

# AVERY POINT FACULTY HANDBOOK 2009-2010

## WHO, WHAT, AND WHERE

**THE FOLLOWING ARE BRIEF, ALPHABETIZED REFERENCES TO FREQUENTLY ASKED QUESTIONS ABOUT THE AVERY POINT CAMPUS AND THE UNIVERSITY OF CONNECTICUT.**

**AAUP:** The University of Connecticut Chapter of The American Association of University Professors (1-860-487-0450) acts as the collective bargaining agent for faculty at the University of Connecticut.

**Absence from class:** Students should inform you about any absences from class and should inform Trudy Flanery, the Director of Avery Point Student Affairs, about any extended absences.

**Academic Building (ACD):** The main undergraduate center for classes, the Academic Building houses classrooms, laboratories, faculty offices, the learning center, computer labs and a computer classroom, conference space, and the campus bookstore.

**Academic Center:** The Academic Center (405-9058) is available to the Avery Point community for studying; tutoring; development of reading, writing, math, and computer skills; and other assistance with academic or related subjects. Each member of the staff brings individual experience as student and teacher to the tutoring process. The Academic Center philosophy is that learning incorporates problem-solving skills within a range of disciplines, and that people learn by doing, not just watching. Although students do not need an appointment during operating hours (M-Th, 8 a.m. to 7 p.m., Friday, 9:30-12:30), walk-ins should be patient if tutors are already working with other people.

Students should have an idea of what they'd like to accomplish during a tutoring session. If they're working on a draft of a paper, they can bring it in on disk and work on it in the Center. Students looking for help with math or science should bring in their text and some problems they can practice. Academic Center staff regularly sponsor and organize workshops to complement classroom instruction. You may also arrange specific workshops for your classes.

For more information, contact Mary Heckman at 405-9058 or Susan Lyons at 405-9057. More information is available at [http://www.averypoint.uconn.edu/avery\\_point/academic\\_center.htm](http://www.averypoint.uconn.edu/avery_point/academic_center.htm).

**Academic conduct:** *Responsibilities of Community Life: The Student Code* states that "The University of Connecticut seeks to balance the needs and the rights of the individual with the welfare of the community as a whole. Students are expected to conduct themselves in a manner that is consistent with the values embraced by the University community and reflected in its various policies, contracts, rules, and regulations . . ." More information about the Student Code is available at [http://www.dos.uconn.edu/student\\_code.html](http://www.dos.uconn.edu/student_code.html).

**Academic liaison program:** This program provides faculty and students with a personal contact to whom library-related issues and questions may be addressed. One of the primary goals of the Liaison program is to provide instruction in the use of tools available for research and to assist with other research-related needs. Faculty and students are invited to contact Liaisons regardless of their home campus. A list of Liaisons is posted at <http://www.lib.uconn.edu/services/liaison/>. At Avery Point, Liaison Jan Heckman specializes in marine, coastal & environmental studies, philosophy, and liberal arts. Beth Rumery specializes in psychology, liberal arts, and art. For more information, contact Jan (405-9291); [jan.heckman@uconn.edu](mailto:jan.heckman@uconn.edu) or Francine DeFranco at 860-486-0911 ([francine.defranco@uconn.edu](mailto:francine.defranco@uconn.edu)).

**Academic misconduct:** Publish your policy on academic misconduct in your course syllabus and emphasize it in your course orientation. If you suspect a student of academic misconduct, it is important to address the issue promptly and consistently. Notify the student in writing and also orally, if possible. Include in your letter a statement that, unless the student requests a hearing to contest your belief, you will impose a sanction, such as failure of the course or failure of a portion of the coursework with the requirement that the student repeat the work for no credit. Include information on why the sanction is being imposed. Also include that the student has seven days to respond in writing to the instructor regarding a request for a hearing. You should send the letter within 30 days of discovering the misconduct. (Sample letters are available from the Director of Student Affairs [405-9024] or Academic Services [405-9057]). You should submit a report to the Dean of the School, the Director of Avery Point Student Affairs, and the Avery Point Campus Director. General observations about constituted “misconduct” are listed below, but students and instructors should also refer to *Responsibilities of Community Life: The Student Code*:

- Students may not use someone else’s work, ideas, data, reports, statements, or the like as if it were their own.
- Students may not provide or receive assistance in producing papers, projects, and examinations for academic evaluation unless such assistance has been authorized by their instructor.
- Students may not influence another’s academic evaluation of their work.
- Students may not present the same or substantially the same papers or projects in two or more classes without explicit permission from the faculty involved.
- Students may not cooperate with or be an accessory to another’s academic misconduct.

If a hearing is needed, the Hearing Officer is appointed from the faculty. If the student requests it, copies of the evidence of misconduct will be provided. Do not give students the originals. An appeal is available only if a procedural error occurs or if new evidence is claimed.

**Academic Services:** Academic services include tutoring, information technology support, and academic staffing & support. If you are not a faculty advisor or in the Marine Sciences Department, your first point of contact at Avery Point is [Mary.Heckman@uconn.edu](mailto:Mary.Heckman@uconn.edu) or Susan Lyons for other matters (860-405-9057, (F) 860-405-9009 [susan.lyons@uconn.edu](mailto:susan.lyons@uconn.edu)). See also **Computer lab** and **Academic Center**.

**Accidents:** There is no school nurse, physician, or health center on campus. However, all University police are Medical Response Technicians trained in both first aid and CPR and will provide assistance should the need arise. **In an emergency, dial 911 from any phone, 8-911 from any phone on the campus system if you want a local response, or press the button on the nearest emergency phone.** Outside blue phones are located on the quad by the Theater fire exit, between the Academic Building and the Library, outside the Athletic facility, and in the campus parking lot. Emergency phones in the Marine Sciences building are yellow. See also **Emergencies** and **Safety**.

