

George Fox University

Adjunct Faculty Handbook



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Welcome

Welcome to George Fox University! We look forward to the contributions you will make to our students out of your expertise and experience.

This handbook contains resources and information for adjunct faculty teaching at George Fox University. The handbook is a complimentary guide to information that currently exists in other George Fox University publications such as the [Student Handbook](#), [Employee Handbook](#) and [Faculty Handbook](#). This guide is not intended to be a legal document or contract, and is subject to revision as necessary.

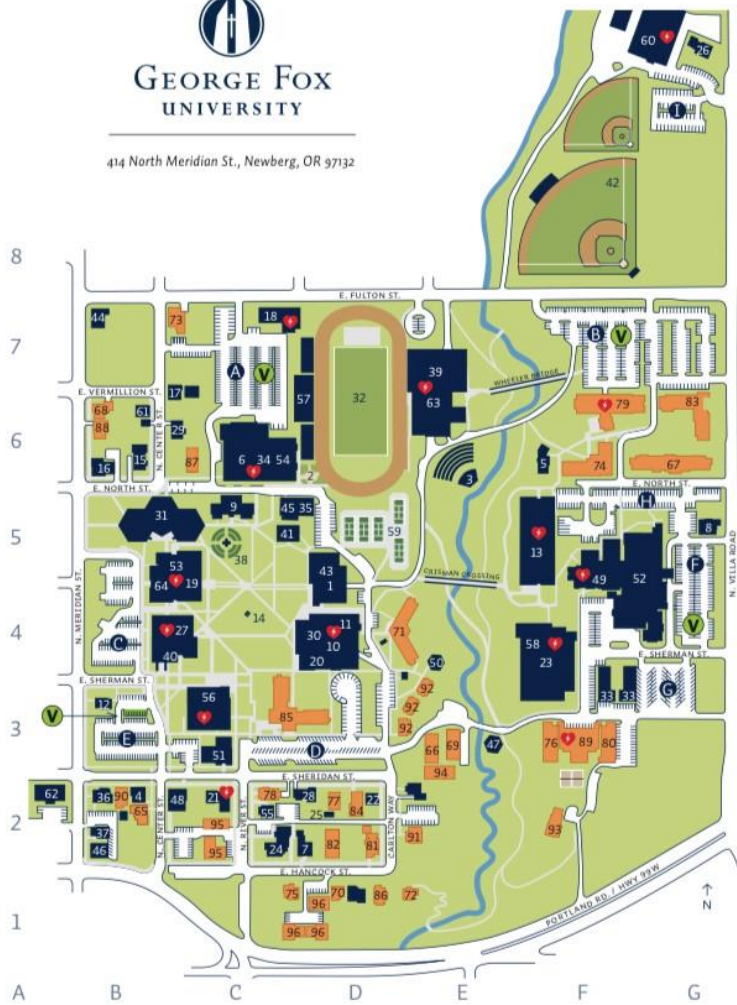
General Resources - Maps

Newberg Campus



414 North Meridian St., Newberg, OR 97132

Austin Sports Complex plus additional parking 1/2 mile ↑



Campus Facilities

1. Academic Resource Center D4
2. Alumni Plaza D6
3. Amphitheater E6
4. Armstrong House B2
5. Barclay House (Spil) F6
6. Bauman Auditorium C6
7. Beals House (Event Services) D2
8. Behavioral Health Clinic C5
9. Brougher Hall C5
10. Bruin Den D4
11. Bruin Store D4
12. Campus Public Safety B3
13. Canyon Commons F5
14. Centennial Tower C4
15. Center Street House B6
16. Cinematic Arts B6
17. Costume Studio C7
18. Duke Athletic Center D7
19. Edwards-Helman Science Center C5
20. Engineering Maker Hub D4
21. Finance C2
22. Fry House D2
23. Hadlock Student Center F4
24. Health and Counseling Center C2
25. Hodgkin Studio D2
26. Holtan House G8
27. Hoover Academic Building C4
28. Intercultural Life/Study Abroad D2
29. Kelsey House B6
30. Klages Center D4
31. Lemmons Center B5
32. Lemmons Family Field D6
33. Lewis Apartments F3
34. Lindgren Gallery C6
35. Mail Services D5
36. Margaret Lemmons House (HR) B2
37. Meridian Street House B2
38. Millage Memorial Rose Garden C5
39. Miller Gym E7
40. Minthorne Gallery B4
41. Minthorn Hall C5
42. Morse Athletic Fields F8
43. Murdock Library D5
44. Nash House B7
45. North Street Annex C5
46. Northwest Yearly Meeting Office B2
47. Pavilion E3
48. Pennington House C2
49. Physical Therapy F5
50. Prayer Chapel E4
51. River Street House C3
52. Roberts Center F5
53. Ron Gregory Atrium C4
54. Ross Center C6
55. Senior Art Studio C2
56. Stevens Center C3
57. Stoffer Family Stadium D7
58. Student Leadership Offices F4
59. Tennis Courts D5
60. Thomas Center (Plant Services) G8
61. Vermillion St. House B6
62. West Offices (Advancement) A2
63. Wheeler Sports Center E6
64. Wood-Mar Hall B4

