HANDBOOK
For
Non-Tenure Track Faculty

Department of Education
College of Education, Health and Human Development
222 Reid Hall, PO Box 172880
Montana State University
Bozeman, MT 59717
Phone: 406-994-3120
Fax: 406-994-3261

August 2017
August 23rd, 2017

Dear Non-Tenure Track Faculty Members:

Thank you for joining our team and for the contribution you make to our department and students. We value our non-tenure track faculty as an integral component of the teaching mission of MSU. NTT faculty members enrich our students’ learning environment by bringing specific content expertise and current real-life experiences to the curriculum. It is important to our department and students that NTT faculty understand and embrace our departmental mission and conceptual framework. Additionally, NTT faculty should hold a basic understanding of departmental policies, practices and procedures. Our NTT faculty orientation is designed to assist to that end.

The mission of the Department of Education is to prepare highly qualified professional educators and administrators through exemplary campus and distance based programs and field placements in quality public and private schools. In addition, the department contributes to the State of Montana and the nation through the faculty’s active research and outreach efforts.

Policies governing NTT faculty can be found at http://www.montana.edu/wwwprov/agreements/nontenure/

Our Department’s webpage can be found at http://www.montana.edu/wwweduc/

The conceptual framework that guides our Teacher Education Program can be found at http://www.montana.edu/fieldplacement/conceptualfw.html

The department assumes the responsibility for providing the support you need to effectively teach, guide, and support students. We welcome your suggestions as to how we can best support you and the kind of information you need to be successful. Please contact me with questions, concerns, or insights at 994-3127 or tricia.seifert@montana.edu

We look forward to a successful semester.

Sincerely,

Tricia Seifert, Ph.D.
Department Head
General Information

**Desk and Computer:** The department has assigned a desk and computer for each faculty member. Each office is a shared space and you will also share your desk and computer with another person whose schedule is very different from your own teaching schedule. Our computers have each been tested and even though they are older machines they have software (Microsoft Office and web browser) to support your work on campus.

**MyInfo** is your MSU personal space which contains information such as your Banner ID, Net ID, timesheets, employee services, faculty services and security. You can access MyInfo from the faculty and staff home page [http://www.montana.edu/facultystaff/](http://www.montana.edu/facultystaff/).

**MSU email:** All employees are assigned a MSU email. The current university format is: first.last@montana.edu  Outlook Web Access instructions are available [http://www.montana.edu/office365/owa/](http://www.montana.edu/office365/owa/) For assistance, please contact the help desk at 406-994-1777.

**Keys and Cat Cards:** Each of you will be issued a key to your office which also opens the copier room, education classrooms and conference rooms. You may purchase a Cat Card University ID for $15 (Located in the Basement of Strand Union) Your Cat Card will be activated by a letter from the Department and will give you access to the outside door of Reid. Please contact the administrative
associate if you would like to receive after-hours access to the building. The Cat Card is your only access to the Building after work hours. The administrative associate will process Key Forms and you will receive an email notice from the Facilities Key Master when your keys are ready for pickup. You must take your photo ID with you to the Plew Building to pick up your keys. The beginning of Fall Semester poses a large strain on our Key Master and often it takes 8-10 days for your key to be ready. If you need to get into your office before you have received your key, you may ask the administrative associate in the main office to unlock the door.

**Campus Emergency Alert:** Please register for the MSU Emergency Alert. This is a resource to protect yourself and your students. Full information can be found at [http://www.montana.edu/msualert/#about](http://www.montana.edu/msualert/#about)

**University Parking:** All vehicles parking on campus must display a valid MSU parking permit. MSU's parking regulations are enforced year round from 6 am to 6 pm whenever MSU offices are open including summer break, Christmas break, spring break, and days when class is not in session. Information on how to purchase hang tags or parking permits can be found at: [http://www.montana.edu/police/parkingservices.shtml](http://www.montana.edu/police/parkingservices.shtml)

**Phone Use:** Each office has one phone for all to use. We urge you and your students to also use D2L and email for communication. To reach a number on campus dial the last four digits 994-3120. To reach a local off-campus number push 9 followed by the phone number (9-599-1111).