**Activities:** See **Associated Student Government, Athletics & Sports, Clubs & Organizations**.

**Adding or dropping courses:** Students may add or drop courses through Peoplesoft until the 10th day of class. After the 10th day and until the ninth week, they may withdraw through the Student Services Office and a “W” will be recorded on their transcript. Students who wish to withdraw after the ninth week but continue to audit the course should complete both the petition for withdrawal and the audit card. Students with extenuating circumstances should meet with the Director of Avery Point Student Affairs. BGS students see the Director of BGS programs (405-9190). Non-degree students see the Associate Director of Advising and Registration. The staff in the Registration and Advising Office (405-9017) can answer additional questions about add/drops and advise on the procedure.. See also **Peoplesoft**.

**Advising:** Matriculating students are assigned to an academic advisor and should meet with that advisor at least once a semester prior to registration for the following semester. Any student may also meet with the Associate Director of Registration and Advising, Argelio Marrero (405-9019).

BGS students see Nancy Steenburg, the Director of BGS Programs (405-9190). Contact the BGS office at 405-9190 for more information. The Director of Avery Point Student Affairs (405-9024) can answer any questions you have about student advising

**Alcohol use:** The University prohibits the use or possession of alcoholic beverages by any person under the age of 21. Further, University policy states that persons under the age of 21 may not be present where alcohol may be served at an authorized social function. Consumption of alcohol by students 21 and older will be permitted on the Avery Point campus only at certain authorized social activities. Violation of this policy will result in disciplinary action.

**The Alexey Von Schlippe Gallery of Art:** The Alexey von Schlippe Gallery of Art was founded in 1992 within the magnificently restored Branford House Mansion, overlooking the Long Island Sound. The AvS Gallery exhibits the work of regional, national and international artists. Its purpose is to offer significant exposure to artists from across the complete spectrum of artistic expression, especially those doing innovative work. This affords the public as well as the Avery Point community access and exposure to an enhanced diversity of creativity, particularly by artists of this region. The Gallery is dedicated to the memory of the late Alexey von Schlippe (1915-1988), an innovative and accomplished painter, and former Professor of Art at the University of Connecticut at Avery Point. A gift of the von Schlippe family, a large part of the permanent collection consists of some five hundred works by Alexey von Schlippe, including representative and abstract paintings in a wide range of subjects.

The gallery offers regularly scheduled poetry nights, artists' talks, and exciting new exhibitions every seven weeks, which begin with an opening reception which includes live jazz and refreshments. A schedule of exhibition and gallery events can be found at the Gallery or at [www.averypointarts.uconn.edu/](http://www.averypointarts.uconn.edu/)

**Alternate Retirement Plan:** Adjunct faculty who wish to participate in this retirement plan should contact Mary Heckman (405-9058; [Mary.Heckman@uconn.edu](mailto:Mary.Heckman@uconn.edu)) or Human Resources (860-486-3034) for more information.

**Alternative learning opportunities:** Students may explore options such as studying abroad, internships, co-op programs, ROTC, independent research, and participation in undergraduate research by referring to the general catalog or by speaking to the Director of Student Affairs (405-9024). See also **Undergraduate research**.

**American Studies:** American Studies is a four-year degree program that provides students with the opportunity to gain an interdisciplinary understanding of the American experience while also allowing them to define what aspects of that experience they would like to explore. One of the goals of the program is to promote an awareness of the complex cultural, political, and economic structures at the root of the social organizations of the western hemisphere. For further information, contact the Coordinator for the American Studies program at Avery Point, Matt McKenzie (405-9270; [Matthew.G.McKenzie@uconn.edu](mailto:Matthew.G.McKenzie@uconn.edu)).

**ARP:** See **Alternate Retirement Plan**

**Assistant to the Campus Director:** Manages the work flow into and out of the Campus Director's office. Has signature responsibilities for occasions when the Campus Director is absent for prolonged periods.

See Tom Duguay (860-405-9025, [tduguay@uconn.edu](mailto:tduguay@uconn.edu)).

**Associated Student Government (ASG):** The ASG (405-9014) is the voice of the Avery Point students and represents their point of view to the Avery Point administration. The ASG is also responsible for social programs on campus.

**Athletics** Avery Point is represented in basketball and baseball. These players represent our campus and look for your support at games. Admission is free.

**Audits:** A student who chooses to take your class as an audit will have you sign a card to that effect and then return it to the Student Services Office. The student does not have to take the final or do the class work. Senior citizens may also audit your courses for a nominal fee, space permitting, with

the exception of lab courses. Senior citizens may not register for your class until the first day of classes, and they must show you an audit card. See also **Senior Citizen Tuition Waiver**.

**Avery Point(s):** A newsletter dedicated to keeping the faculty community up to date on classroom and related issues. Look for copies in your mailbox.

**“Bars” to registration:** Bars are University-imposed holds that prevent a student from registering. Students may not register until all bars are lifted. Bars may be lowered by an advisor (advising), the Registrar (registration), or the Business Office (payment). See the registrars in the Student Services office (405-9017; [Martha.Young@uconn.edu](mailto:Martha.Young@uconn.edu) or 405-9019; Argelio [Marrero@uconn.edu](mailto:Marrero@uconn.edu)); or Joyce Wood (405-9262).

**BGS:** The Bachelor of General Studies (BGS) program is one of four undergraduate programs on campus leading to a Bachelor’s degree. An interdisciplinary program, it is designed for students who have 60 or more college credits (including transcribed credits for military and life experience, DANTEs, CLEPS, etc.) and who would like to complete their self-directed degree program at the Avery Point campus. Some Avery Point students who do not plan to transfer to Storrs after their sophomore year choose the BGS program as an interdisciplinary choice.

**BGS Program Director:** See Nancy Steenburg ([Nancy.Steenburg@uconn.edu](mailto:Nancy.Steenburg@uconn.edu); 405-9191)

**BGS Independent Study (GS 3099):** A BGS student may study some topic in depth, on a personal basis, under the direction of a University full- or part-time faculty member. The amount of credit awarded for the course, as well as course requirements, is decided upon by the student and the faculty member directly. After the successful completion of the student’s independent study, the faculty member receives remuneration through the Center for Continuing Studies. Contact the BGS office at 405-9190 for more information.

