

### III. COHORT GUIDELINES Revised 01/09

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#### 1. General Principles

- a. INTELLECTUAL INTEGRITY - Faculty members are responsible to maintain intellectual integrity and to strive for academic excellence in all courses.
- b. STANDARDS - Faculty members are expected to promote adequate standards of linguistic expression in writing and in speech.

#### 2. Syllabus

- a. At the beginning of each semester, faculty members are required to provide students in their classes with a course syllabus.
- b. A copy of the syllabus must be sent to the Program Secretary ([jolls001@gannon.edu](mailto:jolls001@gannon.edu)) before the first day of class.
- c. The syllabus template must be utilized as the official syllabus for Gannon University beginning August, 2008. The syllabus template is available on the website.
- d. A copy of the syllabus must be posted to ANGEL beginning August, 2008.

#### 3. Academic Honesty

Academic honesty is an extremely important virtue of students and scholars. Any student, therefore, found guilty of serious academic dishonesty (e.g. cheating during exams, plagiarism, etc.) will receive a failing grade for the course.

#### 4. Attendance Policy

Attendance at all classes is expected of all students and all courses are conducted with this understanding. A student's grades are based upon the general quality of work performed in each course and by such factors as prompt completion of all assignments, papers, and readings, by presence for all examinations, and by participation in class discussion. It should be indicated on the course syllabus that class attendance will directly influence the final grades.

**Since the class meetings are limited to five sessions, a one class absence (20%) will have a significant impact upon the grade and a reduction statement should be made a part of the syllabus (Minimum – Reduction A- or B+). Two absences during a course cannot be tolerated. Students should be referred to the program director in order to schedule the course at a different time with a different cohort.**

#### 5. Policy on Meeting Classes

Instructors are expected to meet their classes at the scheduled times except for grave cause. If a class must be canceled or rescheduled, the Department Chairperson or Program Director must be notified.

- a. For anticipated absences by faculty please consider one of these options:
  - (1) Provide guest lecturer or other supervised in-class activity.
  - (2) Provide some type of activity to make-up the class. *You may reschedule the class but you cannot require attendance. You may wish to consider an activity that requires submission of a paper or project. You may consider a conference call or internet submissions. The Angel Course management system is available for you to conduct on line classes. etc. Obviously, if you incur costs for these activities (postage, phone charges etc.) you may include them on your expense voucher.*
  - (3) Consult with your students and, as feasible, reschedule the class on a different date. Note, however, that students cannot be required to attend classes held outside the official class schedule and the Department Chairperson or Program Director must be notified.
- b. For emergency absences:
  - (1) Contact all students in your class and, if possible, the manager of the cohort's location.
  - (2) Notify the Program Director or his secretary of the cancellation.
  - (3) If possible, reschedule the class or utilize a.(2) above.
- c. Failure to comply with these procedures is a grave infraction of University policy.

## 6. Weather Emergencies

For off-campus courses/programs, the decision to cancel due to adverse weather conditions will be made by the instructor and he/she will notify the students.

## 7. Fair Classroom Procedures

- a. For the student, the principle of academic freedom involves the right to an atmosphere conducive to learning and to equitable treatment in all aspects of the teacher-student relationship. This right applies to research and learning, both on and off campus, without interference, censure or punitive action. It also guarantees to students the right to hold religious and political opinions of their preference, and to express them freely in class or elsewhere.
- b. Students, for their part, are expected to respect the mission of the University and to remember that the public may judge the institution by their public utterances and actions. Hence, they should show appropriate restraint and have respect for the opinions of others.

## 8. Examinations

- a. Each instructor should make clear to all students what material will be covered on a test.
- b. Each course should include major graded assignments and a final examination or other capstone requirement. Final examinations should be considered as a means to establish a final grade as a compliment to performance evaluations

- c. Tests administered in the classroom should be designed for completion within 55 or 80 minutes and 120 minutes for finals.
- d. All tests and other graded assignments should be promptly made available to students, but may be collected after students have had an opportunity to review them. Return of assignments by the next class session should be regarded as the norm. The reasons for your evaluations should be made clear and the students should be given the opportunity to discuss their performance with you. Final Examinations and other assignments due at the end of the last session should be kept on file for a reasonable period.
- e. Instructors should maintain up-to-date records of grades of each student enrolled in their courses and should reveal the status at the student's request. The keeping of attendance records is encouraged and required because absences/participation is a factor in the evaluation of student performance.
- f. Final Examinations for graduate courses will be administered on the last day of the regular class meeting.