**Book Orders:** Please contact your program leader regarding book orders. Book Orders are placed through the department office.

**Mail Room:** Reid 207 is our workroom with copier and mail slots. Mail Station: mailboxes are organized by office starting with administration, main department staff, Advising, and Field Placement and licensure. Full time faculty slots are listed alphabetically in the middle, and slots for part-time faculty and graduate students are located on the left side. Mail is delivered to and picked up from the department mid-morning. An outgoing mail basket is located in Reid 222. MSU US Postal Station in Culbertson Hall is open Monday - Friday, 8:30 a.m. to 4 p.m. with a final mail dispatch time of 3:00 pm.

**Photocopying:** We know that at times copying is necessary. To get a copier code assigned, see Susan in Reid 250. Once you have a copier code, the administrative associate can help you map the printer to your computer. You are urged to make PDF documents of your handouts and post them in your D2L course shell, giving students the option of printing the document. The copier is in Reid 207 and your office key provides access to this room. The administrative associate can answer most questions about how to use the copier. Copier malfunctions need to be reported to Susan Moe in Reid 250.

**Weekly Department Meetings:** We welcome all to attend our weekly Department Meetings every other Tuesday from 3:00-4:00 pm in Reid 301 Fall Semester and Tuesday at 12:00-1:30 pm Spring Semester
To check your online schedule of classes in Myinfo: Select the term, rubric, instructor and click search class. [https://atlas.montana.edu:9000/pls/bzagent/bzskcrse.PW_SelSchClass](https://atlas.montana.edu:9000/pls/bzagent/bzskcrse.PW_SelSchClass)

**The MSU Class Roll Service** is an online tool for authorized instructors of record and academic office staff to complete the following tasks:

- View and print class rolls (*class rolls are updated nightly*)
- Download class roll data files (suitable for spreadsheet, database and iClicker use)
- Submit *Student Early Alert Reports*

* Authorized users log in to the service using their NetID or first.last username and NetID password. [http://www.montana.edu/msuinfo/classrolls/](http://www.montana.edu/msuinfo/classrolls/)

**Manipulatives:** Teaching manipulatives are available in the Science/Math Store Room Reid 109 and the Reading/Language Arts Room Reid 110. Check with the administrative associate for the key to all kinds of fun stuff. (tiles, blocks, cubes, shapes, counters, games)

**Office Supplies:** For pens, pencils, dry erase markers, sticky notes, tape, staples and more check with the administrative associate in Reid 222.

**Final Exam Schedule:** The department finals schedule will be emailed prior to the first day of class. Please check the schedule for your final and contact Micki if you see any discrepancy or problem. Many of our courses overlap the Registrar’s regular class schedule therefore the need to create a common final schedule. Please share the final exam schedule with your class early in the semester so students know the date and time. Students plan Thanksgiving and Christmas travel early and knowing the Final Exam Schedule will eliminate confusion.
Critical Contact Information:

If you are unable to meet your class due to illness or an emergency:

Notify the Director of Accreditation and Operations, Dr. Ann Ewbank, at 994-5788 or by email at ann.ewbank@montana.edu. If you are unable to reach the Ann Ewbank, please call the departmental office at 994-3120. It is critical that the department be notified so students can be informed of your absence. Also please post a notice in your Brightspace D2L.

If you are unable to meet your class because of a planned absence:

Seek approval from the Director of Accreditation and Operations and work with your program leader to make arrangements to have your class covered by other faculty. Do not cancel classes without approval of the department head. Our policy is to make alternative arrangements, not to cancel. One alternative to canceling a class is to have The Voice Center use that time to do a presentation. They are often willing to come on short notice and will even adapt their presentation to be relevant to your course.

If you must change your class meeting time or room:

Seek approval from the Director of Accreditation and Operations and work with your program leader. Do not make arrangements for alternative meeting times or locations without informing the department. If your class is fully online and you need or want to make substantial changes to the schedule, you must notify the Ann Ewbank and your program leader.