Student Housing

65. Anderson House B2
66. Reeve Residence Hall E3
67. Brandt Residence Hall G6
68. Campbell House B6
69. Catey Residence Hall E3
70. Chapman House D1
71. Edwards Residence Hall D4
72. Fell House E1
73. Fulton Street House C7
74. Galley Residence Hall F6
75. Hancock Street House C1
76. Hobson Residence Hall F3
77. Hodgkin House D2
78. Hoskins House C2
79. Le Shana Residence Hall F6
80. Macy Residence Hall F3
81. McGrew House D2
82. Millage Duplex D2
83. Newlin Residence Hall G6
84. Parker Duplex D2
85. Pennington Residence Hall C3
86. Riley House D1
87. Roy Apartments C6
88. Schomburg House B6
89. Sutton Residence Hall F3
90. Villa House B2
91. Weesner House E2
92. Weesner Village E3
93. Wilder House F2
94. Willcuts Residence Hall E3
95. Winters Apartments C2
96. Woolman Apartments D1

Automated External Defibrillator

Parking

A Bauman/Ross Center Parking Lot C7
B Wheeler/Le Shana Parking Lot F7
C Hoover/Wood-Mar Parking Lot B4
D Pennington Hall Parking Lot D3
E Stevens Center Parking Lot B3
F Roberts Center Parking Lot G4
G Hobson/Macy/Sutton/Lewis Lot G3
H North Street Lot G5
I Morse Parking Lot G8
V Visitor lots or rows	

Information

If you need assistance, please visit the Information Desk in the Stevens Center (building 50 in quadrant C3), or call the switchboard at 503-538-8383.

SHANE JO. JR.

Maps

Portland Campus



CAMPUS AND PARKING MAP

1 PORTLAND CENTER SOUTH

- Classrooms: 155a-b, 160, 161, 210, 220, 235, 240, 255, 260, 265, 280, 281, 285a-b, 290, 295
- Library, Study Rooms
- Prayer Chapel
- Kam's Coffeehouse – Second Floor
- Administrative & Faculty Offices
 - Admissions, Registrar, SFS, Operations
 - Adult Degree Completion Program
 - George Fox School of Business – MBA P.T. Program
 - School of Education – MAT in Your Community Program, Elementary Education Program
 - George Fox Evangelical Seminary

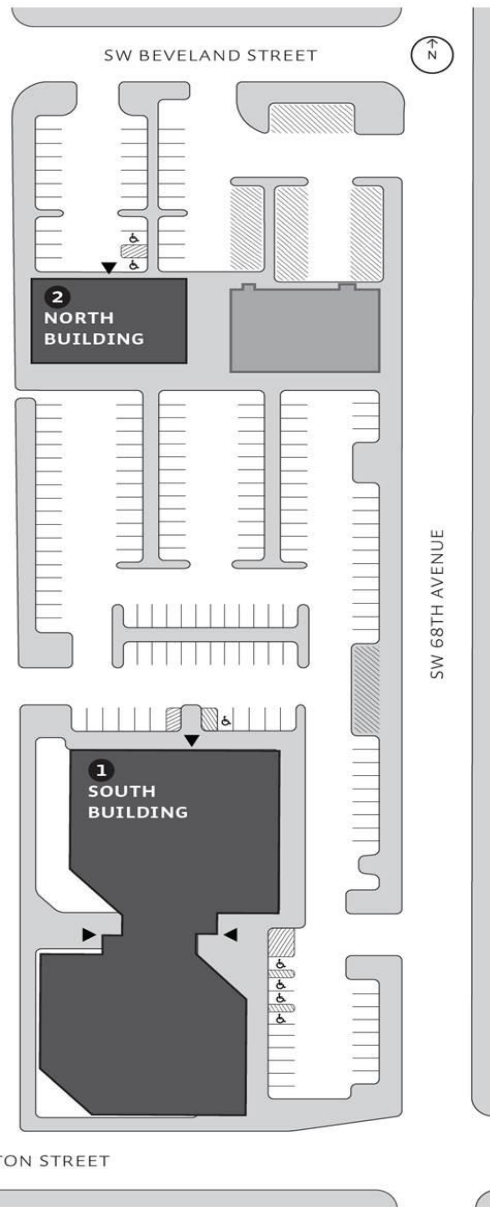
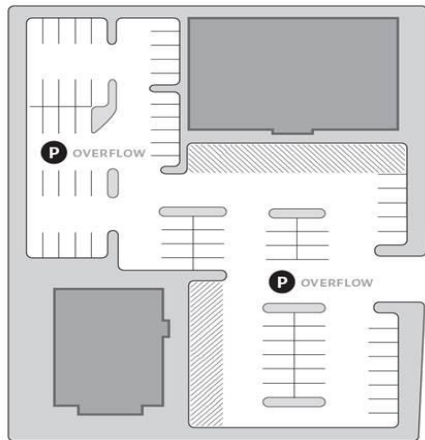
2 PORTLAND CENTER NORTH

