TO: Rehoboth Faculty
FROM: Dennis Huffman, Site Director

HELPFUL HINTS FOR TEACHING AT WILMINGTON UNIVERSITY
REHOBOOTH SITE

Security Information
 ✓ 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 see office staff person on duty.

Mailboxes
 ✓ Your Mailbox is located in the two-drawer file cabinet located in the main lobby.

Classroom Information
 ✓ Please see a staff employee to learn you’re your classroom assignment.
 ✓ 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 Site at 227-6295 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, contact the Rehoboth Site at 227-6295 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 Dianna Hiott at dianna.l.hiott@wilmu.edu or 227-6295.

Support Services
 ✓ To reserve AV equipment, contact dianna.l.hiott@wilmu.edu or 227-6295. For problems during class, see staff employee on duty. Do not remove AV equipment from your classroom or take it from another classroom.
Course Material Copying/Typing Request forms are available online or at the Rehoboth Site. Advance notice is required (5 days for typing and 3 days for copying).

Copy Machine available in main lobby. Please see staff employee on duty if assistance is needed.

Make-up Exams can be proctored by a Rehoboth staff employee. Email a completed request form (available online) and the electronic version of the exam to dianna l.hiott@wilmu.edu. You may also drop off the request form and a copy of the exam to the staff employee on duty. Exams will not be accepted without a completed Make-up Exam Request form.

If students want their final term papers, projects, etc. returned, they should give you a stamped, self-addressed envelope for this purpose.
   o If you want students to be able to review unreturned materials or final exams, the items will be located at the Rehoboth Site. These materials are held for 90 days and then destroyed. Give the materials, your rosters, and a completed Student Materials Request form (available online) to a staff employee on duty.

Student Related Information
   ✓ If necessary, student registration can be verified via WebCampus on your classroom computer or by checking with the staff employee on duty.
   ✓ 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 (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.

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
   ✓ The Academic Calendar is available on WebCampus and on the WU webpage 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.
   ✓ Emergency Closing Information #: 302-356-6701
   ✓ Students with Disabilities (Christyn Rudolf, Director Student Life): 302-356-6937 or christyn.e.rudolf@wilmu.edu
   ✓ Have a question, concern, or suggestion? Contact the Rehoboth Site at 302-227-6295
   ✓ Faculty Development & Support can be reached at:
      o Ernie Linsay  302-356-6728
      o Nancy Doody  302-356-6726
      o Taquana Woodards  302-356-6729
      o Nina Campanicki  302-356-6724