If you need help with students or the curriculum:

Contact the Ann Ewbank at 406-994-5788 or ann.ewbank@montana.edu for help with student issues. Contact your program leader for help with the curriculum. Students who need help with general advisement questions can be referred to the Advising Center Reid 132 at 994-1880 or to the online website for the advising center http://www.montana.edu/ehhd/educ/advising/ Students who have questions about practicum or field placement can be referred to the Field Placement Office Reid 246 994-6750 or to the Field Placement Office website http://www.montana.edu/fieldplacement/

Phone Numbers:

Tricia Seifert, Department Head: 994-3127 tricia.seifert@montana.edu
Ann Ewbank, Director of Accreditation and Operations: 994-5788 ann.ewbank@montana.edu
Hannah Thorne, Department Administrative Associate: 994-3120 hannah.thorne@montana.edu
Renee Lineback, Personnel Officer: 994-6101 renee.lineback@montana.edu
Cyndi Meldahl, Advising Director: 994-1880 cmeldahl@montana.edu
John Melick, Field Placement & Licensure Director: 994-6750 john.melick@montana.edu

Program Leaders:

Carrie Myers, Adult & Higher Graduate Program: 994-4763 bryce.hughes@montana.edu
Tena Versland, Educational Leadership Graduate Program: 994-4182 tena.versland@montana.edu
Nick Lux, C & I Graduate Program: 994-4730 lynn.keltinggibson@montana.edu
Sarah Schmitt-Wilson, Teacher Preparation Program: 994-6670 sarah.schmitt@montana.edu
Contracts and Payroll Documents

The Department of Education appoints its non-tenure track faculty per semester, by letter of appointment (or equivalent document for summer assignments). For potential new hires, and in some situations after a break in service, background checks are required prior to employment. The I-9 Employment Eligibility Verification (Department of Homeland Security), and W-4 Employee’s Withholding Allowance Certificate (IRS) are required to be updated periodically and will be requested, along with the letter of appointment, when due.

Pay Day

Pay checks are issued on the 11th of each month (or the last working day prior to the 11th should the 11th fall on a holiday or weekend). All employees may set up direct deposit at http://www.montana.edu/hr/Payroll/Direct%20Deposit.pdf

Leave and Benefits

All non-tenure track faculty accrue sick leave in ratio to the number of credits taught. Workers’ Compensation and other contributions are made by MSU through the payroll process. Medical benefits only apply in some cases.

Time Reporting

All non-tenure track faculty are required to submit an on-line time sheet at the end of every month. Instructions for this are available below and at http://www.montana.edu/hr/WDTE/Quick%20Reference%20Guide%20-%20Employees%20-%20Bozeman.pdf

Contact Information

If you have questions about your payroll documents, paycheck, time sheet, or other issues please contact:

Renee Lineback, Personnel Officer
College of EHHD, Reid 250
Telephone: 406-994-6101
Email: renee.lineback@montana.edu

Office of Human Resources
920 Technology Blvd Suite A
Telephone: 406-994-3651
Email: humanresources@montana.edu
EMPLOYEE’S QUICK GUIDE

WEB TIME ENTRY – Quick reference guide for Employees

Tips & Reminders

1. The last day of the pay period is the deadline for submitting a timesheet.
2. After you submit your timesheet, you can make changes by clicking the “Return Time” button on timesheet.
3. Timesheets can be submitted at anytime in the pay period.
4. Your timesheet shows earning types that apply to your job type only.
5. Always check your balances! It’s easy - just look on the Employee tab on My Info.
6. If an illness keeps you from work, use the sick earning code.
7. Timesheet policies and processes are located at link: http://www2.montana.edu/policy/personnel/per900.html

To Enter Time:

1. Click the Enter Hours link under the date worked in the row for the earnings code used (examples: Regular, Sick, Annual).
2. In the Hours text box, type the number of hours.
3. Click the Save button.
4. Look for the verification message stating the hours were successfully saved.

To Copy Time:

When you enter hours for one day, you can copy the same number of hours to one or more additional days in the pay period.

