

MICHIGAN STATE
UNIVERSITY

**FACULTY AND ACADEMIC STAFF HANDBOOK
SCHOOL OF JOURNALISM
MICHIGAN STATE UNIVERSITY
2018-2019**



**College of
Communication
Arts & Sciences**

School of
Journalism

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School of Journalism FACULTY AND ACADEMIC STAFF HANDBOOK

This procedures manual is intended to clarify basic J-School and University procedures for faculty, staff, adjunct faculty and graduate teaching assistants. It represents a compilation of material found in the *Faculty Handbook, Schedule of Courses, Academic Programs* catalog and in various policy matters approved by the School of Journalism faculty. The office staff is happy to receive suggestions to the handbook.

This handbook is divided into the following sections: 1) support staff descriptions, 2) general MSU websites, 3) building information, 3) office support services, 4) teaching-related policies, 5) workshops for new instructors, 6) checking your knowledge quiz on student and faculty rights and responsibilities.

SUPPORT STAFF

The School of Journalism has a variety of support staff to help you. Please use the following descriptions as a guide for each member's responsibilities:

Kareen Lubas, Assistant to the Director (Secretary II)– Kareen serves as general office support for the Director. She hires students and temp/on-call labor employees, submits payroll and arranges travel (please check with Kareen before traveling to complete the travel form). Kareen updates the procedure manual and department directory as needed. She organizes SIRS and updates CLIFMS yearly. Her skills allow her to organize special events such as conferences, summer programs, endowed lectures and the annual Hall of Fame. Please let her know about corrections to the JRN website. Kareen also maintains the Director's calendar.

Nicole Bond, Office Assistant- Nicole tends to phone calls, walk-ins and general office and faculty support. She can place orders for office supplies and infrastructure planning and facilities services. She maintains room keys and parking permits for visitors. She is available for copying, scanning, typing or filing. She is responsible for retrieving the mail on a daily basis, collects syllabi for the new semester, and can also reserve the conference rooms for you. She is also available to assist with faculty research and creative projects and plan and coordinate their special events.

Nancy Ashley, Academic Programs Coordinator – Nancy is responsible for JRN BA, MA and PhD scheduling (course times and classrooms). She handles the JRN MA and I&M PhD programs, including applications, student files and degree certification. Part of her appointment is with the dean's office. She also does scheduling for Media Sandbox and various CAS courses.

Jen Spitzley, Fiscal Officer – Jen reviews all unit financial transactions and oversees the unit budget, as well as personnel and staff procedures. When an employee is hired, she takes care of the appointment and I-9

forms specifically for faculty and graduate assistants. She will assist with reappointment, promotion and tenure, summer load and salary, outside work for pay and additional pay forms. Also, she will provide sabbatical and leave of absence information.

Kim (Kersten) Williams-Accounting and Research Team – Kim is the lead contact for processing all financial transactions associated with the School of Journalism. Reimbursements and other questions (except payroll) relating to all types of accounts should be directed to her and she is located in Room 209. In addition, Kim handles travel reimbursements, so please check in with Kim to receive guidance on travel policies in advance.

Casie Hansel-Accounting and Research Team-Casie is a Grant Program Manager and serves as the first point of contact for all post-award needs of Journalism faculty. In this capacity, she will assist you with grant related personnel actions, sub-award contracts, expense transactions (with ART staff), budget monitoring and budget reporting as information for faculty serving as principal investigators, budget revisions, no cost extensions, progress reports, and effort reporting. Casie also serves as a liaison between faculty and the MSU Contract and Grant Administration office on documentation, problem-solving and compliance issues and account close-out. Casie is located in Room 209.

Barb Miller, Knight Center Administrative Assistant – Her appointment is with the Knight Center for Environmental Journalism. However, she helps with general office support for JRN, as needed, such as scholarships.