## 9. Class Rosters

A class roster and instructions for checking and returning it will be sent to you before the start of your class. Class rosters are also available on GUXpress. In some instances, you may also be sent a roster from the Registrar's Office. If this occurs, it will also be accompanied by instructions.

## 10. Grades

- a. The faculty members at the beginning of each semester are expected to explain, in writing, the grading system to be used and should apply it fairly and consistently throughout the course.
- b. Faculty should submit their grades on-line through GUXpress.
- c. Final grades are due within two (2) weeks of the end of class unless an extension is approved by the Program Director.
- d. Incomplete (I) Grades

Incomplete grades may be assigned at the discretion of the faculty member in cases of serious need. Students may request "I" grades, but the decision to grant this concession will be made by the faculty member.

Students who receive an "I" grade have until the conclusion of the next regular (not summer) academic semester to complete the work, submit it, and have the "I" grade changed to a regular letter grade. Incomplete grades which are not finished within this time period will be changed to the grade "F", unless an extension is petitioned by the student and granted by the appropriate faculty member. Extensions may also be given in cases of the research project or portfolio project. Once the respective course materials are completed the professor should contact the Program Secretary ([jolls001@gannon.edu](mailto:jolls001@gannon.edu)) and request a grade change.

- e. Change of Grades

A grade change is initiated by a faculty member through the Graduate School Secretary – [jolls001@gannon.edu](mailto:jolls001@gannon.edu). A request to change a grade must be done

in writing or via email so that proper documentation may be attached to the change of grade form. Grade changes are made only where adequate justification exists.

f. The QPA System

The work of all graduate students is evaluated and then reported in terms of the following grades:

<u>Grade</u>	<u>Grade Points Per Credit Hour</u>
A+	4.0
A	4.0
A-	3.7
B+	3.3
B	3.0
B-	2.7
C+	2.3
C	2.0
F (Failure)	0
I (Incomplete)	0
X (Withdraw)	0
P (Pass)	0
AU (Audit)	0

Professors are empowered to establish the percentage that corresponds to the respected grade. The University does **NOT** have a graduate grading scale policy.

11. Withdrawal

- a. Course Changes-Add/Withdraw - To change a course registration or withdraw from a course, a student must submit a Change of Schedule form signed by his/her advisor. This may be done through the Graduate School of Education or through the Center for Adult Learning. Students desiring to withdraw from a course after the University-designated deadline must also receive permission from the course instructor and the program director.
- b. From the University - Students who wish to withdraw from the University should notify the Graduate School of Education and / or the Center for Adult Learning.

12. Student Evaluation of Faculty

An evaluation of faculty by students is required at the completion of each course. The evaluations are completed using Gannon University approved course evaluation forms. For the cohort courses, evaluation forms should be distributed during the 5<sup>th</sup> of 5 classes.

The result of the student evaluations should be used by the faculty for self development and teaching enhancement and are one of a variety of indicators that academic deans use in assessing faculty performance.

- a. Professors should complete the end of course evaluation as the final activity of the last class.
- b. The professor should explain to the class that the activity is used for continuous improvement initiatives and therefore it should be viewed as a professional activity requiring the highest degree of integrity.

*i.e. I am going to now ask you to complete the end of course evaluation. This is a very important part of the academic process at Gannon University. The results are used to continually improve our academic offerings and instructional delivery. I ask you as a knowledgeable educator to give me your professional opinions regarding course improvements. This is not a collaborative exercise. The University is soliciting your personal professional opinions.*

c. Place the return envelope in an area that insures confidentiality then leave the room. Leave the door open and remain in the hallway but in the vicinity of the open door.

*i.e. Once you have completed your end of course evaluation please insert it into this envelope. I will be in the hallway if you have any questions.*

d. Professors are NOT to mail the envelope. The envelope should be given to a student to mail.

### 13. Portfolio

- a. The portfolio process is an integral component of the Gannon Cohort program.
- b. Professors should reference the portfolio learning outcomes/standards, found in the Blue and Green Portfolio handbooks, in every course.
- c. The learning outcomes/standards should also be included in the syllabus.
- d. Professors are required to remind graduate students of their obligation to evidence the learning outcomes/standards in their portfolio.
- e. When Professor's assignments/projects compliment the standards, the graduate student should be informed of the relationship to the portfolio learning outcomes/standards and the graduate student's obligation to do outside of class, additional work if the assignment/project does not completely fulfill the learning outcome/standard.
- f. Professors who conduct Review of Literature and Self Assessments as in class discussion projects are required to also advise students that the discussion project does not evidence the learning outcome/standards without a written compilation of the learning outcome/standards that can be used as evidence to be included in the portfolio.

14. Portfolio Process - A complete description of the Portfolio Process can be found in the Blue and Green Portfolio handbooks.