1. Click the Enter Hours link under the date worked in the row for the earnings code used (examples: Regular, Sick, Annual).
2. In the Hours text box, type the number of hours you worked each day this pay period.
3. Click the Copy button.
4. Click on the “Copy from date displayed to end of the pay period” checkbox OR Click the Checkbox for each day you want these hours copied to.
5. If your workweek includes Saturday or Sunday, click those checkboxes too.
6. Click the Copy button.
7. Look for the verification message that states the hours were successfully copied.
8. Click the Timesheet button.
9. The hours have now been copied for all days in the pay period for that earning category.

Updated 3/12
**To Adjust Your Time:**

Changing hours you have entered for a particular day is not a problem.

1. Click the **Hours** link for the date that needs to be changed.
2. In the **Hours** text box, type the correct number or delete the incorrect number. (Note: Do Not enter a zero. Delete current hours entered and leave blank.)
3. Click the **Save** button.

**To Put a Comment on Your Time Sheet:**

Sometimes there are special circumstances you will want your timesheet approver to know about. You can leave a comment on your timesheet that the approver will see when he or she opens it up for approval.

1. Click the **Comments** button at the bottom of the **Timesheet** page.
2. In the **Comments** boxes, type your message.
3. Click the **Save** button.
4. Click the **Previous Menu** button to return to your timesheet. (Note: Comments on your timesheet are only visible to you in Preview mode.)

**To Preview:**

When your timesheet is ready to submit for approval, it’s important for you to preview it first. Check your hours to make sure the days, numbers, and earnings codes are all correct.

1. Click the **Preview** button at the bottom of your timesheet, the scroll bar may need to be used. (Note: On most computers, the timesheet is too big, to be seen all at once. You can make the text size on your screen smaller by clicking “view” and “Text Size” from your explorer browser menu - or similar commands in Netscape or other browsers)
2. After you have reviewed your time return to your timesheet by click the **Previous Menu** button.

**To Submit Your Time Sheet:**

Submit time as follows:

1. Click the **Submit for Approval** button at the bottom of the timesheet. (Note: This page contains the Certification Statement. Typing your PIN here is equivalent to signing your timesheet; it certifies that you approve the timesheet information as accurate.)
2. Click the **Submit** button.

**To Return Time after Submission:**

If, after your timesheet has been submitted for approval and/or approved, a correction is required, it can be return to yourself for correction.

1. Click the **Return Time** button at the bottom of your timesheet. Your time will be return to you and may be updated and corrected.
2. After you have corrected your time, review your time by clicking on the **Preview** button. To return to your timesheet by click the **Previous Menu** button.
3. If your supervisor had approved your timesheet prior to the **Return Time** button being clicked, make sure to communicate with them that your time has been resubmitted for approval.

**Print Your Time Sheet (Optional):**

4. Click the **Preview** button at the bottom of your timesheet.
5. Click **File** from the browser menu.
6. Click **Print**.
7. From the printer settings, select **Landscape** for paper layout. (Note: In Explorer, click properties, then click Paper to find the landscape setting.)
8. Click the **OK** button to save your paper layout setting.
9. Click the **OK** button to print your timesheet.
10. Back in the **Timesheet Preview** window, click the **Previous Menu** button.

Updated 3/12
Responsibilities to Students

All Faculty have an obligation to treat students with civility and respect and to foster a stimulating and productive learning environment. Evaluation of student work is one of the fundamental obligations of faculty. Examinations and assignments should be conscientiously designed, and all student work should be evaluated with impartiality. Grading should be done in a timely fashion, and should be consistent with standards recognized as legitimate within the University and the professions. A student, who so requests, should be given an explanation of the grade assigned. Faculty should be as fair and complete as possible when communicating evaluative recommendations for students. Discriminatory conduct based on such factors as race, color, religion, national origin, sex, sexual orientation, disability, age, or political beliefs is unacceptable in the University. Faculty should seek to make the University a hospitable community for all students, should value diversity, and should be sensitive to the harmful consequences of professional or student conduct or comments in classroom discussions or elsewhere that perpetuate stereotypes or prejudices involving such factors. Student rights are clearly defined under the University non-discrimination policies found at http://www2.montana.edu/policy/affirmative_action/

Accommodation for Persons with Disabilities:

The University is committed to eliminating disability-based discrimination against qualified persons with disabilities and to making appropriate reasonable accommodation for any known disability that interferes with an applicant’s ability to compete in a selection process, an employee’s ability to perform the essential functions of a job, a student’s ability to meet the essential requirements of an academic program, or a person’s ability to benefit from a University service or participate in a University sponsored or hosted event. Students should contact: Disability, Re-Entry and Veteran Services in Room #180 Strand Union Building, (406-994-2824) Email: drv@montana.edu.