- Individual & Family Matters Clinic – First Floor
- Classrooms: 120 & 123
- Conference Room 204
- Administrative & Faculty Offices
 - Graduate Department of Counseling
 - School of Education – MAT@Night Program

P OVERFLOW PARKING AREA

Only available after 5pm M-F and on Saturdays

No Parking Area Handicap Parking Building Entrance



12753 SW 68TH AVE., PORTLAND, OR 97223 | 503.554.6100

Parking & Security

The primary responsibility of Security Services is to protect our University community by providing general assistance to visitors, employees, and others doing business or associated with the university; and safeguard the vehicles, buildings, and property on campus.

Emergency Contacts and Phone Numbers – Newberg Campus

Fire, Police, Ambulance	911
Campus Safety	503-554-2090
Student Life	503-554-2310
Spiritual Life	503-554-2320
Campus Pastor	503-554-2321
Health & Counseling Services	503-554-2340

Site Contacts and Phone Numbers – Portland, Redmond, and Salem

Portland Campus : 12753 S.W. 68th Ave., Portland, OR 97223
Library Services: 503-554-6130, or email researchhelp@georgefox.edu
IT Services: 503-554-6127, or email pdxtech@georgefox.edu
Emergency: Call 911

Redmond Campus: Ridgeview High, 4555 Elkhorn Ave., Redmond, OR 97756
Phone: 541-504-3617
Emergency: Call 911

Salem Site: 4910 Brooklake Rd. NE, Brooks, Oregon 97305
Facility Contact: Tania Kleinschmit 503-584-7341
Emergency: Call 911

Parking & Security

Parking

George Fox University Security Services issues various types of parking permits. These permits are assigned based on the vehicle owner's type of activity at the university.

All vehicles parked on campus or used to commute to campus must be registered and insured according to Oregon state law. Vehicle registration is available online through MyGFU. Parking permits will only be delivered via campus mail for new registrations.

For more information on obtaining a permit and vehicle registration please visit

<http://www.georgefox.edu/offices/security/parking/index.html>

Tips for Classroom Safety for Faculty and Staff

While these tips are primarily for the Newberg campus, most apply to any location. Keeping your classroom or office as safe as possible begin with you! The following guidelines will help you to work in as safe a manner as possible, and will transition over to your classroom/office as well.

1. Keep your eyes open! Observe and report anything that doesn't "look right" or "feel right" to Security Services. We'd much rather come over and investigate something/somebody suspicious that turns out to be nothing.
2. Lock your doors and lock up your belongings! Don't tempt potential thieves by leaving your cars/offices/personal belongings not locked up. If you are working alone in your office or classroom outside of normal hours, lock your door.
3. Newberg Campus offers security escorts. If you are working late at night and are alone in your office, call Security Services at ext. 2090 for an escort from your classroom/office to your vehicle.
4. Schedule meetings when others are in the office. "Difficult" meetings should always be scheduled when others are present in your office/building so that backup can be called if the meeting turns volatile.
5. Leave a paper trail. Keep all written correspondence with colleagues and students. If a future problem arises, the saved files could help establish a pattern of behavior.

