



WASHINGTON STATE
UNIVERSITY
T R I - C I T I E S

Faculty and Adjunct Faculty

HANDBOOK

Supplement to the WSU Faculty Manual

2015 – 2016

INTRODUCTION	3
WSU TRI-CITIES CAMPUS	3
History and Overview	3
WSU Tri-Cities Campus Organization.....	4
Chancellor.....	4
Chief of Staff and Operations.....	4
Interim Vice Chancellor for Academic Affairs.....	4
Assistant Vice Chancellor for Academic Affairs	4
Vice Chancellor for Enrollment Management and Student Services	4
Interim Vice Chancellor for Research, Grad Studies and External Programs	4
TEACHING AND COURSE INFORMATION	5
Family Educational Rights and Privacy Act (FERPA)	5
Academic Calendar.....	6
Class Lists.....	6
Attendance.....	6
Course Syllabus.....	7
Closed Week.....	7
Grading, Midterm and Final Grades	7
The “Z” grade	8
Grade Changes.....	8
Student Course Evaluations	9
Guest Lectures.....	9
Canceling Classes	9
ADDITIONAL INFORMATION FOR ADJUNCT FACULTY.....	9
Keys	9
Supplies.....	10
Photocopying.....	10
Mail Boxes.....	10
AV/Computer Equipment	10
Instructor Textbooks.....	10
Semester Course Schedules.....	10
Checklist of Expectations for Adjunct Faculty	11
WSU Syllabus Checklist for Undergraduate and Graduate Courses	11
Section 1: Undergraduate Courses	17

<i>Section 2: UCORE Courses (University Common Requirements for Undergraduates)</i>	18
<i>Sample Syllabi available from the Assistant Vice Chancellor of Academic Affairs.</i>	18
<i>Section 3: Graduate Courses</i>	20

ACADEMIC AFFAIRS AT WSU TRI-CITIES 22

<i>Office of Academic Affairs</i>	23
<i>Academic Affairs Support Staff</i>	23
<i>Academic Directors</i>	23

CAMPUS SERVICES AND SUPPORT UNITS 23

<i>Computer Center</i>	23
<i>WSU Network ID (NID) and email</i>	24
<i>WSU Tri-Cities Network and email</i>	24
<i>myWSU Student Information System</i>	24
<i>Personal use of e-mail and internet</i>	25
<i>Information Technology Services at WSUTC</i>	25
<i>Integrated Academic Technology</i>	25
<i>Learning Management System (BlackBoard)</i>	26
<i>Videoconferencing</i>	26
<i>General Classroom Technology</i>	26
<i>Digital Displays</i>	26
<i>Max E. Benitz Memorial Library and Consolidated Information Center (CIC)</i>	26
<i>The Bookie (Bookstore)</i>	27
<i>Copy Center, Mail Room and Campus Vehicle Reservations</i>	27
<i>Photocopying</i>	28
<i>Packets/Handbooks/Class Notes</i>	28
<i>Copyright Permission Requests</i>	28
<i>Mail Services</i>	28
<i>Reserve a Campus Vehicle</i>	29
<i>Campus Registrar</i>	29
<i>Office of Student Conduct</i>	29

HUMAN RESOURCE AND BUSINESS SERVICES 30

<i>Human Resource Services and Employee Benefits</i>	30
<i>Policy Prohibiting Discrimination and Sexual Harassment</i>	30
<i>Policy on Faculty-Student and Supervisor-Subordinate Relationships</i>	30
<i>Business Services Office</i>	30
<i>Accounts Payable</i>	31

<i>Campus Cashier and Student Accounts</i>	31
<i>Grant Administration</i>	32
<i>Payroll</i>	32
<i>Purchasing</i>	32
<i>Contracts</i>	35
<i>Travel</i>	35
CAMPUS SAFETY	37
<i>Emergency Notification</i>	38
STUDENT SUPPORT PROGRAMS	39
<i>The Learning Center</i>	39
<i>Career Development Office</i>	39
<i>AVID Center</i>	40
<i>Career Exploration</i>	40
<i>How Career Development Can Help Faculty</i>	41
<i>How Faculty Can Help Career Development</i>	41
<i>Disability Services Offices</i>	41
<i>Accommodations Requirements</i>	42
<i>Students with Disabilities Accommodation Deadlines</i>	42
<i>Individual Education Plan (IEP) and 504 plans</i>	43
<i>Student Counseling Services</i>	43
<i>TRiO Student Support Services</i>	43
<i>Veterans Center</i>	44
<i>The Writing Center</i>	44
APPENDIX A	45
<i>Executive Ethics Board Guidance FAQs</i>	45

INTRODUCTION

Welcome to Washington State University Tri-Cities.