A student who desires accommodation for a disability must submit appropriate documentation of the disability and request for accommodations to the above address. If a student presents the accommodation approved by the above office, you must make that accommodation. Contact the department head with any questions or concerns. If you believe that a student is disabled and could benefit from an accommodation, it is your responsibility to refer the student to the above office.

Complaints of discrimination, including harassment, on the basis of race, color, ethnicity, national origin, sex, gender, sexual orientation or preference, religion, age, disability or veteran’s status should be reported to the department head, and/or Human Resources/Affirmative Action Office. Please review policies regarding sexual harassment and sexual intimidation at http://www2.montana.edu/policy/affirmative_action/aa200.html#sec200_00_sex_har_sex_int
Struggling Students

You can assist students who are at risk of failure by making referrals to places where they can get help. Students can access the Writing Center at [http://www.montana.edu/writingcenter/index.html](http://www.montana.edu/writingcenter/index.html). Additionally, there is assistance for writing at the library at [http://www.lib.montana.edu/help/writingcenter.php](http://www.lib.montana.edu/help/writingcenter.php). The Math Learning Center is also a good resource with information at [http://www.math.montana.edu/~mlc/mlc.html](http://www.math.montana.edu/~mlc/mlc.html).

Appeals

The University has clearly stated policy for how students are to appeal grades. These policies are listed under the Student Conduct & Instructional Guidelines & Grievance Procedures. If a student wants to challenge you on a grade or a decision, please follow the policies as stated in section 500.00 Student Academic Grievance Procedures. You should note that the first step is that the student should attempt to resolve the matter directly with the instructor through a personal conference as soon as possible after the academic decision is known. If the matter is not resolved, the student should follow policy for filing a formal grievance. Please review the policy at [http://www2.montana.edu/policy/student_conduct/](http://www2.montana.edu/policy/student_conduct/).

It is helpful to both you and the student if you can direct the student to the University policy as it allows for timely response to grievances.
Student Access to Faculty

Since the quality of the students’ education depends on our ability to address their individual academic needs, all faculty are expected to be available frequently and regularly for students to consult with them on a reasonable basis. All faculty are expected to publish in their syllabi a regular means for students to contact them outside of the classroom during the duration of the course. The communication may take many different forms, e.g., in person during office hours, telephone, desk top video, and or on-line exchanges. Your D2L course can provide another means of student contact.

The following is an example of a syllabi for the department
Course Description
This course examines the psychological theories underlying effective teaching and provides a framework for understanding adolescent development and learning.

Student Learning Outcomes
This course is designed to help you develop professional knowledge of the central theories related to learning, teaching, and adolescent development. The content of this course will help you develop a foundation for your work as a professional educator. Integration of theory and practice will be emphasized.

As a result of this course, you should be able to:
1. describe and explain how theories of learning and motivation are related to adolescents’ academic performance
2. describe and explain how individual differences and contextual factors influence adolescents’ academic performance
3. apply theoretical principles to your professional work with adolescents
4. think, write, and communicate as a reflective practitioner.

Required Text

Student Support
1. Field Placement and Certification Office 247 Reid Hall
2. Advising Center 132 Reid Hall
   Cyndi Meldahl, Director
3. Global Computer Labs 304, 305, & 306 Reid Hall
4. Writing Center 1108 Wilson Hall

Academic Expectations
1. Plagiarism - Paraphrasing or quoting another’s work without citing the source is a form of academic misconduct. Even inadvertent or unintentional misuse or appropriation of another’s work (such as relying heavily on source material that is not expressly acknowledged) is considered plagiarism. If you have any questions about using and citing sources, you are expected to ask for clarification.