Parking & Security

7. Make no promises you can't keep. Make no promises of confidentiality before lending an ear to a student. They might disclose patterns of behavior or actions that already have or could lead to dangerous situations for others, and you must report those to the proper authorities.

8. Lead by example! Treat every fire alarm-even if it is a drill-as the real thing. Leave the room immediately and grab your essential items and GET OUT! Access might be limited for the rest of the day in case of a real emergency, and re-entry for forgotten car keys, etc. will NOT be permitted. Go to your classroom prepared to evacuate in case your office building is under evacuation orders.

9. Leave cell phones on, and in vibrate mode during class. Emergency alerts will be sent to your cell phone that is registered with Fox Alert, and your phone must be where you can see or feel the vibration in order to evacuate if needed. Emergency updates will also be sent via this official mode of communication.

10. Use your cell phone as an emergency tool. Program in the acronym "ICE" (In Case of Emergency) and put in the Security Services phone number (503-554-2090) and other emergency contact numbers. If you call 911 from your cell phone due to a classroom emergency, Security Services needs to be alerted as well in order to assist you and direct the emergency personnel to your location.

11. Prepare in advance for an emergency! Read, think through, and understand the Campus Emergency Plan that is available on the GFU website, and review the Emergency Response Guide posted in each classroom. If you have questions, concerns, or special needs in your classroom, contact Security Services as soon as possible. Alert your students to the Guide's location, and point out the classroom exit(s) and escape route at the start of each semester. During an emergency the electricity might be out, and you might not be able to read the classroom Guide, so it is critical to know the information ahead of time. Tucking a portable flashlight into your computer bag is also a good idea.

For more information on personal safety, please visit

<http://www.georgefox.edu/offices/security/personalsafety.html>

HR Resources & ID cards

The office of Human Resources provides services to the university and its employees in the areas of payroll, benefits administration, staff and administrator hiring, and personnel records maintenance.

Human Resources Directory

Human Resources Main Line: 503-554-2180

Employee Handbook

<http://www.georgefox.edu/offices/hr/Employee%20Handbook%20JAN%202012.pdf>

Holiday Schedules

<http://www.georgefox.edu/offices/hr/holiday-schedules.html>

Payroll Forms

<http://www.georgefox.edu/offices/hr/forms.html>

ID Cards

We Have a New ID Card Procedure...

Our IT department has created an online [ID Card Photo request form](#)! To access and complete the [form](#), you will need a George Fox email address, your ID#, and a photo. If you have questions, please contact the Service Desk, at 503-554-2569, for assistance or visit the IT department on the 3rd floor of the Stevens building on the Newberg campus.

- Functions as your library card
- Access to your buildings on campus
- Access to the Hadlock Fitness Center
- Free admission for yourself and family to sports events
- Receive a 10% discount at Bruin Bookstore (except textbooks)
- Show at box office for one free ticket to most student performances (theatre, music)

Getting Paid

Getting Paid

Adjunct faculty pay is divided equally over the contracted months, beginning with the first month that the signed contract is received in Human Resources, (as long as it is received by the 18th of the month). Payday is the last working day of the month. If you have not received a contract, or if you have turned in your contract and still do not receive a check or direct deposit on payday, please check with the dean's assistant for your college.

Direct deposit is the usual method of pay and is strongly encouraged. Employees access their pay statements online as follows:

- If you have not already accessed My.GeorgeFox, use <https://my.georgefox.edu> to navigate to the login page.
- Your Username is the first part of your George Fox email address **only** (the portion before the @symbol).
- On the Employee Homepage, click on the Payroll tile.
- You will see a list of all of your pay statements that have been processed in My.Georgefox with some basic information included in each of the columns.
- Click on the Check Date to view your statement as a PDF file.
- You can then print it if you want a hard copy, save the PDF file to another folder, or just refer to it again in the future in My.GeorgeFox.edu.

If you are unable to open a pay statement, you may need to enable "popups" from this site on your computer. If you would like assistance with that, please call the GFU Service Desk at 503-554-2569.

For more information please visit the Human Resources site

<http://www.georgefox.edu/offices/hr/index.html>

Academic Support – Academic Affairs

The Office of Academic Affairs oversees faculty hiring and evaluation, curriculum development, and academic issues for students. We are located on the first floor of the Stevens Center. Our adjunct support line is: 503-554-2140.

Academic Calendar

To access the academic calendar visit this website below-
<https://www.georgefox.edu/calendar/academic.html>

Syllabi

The syllabus is a legal contract between the instructor and the student. It is also legally binding with the university. No changes should be made unless it is an advantage to the students and not just for the convenience of the instructor.

