mind those who may not think something is humorous, and consider different cultures, genders, abilities etc.
15. Make the first day count.
 - Start the class with an experiential exercise that gets the students conversing with each other. Make it intriguing, for example, a small puzzle to solve that involves course content, or a fascinating demonstration of some sort with a follow-up discussion. Make it interactive (e.g., having students work in small groups of 3-4 and have a few report what they discussed.) Leave them "wanting more."
 - Try to put a few names with the faces that are in your course. You can check Joe'sS for the roster as there will also be student pictures available.
 - Explain why you are teaching this course. What do you love about the subject you are teaching? Passion expressed through the sharing of one's love for their topic can help grab the attention of students. Start each day talking about why this topic is important to you as a chemist, a psychologist, a historian, a political scientist, etc. Passion is extremely contagious and your students will get the bug for the content.
 - Don't just read the syllabus to the students. Start by taking students on a journey through your class. Where does the journey end (course objectives and outcomes) and how are we going to get there? Consider the flow of this journey description. What are the key elements of the journey? How does learning occur in this course? Thoroughly discuss the notion of shared responsibility with your students. What is expected of them (e.g., preparation, appropriate behaviors) and what do you expect of yourself (creating exercises that applies what they prepare and makes it relevant to them). Go over performance indicators last, but in detail (i.e., tests, assignments, grading, etc.) End on a note of encouragement.

Research & Scholarship

Research Centers

Center for Biomedical Research

Mission: Research and develop advanced biomaterials, devices and therapeutics for applications in the biomedical industry
Location: 225 Schrenk Hall
Website: cbr.mst.edu
Email: cbr@mst.edu
Phone: (573) 341-6529
Director:

Center for Infrastructure Engineering Studies

Mission: CIES seeks to be the primary conduit for communication among faculty members on the Missouri S&T campus interested in infrastructure studies through the following mechanisms: interdisciplinary R&D, student education, technology transfer, proposal assistance
Location: 223 Engineering Research Lab
Website: cies.mst.edu
Email: cies@mst.edu
Phone: (573) 341-4497
Director: Kamal H. Khayat

Center for Research in Energy and Environment

Mission: CREE serves as a focal point for research, development, and deployment activities related to energy and environment technologies and in particular the energy/environment nexus.
Location: 110 Engineering Research Lab
Website: cree.mst.edu
Email: cree@mst.edu
Phone: (573) 341-4193
Director: Philip Whitefield

Intelligent Systems Center

Mission: to provide interdisciplinary research environment in which faculty from various departments can cooperate and conduct research on sponsored projects involved real physical systems with special emphasis on an intelligent (smart) systems approach.
Location: 320 Engineering Research Lab
Website: isc.mst.edu
Email: winsteadl@mst.edu
Phone: (573) 341-4908
Director: Ming Leu

Materials Research Center

Mission: to provide the finest possible graduate educational experience in materials engineering/science through fundamental and applied research on ceramics, metals, polymers, glass, composites, and coatings. To be a Center for Excellence for materials research and to be a campus resource for major research equipment.

Location: 101 Straumanis-James Hall

Website: mrc.mst.edu

Email: mrc@mst.edu

Phone: (573) 341-4873

Director: William Fahrenholtz

Rock Mechanics and Explosives Research Center

Mission: provides research leadership in a broad range of scientific and engineering fields with emphasis on activities centered on or related to the mineral resource lease.

Location: 1006 Kingshighway

Website: rockmech.mst.edu

Email: rockmech@mst.edu

Phone: (573) 341-4368

Director: Norbert Maerz

Environmental Research Center

Mission: to establish the infrastructure and coordinated faculty base to conduct a wide range of large-scale externally-funded research initiatives designed to protect public health from emerging contaminants

Location: 201 Butler-Carlton Hall

Website: erc.mst.edu

Email: erc@mst.edu

Phone: (573) 341-6908

Director: Joel Burken

Center for Science, Technology, and Society

Mission: provides an intellectual space for scholars and students to work together on critical issues related to technical problems and controversies from a global and interdisciplinary perspective

Location: 118 Fulton Hall

Website: kdrowne@mst.edu

Email: kdrowne@mst.edu

Phone: (573) 341-6699

Director: Kate Drowne

Office of Sponsored Programs (OSP)

Contact Information:

202 Centennial Hall

573-341-4134

Email: research@mst.edu

Web: <http://sponsoredprograms.mst.edu>

Dr. Costas Tsatsoulis, Vice Provost for Research and Dean of Graduate Studies

How OSP can assist

- Assist faculty with finding and developing proposals for grants
- Register your profile in COS PIVOT
- Request help of a grant writer and/or technical illustrator

Proposal Development and Submission Assistance:

Email your proposal preparation requests to research@mst.edu, and an OSP specialist will follow up with you.

