TO: Middletown Site Faculty
FROM: Faculty Development & Support (FD&S)

HELPFUL HINTS FOR TEACHING AT WILMINGTON UNIVERSITY
MIDDLETOWN SITE

Melanie Baldwin, Senior Director
(302) 655-5400 Graduate Center
(302) 295-1181 Direct
melanie.c.baldwin@wilmu.edu

Hours: Monday – Thursday 8:30 AM – 8:00 PM
Site Contact: Christina Darrah (302) 378-0360 or (302) 295-1116
christina.c.darrah@wilmu.edu

Security Information
☑ In case of emergency always dial 911
☑ Review any emergency information provided by Wilmington University and discuss with your students on the first night of class.
☑ Security questions or concerns contact the site personnel or call Allied Barton Security Officer on-site at (302) 293-7001. Program this number into your mobile phone in the event routine assistance is needed.
☑ PLEASE NOTE: Students are not permitted in classrooms once class has been dismissed. Students are advised to meet in common areas, but are required to leave the premises when all other classes have dismissed.

Classroom Information
☑ Classroom Assignments are posted outside of each classroom and at the Administrative Services desk.
☑ Always teach in your assigned classroom so that you and your students can be located in case of an emergency.
☑ Clear the boards after your class and make sure students discard any trash, etc. If you move classroom furniture, please rearrange room to its original order before leaving.
☑ 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 Middletown site at (302) 378-0360 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.
☑ If you cancel a class, please contact the Middletown site as soon as possible at (302) 378-0360. Also, notify students via Blackboard and contact your Program Chair.
☑ To schedule a make-up class or verify a published make-up day class, contact Christina Darrah at the numbers above.

Support Services
If you need A/V support during class, seek assistance from the Site Associate on staff. Do not remove A/V equipment from your classroom or take it from another classroom.

Copying/printing of course material: Instructors are encouraged to e-mail course material to middletown@wilmu.edu. Feel free to e-mail ahead of time, include detailed instructions, and we’ll have your material ready when you arrive for your class.

A copy machine is available at the Middletown site. Please ask a Site Associate on duty for assistance with copying.

Make-up Exams: Contact Christina Darrah to arrange scheduled/proctored make-up exams. If you are leaving a make-up exam at the Middletown site for a student, please consult with the Site Associate on staff.

If students want their final term papers, projects, etc. returned, they should give you 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, or by checking with site personnel.
- Students not on your roster as of the second class should be directed to the site office or the Registrar’s Office to rectify their registration status prior to continuing in the class.
- It is the student’s responsibility (not yours) to notify the Registrar’s Office when the student intends to drop your course. You are not able to drop them from the class.
- If a student’s name appears on the roster as of the second class, but has not been present, please contact a Site Associate.
- There is a student computer available in the lounge area at the Middletown site.
- Student printing is only to be done from the designated laptop in the Administrative Services area. The Site Associate on staff can assist with student printing requests.
  Students are not permitted behind the Administrative Services area.

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 http://www.wilmu.edu/studentlife/forms/student_transportation_policies_and_procedures_2011-2012.pdf --- Section I summarizes the form(s) that must be completed before any travel.

Miscellaneous Information

- Most of the courses offered at the Middletown location are Hybrid format. Hybrid courses at this location meet in the classroom every other week; dates are assigned by the site. If you are teaching a hybrid course and are unsure of the meeting dates or would like to discuss special meeting arrangements, please contact Christina Darrah.
- The Academic Calendar is available on the WilmU website at http://calendar.wilmu.edu/CalendarNOW.aspx?fromdate=5/1/2013&todate=5/31/2013&display=Month&display=Month#
- Note any University closings and make-up dates that will impact your class.
- Textbooks are not available at the Middletown location. They may be purchased through our website at the online Bookstore.
- Student Success Center/Online Tutoring: Check availability at http://www.wilmu.edu/ssc/ or see a Site Associate for more information.
- Emergency Closing Information: Check www.wilmu.edu website or call: (302) 356-6701
- Students with Disabilities: contact Christyn Rudolf (302) 356-6937 or christyn.e.rudolf@wilmu.edu
✓ Have a question or problem? Contact the site at (302) 378-0360.
✓ For directions to the Middletown site feel free to call or visit:
   http://www.wilmu.edu/middletown/directions.aspx
✓ Have a question or problem? Call Faculty Development & Support:
   o Bonnie Kirkpatrick 302-356-6804
   o Nancy Doody 302-356-6726
   o Taquana Woodards 302-356-6729
   o Nina Campanicki 302-356-6724