HELPFUL HINTS FOR TEACHING AT WILMINGTON UNIVERSITY

JB-MDL NEW JERSEY

NJ Senior Director: Louise Babuschak
Adjunct/Advisor MBA: Dr. Robin Weinstein
Adjunct/Advisor MAJ: Sherry Wilson
Adjunct/Advisor IST: Charles Poplos
Site Manager: Stefanie Sager-Carroll
Site Associate: Nancy Gankiewicz
Site Associate: Linda Lyerly

Security Information

✓ Building 3829 has a security monitor Monday through Friday who locks up at 10:00pm.
✓ On office door and computer lab have a lock box with the office and lab key inside. Please return key. Please contact Stefanie Sager-Carroll 609-694-8709 for lock box code.
✓ On Saturday and Sunday Building 3829 is unlocked and locked by school monitors. Please contact Stefanie Sager-Carroll 609-694-8709 with any building issues. Stefanie.a.sager-carroll@wilmu.edu

Classroom Information

✓ Classroom Assignments are available on your WebCampus (faculty portal) under “Academics”, “My Schedule” or n hard copy (JB-MDL- Bldg 3829 Room 302) or contact Site Manager or Site Associate at 609-723-2790 or 609-694-8709.
✓ JMBDL classrooms and education center are closed Monday through Friday at 10:00pm. Everyone has to be out by 10:00pm.
✓ 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.
✓ Do not remove tables/chairs from lobby areas.
✓ 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.
✓ JB-MDL campus - if you will be late, contact Site Manager or Site Associate at 609-723-2790 so she 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 609-723-2790 and someone will complete the form for you.
✓ To schedule a make-up class or verify a published make-up day class, contact Stefanie Sager-Carroll at 609-723-2790 or 609-694-8709 cell.
✓ If classroom is locked, call Site Manager 609-723-2790 or 609-694-8709 to open it.
Support Services

- All classrooms in Bldg 3829 have large tech panels with CD and computer capability. You can also attach a computer and thumb drive. Directions for tech panels are taped to white board - password is edcenter.
- White board and any class room material will be left in classroom closet. Please leave any information for office in classroom closet if office is not open.
- Course Material Copying - 3 days notice is required email to stefanie.a.sager-carroll@wilmu.edu
- Copy Machine – is available in office Room 302.
- Make-up Exams can be proctored by Site Manager or Site Associate between the hours of 9 am to 3 pm by appointment only. Email a completed request form (available online) and the electronic version of the exam to stefanie.a.sager-carroll@wilmu.edu.
- 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 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 related academics, academic polices, the courses you are teaching or your teaching schedule.

Parking Information
✓ Bldg 3829 parking is in front or left side. Classrooms are located in back wing so suggested parking would be to use the side parking lot.

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