**BGS Internship (GS 3081):** A BGS student may do supervised field work under the supervision of an expert in the field and a full- or part-time faculty member. The exact number of credits for the internship is determined by the faculty member. After the successful completion of the student’s internship, the part-time faculty member receives remuneration through the Center for Continuing Studies. Contact the BGS office at 405-9190 for more information.

**BGS Summary Project (GS 4279):** Under the administration of a full- or part-time faculty member, BGS students must complete a BGS Summary Project at or near the end of their last year of study. The project is meant to synthesize the courses a student has taken during the program of study; it may be a comprehensive report or a senior project, a specialized field experience or internship, or another pre-approved integrating experience. After the successful completion of the summary project, the part-time faculty member receives remuneration through the Center for Continuing Studies. Contact the BGS office at 405-9190 for more information.

**Benefits:** The State is instituting changes to benefits for adjunct faculty who teach nine credits or more at more than one state institution. Please contact your HR representative for the latest information about these benefits ([Tony.Velez@uconn.edu](mailto:Tony.Velez@uconn.edu); 860-486-0425).

**Bookstore:** See **Co-Op**.

**Branford House (BH):** This campus mansion houses the offices of Student Affairs, Student Services, the Bursar, Recruitment, and the campus director. It also serves as a rental property for weddings during the year. Kathryn Pollard manages Branford House rentals (405-9072). See also **History of Avery Point**.

**Bursar’s/Business Office:** The office (405-9022, 9117, 9007) is open weekdays between 8:00 a.m.& 4:30 p.m.

**Business Manager:** See Janene Vandi (860-405-9022, (F) 860-405-9075 [janene.vandi@uconn.edu](mailto:janene.vandi@uconn.edu)).

**Campus safety:** See **Accidents, Hazardous materials, Safety on campus**.

**Cancellations:** If the Avery Point campus closes due to weather or other emergencies, you will hear an announcement on local radio and television stations. Otherwise, you may call the Avery Point

campus at 405-9020; a recorded message will tell you the status of campus activities. A video monitor on the first floor of the academic building and on the first floor in the Branford House also posts the announcements. If you need to cancel a class, call the Student Services Office at 405-9017. It's a good idea to publish information in your syllabus about how you address cancellations.

**Career services:** Students who wish to explore career options should speak to the Director of Avery Point Student Affairs, the Associate Director of Registration and Advising, their academic advisor, or the Director of BGS/Non-Degree Programs. Avery Point students also have full access to the services and resources available on the Storrs campus. Avery Point students will be referred to a specific staff person who acts as the liaison to our campus. This liaison visits Avery Point regularly to discuss career-planning issues with students.

**Center for Academic Programs (CAP):** See **Student Support Services**.

**CAP, Director:** The Director of the Avery Point Center for Academic Programs leads in the promotion and management of the Avery Point CAP program. Also coordinates **Student Support Services** program.

See Marcia Orcutt (860-405-9013 (F) 405-9009, [marcia.orcutt@uconn.edu](mailto:marcia.orcutt@uconn.edu)).

**Catalog:** The UConn general catalog is the contract or agreement under which a particular class of students abides. Students can adopt later catalog criteria, but not earlier ones. The current catalog can be found at <http://www.catalog.uconn.edu>

**Center for Undergraduate Education:** This program houses the Institute for Teaching and Learning (ITL) and provides student, staff, and faculty support for teaching and learning at the University of Connecticut. For more information, contact <http://itl.uconn.edu/about/contactus.htm>.

**Class rosters:** You run your class roster from the Peoplesoft system. You should run a second roster after the tenth day of classes to verify that students are in your class. If a student attending your class is not on the roster, contact the Assistant Registrar, Martha Young (405-9017; [Martha.Young@uconn.edu](mailto:Martha.Young@uconn.edu)).

**Classroom equipment:** ACD For questions about classroom equipment, use of the high-tech classroom, or other special classroom requirements, see Mark Newall in ACD 317 (405-9186; [Mark.Newall@uconn.edu](mailto:Mark.Newall@uconn.edu))

**Classroom management:** A university is a community where students and faculty come together to engage in intellectual exercise. Respect and consideration are paramount. Specifically, students should arrive on time for class, listen carefully, ask questions about the course material, and participate in the learning process. Likewise, members of the faculty should respond willingly to student questions and extend themselves to help them learn the course material. If you have any questions or concerns in this area, please contact Susan Lyons (Academic Services) or Trudy Flanery (Student Services). See also **Academic conduct**, **Academic misconduct**.

**Classroom supplies:** Some classroom supplies are located in the adjunct faculty offices (ACD 107a, 311), others in the third floor supply closet in the Branford House. You may also request standard supplies from Holly Buckley ([Holly.Buckley@uconn.edu](mailto:Holly.Buckley@uconn.edu), 405-9117) or Janene Vandi (405-9022).

**Closings/Delayed Openings:** Closings and delayed openings are announced on local radio and television stations (tv channels 3, 8, 30; radio stations 1310 AM, 97.7 FM, 98.7 FM, 101 FM). We also post to the Avery Point listserv. Otherwise, you may call the Avery Point campus at 405-9020; a recorded message will tell you the status of campus activities.

**Clubs & Organizations:** You are encouraged to take an interest in campus life. Contact the Activities Coordinator to learn about current activities or to start a new activity on campus.

**Coastal Studies:** Coastal Studies is a four-year undergraduate degree program at Avery Point that focuses on the coastal zone through interdisciplinary studies of the marine and social sciences. This unique major integrates marine science courses and social science classes with field and lab experiences. It is designed for students interested in environmental, recreational/tourist, and local, state, and federal coastal policies, as well as graduate studies in the marine sciences. For more information, contact the faculty coordinator.

**Complaints:** Students with concerns or complaints about a course or instructor should be referred to the Director of Avery Point Student Affairs (405-9024), who can advise them through the process of addressing the complaint.