GENERAL MSU WEBSITES

For your convenience please use these websites for university policies and procedures:

- Academic Calendars- <http://www.msu.edu/calendars.html>
- Academic Programs - www.reg.msu.edu/AcademicPrograms
- Academic Specialists – <http://academicspecialists.msu.edu/>
- Board of Trustees - <http://trustees.msu.edu/index.html>
- Communication Arts & Sciences – www.cas.msu.edu
- Course Descriptions-www.reg.msu.edu/courses/search.asp
- Employee Benefits- <https://hr.msu.edu/benefits/discounts/>
- Final Examination Schedule- <https://reg.msu.edu/ROInfo/Calendar/FinalExam.aspx>
- Fixed Term Faculty – <http://fod.msu.edu/orientation-new-fixed-term-faculty>
- Human Resources – <https://hr.msu.edu>
- Office of the Registrar – www.reg.msu.edu
- Ombudsman – to help sort through student issues- <https://ombud.msu.edu/>
- Ombudsman’s Requirement for Syllabus- <https://ombud.msu.edu/classroom-policies/syllabus-faq.html>
- MSU Police- www.police.msu.edu
- Printing - <https://print.msu.edu/app?service=page/UserSummary>
- Registration for MSU Workshop Sessions - <http://fod.msu.edu/orientation/registeronline.asp>
- Schedule of Courses – www.schedule.msu.edu
- School of Journalism – www.jrn.msu.edu
- Spartans Learn Course Catalog – <https://www.spartanslearn.msu.edu/>

· Technology Help Inquires – www.infotech.cas.msu.edu

BUILDING INFORMATION

Communication Arts and Sciences Building: The six units in the College of Communication Arts and Sciences are the School of Journalism; Department of Media & Information; Department of Communication; Department of Advertising and Public Relations; Department of Communicative Sciences and Disorders and WKAR Radio and Television. In addition, the Undergraduate Student Affairs Advising office and Sparty's convenience store are housed in the building.

Building Hours: Monday through Thursday 7am to 10pm

Friday 7am to 8pm

Saturday closed

Sunday 7am to 10pm

J-School Main Office: Located in room 305 ComArtSci. Office hours are 8am to 5pm Monday through Friday. Office includes mailboxes, fax, copy machine, office supplies and basic kitchen.

Faculty Academic Staff and Grad Student Offices: J-School offices are located on the third, second and fifth floors of the ComArtSci. building. They are equipped with standard office furniture, computers and phone. Wi-Fi and Ethernet connect the offices to the Internet. Please see Karen Lubas for information about offices.

Lost and Found: Located in the Dean's office (room 287).

Office and Classroom Keys: The J-School office is responsible for distributing keys; an electronic sign-out form is completed when keys are assigned. Faculty and academic staff are given keys to their assigned offices, the main office and their classrooms. Graduate assistants will be issued keys to their assigned offices, classrooms and the main office. To avoid theft, please lock all office doors, including the main office, when offices are unattended during the day or night. Please see Nicole Bond for keys.

Mailboxes: Mailboxes are provided for Staff, Full and Part-time Faculty, and T.A.'s, in the main office.

Building Smoking Policy: The University is a smoke free campus; therefore, no smoking is allowed in the ComArtSci Bldg.

Building Animal Policy: No person shall bring any animal into any University building. For more information and exceptions, please visit http://trustees.msu.edu/ordinances/ordinances_sec23.html

Paper Recycling and Waste Paper: To recycle paper, please request the appropriate boxes from an office staff member. Discard full contents into appropriate bins in hallway. Place your waste paper basket in the hall to be emptied, as needed. MSU has a recycling center. The informational website can be found at www.recycle.msu.edu.

Office Equipment: Office equipment, such as computers and printers, are the property of the J-School and are assigned to faculty, staff or graduate students. Equipment may be removed from university premises

only with the approval of the Director or Dean. Forms to check out office equipment are available from the office assistant.

Conference Room: The J-School has two conference rooms, 306 and 341 ComArtSci. To reserve a room, contact the Nicole or Kareen and notify of date, time and reason needed. Rooms 306 and 341 also have multimedia capabilities.