15. Time Schedule - The Cohort Program time schedule for classes is 8:00 am to 5:00pm. With obvious considerations for breaks and lunch, faculty members are advised that deviation from this time period must be evidenced on course objectives, standards, examinations or projects.

16. Transfer Credits - Gannon University does not accept transfer credits for the Cohort Core courses. Up to six non-PLS elective credits will be considered under the following criteria.

- The transferring course is from an accredited university or college
- The course was taken during the previous six years
- The course grade was A or B
- The course is a graduate course on a graduate transcript
- The course outline is approved by the Program Director

Information on Transfer Procedures is available on the web-site

**NOTE – PLS courses must be transferred to Gannon if they are taken under the auspices of another University.**

17. Texts – Textbooks the graduate students are required to purchase should be utilized as an integral part of the course, otherwise the textbook should not be required. Textbooks have been prescribed for the Cohort classes but the instructor, with approval of the Program Director, may supplement the text with additional references or choose a text more aligned to the instructor’s syllabus.

18. Copyright Materials

Adjunct faculty members are advised to use copyright materials in accordance with state and federal standards and Gannon University policy.

19. Facilities

Facilities for Cohort classes are scheduled by the Secretary of the Cohort program. All faculty members receive copies of the class locations. Faculty members should contact the facility to re-confirm their class schedule prior to the first day of class. If this is a long distance call, reimbursement may be requested on the end-of-session reimbursement form.

20. Research

Style, format and rules for the preparation of research papers, manuscripts, assignments, footnotes and bibliographic references should adhere to the conventions found in the Publication Manual of the American Psychological Association.

21. Cell Phones

It is suggested that it be clearly understood that cell phones and other electronic devices must be turned off in class and placed out of sight throughout the class period. Students with a confirmed emergency situation must receive approval from the instructor before class for any exception to this regulation. (Dean’s Regulation)

22. Revisions

Revisions to this Handbook will be mailed to respective adjunct faculty members. It is imperative that faculty members update their Handbook in order to keep current with Gannon University and Cohort guidelines.

23. Website

The Cohort now maintains a website that contains the following information: class schedule, visitation schedule, syllabus template, policies of the Cohort and faculty email addresses etc.

[www.gannon.edu](http://www.gannon.edu)

click-on	Current Student or Faculty & Staff
click-on	Department WebPages
click-on	Education Department
click-on	Graduate Option

24. Visitors – Visitors are not permitted to attend Cohort classes without the prior approval of the Professor.
25. Expenses
- a. Meals – Reimbursed per day: \$10.00 Breakfast, \$10.00 lunch, \$20.00 dinner.
  - b. Mileage – Reimbursement for travel exceeding 50 miles one-way should be supported by Mapquest.
  - c. Receipts are required for lodging, meals, mileage and course supplies/copying.
  - d. Copies of credit card statements are not considered supporting documentation for reimbursable expenses.
  - e. Reimbursement for purchases other than mileage, meals, lodging, copying and general clerical supplies must be given prior approval by the Program Director and requisitioned using the reimbursement form. Purchased material (CDs, VCRs, charts, published overheads) become the property of Gannon University.
26. Before Each Course
- a. Construct a syllabus.
  - b. Include in your syllabus and lesson plan the necessary portfolio standards/learning outcomes as found in the blue and green Portfolio handbook.
  - c. Send a copy of your syllabus to the Program Secretary.
  - d. Call the facility location for your class and confirm your class meetings and times.
  - e. Consider procedure for a class phone chain in case of emergency announcements.
  - f. Have procedure to sell textbooks during the first class and return extra texts as directed by the bookstore.
  - g. Review class roster return guidelines.
  - h. Include in your lesson plan the appropriate advisement that a project or assignment meets the respective portfolio standard.
  - i. Include in your lesson plan time to conduct an evaluation during the last class.
  - j. Review grade submission guidelines and report grades in a timely fashion after the course is completed.
  - k. Review procedure for submitting expense vouchers.

27. Contact Information

Dr. Francis Grandinetti – Director of the M.Ed. Cohort  
1-800 GANNON·U ask the operator for extension 7533  
[Grandine002@gannon.edu](mailto:Grandine002@gannon.edu)

Dr. Kathleen Kingston – Director of Graduate Programs  
1-800 GANNON·U ask the operator for extension 5626  
[Kingston002@gannon.edu](mailto:Kingston002@gannon.edu)

Mrs. Eileen Jolls – Graduate Secretary  
1-800 GANNON·U ask the operator for extension 7242  
[Jolls001@gannon.edu](mailto:Jolls001@gannon.edu)