**Computer accounts:** All employees of the University have e-mail addresses. Both the campus and the University send critical announcements through its e-mail system. Additionally, accounts give you access to the considerable resources of the UConn library system. Finally, and most important, it's the best way for students, faculty and staff to reach you. Please set up and use your account. Any staff member in Academic Services will be happy to help you with this. See also **E-mail** and **Webmail**.

**Computer lab:** The undergraduate pc labs are fully networked with standard university software, internet access and a direct connection to the university mainframe, e-mail, and library resources. During the spring and fall semesters, the labs are open Monday through Friday for student use. For questions about the pc labs, contact Mary Heckman (405-9058) or Mark Newall (405-9186) in Academic Services. Computer labs and classrooms are heavily used, so if you need access for a workshop, make your reservation early.

**Computer support:** For desktop, webmail, or other computer support, call Mark Newall (405-9186) on campus or 860-486-HELP at Storrs.

**Consortium:** See **Southeastern Connecticut Higher Education Consortium**.

**Contact information:** Please provide your students information about how they can reach you outside of classroom hours (e-mail, phone, etc.). The Assistant Registrar, Martha Young, will also want contact information. You'll need to inform her to what extent you want that information published. We strongly recommend your UConn e-mail account as the best contact information for your students, staff, and university community.

**Co-Op:** The Co-Op Bookstore (ACD first floor, 405-9056) is open from 9 a.m. to 7:00 p.m. Monday through Thursday and 9 a.m. to 4 p.m. on Friday. The Co-Op provides information about obtaining desk copies. All required texts, supplies, and UConn imprinted items are available as well as sundries, snacks, software, and computers at academic prices. Special orders are welcome.

**Copy machine:** You may obtain your copy code access through Martha Young at 405-9017 or Mary Heckman at 405-9058..

**Counseling Office:** See **Personal problems**.

**Course outlines:** See **Syllabus requirements**.

**Course-related materials:** See the Business Manager, Janene Vandi (405-9022), about obtaining materials you need to teach your course. Books and videos can also be ordered through the librarian, Jan Heckman (405-9291).

**C.U.E.:** See **Center for Undergraduate Education**.

**Cultural events:** The campus features several cultural opportunities unique to the setting and history of the campus: See also the **Alexey Von Schlippe Gallery**. **Southeastern Connecticut Higher Education Consortium**.

**Disability services:** If students speak to you about disability services, you can refer them to the Director of Student Affairs, Trudy Flanery, if any classroom or campus accommodations are needed. All students requesting accommodation must have documentation of their disability on file with the University. Specific questions regarding documentation, services, or accommodations can be directed to Trudy Flanery or to the Office of Disability Services on the Storrs campus (860-486-2020).

**Dismissed students:** Dismissed students may be allowed to continue taking credit courses with special permission. Contact 405-9019 for more information.

**Dropping courses:** See **Adding or dropping courses**.

**Electronic course reserve (ECR):** See **Reserve materials**.

**E-mail:** You will receive important University notices through your UConn e-mail account. See

Mark Newall in Academic Services if you need assistance setting up your account. See the tutors in the computer labs or learning center, or call the IIT's help desk (860 486 4357) if you'd like help managing your account. See also **Computer lab**.

**E-mail, account password:** To change your password, go to <https://netid.uconn.edu/resetpassword.php>.

**E-mail, obtaining or viewing NET ID:** Your NET ID allows you access to your university account. To view, open your web browser and go to <https://netid.uconn.edu>. For assistance with this account, contact the campus IT consultant, Mark Newall, at 405-9186 (ACD 317).

**Emergency:** To report a **Fire** or **Injury**, dial **8-911** from a campus extension, **911** from all others (including pay phones, for which you will not need money). To contact the Campus police on routine matters, dial **405-9088**. See also **Accidents**.

**Emplid:** Your emplid ("Emple I.D") is the seven-digit number that allows you access to Peoplesoft, through which you view schedules and class rosters and through which you enter midterm and final grades. See someone in Student Services or Academic Services if you're having difficulty gaining access to the system. You may also request your HuskyCT website through the "learning management" option of your peoplesoft account.

**Evaluations:** See **Student evaluations**.

### **Exam policies**

#### ***Administering exams during the semester***

1. Faculty members are responsible for administering their own exams.
2. Exceptions for accommodations due to documented disabilities are the responsibility of the instructor. Faculty can check with the Director of Student Affairs to verify the appropriateness of such accommodations.

#### ***Administering final exams***

1. Final examinations bring both closure and pointed evaluation to bear on a student's mastery of course skills and content. They are an important part of a student's educational experience at Avery point. As such, instructors are required to make final exams an integral part of every course they teach. **Final exams, to ensure equitable treatment of all students, must be administered during the time prescribed in the published schedule. Allow the full two hours for the exam.** Only laboratory courses and independent study courses are exempt from this rule.
2. Faculty are responsible for proctoring all make-up exams that have been approved for their students. Proctoring should be done either in the faculty office or another campus space. If you need help arranging for a proctoring space, see Martha Young (405-9017; [Martha.Young@uconn.edu](mailto:Martha.Young@uconn.edu)).
3. Students submit their request for a make-up examination in writing through the Student Affairs office, at least two weeks BEFORE the beginning of the final examination period. The Director of Student Affairs approves make up examinations only when, according to University policy, a student has more exams in a one- or two-day period than allowed by University policy.
4. Students later on who miss an examination for officially approved medical reasons or for verifiable personal emergencies will be allowed to make up exams, although they may in some cases have to make up the examination after grades have been submitted. **Please alert students that misreading an exam schedule is not an excuse for missing an exam.**
5. You might also want to remind students of the fact that their having scheduled travel or employment that conflicts with final exams will NOT in any case be accepted as a reason for approving make-up examinations. **Posting the final examination date on your syllabus will alleviate these issues.**

**Facilities:** If you need to contact Facilities about routine maintenance, call 405-9199.

**Field trips:** In the university's new field trip policy (available at

<http://www.uei.uconn.edu/docs/UndergraduateEducationFieldTripPolicy.pdf>), strongly acknowledges the value of the field trip in providing experiential learning. If you're using a field trip as part of a credit-bearing course, your course syllabus should so indicate. The policy includes a checklist that needs to be completed by the trip director, a statement of understanding signed by the participants, a medical information form, and an accident report. If you have comments about this policy, please direct them to [Veronica.Makowsky@uconn.edu](mailto:Veronica.Makowsky@uconn.edu)

**Final exams:** The final exam schedule is sent to you with the registrar's packet, is available at Registration/Advising services, and is posted at [http://www.averypoint.uconn.edu/avery\\_point/exams.htm](http://www.averypoint.uconn.edu/avery_point/exams.htm). We strongly recommend that you post your final exam day and time on your syllabus. See **Exam policies**.