Classrooms: J-School classrooms, labs and studios are located primarily on the first and second floors of ComArtSci. Use of classrooms can be scheduled for meetings through the office assistant. Faculty, graduate assistants and adjunct instructors are responsible for locking classroom doors at the end of the day.

Computer Labs: The college computer labs-- six Mac and two Windows-- include at least 18 to 20 student workstations and one instructor station. Most labs have 20 computers for students, though Rooms 245 and 246 contain 18. Computers should be left on at all times, as they are controlled over the CAS data network for energy conservation purposes and are turned on in the early morning and off at the end of the day. Printing services supporting the labs is centralized in Room 241 and managed by MSU Academic Technology Services (ATS). All students should be made aware of this function, and encouraged to keep an active MSU Print Credit account to avoid printing errors due to a lack of print credits.

More information about MSU managed printing is available at <http://print.msu.edu>. Any problems encountered with the MSU NetPrint service should be directed to the MSU NetPrint help desk, NOT the CAS technology office. Signs are posted in the Room 241 printer room with the number to call, and a telephone is installed there as well.

Food, drinks, and tobacco products are not permitted in the CAS computer labs, including the Newsroom, room 148. Instructors are responsible for being role models and enforcing this rule. Any end-of-semester celebrations or other events that include food and beverages should be held in the hallway away from computer technology. Doors to the labs should be left open after each class period. Lab schedules, including open lab times, are posted near the entrance to each lab. Any problems encountered with the computer hardware or room control systems should be directed to the CAS technology office with a service request submitted at www.infotech.cas.msu/help. Additional information regarding the use of the labs for instruction, research, or special events such as seminars, workshops, and camps is available by contacting the director of technology and facilities. (tibbals@msu.edu)

University Computer Labs: Microcomputer labs are in the MSU Union, the Computer Center, the Main Library and other buildings across campus. All public labs are connected to MSUNet and provide access to the Internet.

EMPLOYMENT

Hiring JRN Students/ Temporary Employees/ GA's

The following items are reasons why individuals should not begin work until their appointment is approved:

- **Employment Eligibility Verification Form I-9** – Some individuals have expired I-9's, or are not eligible to work. I-9's for new hires must be approved by Central Human Resources within 3 days of the hire date. MSU could incur hefty fines, if audited by the feds, for I-9 violations.
- **Criminal Background Checks** – Currently, temporary/on-call workers and GA's require background checks (only certain types of student employees do). They take up to 3 days to complete.
- **Conflict of Interest** – We aren't allowed to initiate the hiring process for hourly employees who are related to someone in the unit. A faculty member cannot directly supervise another family member. Please notify the prospective employee about this during the interview.
- **Worker's Compensation** – Let's say someone is working, but hasn't been formally approved to work yet, and they sustain an injury after falling down steps in the building. This is a Human Rights nightmare when the individual attempts to complete a Worker's Compensation claim (this has actually happened on campus before).

These are great reasons to make sure hires for students, temp/on –calls, and GA's are fully approved before work begins.

OFFICE SUPPORT SERVICES

Duplicating Services: The copy machine is available for J-School work only. Requests for typing and copying can be made in the main office.

Large printing jobs should be done back-to-back or put 2 pages on 1 sheet using the print menu on your computer or the "Printing Preferences" feature on the copy machine. If you need assistance, please ask the office staff.

You are encouraged to scan documents and send them as links to reference material online to students instead of duplicating them for class. Scanning also is done by the copier.

Large course packets should be duplicated by local commercial copy services for sale to students. The Main Library will keep reserved materials on hand for student use.

Faxing Services: The fax machine the main office is for J-School business only. Please ask the main office staff for assistance if necessary.

Office Supplies: The J-School provides fundamental office supplies, such as paper, pencils, etc., for work purposes. Please notify the main office staff of what you need. Main office staff can order printer ink for office printers. Please provide make/model of printer as well as the type of ink cartridge. Please place used cartridges on top of the recycling bins to be recycled.