2. Collaboration - University policy states that, unless otherwise specified, students may not collaborate on graded material. Any exceptions to this policy will be stated explicitly for individual assignments. If you have any questions about the limits of collaboration, you are expected to ask for clarification.

3. Withdrawal - After April 20, I will only support requests to withdraw from this course with a "W" grade where extraordinary circumstances exist.

4. Behavior - Section 310.00 in the MSU Conduct Guidelines states that students must:
   • be prompt and regular in attending classes;
   • be well prepared for classes;
   • submit required assignments in a timely manner;
   • take exams when scheduled;
   • act in a respectful manner toward other students and the instructor and in a way that does not detract from the learning experience; and
   • make and keep appointments when necessary to meet with the instructor.

5. Cell Phones – Please turn phones to silent before class begins.

For additional information: www2.montana.edu/policy/student_conduct/cg600.html
Course Requirements

1. Attendance & Participation 100 points
   Class attendance and participation in class discussion are expected. Assigned reading is to be completed on the
day indicated in the course outline. Written responses to the readings and class discussions will be used to
record attendance. Responses will be turned in at the end of the class meeting for credit. You will be allowed 3
absences from class without penalty; the 4th absence and following will result in a loss of 10 points per absence.

2. Midterm Exam 75 points
   The midterm exam will address the theories related to teaching and learning as discussed in class and our
readings. A study guide will be distributed in class.

3. Team Teaching 125 points
   Each student will be a member of a 4-5 person team. Each team will work together to plan and teach a 45
minute lesson on a topic chosen from the course outline. As a team you will be responsible to:
   1) provide a handout for the class related to the content of your lesson
   2) submit a written lesson plan following the guidelines given in class
   3) teach your lesson
   4) watch the DVD of your lesson and complete an evaluation your team’s work

   You will need to meet with me 1 week prior to the day you are scheduled to teach in order to discuss your plans.
   More information about this assignment will be distributed in class.

4. Project – Choose ONE of the following: 125 points
   a) Research Project
      In this project you will investigate a specific aspect of adolescent development and consider how it relates to
your work with adolescents in teaching and learning contexts. You will need to talk with me and sign up for your
specific topic. You will write a 5-8 page paper which will be due April 1st at the start of class. More information
about this project will be distributed in class.

   b) Volunteer Service Project
      In this project you will spend at least 10 hours this semester providing volunteer service with an agency that
serves children, adolescents, and/or their families. You will write a 3-5 page paper in which you report what you
learned about the community, the agency, students, and their families. This paper is due April 20th at the start of
class. More information about this project will be distributed in class.

5. Final Exam 75 points
   The final exam will address the content addressed in the second half of the course. Questions will be drawn from
the assigned readings and team teaching lessons.

Requirements and Points

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<td>Attendance</td>
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<td>Midterm Exam</td>
<td>75</td>
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<tr>
<td>Team Teaching</td>
<td>125</td>
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<tr>
<td>Project</td>
<td>125</td>
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<td>Final Exam</td>
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<td>Total</td>
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Letter Grade Equivalents

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<td>A-</td>
<td>450-464</td>
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<td>B+</td>
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August 2017
Proposed Course Outline (this schedule will be modified as needed)

I. Introduction to Educational Psychology
   Jan. 14
   Jan. 16
   Jan. 19  *Martin Luther King, Jr. Holiday – No Classes*

II. Theories of Learning and Teaching
   A. Learning & the Brain
      Jan. 21  Reading: pgs. 25-28
      Jan. 23
      Jan. 26
   B. Behaviorism
      Jan. 28  Reading: pgs. 305-332
      Jan. 30
      Feb. 2
   B. Information Processing
      Feb. 4  Reading: pgs. 198-224
      Feb. 6
      Feb. 9
      Feb. 11
      Feb. 13
      Feb. 16  *President’s Day Holiday – No Classes*
   C. Social Cognitive Theory
      Feb. 18  Reading: pgs. 349-361
      Feb. 20
   D. Constructivism
      Feb. 23  Reading: pgs. 29-49 & 245-260
      Feb. 25
      Feb. 27
   E. Learner-Centered Teaching
      Mar. 2  Reading: pgs. 454-485
      Mar. 4
      Mar. 6
   F. Motivation
      Mar. 9  Reading: pgs. 415-446
      Mar. 11
      Mar. 13
      Mar. 16-20  *Spring Break – No Classes*
      Mar. 23  *Midterm Exam*