**Final grades:** You post final grades through the Peoplesoft system. Final grades are to be posted within 72 hours after exams are taken. For more information, contact Martha Young ([Martha.Young@uconn.edu](mailto:Martha.Young@uconn.edu); 405-9017) or [www.peoplesoft.uconn.edu/training](http://www.peoplesoft.uconn.edu/training).

**Finance and Administration, Director:** Leads in the area of fiscal planning, program coordination, and special projects. See Tom Duguay (860-405-9025, (Fax) 860-405-9009 [tduguay@uconn.edu](mailto:tduguay@uconn.edu)).

**Financial aid:** For general assistance and counseling, students see the Director of Avery Point Student Affairs, Trudy Flanery. Other specific questions are referred to the Financial Aid office on the Storrs campus (860-486-2819). Our campus bursar, Joyce Wood (405-9007, [Joyce.Wood@uconn.edu](mailto:Joyce.Wood@uconn.edu)) can answer logistical questions about financial aid.

**Food:** Food and drink are prohibited in the computer labs, classrooms, and the Library.

**General Education Requirements:** All students must meet university and college core requirements in general education, computer technology competency, information literacy competency, writing competency, quantitative competency, and competency in a second language. Additionally, they must complete courses from four content areas. More information about the general education requirements can be found in the "Academic Regulations" section of the UConn undergraduate catalog at <http://www.catalog.uconn.edu/>.

**Grades/grade changes:** See Martha Young (405-9017; [Martha.Young@uconn.edu](mailto:Martha.Young@uconn.edu)) for current information about submitting midterm and final grades and making grade changes. See also

**Midterm grades.**

**Graduate programs:** The Marine Sciences department at Avery Point offers M.S. and Ph.D. degrees in Oceanography. For more information, see [www.marinesciences.uconn.edu](http://www.marinesciences.uconn.edu)

**Hazardous materials:** If you have any questions about hazardous materials on campus, contact Tony Weston, Director of Facilities, at 405-9203.

**Health Benefits:** Adjunct faculty can choose to participate in group health insurance if they are contracted to teach at least one course each semester of the academic year through the statutory self-pay provision, whereby they choose to be paid over 26 pay periods. Contact [Mary.Heckman@uconn.edu](mailto:Mary.Heckman@uconn.edu) for more information.

**Help desk:** The Avery Point campus and the University Computer Center help desk are available for questions, troubleshooting, and advice about everything from e-mail to software availability to cleaning your computer files. For campus service, call the Information Technology consultant, Mark Newall (405-9186; [Mark.Newall@uconn.edu](mailto:Mark.Newall@uconn.edu)). For Storrs assistance, call (860) 486-4357 (HELP) or go to <http://helpdesk.uconn.edu/>.

**High school students** may be allowed to take some courses at UConn. Please refer them to the Associate Director for Advising and Registration ([Argelio.Marrero@uconn.edu](mailto:Argelio.Marrero@uconn.edu); 405-9019).

**History of Avery Point campus:** The Avery Point Campus was formerly the summer estate of Morton Plant, a railroad, steamship, and hotel magnate. Branford House, the mansion overlooking Long Island Sound, was reportedly worth \$3 million when it was completed in 1904. Also located on the estate were a caretaker's house (the current police station), a barn, and horse stables (the current physical plant buildings). The estate included what is now the Shennecossett Public Golf Course located just north of the campus.

The Plant estate was turned over to the State of Connecticut in the 1930s. During World War II, it was leased to the Coast Guard as a training center. During that period, the Coast Guard built the present cinder block buildings. In 1969, the estate was converted to the Southeastern Campus of the University of Connecticut, later renamed the University of Connecticut at Avery Point.

**HuskyCT:** A web-based set of course tools, HuskyCT is available to all course instructors. Help with designing courses using HuskyCT is provided by Academic Services and through the Center for Undergraduate Education (CUE). For more information, contact Mary Heckman or Susan Lyons.

**Identification cards:** Faculty members need IDs to check out materials from the library, to use the gym facilities, and to participate in activities on the Storrs campus. Contact the library for further information about obtaining a UConn i.d.

**Incomplete:** According the UConn catalog, a mark of I (Incomplete) is assigned for a student “if the completed work is passing and the instructor decides that, due to unusual circumstances, the student cannot complete the course assignments. If the student completes the work by the end of the third week of the next registered semester, the instructor will send the Registrar a grade for the course. Grades of “N” and “X” are additional options. See on-line UConn catalog for current information. See also **Exam policies**

**Independent studies and special topics courses:** Non-advising faculty should not accept students for independent studies or special topics courses unless the student is applying through the BGS program (GS 3081, 3099, 4270)). See also **BGS** entries.

**Interlibrary loans:** In addition to 250 databases and some 68,000 electronic full-text journals online, materials are available through Document Delivery/InterLibrary Loan, which can be accessed via the University Libraries Web page ([www.lib.uconn.edu](http://www.lib.uconn.edu)). See the librarians or call 405-9146 for additional information. See also **Library services**.

**Library services:** You may access material directly from the Library's own collection, the online catalog, and databases from terminals on the first floor. All resources are available from any computer that is connected to the University network or through remote access via the Virtual Private Network (VPN). Your NetID and password are necessary for access.