Telephones: No special code (other than dialing "8" for an outside line) is needed for local calls. Telephones in faculty offices have long distance capability. The J-School pays for every call made, therefore, please use the telephones for J-School business only. Please inform the office staff in the main office if you are not interested in having an office phone and we can transmit the monthly connection fee. Dial the last 5 digits

for campus phones. Consult the university *Faculty and Staff Directory* for dialing directions and telephone numbers.

Special Equipment: Please reserve the J-School's laptop and audio-visual equipment through an office staff person. The staff also will order classroom equipment for you from the Instructional Media Center. Some items are free only when reserved 24-hours before scheduled use. Student groups may use the J-School's equipment if supervised by an instructor.

Parking: Faculty can park in the lot or structure behind the ComArtSci Bldg. Annual parking stickers for faculty and staff, adjuncts and graduate assistants may be purchased from the Police and Public Safety Office on Red Cedar Road, immediately west of the Com Arts Bldg. More information for parking on campus can be found on the *MSU Police* website, <http://police.msu.edu/index.asp>.

Visitors may park in the parking structure when issued a parking permit or when they are paying for parking themselves. Students may receive passes only when assigned to J-School related business. All parking passes are available upon request to Nicole Bond, room 305 CAS building.

TEACHING-RELATED POLICIES

The Director welcomes any discussion on curriculum teaching and other related issues or situations.

Academic Year (AY): Appointments begins August 16 and ends May 15.

Classes: Instructors are expected to meet their classes regularly and at the times scheduled in the *Schedule of Courses* website www.schedule.msu.edu. Please notify Kareen Lubas and the Director if you must cancel a class or if you hold class at a site or time other than the scheduled classroom or time.

Class Lists: Check your class attendance throughout the semester to make sure the list is correct. The list can be found on the *Office of the Registrar* website, https://login.msu.edu/?App=RO_Authorization. Report any discrepancies to a staff person as soon as possible.

Course Syllabi: MSU instructors are required to distribute a course syllabus that includes a daily schedule to their students at the beginning of the semester. Please view the webpage, <https://ombud.msu.edu/classroom-policies/>, which outlines university requirements of what must be in a syllabus as well as contains other helpful suggestions of content and university policies and procedures to include. Include and review the JRN ethics code found at the end of this notebook. **A digital copy of the completed syllabus and office hours must be given to the main office every semester.**

Course Work: Instructors are expected to return student work by the next class period. Any un-retrieved student work must be kept for one semester. Instructors are responsible for returning assignments to students. Please review FERPA policies on keeping grades confidential.

Drop/Add Period: Drops/Additions are processed by students on the university computer. Students can access the computer system according to the dates indicated in the *Academic Schedule of Courses and Academic Handbook*. <https://reg.msu.edu/roinfo/enrreg/LateAdds.aspx>.

Final Course Grades: While you may receive an e-mail each semester as a reminder you should proceed to <https://login.msu.edu/> for student grades. Information on incompletes and deferred can be found on the *Ombudsman* website, <https://ombud.msu.edu/grade-codes.html>.

Final Examination Policies: Classes must meet during finals week. All courses shall meet for at least 2 hours at the date and time listed in the *Final Examination Policy and Schedule* on the Web at www.reg.msu.edu/. During summer sessions, final examinations are scheduled in the last class sessions. This period should be used for examination, discussion, summarizing the course, obtaining student evaluation of the course instruction, or any other appropriate activity designed to advance the student's education. For further concern, please use <https://ombud.msu.edu/full-faq/final-exams-faq.html>.

Graduate Assistantships: Graduate teaching assistantships are awarded based on student merit and J-School needs. Assistantship responsibilities for fall semester begin August 16th and continue through December 31st. Assistantship responsibilities for spring semester begin January 1st and continue through May 15th. Graduate assistants are not expected to work when the university is closed.

Makeup Examinations: The decision to allow students to take makeup examinations is the responsibility of the instructor or coordinator of each course. Your policy regarding makeup exams should be communicated clearly to students in your syllabus at the beginning of each semester. Please do not request the office staff to administer makeup exams or tests.