Prepare a syllabus (***instructions on page 21***) for each course and distribute it during the first class period. The administrative assistant in your department will file a copy for your college and send a copy to Academic Affairs for accreditation records. Please also check with the department assistant to see if textbooks have been ordered.

Academic Appeals

Students have the right to appeal course grades and to petition academic policies in the catalog. Adjunct instructors may encounter some of these petitions or appeals if it involves a course in which they were the instructor of record. Questions from students should be directed to the department chair. For more information see the Academic Catalog online at -
<http://www.georgefox.edu/catalog/handbook/academic/records/appeals.html>

Extended Illness Excuse Procedures

Regular class attendance is essential for academic success. Specific consequences of class absences are included in the syllabus for each course. Students are never “excused” from their course work because of absences, but when students follow certain procedures (listed in the Academic Procedures Handbook), they are permitted to make up the work they missed.

School Closure Policies & Procedure

In case of inclement weather, and for information about school closure policies and procedures, please visit <http://www.georgefox.edu/news/closures/index.html>

For more information about the Academic Affairs Office, please visit

http://www.georgefox.edu/offices/academic_affairs/index.html

Academic Affairs cont.

Very Important Notes from the Office of Academic Affairs

1. **Final exams**—Be sure to give your final exam at the scheduled time. Students are not to take exams early without prior approval from the Registrar.
2. **Do not modify class time**—Class meeting times are fixed, and faculty members should not shorten or lengthen class meetings. Talk to your department chair for any deviations from scheduled times that you might be considering.
3. **Missing class**—if you must miss a class, please notify your department chair and Admin Assistant as soon as you know this will happen.
4. **Copying**—limit copying to what your students will actually use in class. Use the class FoxTALE site to upload and send additional documents whenever possible.
5. **Stick to your syllabus**—Develop reasonable expectations for your course, put these in your syllabus and then stick to the syllabus. Even dropping assignments can upset students. Who knew!!!
6. **Student evaluations**—All links to course evaluations are delivered directly to the student via email. Do remind students to complete the course evaluations, and we recommend providing time during class in order to get the best response rate.
7. **Be consistent**—Treat students equitably. Some may seek extra credit. If you offer this, be sure all opportunities for credit are available to all students.
8. **Attendance**—We recommend that you take attendance at each class session. This can be done easily in iGFU. If a failing grade is posted at the end of the semester, you must post the last date of attendance, so you need to know when that occurred.
9. **Late Work**—From the catalog guidelines for receiving late work: “Class work missed because of absence may be made up only in the case of prolonged or confining illness, death of relatives, or similar emergencies.” However, you must also accept late work from students with an excused absence from an official university event. Students should notify you in advance of these expected absences.
10. **Grades**—Your “grade book” must be turned in to your department’s administrative assistant after posting grades, for our records. This is all grades used to compute the FINAL grade. The simplest way to do this is to use FoxTALE for grading and download the full list of grades as a spreadsheet.
11. **Communication**—Students are expected to use their GFU email account for official communication. Remind them often!!

Registrar

General Line	503-554-2218 or registrar@georgefox.edu
University Catalogs	http://www.georgefox.edu/catalog/index.html
Schedule of Classes	https://webservices.georgefox.edu/class/
Finals Schedule	http://www.georgefox.edu/offices/registrar/grading-and-exams/final-exam-schedule.html
Faculty Grading Information	http://www.georgefox.edu/offices/registrar/faculty-staff-resources/grading/index.html

Entering Grades

Our class schedule <http://class.georgefox.edu> and catalogs <http://www.georgefox.edu/catalog/> can be found online. Login to My.GeorgeFox.edu to enter grades and find your class list. Typically, an email will be sent prior to each grading period, which includes instructions on entering midterm and final grades (or you can locate the online grading calendar and instructions at - <http://www.georgefox.edu/offices/registrar/faculty-staff-resources/grading/index.html>)

Class Rosters and Waitlists

Class rosters are available through My.Georgefox.edu (Using the dropdown box at the top of the home page, click on the Faculty/Advisor Homepage. Click on the Faculty Center Tile). Class sections have a defined capacity determined in advance by the department offering the class or by room size. Some classes may have waiting lists (which are also viewable through the Class Roster function in My.Georgefox.edu). Some students who are on a waiting list may request that you increase class size to add them to the class. Such decisions for increased enrollment or waiting list management should be directed to your department chair for approval.