The first floor also houses the Circulation Desk, reference collection, reserve materials, a photocopier, and the Marine Sciences collection. Books and undergraduate periodicals are located on the second floor. A valid UConn ID is required for borrowing materials from the library. The library is open Monday-Friday. Exact hours may vary slightly. (Check postings for changes during breaks and summer sessions). When the library is closed, books may be returned to the drop box in the police station. See also **Research guides, Reserve materials**.

**Lost & Found:** Turn in or check for lost and found articles at the Police Department (located between the Annex and student parking lot).

**Mailboxes:** If you are teaching in the academic building (ACD), you will be assigned a faculty mailbox in the first floor of the Academic Building.

**Majors:** Students at Avery Point can complete majors in American Studies, Coastal Studies, General Studies, and Maritime Studies, or they can begin their degrees on this campus and complete majors at other UConn campuses.

**M.A.P.:** (Military at Avery Point) consists of veterans, family of enlisted personnel or veterans, students, faculty, and staff who are committed to providing a positive academic experience to students, faculty, and staff with military experience. For more information see [http://www.averypoint.uconn.edu/avery\\_point/veteran.htm/](http://www.averypoint.uconn.edu/avery_point/veteran.htm/). All are welcome.

**Maritime Studies:** Maritime Studies is a four-year degree program offered at Avery Point that explores the interactions between human society and the sea. It highlights social, economic, political, and cultural aspects of the human/water relationship while it identifies the link between human activities and the condition of the marine and coastal environments. Helen Rozwadowski (ACD 101D) is the Maritime Studies Coordinator (405-9120; [Helen.Rozwadowski@uconn.edu](mailto:Helen.Rozwadowski@uconn.edu)).

**Medical benefits:** (For adjuncts). See **Health benefits**.

**Mentoring:** Faculty mentors are available to help adjuncts with the academic and logistical issues associated with adjunct teaching. Contact the Director of Academic Services, Susan Lyons (405-9057), for more information.

**Midterm grades:** The University Senate states that instructors of 1000 and 2000-level courses shall notify the Registrar by the end of the sixth week of the semester of students who appear to be in danger of earning D, F, U or N grades. Instructors can also choose to notify students in 3000 and 4000 level courses. The Registrar notifies the students, their advisors, and others. The by-law also notes that these reports are not part of the permanent record and that instructors need to provide evaluation early enough in the semester to recommend effective remedial action. Finally, the bylaw notes that the “full responsibility for improvement” remains with the student.

**Minors:** Minors that may be completed on this campus include American Studies, Anthropology, English, Environmental and Economic Policy, History, Maritime Archaeology, Native American Studies, Oceanography, Psychology, and Women’s Studies.

**Native American Studies:** Native American Studies is an interdisciplinary field promoting knowledge and appreciation of cultural diversity by focusing on indigenous peoples in the Americas (a group that includes hundreds of distinct tribal nations). Course selections in anthropology, history, and other disciplines feature archaeological exploration of the deep past, ethnohistorical studies of colonial events, readings in literature and artistic expressions, and examinations of political relations and popular representations in the present day. Students may take Native American Studies as a minor or as an individualized major. For further information, contact the Coordinator for Native American Studies, Marge Bruchac (405-9059; [Margaret.Bruchac@uconn.edu](mailto:Margaret.Bruchac@uconn.edu)).

**Netid:** Your netid (“Net I.D.”) is your access point to your e-mail and your HuskyCT account. You can find your net id, as well as reset the password, at <https://netid.uconn.edu>. For further assistance, contact 405-9058, 405-9186, or the University Help Desk (860-486-HELP).

**Non-degree students:** Non-degree students take courses without having been admitted to the University. These credits may be used later for degree programs. Non-degree students who wish to take more than 8 credits during a given semester must seek permission through the BGS office. Contact 405-90190 for more information.

**Offer letters:** The offer letter acts as a contract between special payroll faculty and the University. For more information about sample offer letters, see [http://hr.uconn.edu/employment\\_services/offer\\_manual.html](http://hr.uconn.edu/employment_services/offer_manual.html). Instructors hired on special payroll receive their offer letters through Academic Services. See Mary Heckman (405-9058) or Susan Lyons (405-9057) with questions or concerns.

**Office hours:** As members of the university teaching community, faculty responsibilities include attention to the individual student who can benefit from additional course assistance outside the classroom (See AAUP Article XIV.2). Posting and holding office hours indicate the willingness and availability to provide that attention for the benefit of the students.

**Overenrollment:** We strongly discourage allowing overenrollment prior to checking with the Registrar’s office. Have the student give you a registration permission form, available from either Registration Services or Student Affairs. See also **Permission numbers**.

**Paycheck schedule:** Paychecks are disbursed every other Thursday after 2 p.m. Paychecks not picked up by 9 a.m. the following Friday will be mailed. Direct deposit is also available.

**Parking:** To receive an Avery Point parking pass, fill out the form found at <http://www.police.uconn.edu/averypoint/forms/parking.html>. Take the completed form to the Avery Point police building.

**Peoplesoft:** “Peoplesoft” is the short name for the website [www.studentadmin.uconn.edu](http://www.studentadmin.uconn.edu), best accessed through Internet Explorer, through which anyone can obtain a schedule of classes. Through “Peoplesoft,” students enroll for courses and obtain unofficial transcripts, instructors pull class rosters and enter grades, and advisors obtain information about their advisees. If you have questions about Peoplesoft, contact Martha Young, the campus registrar (405-9017). See also **Grade rosters, Add-drops, Final grades, and Class schedules**.

**Permission numbers:** Although permission numbers are given to all faculty of record, you should

not use them unless you are a faculty advisor. If you would like to enroll a student who does not appear on your Peoplesoft roster, please send that individual to the campus registrar, Martha Young (405-9017) or to the Director of Student Affairs, Trudy Flanery (405-9024). Either office will provide the student with a Registration Consent Form that, if properly used by the student, will ensure that your course is academically appropriate for the student.

**Personal problems:** Personal problems can, and do, interfere with academic support. A personal counselor is available to all Avery Point students, staff, and faculty. The Counseling Office is located in ACD 116C and offers both drop-in counseling and scheduled appointments. For more information, contact Stephen Brewer at 405-9044.