~TEAM TEACHING BEGINS~

III. Factors Influencing Adolescents’ Learning
   A. Individual Differences (LD; ADHD; BD; GT)
      Mar. 25  Team 1 -
      Mar. 27  Team 2 -
      Mar. 30  Team 3 -
      Apr. 1  Team 4 -  *Research Project Due*
   B. Social Contexts (Peers, Families, Communities, School Violence)
      Reading: pgs. 76-82 & 523-540
      Apr. 3  Team 5 –
Apr. 6  Team 6 -  
Apr. 8  Team 7 -  
Apr. 10  University Holiday – No Classes  
Apr. 13  Team 8 -  

C. Diversity (Culture, SES, Gender)  
   Reading: pgs. 109-137  
   Apr. 15  Team 9 -  
   Apr. 17  Team 10 -  
   Apr. 20  Team 11 -  

D. Risk & Resilience  
   Reading: pgs. 136-142  
   Apr. 22  
   Apr. 24  

E. Classroom Environment & Management  
   Reading: pgs. 499-522  
   Apr. 27  
   Apr. 29  
   May. 1  

Final Exam  Thursday, May 7  6:00-7:50 p.m.  Reid 301
EDCI 209 Educational Psychology & Adolescent Development (Semester Year)

I have read, understood, and agree to follow the syllabus for EDCI 209 – Educational Psychology and Adolescent Development.

__________________________________________________________________________
Name (printed)                                               Signature                                               Date

Tell me a little about yourself and your interests (use the back of the page if you need more room).

1. Tell me about the work (paid or volunteer) you have done in the past with adolescents and/or education.

2. What are your “burning questions” about adolescent development and/or secondary education?

3. What do you think are the characteristics of good teachers and good teaching?

4. Is there anything that you would like me to know about you?
Using BrightspaceLE  \(D_2L\)

**MSU Brightspace D2L Support**
- 406-994-3255 - D2L Help Desk
- ecat@montana.edu
- Monday through Friday, 9:00-5:00 PM
- [http://eu.montana.edu/d2l/help/](http://eu.montana.edu/d2l/help/)

All MSU courses are supported by D2L. It is the departmental expectation that, at a minimum, you create a welcome message on your home page and post how students can contact you. Additionally, the department expects that you use your D2L course to provide “handouts” and supplemental materials to your class. Hard copies should be kept to an absolute minimum. *An example of when to copy would be an exam. An example of when to use D2L would be an article you require the students to read.*

**Resources for Faculty Workshops from D2L**

You are encouraged to register for a **Brightspace Faculty Workshop** at [http://eu.montana.edu/online/faculty/workshops/](http://eu.montana.edu/online/faculty/workshops/) These hands-on workshops cover the basics of the Brightspace (D2L) Learning Environment and the grade area. Attendees will learn to navigate the system, post announcements and content, and gain an understanding of tools that are available for use in the environment. Also individual consultations may be made by appointment. Workshops require pre-registration and are limited to 12 participants. Participants can bring their own computer or use computers available in the lab

**Student Originality and Turnitin**

[http://www.montana.edu/facultyexcellence/TLResources/tii/#essentials](http://www.montana.edu/facultyexcellence/TLResources/tii/#essentials)

Montana State University has a license agreement with Turnitin, a web-based service that verifies the originality of student work by comparing a submitted paper to information available on the internet, databases of journal articles, and millions of student papers previously submitted to Turnitin.

**University Information Technology Helpdesk**

For password help, faculty and student support
- 406-994-1777
- helpdesk@montana.edu

August 2017
Conduct Guidelines for Students

The Department of Education expects students to meet the Department of Education’s Professional Expectations for Prospective Teachers. Students who fail to meet these expectations will receive a warning. Faculty members, field supervisors, or other clinical faculty may use the Department’s Student Concern Form to address such issues. Continued failure to meet the expectations may result in the student being placed on a Professional Improvement Plan.