Registrar cont.

Family Educational Rights and Privacy Act (FERPA)

George Fox University accords all the rights under the Family Educational Rights and Privacy Act (FERPA) to students who are enrolled. No one shall have access to, nor does the institution disclose any information from, students' education records without the written consent of students except to personnel within the institution with direct educational interest, to persons or organizations providing students' financial aid, to accrediting agencies carrying out their accreditation function, to persons in compliance with judicial order, and to persons in an emergency in order to protect the health or safety of students or other persons. All these exceptions are permitted under the Act.

At its discretion, George Fox University may provide "[directory information](#)" in accordance with the provisions of the Act. The university construes the following information to be "directory information:" parents' names and addresses, the student's name, permanent address, local address, temporary address, e-mail address, telephone number, date and place of birth, participation in officially recognized activities and sports, major, dates of attendance, full-time and part-time status, degrees and awards received, class year, the most recent previous school attended, and for members of athletic teams, height, weight and position played. The university also considers photographs to be directory information. As such, release of photographs also is permitted.

Students may elect to restrict the release of their directory information but must do so for all such information (it is not possible to restrict only a portion of the information) by submitting a signed form to the Registrar's Office annually by the second week of each academic year. The Request to Prevent Release of Directory Information form is available in the Registrar's Office. Non-directory information, notably grade records, are released to third parties only on written request of the student, or otherwise required by law (e.g., subpoena).

Please be sure to visit the [FERPA Privacy Rights](#) page on our website, for more detailed and up to date information:

<https://www.georgefox.edu/offices/registrar/ferpa/index.html>

Library

<u>Library Hours – Regular Academic Schedule</u> (Call or check website during summer and breaks)	
<u>MLRC, Newberg</u>	
Monday-Thursday	7:30 a.m. - 10:00 p.m.
Friday	7:30 a.m. - 5:00 p.m.
Saturday	12:00 p.m. - 6:00 p.m.
Sunday	2:00 p.m. - 10:00 p.m.
<u>Portland Center Library</u>	
Monday	8:00 a.m. - 10:00 p.m.
Tuesday-Thursday	9:30 a.m. - 10:00 p.m.
Friday-Sunday	Closed

THE MURDOCK LEARNING RESOURCE CENTER (NEWBERG)

The MLRC houses over 138,000 volumes of print books and periodicals. In addition, there are collections of sound recordings, DVDs, and microforms. The Special Collections Room on the second floor houses the Quaker, Hoover, and Peace Collections. The University and NW Yearly Meeting Archives are located in an adjacent room. A Curriculum Collection supporting educational programs is housed in a room on the lower level. A “learning commons” provides access to computers and library reference assistance. Institutional technology and writing center help is also available during some library hours.

THE PORTLAND CENTER LIBRARY

The Portland Center Library houses over 39,000 print volumes and is located on the Center’s main floor. The library has strengths in the areas of religion and counseling. It houses the archives of George Fox Evangelical Seminary, as well as an audiovisual collection containing DVDs and other materials. An attractive study environment includes study carrels and tables. The library houses a learning commons with services similar to those in the MLRC.

Library

LOAN PERIODS

Faculty may check out GFU library books for 120 days; videos, DVDs and sound recordings for one week. Materials can be requested online from the Portland Center Library or MLRC and sent to the other location for pick up. Most Orbis Cascade Alliance books circulate for 6 weeks, with no renewals. Certain materials, such as reference books and periodicals, do not circulate.

INFORMATION LITERACY IN THE CURRICULUM

The goal of information literacy at George Fox University is to enable students to:

- Determine the nature and extent of the information needed
- Access needed information effectively and efficiently
- Evaluate information and its sources critically and incorporate selected information into his or her knowledge base and value system
- Individually or as a member of a group, use information effectively to accomplish a specific purpose
- Understand the economic, legal, and social issues surrounding the use of information and access and use information ethically and legally

Through Writing 110, incoming undergraduates take a self-paced information literacy tutorial, which guides them through the steps of effectively searching for and selecting appropriate information resources, and then evaluating the information.

Librarians work with faculty to help facilitate the integrations of information literacy goals into their discipline. This includes raising student awareness of the specific literature(s) of a discipline, their types and most effective uses, accessing and retrieving information from the literature, and evaluating the authority and reliability of the information retrieved.