Office Hours: MSU policy requires full-time instructors to schedule a minimum of four office hours per week; graduate teaching assistants and adjuncts, two hours a week for every course assignment. Office hours must be published in your course syllabus and posted on your office door by the end of the first week of classes. Please provide the office staff with your scheduled office hours. If you are unable to hold your office hours, please notify the main office.

Student Instructional Rating System: All instructors, regardless of rank, including graduate assistants, shall use unit-approved (SIRS) student instructional online rating forms in all classes (every course, every section, every term). Refer to <https://sirsonline.msu.edu/faq.asp>. The instructor may review them only after final grades have been submitted. Instructors may use additional instruments to assess instruction.

Paychecks: Graduate assistants are issued paychecks on the 15th of the month. Faculty and temporary faculty are paid on the last day of the month. Please try to set up direct deposit.

Textbook Ordering: In accordance with the Higher Education Opportunity Act of 2008 (HEOA), faculty are required to enter all textbook information in the following <https://reg.msu.edu/> several weeks or months before classes begin. Entering your textbook and supplemental material information into this system will make it available to local bookstores for ordering purposes. If you have materials that are not normally handled by the bookstores, you will need to enter the information into this system and also make appropriate arrangements with a supplier.

E-Mail Accounts: All faculty, staff and adjuncts may register for a university email account. The office staff will only email your MSU email. TA's are assigned an email account upon being admitted to the university.

MSU PROFESSIONAL DEVELOPMENT

Academic Advancement Network (AAN): <http://fod.msu.edu/>

The following are professional development opportunities and more for faculty and academic staff:

- Orientations
- Faculty and instructional development
- Organizational and leadership development
- Community building
- Scholarship resources
- Online instructional resources (OIR)

MSU University Wide Policies & Procedures:

<https://hr.msu.edu/policies-procedures/university-wide/index.html>

MSU Regulations:

<http://splife.studentlife.msu.edu/regulations/selected/code-of-teaching-responsibility>

MSU Policy on Religious Observance:

<https://reg.msu.edu/AcademicPrograms/Text.aspx?Section=112#s548>

MSU Use of Copyrighted Materials:

<https://technologies.msu.edu/researchers/patent-copyright-policy/msu-copyright-policy>

ComArtSci Emergency Guidelines

FIRE

In case of fire:

- Pull the alarm and call 911
- Evacuate building through closest and safest exit (see back for floor emergency plan)
- Follow directions of Emergency Action Team members (wearing yellow vests), Fire, Police, and EMS officials.

SEVERE WEATHER

In case of severe weather:

- Sirens will sound and phone calls/text message will be sent through MSU Alert System
- Move to safe shelter area immediately (see floor plan on back)
- Follow directions of Emergency Action Team members (wearing yellow vests), Fire, Police, and EMS officials.

ACTIVE VIOLENCE

In case of active violence:

- If the incident is near you, secure in place. (Find interior room, and lock/barricade the door. Turn off light, silence phones, draw blinds, move away from window. Await further instruction from MSU alert system and Emergency Personnel. Do not leave until "All Clear" is received).
- If you can evacuate, do so immediately. (Run—Plan an escape route, leave belongings, when safe call 911.)
- Follow directions of Emergency Action Team members, Fire, Police, and EMS officials.

BOMB THREAT

In case of a bomb threat:

- If you receive the call, stay calm and do not hang up.
- Get the attention of someone nearby to have them call 911.
- Ask questions and write down all details. (Caller information, background noises, location of bomb, when it will explode, type of explosive, etc.).

