HELPFUL HINTS FOR TEACHING AT WILMINGTON UNIVERSITY
DOVER AFB CAMPUS

Security Information

- Review the emergency information posted in your classroom (white card with emergency exit information, etc.) and discuss with your students on the first night of class.
- Review the “Emergency Procedures Guide” that is attached to the white/black board in your classroom. This guide contains information relating to security situations that may arise during your class time.
- Questions or concerns, call the DAFB Office at (302) 674-8726.

Mailboxes

- Mailboxes are located in the classroom building, room 654, in the evening/weekend monitor’s office. They are in the top drawer of the filing cabinet directly behind the monitor’s desk.
- If you find that you do not have a mailbox, please advise the evening/weekend monitor and one will be created for you.

Classroom Information

- Classroom Assignments are available on your WebCampus (faculty portal) under “Academics”, “My Schedule” or they are posted in the classroom building, building 654.
- Teach in your assigned classroom so that you and your students can be located in case of an emergency.
- Classroom Layout can be changed; however, it is your responsibility to put the classroom back to the way it was before you changed it.
- Clear the boards after your class – make sure students discard any trash, etc.
- Special Needs Students may have requested a specific type of table/chair – these will be designated – please make sure that other students do not sit in this designated space.
- If you will be late, contact the Wilmington University Dover Air Force Base site at (302) 674-8726 so we can let the students know when you will arrive. Students generally are released thirty (30) minutes after the scheduled class time (and given credit for attendance) unless you specify that they should wait for you.

To cancel a class, please complete the “Class Cancellations/Notifications” form available on the Faculty Development & Support website at Class Cancellation Notification. Also, please notify your Program Chair and place an announcement on Blackboard. If you cannot access the cancellation form, please contact the site at 302-674-8726 and someone will complete the form for you.
- To schedule a make-up class or verify a published make-up day class, contact the Wilmington University Site at (302) 674-8726 or dafb@wilmu.edu.

Support Services

- All rooms are equipped with a PowerPoint projector, laptop computer and overhead projector. You show DVD movies using the laptop computer and projecting them onto
the screen via the PowerPoint projector. If you need to use a VCR, we do have two
portable TV/VCR units available. Please contact the Wilmington University DAFB site
at (302)674-8726 or dafb@wilmu.edu or you may request the unit through the
evening/weekend monitor located in building 654.

✓ A copy machine is available during normal business hours in the Wilmington University
DAFB Site office, building 639 Room 215. A copy machine is also available for evening
and weekend use in the evening/weekend monitor’s office in the classroom building,
room 654.

✓ Make-up Exams can be proctored by the DAFB site staff during regular office hours.
You can also make arrangements for your test to proctored by the evening/weekend
monitor. **Exams will not be accepted without a completed Make-up Exam Request
form.**
  
  o Complete the **Make-up Exam Request** form available online
    at [http://www.wilmu.edu/faculty/documents](http://www.wilmu.edu/faculty/documents).
    Select the form titled “Dover-DAFB Makeup Exam Request Form”. Complete the form, attaching a copy of
    the exam/test, and submit the form.
    Students are not proctored. The student is placed in a room alone with only the
    resources designated as permissible by the faculty on the Make-up Exam form.
  
  o Students are required to the Wilmington University DAFB Site office at
    (302)674-8726 to schedule the exam time. *It is not staff’s responsibility to
    contact students.*

✓ It is a university expectation that you set up your Blackboard site so that students can
submit assignments electronically. However, in the event that an assignment cannot be
submitted electronically and students would like their assignments retuned to them,
please ask them to provide you with a stamped, self-addressed envelope for this purpose.
**No graded work is to be left at sites for student’s to pick up.**

**Student Related Information**

✓ If necessary, student registration can be verified via WebCampus on your classroom
computer or by checking with the Administrative Assistant in your building.

✓ Students not on your roster as of the second class should be directed to the Registrar’s
Office to rectify their registration status prior to continuing in the class.

✓ It is the student’s responsibility to notify the Registrar’s Office or Assistant Site Manager
when the student intends to drop your course.

✓ Please record attendance each week (via WebCampus). As a reminder, it is expected
that faculty members at Wilmington University will take weekly attendance and submit it
through the WebCampus portal. In order to maintain compliance with federal
regulations for financial aid, attendance-taking is required for all course types, including
those with non-standard meeting dates such as PLA, INT, CAP, etc. Attendance should
be recorded weekly throughout the duration of the course. Student attendance is a
predictor of academic success. Tracking attendance helps the University look for patterns
in the hope of developing initiatives to help students succeed. As part of the attendance
policy, students who have missed **the first two sessions of a course** will be
administratively dropped from that course. Being administratively dropped from a course
may have unintended consequences on a student’s financial aid and/or standing with the
University.

**Taking your students away from your assigned site?**

✓ Prior to any student travel (away from your home site), please read the “Student
Transportation Policies & Procedures” available online at [Transportation Policies and](#)
Procedures --- Section I summarizes the form(s) that must be completed before any travel.

Miscellaneous Information

✓ The Academic Calendar is available on WebCampus and on the WU webpage at Academic Calendar.
✓ Note any University closings and make-up dates that will impact your class.
✓ Student Success Center/Online Tutoring: Check availability at Student Success Center.
✓ Emergency Closing Information #: 302-356-6701 or Wilmington University Web Site
✓ Students with Disabilities (Christyn Rudolf, Director – Student Life - (302) 356-6937 or christyn.e.rudolf@wilmu.edu
✓ Please contact your program chair with questions relating to academics, academic policies, the courses you are teaching, or your teaching schedule.
✓ Have a question or problem? Call the Wilmington University DAFB Site Staff:

Faculty Development and Support

✓ If you have questions related to faculty development services, please contact a member of our department.
  o Dr. Patricia Ramone, 302-295-1140, Director of Faculty Development
  o Nancy Doody, 302-356-6726, Associate Director of Faculty Development and Support
  o Josh Simpson, 302-295-1132, Manager of Faculty Development
  o Taquana Woodards, 302-356-6729, Administrative Assistant