For more information on library services for faculty visit

<https://www.georgefox.edu/library/teach/fac-services/index.html>

IT Support – Contact Information

George Fox University's Institutional Technology team works to provide and support the technological framework necessary to advance the mission of the university.

Newberg Campus IT

Phone: 503-554-2569
Email: servicedesk@georgefox.edu
Normal Service Desk Hours:
Stevens Center - Third Floor
Monday - Friday 8:00 a.m. - 5 p.m.

Portland Center IT

Phone: 503-554-6127
Email: pdxtech@georgefox.edu
For Event Rental Reservations - Phone: 503-554-2027
See website for supported hours - <http://www.georgefox.edu/offices/it/about-it/portland-center-services.html>

Software and Technology Resources

Please See the Institutional Technology Faculty Resources page <https://www.georgefox.edu/offices/it/index.html> for a complete list of software and technology resources available to you, including: email, My.Georgefox.edu, FoxTALE, and iGFU.

Email

Email is provided as customized Gmail hosted by Google and part of the Google Apps Core Suite. All official George Fox electronic correspondence will be sent to your George Fox Google Email account. It is the responsibility of all students and employees to receive University correspondence at your provided email address. Access your email, via Single Sign-on, by typing login.georgefox.edu into your browser. Select the G Suite Mail tile, and enter your George Fox credentials.

IT Support- Resources

My.Georgefox.edu

My.Georgefox is an online system that enables students, employees, and alumni to log in and view their own personal information page. My.Georgefox contains records such as addresses, class enrollment, grades, financial balances, and other information that is made available depending on your status at George Fox. My.Georgefox is a secure, password-protected system, ensuring that only you can access your personal information. My.Georgefox can be accessed at my.georgefox.edu.

FoxTALE

The Fox Teaching And Learning Environment is the Learning Management System (LMS) currently used at George Fox University by teachers and students to provide options for online classroom interaction. Typical uses are for providing a Web-based presence for course schedule and syllabus, online testing, forum discussions, digital resource library and grade book. For more on FoxTALE, visit <http://www.georgefox.edu/offices/it/teaching-learning/foxtale-faculty/>.

Please note that the university is in the process of updating to Canvas LMS... this will be effective with the 2021-22 academic year.

iGFU

The iGFU Mobile Portal is a convenient way to access university data in formats conducive to various smaller screen displays common to smartphones and pad type computing devices. iGFU is accessible from any browser via the URL: <https://igfu.georgefox.edu>.

For more information about all of the services offered by IT please visit

<http://www.georgefox.edu/offices/it/>

IT Support—Media Production Services

Media Production Services (MPS)

All classrooms are equipped with resources to play videos or display an overhead, and many have a data projector for projecting a computer. If you don't see what you need, reservations for additional equipment can be made using the MPS Equipment Request Form at <http://servicedesk.georgefox.edu>. We also provide: troubleshooting of audio and video equipment problems; audio and video duplication; assistance with video recording; converting audio, video, overhead and still images to digital formats; and consultation on instructional uses of technology. MPS is located in the North Street Annex on the Newberg campus.

For more information about Media Production Services please visit

<https://www.georgefox.edu/offices/it/media-production/index.html>

Disability Resources for Students – Faculty Information

The following paragraph comes from the University's policy statement on students with disabilities (http://www.georgefox.edu/offices/disab_services/policies.html):

“George Fox University is committed to providing equality of opportunity and meaningful access for qualified students with physical, psychological, attentional or learning-based disabilities in compliance with the Americans with Disabilities Act (ADA) of 1990 and Section 504 of the Rehabilitation Act of 1973. A qualified student with a disability at George Fox University is someone who, with reasonable or no accommodations, is capable of meeting George Fox's academic standards.”

Contact Disability & Accessibility Services if you believe an accommodation would fundamentally alter the objectives of an assignment, course, or program; we can work together to arrive at an appropriate solution.

Accommodations are not retroactive. For example, if an exam was given before you received the notification email from my office, you have no obligation to give the exam again with the requested accommodations.

Students requesting accommodations or adjustments based on a disability should work through Disability & Accessibility Services. Providing accommodations to a student who has not followed the formal registration process (without making the accommodation available to all students) could make the instructor and the institution susceptible to complaint.

Take a few minutes to review [Disability Services: Ways Faculty can Support Students with Disabilities](#), which includes information about accessibility for different academic activities or for various disabilities.

If you have questions, please contact Rick Muthiah (503-554-2314, rmuthiah@georgefox.edu).