The complete list of MSU conduct guidelines and grievance procedures can be found here: [http://www.montana.edu/policy/student_conduct/#academicgrievances](http://www.montana.edu/policy/student_conduct/#academicgrievances)

Professional Expectations for Prospective Teachers, Student Concern form, Professional Improvement Plan form and General Complaints or Concern form can be found on the Department website [http://www.montana.edu/education/advising/grievance/index.html](http://www.montana.edu/education/advising/grievance/index.html)

Contact Ann Ewbank, Director of Accreditation and Operations at 406-994-5788 or ann.ewbank@montana.edu for assistance with student issues, a Concern Form or Professional Improvement Plan.
2017 Fall Semester

August 23-25  Orientation and Registration  N/A
August 28    Classes Begin  N/A
September 4  Labor Day Holiday  No Classes; Offices Closed
November 10  Veteran's Day Holiday  No Classes; Offices closed.
November 22-24  Thanksgiving Day Holiday  No classes from Nov. 22-24. Offices are open on Nov. 22, but are closed Nov. 23-24.
December 8   Classes End  N/A
December 11-15  Final examinations  N/A
December 15   Fall Semester ends  N/A
December 16   Fall Commencement 2017  N/A

2018 Spring Semester

January 8     Orientation and Registration  N/A
January 10   Classes Begin  N/A
January 15    Martin Luther King Holiday  No Classes; Offices Closed
February 19  President's Day Holiday  No Classes; Offices Closed.
March 12-16  Spring Break  No Classes; Offices Open
March 30     University Day  No Classes; Offices Open
April 27      Classes End  N/A
April 30 - May 3  Final examinations  N/A
May 4        Spring Semester ends  N/A
May 5        Commencement 2018  Details to be announced.
MSU Campus Map

MSU-BOZEMAN VISITOR PARKING MAP

LOT NAME BY NUMBER

1. North Hedges
2. Reskie
3. South Hedges
4. South 12th St
5. Deer Street
6. Greenhouse
7. West Linfield
8. Longford
9. Lewis & Clark
10. North Gatton (pay)
11. South Gatton
12. Hoffman
13. North Fieldhouse
14. South Fieldhouse
15. East Linfield
16. West Stadium
17. Lincoln
18. Quad
19. Hamilton Reserved
20. Rogers Reserved
21. Harrison
22. S. 7th Reserved

VISITOR PARKING KEY

- Fee Parking
- $3.00 Hangtag
- A.D.A./Handicapped
- Construction Area

August 2017
2017 HOLIDAYS
Montana State University

<table>
<thead>
<tr>
<th>HOLIDAY</th>
<th>DATE OBSERVED</th>
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<tbody>
<tr>
<td>New Year’s Day</td>
<td>Monday, January 2</td>
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<tr>
<td>Martin Luther King Day</td>
<td>Monday, January 16</td>
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<tr>
<td>Presidents’ Day</td>
<td>Monday, February 20</td>
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<tr>
<td>Memorial Day</td>
<td>Monday, May 29</td>
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<tr>
<td>Independence Day</td>
<td>Tuesday, July 4</td>
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<tr>
<td>Labor Day</td>
<td>Monday, September 4</td>
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*Per Board of Regent policy 801.5:*

1. The Friday following Thanksgiving is designated a holiday for all Montana University System employees in exchange for Columbus Day.

2. The Commissioner of Higher Education may designate any of the following business days as holidays for all employees of a campus in exchange for the same number of legal holidays enumerated in 1-1-216, MCA:
   a. the Monday before Christmas Day or New Year’s Day if either holiday falls on Tuesday, or
   b. the Friday after Christmas Day or New Year’s Day if either holiday falls on Thursday.

*Columbus Day has been exchanged for the Friday following Thanksgiving Day*

Human Resources  Montana State University  8/20/2015
## 2018 HOLIDAYS
Montana State University

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Human Resources  Montana State University  3/23/2017