**Plagiarism:** See **Academic Conduct, Academic Misconduct**. Additional information is available in *Responsibilities of Community Life: The Student Code*, available on the web.

**Professional development:** Professional development funds are available for Avery Point adjunct use from three sources: the Institute for Teaching and Learning, AAUP (limited to adjunct faculty who have taught two courses per semester for two consecutive years), and the Avery Point Director's office. Funds are limited and preference is given to programming priorities or those activities that relate directly to the faculty members' work on campus. Conferences that contribute to general professional development in a discipline and to the development of enhanced classroom performance at Avery Point will be considered. Janene Vandt (405-9022) will help process the professional development and travel requests for the Director's office.

**Q-course:** The "Q" following a course number designates the use of algebra or a higher form of mathematics.

**Registrar:** The registrar answers questions about registration, add/drop, lifting of bars, immunizations, scheduling, midterms, finals, campus changes, certifications, and grade changes. Normal business hours for the office are 8:30-4:30 Monday through Friday. See Martha Young (405-9017; [Martha.Young@uconn.edu](mailto:Martha.Young@uconn.edu)) or Argelio Marrero (405-9019; [Argelio.Marrero@uconn.edu](mailto:Argelio.Marrero@uconn.edu)).

**Registration:** Continuing students register in mid-semester for the following semester. Students should meet with an advisor prior to registration (BGS students are encouraged, not required, to see their advisor, unless an "advisor bar" has been set). Students must have immunizations up to date and have all previous bills paid prior to registration.

**Reimbursements:** For reimbursements for travel or professional development expenses, see Holly Buckley (405-9117) in the Business Office. *Expenses for travel that do not have prior approval will not be reimbursed.*

**Research, undergraduate:** See **Undergraduate research**

**Research guides:** Online research guides are accessible at <http://www.lib.uconn.edu> or through the Avery Point library page. Any computer with university mainframe access offers an extensive and comprehensive online library. Additionally, much of the material, including documents and reprints, can be delivered electronically. See also **Library services**.

**Reserve materials:** To make supplementary student materials available to students, faculty may house those items at the Library Reserve Collection. Items in the Reserve Collection will be checked out to students for a two-hour loan period. Typically, reserve materials are restricted to the library unless unusual circumstances apply. **Electronic course reserve (ECR)** is an option for those who like to make articles, class notes, homework, or sample tests available to students during the semester via the web. Access to ECR is through HuskyCT, the electronic course management tool used University-wide. Processing for ECR/HuskyCT requires that the same information and materials be provided to the library as for paper reserves. The paper version of each ECR will be available at the circulation desk. Placing materials on Reserve takes time. Please complete the Reserve form found on the library website at <http://www.lib.uconn.edu/services/reserve/> for all reserve materials whether or not the item is owned by the library. Allow 6 to 8 weeks for processing newly-purchased books going on reserve because both the purchasing and cataloging take time. Please provide the material you own a week before the students need them. Call 405-9146 or see librarian Barbara Vizoyan, ([Barbara.Vizoyan@uconn.edu](mailto:Barbara.Vizoyan@uconn.edu)).

**Safety on campus:** The UConn Police Department is responsible for safety and security on campus. Its objectives are to protect life and property on campus and to provide services to the University community. The Department is located adjacent to the student parking lot. Police are on duty 24-hours a day, seven days a week.

In addition to all police duties, the police will escort you upon request and will also provide a vehicle unlocking service, if needed. If you need to wait for a ride and want a comfortable place to sit, the foyer inside the Police Department is available to you night and day. You may also use it as a temporary weather shelter; a phone for public use is located here. The campus has several “blue” phones for emergency use. In an emergency, you need only open the box and hit the contact pad and the police will respond. See also **Accidents, Lost & Found**, and **Emergencies**.

**Schedule of classes:** Courses are listed by department. Each course is assigned a unique course number, an abbreviated department name and number, and a section number (Avery Point sections start with “n.”) Lower division courses are numbered in the 1000-2999 range, upper division 3000 or higher. Also listed are the number of credits, meeting days and times, number allowed to enroll, location, and instructor. Refer to the general catalog for information on course prerequisites. See Student Services or Academic Services for more information. Class schedules for current, future, and past semesters can be obtained through [www.studentadmin.uconn.edu](http://www.studentadmin.uconn.edu)

**Sculpture Path:** The walking path along the campus is home to a number of monumental sculptures by contemporary regional and national artists. Make sure to visit when you can.

**Senior audits:** See **Audits**.

**Senior tuition waiver:** Senior citizens over the age of 62 may attend the University as matriculating students. They participate under the same conditions as the other students in your class. They may not register until the tenth day of classes.

**Smoking:** Smoking is prohibited in all buildings.

**Splitfer:** A “splitfer” refers to a split registration between Avery Point and other UConn campuses.

**Sports:** See **Athletics** and **Activities**.

**Southeastern Connecticut Higher Education Consortium:** The Consortium consists of area regional schools which collaboratively sponsor social and educational projects to which members of each participating institution are admitted.

**Student Affairs:** The Office (405-9024) is generally open weekdays between 9 a.m. and 5 p.m.

**Student Affairs, Avery Point Director:** Leads and manages student affairs on the Avery Point campus, serves as liaison to Storrs in guiding University-wide student affairs and enrollment management initiatives and policies.

See Trudy Flanery (860-405-9024, (F) 860-405-9009 [trudy.flanery@uconn.edu](mailto:trudy.flanery@uconn.edu)).

**Student evaluations:** Students evaluate your course during the last two weeks of the semester. The University will then provide you with student comments and a ratings summary, copies of which are sent to the department and the offices of the Avery Point Academic Services Director and Avery Point Campus Director.

**Student Support Services (SSS):** Also known as CAP, SSS works with three federally-funded programs designed to improve academic performance, increase student motivation, and prepare selected students for college success. It offers individual and group tutoring, peer advising, academic and personal development workshops, study groups, classes in computer literacy, supplemental educational workshops, and academic, cultural, and social activities. See also **Center for Academic Programs (CAP)**.