For a complete list of services offered by the Disability Services Office, please visit... <https://www.georgefox.edu/offices/dso/index.html>

The George Fox University Course Syllabus

(Appendix E from the GFU Faculty Handbook)

The course syllabus represents the agreement between professor and student about what content a course will cover, what skills the student will be expected to use, how the professor will determine the students' grades, and when the various kinds of assignments are due. The professor may operate on the assumption that the students can be expected to put in two hours outside of class for every class hour.

The syllabus should be limited to two to three pages typewritten. The professor presents the syllabus to students in the first week of the course, preferably on the first day of class. The professor makes sure each enrolled student receives and understands the syllabus.

Occasionally, circumstances will arise that make changes in the syllabus necessary. These changes need to be made carefully and sparingly. The students must understand the changes and the reasons for them. Students usually perceive changes that work retroactively as unfair.

The syllabus needs to include the following information (example on next page), perhaps in this format...

Course Title

Course Number

Semester and Year

Instructor's Name

Office Number, Hours, Phone

Introduction

Briefly state the overall purpose of the course.

Objectives

State specifically what you hope to accomplish through the course in terms of the students' skills and/or content.

Text(s)

Give complete and current bibliographic information about the texts you have chosen. Specify whether the text is required or optional and whether it is to be purchased or used through library reserve.

Course Content

Identify the main topics, units, problems, projects, or other logical sections into which the subject matter is divided (his information may be provided already under "Objectives").

Course Requirements and Grading

Explain clearly what you require from the students. If you require attendance or vocal participation in class, for example, make this clear. Make clear to students the basis for grading and the relative importance of the requirements and standards for earning an A, B, C, etc. Specify the due dates for assignments and the examination dates. Be sure to specify the format for assigned papers and make clear your expectations for organization, content and length.

Course Schedule

Provide students with a schedule for reading and other assignments and examinations. Specify the reading assignments and whether they are in the text(s) or on reserve in the library.

Bibliography, Related Materials

If appropriate to the course, compile a short bibliography limited to ten to fifteen of the most important references or significant related materials.

Disability Services

Below is a paragraph related to students with disabilities... Please include this information in your syllabi as a means of assisting these students:

If you have specific physical, psychiatric, or learning disabilities and require accommodations, please contact the Disability Services Office as early as possible so that your learning needs can be appropriately met. For more information, go to georgefox.edu/dso or contact Rick Muthiah, Director of Learning Support Services ([503-554-2314](tel:503-554-2314) or rmuthiah@georgefox.edu).

Academic Resource & Portland Writing Centers

Academic Resource Center & Portland Writing Center Syllabus Information

Please consider including the following information in your syllabi...

For Newberg students and courses (last updated January 2021):

The **Academic Resource Center (ARC)** on the Newberg campus provides all students with free writing consultation, academic coaching, and learning strategy review (e.g., techniques to improve reading, note-taking, study, time management). During the 2021 spring semester, the ARC is offering physically distanced, in-person appointments as well as virtual appointments over Zoom. The ARC, located on the first floor of the Murdock Library, is open from 1:00-8:00 p.m., Monday through Thursday, and 12:00-4:00 p.m. on Friday. **To schedule an in-person or virtual appointment**, go to the online schedule at arcschedule.georgefox.edu, call 503-554-2327, email the_arc@georgefox.edu, or stop by the ARC. Visit arc.georgefox.edu for information about ARC Consultants' areas of study, instructions for scheduling an appointment, learning tips, and a list of other tutoring options on campus.

Please notify Julia James if you plan to require ARC visits for students in one or more classes. Contact Julia, at jjames@georgefox.edu, with questions about ARC services.

Portland Writing Center Syllabus Information:

The following paragraph may be included in syllabi for all Graduate and School of Professional Studies (SPS) students **(last updated August 2020)**:

The **Portland Writing Center (PWC)**, located in the Portland Center Library, is available for Zoom video conference and email writing consultations. Graduate and School of Professional Studies (SPS) students are invited to contact the PWC for feedback on writing projects, citation assistance, or other writing-related issues. Check wc.georgefox.edu for additional information, including hours of operation and appointment scheduling. For more information, email the Writing Center at wc@georgefox.edu.

If you have questions about the Portland Writing Center, please contact Jennie Harrop at jharrop@georgefox.edu or 503.554.6024.

For more on ARC or services offered by the Library please visit:

<http://www.georgefox.edu/offices/arc/index.html>

Thank you and welcome to
George Fox University!