Services Provided by OSP

- The financial administration of sponsored awards is a shared responsibility and collaboration between the Principle Investigator (PI), Campus, and University of Missouri System. The University realizes the importance of the PI performing research, and as a result of accepting federal awards for sponsored activity there are certain obligations and responsibilities which need to be adhered to in the form of the Office of Management and Budget (OMB) Uniform Guidance and University Policies and Procedures. The PI should seek advice and guidance from the knowledgeable experts in the Office of Sponsored Programs.
- The OSP is responsible for monitoring compliance with applicable regulations, policies, and terms and conditions of the award. See BPM 210, Sponsored Programs for detail requirements and responsibilities. The guide covers the following topics:
 - Project Planning/Proposal Submission
 - Award Set-Up
 - Operations During the Award
- Guidance is given on the following topics: Direct Costs, Effort Verification Reports (EVRs), Cost Transfers, Cost Sharing, Subrecipient Monitoring, Conflict of Interest, Research Misconduct, Authorship, Protocols and Approvals, Intellectual Property and Copyrights, Record Retention, and References.

Helpful Links:

- Proposal Preparation/ Management Forms & budget templates:
 - <http://sponsoredprograms.mst.edu/forms/>
- Proposal Reference Materials:
 - <http://sponsoredprograms.mst.edu/umresearchboard/proposalreferences/index.html>
- Research Administration Information:
 - <http://sponsoredprograms.mst.edu/researchadmin/>

Office of Technology Transfer and Economic Development

Contact Information:

Keith Strassner, Director
Suite 145 @ Technology Development Center
<http://ecodevo.mst.edu>
kdstrass@mst.edu
573-341-6725

Technology Transfer Office (TTO)

- Administers intellectual property developed by MS&T researchers as a result of MS&T employment or use of the university resources
- Identifies and evaluates new technologies
- Promotes innovation and supports university research through collaborative agreements
- Pursues University patent or copyright protection for faculty research
- Facilitates commercialization of university inventions
- Identifies partners and negotiates license agreements for University technology
- Provides training to faculty and research teams on Intellectual Property issues
- Provides review and support for Non-Disclosure Agreements (NDA) with industry
- Provides target funding for commercialization of University technology

Small Business Technology Development Center (SBTDC)

- “One stop shop” for Entrepreneurship and Business Development
- Assistance with business creation to commercialize research
- Assist with SBIR/STTR information, topics and submissions
- Business training and counseling to support growth and expansion of new or existing businesses
- Lean Launch Pad training
- Provide guidance and support for business funding: Debt (Loans), Equity (Venture capital, Angel Investment) or crowdfunding

Technology Development Center @ Innovation Park

- Class “A” office space for Faculty and Student businesses
- VentureLab™ provides resources, space and service to launch new ventures.

Staff

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- John Woodson – Sr. Licensing Associate - ext. 7544 jwoodson@mst.edu
- Casey Gideon-Saladin, Business Support – Paralegal – ext. 7263 gideonc@mst.edu

Institutional Review Board

Chair: Dr. Kathryn Northcut

Email: northcut@mst.edu

Office: 216 HSS

Phone: (573) 341-6498

The following information was taken from the Institutional Review Board website at irb.mst.edu

Steps for approval of research at Missouri S&T with human subjects:

1. All key personnel involved in conducting research should complete Human Subjects Training. To start the process, visit <https://about.citiprogram.org/en/homepage>
2. Once on the training site, use the Create an Account “register” button to access Missouri University of Science and Technology trainings. After the training is complete, file the completion form with the irb office by emailing irb@mst.edu
3. Complete the initial application MSTIRB1 form, found on irb.mst.edu, and submit electronically to irb@mst.edu with attachments, if appropriate.
4. Allow for two weeks for your application to be reviewed, even if it is for an exempt or expedited application

For more information, visit irb.mst.edu, or contact Kathryn Northcut.