**Student Union:** The Student Union, located in the Annex, contains comfortable furniture, games, and a television for student recreation and relaxation.

**Syllabus requirements:** At the beginning of each semester, all faculty are expected to provide the Academic Services Office and their students with copies of course requirements. Minimum information should include the name of the instructor, contact information, availability to students,

and required texts and other materials. Performance and attendance/participation standards are helpful, as are a weekly schedule, list of supplemental learning materials, prerequisites, final exam date, your teaching/evaluation philosophy, and learning objectives. For more information, see the Director of Academic Services, Susan Lyons (405-9057; [Susan.Lyons@uconn.edu](mailto:Susan.Lyons@uconn.edu)).

**Tuition and fees:** Fall tuition bills come due approximately August 1<sup>st</sup>, spring bills about January 1<sup>st</sup>.

**Tutoring:** Tutoring services, supplementary instruction, and other academic support services are available to the Avery Point community free of charge. See **Academic Center**. SSS students also use Student Support Services.

**Undergraduate degree programs:** Currently, Avery Point offers four undergraduate degrees: **American Studies, Coastal Studies, General Studies and Maritime Studies.**

**Undergraduate research:** The Avery Point undergraduate research program gives students the opportunity to explore, first hand, their chosen fields of study. As undergraduate researchers, students are engaged in independent inquiry and learning. The process of doing, making mistakes, learning from those mistakes, and doing again builds the students' confidence in their own abilities and provides them with valuable experience in their field of study. The Avery Point undergraduate research program guides students through the process of selecting a field of study, finding an advisor, selecting a research topic, and conducting research. The goals of the program are to engage students in the process of inquiry, stimulate independent learning, promote effective communication skills, and celebrate undergraduate scholarship. For more information, contact J. Evan Ward, Ph.D., in the Department of Marine Sciences (405-9073) or check the web page at [http://www.averypoint.uconn.edu/avery\\_point/undergraduate\\_research.htm](http://www.averypoint.uconn.edu/avery_point/undergraduate_research.htm).

**Veterans:** The Veteran's Office is located in the campus registrar's office. Martha Young (405-9017; [Martha.Young@uconn.edu](mailto:Martha.Young@uconn.edu)) is the Certifying Official.

**W-course:** A "W" following a course number indicates that the course contains "major writing assignments aimed at teaching the student to write clearly." All W-courses have ENGL 1010 or 1011 as prerequisites. (from UConn's course catalog). For more information, contact the Avery Point Writing Coordinator, Pam Bedore ([Pamela.Bedore@uconn.edu](mailto:Pamela.Bedore@uconn.edu); 405-9135).

**Waterfront Programs:** The Waterfront Program facilities are located at the north end of the parking lot near the main campus entrance. Small sailboats and sea kayaks are available for recreational use by students, staff, and faculty after a skills and safety check-out. The watercraft is also used for instructional, academic, and competitive programming. Hours vary seasonally. Please contact Prescott Littlefield, Waterfront Program Manager, at 405-9074 or [prescott.littlefield@uconn.edu](mailto:prescott.littlefield@uconn.edu). See also **Clubs & Organizations**.

**Withdrawals:** See **adding and dropping courses**. Students who need to withdraw from the University should contact the Director of Avery Point Student Affairs (405-9024). BGS students should contact the Director of BGS programs (405-9190).

**AVERY POINT  
1084 SHENNECOSSETT ROAD**

**GROTON, CT 06340-6097**

**TAKE I-95 NORTH/SOUTH TO EXIT 87,  
CLARENCE B. SHARP HIGHWAY. CONTINUE ON CLARENCE B. SHARP HIGHWAY; AT  
SECOND TRAFFIC LIGHT, TURN RIGHT. AT NEXT TRAFFIC LIGHT, TAKE LEFT ONTO  
BENHAM ROAD.**

**PROCEED APPROXIMATELY 1.5 MILES TO THE  
ENTRANCE OF THE AVERY POINT CAMPUS.**

## CAMPUS PHONE NUMBERS

Academic Center (ACD 315).....	405-9058
Academic Services (ACD 3rd floor).....	405-9057, 9058
Alexey von Schlippe Gallery of Art (BH 2nd floor).....	405-9052
American Studies .....	405-9270
Associated Student Government ASG .....	405-9014
Athletics/Gym .....	405-9183
CAMPUS DIRECTOR's Office (BH 227).....	405-9008, 9010
Fax .....	405-9009
BGS/Continuing Studies (ACD 103) .....	405-9190
BGSCAMPUS <a href="mailto:DIRECTORT@uconn.edu">DIRECTORT@uconn.edu</a> or Fax	405-9189
Bookstore (UConn Coop, 1 <sup>st</sup> floor ACD).....	405-9056
Business Office (BH 236).....	405-9117, 9022
Cashiering.....	405-9007
Coastal Studies .....	405-9140
Computer Classroom/Lab (ACD 314, 320) .....	405-9186
Computer Help Desk (Avery Point) .....	405-9186
Computer Help Desk (Storrs) .....	860-486-HELP
Counseling Office (ACD 116C).....	405-9044
CAMPUS DIRECTOR's Office (BH 227).....	405-9008, 9010
Fax .....	405-9009
Emergencies, Medical or Fire .....	<b>911, 8-911</b>
Gym.....	405-9183
Lab Coordinator (ACD 202) .....	405-9063
Learning Center (ACD 315) .....	405-9058
Library.....	405-9146
Marine Sciences, Department of.....	405-9152
Maritime Studies .....	405-9120
Physical Plant.....	405-9202
Police.....	405-9088
Project Oceanology .....	445-9007
Recruitment .....	405-9026
Registration&Advising Center (BH119)	
Registration .....	405-9017
Advising.....	405-9019
Fax .....	405-9018
Sea Grant.....	405-9128
Student Activities (BH 324) .....	405-9014
Student Services/Director (BH 307).....	405-9024
Student Support Services (CAP)(ADM 204) .....	405-9013
Waterfront Activities .....	405-9074
Weather/Exam information .....	405-9020