HELPFUL HINTS FOR TEACHING AT WILMINGTON UNIVERSITY
DOVER SITE

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 Security at 302-233-3400.

Instructor Information

✓ The site will email the faculty member with any pertinent information using the faculty member’s WU email address.
✓ Student work/drop-offs or incoming mail will be placed in secure locations. Please check with the person stationed at the main desk in the building where you are teaching.

Classroom Information

✓ Classroom Assignments are available on your WebCampus (faculty portal) under “Academics”, Click on “My Schedule.” Classroom assignments are also posted on bulletin boards located in Building A & B.
✓ Teach in your assigned classroom so that you and your students can be located in case of an emergency.
✓ Classroom Layout:
  o Classroom layout in Building A should not be changed due to some tables being connected to electrical outlets.
  o Classroom layout in Building B can be changed. However, it is your responsibility to put the classroom back to its previous layout.
✓ Clear the boards after your class – make sure students discard any trash, etc.
✓ Do not remove tables/chairs from lobby areas. If you need additional tables/chairs, contact the Site at 302-734-2594 (24 hours advance notice is required).
✓ 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 Dover Site at 302-734-2594 so students can be updated as to 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
  o To schedule a make-up class or verify a published make-up day class, contact Janet Gill at Janet.M.Gill@wilmu.edu or 302-342-8661.
Support Services

✓ To reserve AV equipment submit your request online at [http://www.wilmu.edu/avsupport/reservation.aspx](http://www.wilmu.edu/avsupport/reservation.aspx), requests must be submitted at least 72 hours in advance.
  - We respectfully request that you do not remove AV equipment from your classroom or take it from another classroom.
  - For problems during class, please call classroom technology at 877-708-2905.

✓ Copying services. Complete the “Dover Copy Request Form” available online at [http://www.wilmu.edu/faculty/documents.aspx](http://www.wilmu.edu/faculty/documents.aspx) – attach the document to be copied to the form and submit the completed form and document (3 days advance notice is required).

✓ Copy machines are available in Building A (all floors), Building B (all floors). Please see Dover Staff for copier code

✓ Make-up Exams:
  - Complete the Make-up Exam Request form available online at [http://www.wilmu.edu/faculty/documents-and-forms.aspx](http://www.wilmu.edu/faculty/documents-and-forms.aspx). 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 required to call Dover site (302-734-2594) to schedule the exam time. It is not the Dover site staff’s responsibility to contact students.
  - 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.

✓ 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 returned 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 Travel and Field Trips

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

Student Related Information

✓ If necessary, student registration can be verified via WebCampus on your classroom computer or by checking with a Site Associate.
✓ Students not on your roster 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 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.
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, Manager of Disability Services) - (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? Contact:
  o Lori Bailey, Site Director
    ▪ Email: Lori.A.Bailey@wilmu.edu
    ▪ Phone: 302-342-8627
  o Sherry Stephens, Site Manager
    ▪ Email: Sherry.L.Stephens@wilmu.edu
    ▪ Phone: 302-342-8641
  o Dover Site Associates
    ▪ Email: Dover@wilmu.edu
    ▪ Phone: 302-734-2594

Faculty Development and Support

✓ Many of the resources available to faculty are available via the Faculty Development & Support Website http://www.wilmu.edu/faculty/index.aspx
✓ 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