HAZARDOUS MATERIAL

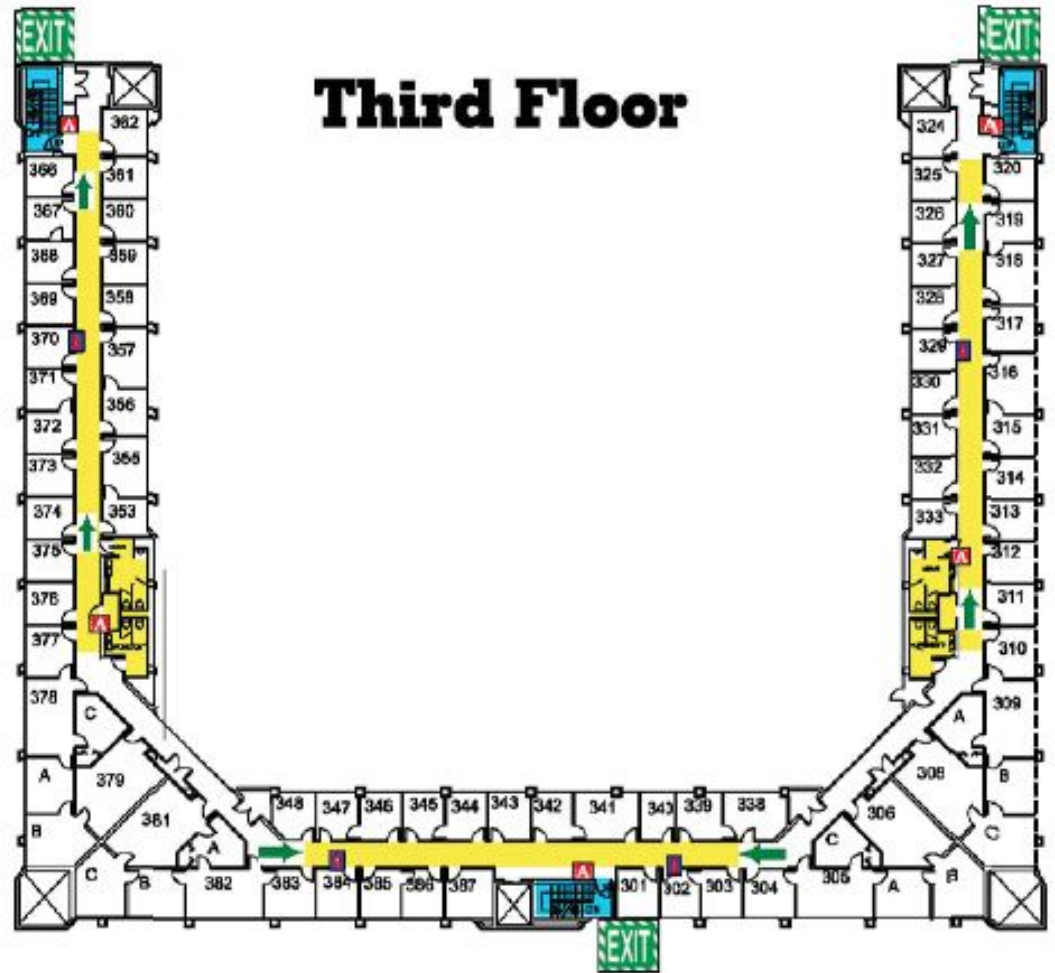
In case of a hazardous material threat:

- Depending on the situation, may need to seek shelter inside OR evacuate building.
- Follow directions of Emergency Action Team members (wearing yellow vests), Fire, Police, and EMS officials.
- Seek shelter INDOORS if chemical material detected NEARBY. Close all doors, windows, and vents. Seal gaps under doorways.
- EVACUATE building if chemical material detected INSIDE. Evacuate building through closest and safest exit.

EMERGENCY FLOOR PLANS

Communications Arts Building

Third Floor



RESOURCES - CAS FLOOR PLANS

	Emergency Exit	Fire Alarm	Fire Rated Stairway	Evacuation Route	<p>Rally Site After you evacuate from the building, meet at either the Engineering Building or near the Parking Ramp. Follow the directions of the Emergency Coordinator (yellow helmets) or Police/Fire personnel.</p>
	Barrier Free Exit	Fire Extinguisher	Designated Tornado Shelter	Emergency Phone	

Revised by 10/20/2013/10/20/2013/10/20/2013