TO:     Dover Faculty
FROM:   Faculty Development & Support (FD&S)

HELPFUL HINTS FOR TEACHING AT WILMINGTON UNIVERSITY
DOVER SITE

Security Information
✓ In case of emergency, always dial 911.
✓ 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 233-3400. Please program this number into your phone.

Mailboxes
✓ Your first class of the week will determine the location of your Mailbox.
  o Mailboxes are located at the Work stations in Building A, (DVA) 2nd Floor and
  o If you teach in Building B (DVB), your mailbox will be located at the Work station on the 1st floor.

Classroom Information
✓ Classroom Assignments are available on your course roster within WebCampus and posted on bulletin boards located in both 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 the desks being electronically wired for laptops.
  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.
✓ Tables/chairs cannot be removed from the lobby areas. If you need additional tables/chairs, contact the Site at 734-2594 (24 hours notice 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 Site at 734-2594 so s/he 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.

If you cancel a class, please contact the Site at 734-2594 and/or the Site Associate at 342-8660 and your Program Coordinator. A sign will be posted outside your room.

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 please visit http://www.wilmu.edu/avsupport/reservation.aspx to submit your AV request.

- Do not remove AV equipment from your classroom or take it from another classroom.
- For problems during class, please contact a staff member at the Faculty Support Desk in either building. A support staff member will be contacted and sent to your classroom.

Course Material Copying/Typing Request forms are available online or from the Registration area in Building A (1st floor) and Work stations (2nd floor) and Building B (1st floor). Advance notice is required (5 days for typing and 3 days for copying).

Copy Machines available in Building A (all floors), Building B (all floors). Please see site staff for copier code.

Make-up Exams:

- A completed Make-up Exam Request form and the electronic version of the exam can be submitted by visiting http://www.wilmu.edu/testing/make-up-exams-instructors.aspx and following the directions.
- Exams will not be accepted without a completed Make-up Exam Request form.
- Students are required to call Dover site (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 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 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 – Section 1 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 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.

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 related academics, academic polices, the courses you are teaching or your teaching schedule.
- Have a question or problem?
  - At Dover
    - Lori Bailey, Site Director: 302-324-8627
    - Sherry Stephens, Site Manager: 302-342-8641
    - Dover Site Associates: 302-734-2594

Faculty Development and Support

- If you have questions related to faculty development services, please contact a member of our department.
  - Dr. Bonnie Kirkpatrick 302-356-6804-Senior Director of Faculty Development
  - Nancy Doody 302-356-6726-Associate Director of Faculty Development and Support
  - Josh Simpson-Manager of Faculty Development
  - Taquana Woodards 302-356-6729-Administrative Assistant