The *WSU Faculty Manual* is your official guide to policies and procedures for Washington State University, and its provisions are conditions of employment. The *WSU Faculty Manual* should be consulted and followed where applicable in resolving questions regarding your appointment and university policies and procedures. You may access the *Faculty Manual* at http://facsen.wsu.edu/faculty_manual.

This *WSU Tri-Cities Faculty Handbook* is a supplement to the *WSU Faculty Manual*. It provides brief answers to commonly asked questions about WSU Tri-Cities, and it summarizes important procedures and policies specific to our campus.

WSU TRI-CITIES CAMPUS

History and Overview

WSU Tri-Cities continues to play a key role in Washington State University's long and rich tradition of service and commitment to South Central Washington. The University's presence in the region dates back to the early 1900s with the establishment of Cooperative Extension Offices and the opening of the Research and Extension Center in Prosser in 1919.

In 1946, Washington State University, the University of Washington, and Oregon State University began offering graduate-level engineering programs in Richland as the General Electric School of Nuclear Science and Engineering. The name was changed in 1958 to the Joint Center for Graduate Study. In 1985 the name was changed to the Tri-Cities University Center, when Central Washington University and Eastern Washington University joined with the three original member institutions to form a consortium of five universities

In 1989, upon recommendation from the Higher Education Coordinating Board, the Washington State Legislature dissolved the consortium and assigned WSU as the sole, publicly funded provider of upper-division and graduate education in the Tri-Cities, thus creating WSU Tri-Cities. With strong support from the community, WSU Tri-Cities added freshman and sophomore courses in fall 2007 to become a full, four-year, public university and extending the WSU land-grant mission of providing affordable, accessible higher education in the state of Washington.

When WSU Tri-Cities officially opened on July 1, 1989, there were 6 full-time faculty, 100 part-time faculty, 25 staff, 800 part-time students, and one 40,000-square foot building on an 84-acre campus. Today there are approximately 1,600 full- and part-time students, more than 90 full-time faculty, and more than 100 staff. The campus now includes 3 classroom and office buildings, an

Innovation Center, the Bioproducts, Sciences, and Engineering Laboratory, and a newly-constructed nursing facility and Wine Science Center.

WSU Tri-Cities currently offers 19 undergraduate degrees, 10 master's degrees, and 6 doctoral degrees in agriculture, business, computer science, education, engineering, liberal arts, nursing, sciences, and viticulture and enology.

WSU Tri-Cities Campus Organization

Chancellor

H. Keith Moo-Young, Chancellor
Executive Assistant: Lorraine Wilson
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chancellor@tricity.wsu.edu
tricity.wsu.edu/chancellor/

Chief of Staff and Operations

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Vice Chancellor for Enrollment Management and Student Services

Chris Meiers
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Interim Vice Chancellor for Research, Grad Studies and External Programs

Akram Hossain
Principal Assistant: Susan Wright

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Assistant Vice Chancellor for Advancement and Community Engagement

Ken Fincher

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ken.fischer@tricity.wsu.edu

An organizational chart is available at www.tricity.wsu.edu/chancellor/pdfs/wsutc-admin-org.pdf.

The campus vision is available at tricitie.wsu.edu/chancellor/vision/.

TEACHING AND COURSE INFORMATION

Family Educational Rights and Privacy Act (FERPA)

registrar.wsu.edu/ferpa

FERPA/Handling Student Records

The Family Education and Right to Privacy Act (FERPA) governs the disclosure of student records. FERPA provides that student records other than published directory information must remain private and confidential. However, this law does permit the disclosure, without the consent of the student involved, of confidential student information to faculty members with legitimate educational interests.

Access to University information must be limited to authorized persons. To ensure security of the computer network, faculty members should select their computer passwords carefully, should not write the password down or post it on or near the computer, and should not reveal their computer passwords to anyone. When dealing with confidential information, faculty members should retrieve printed copies immediately from the printer, should transmit electronically or in a sealed/signed envelope, and should shred or destroy paper copies when they are ready for disposition.

Before accessing or releasing any University information, a faculty member should ask "As part of my faculty responsibilities, do I have a legitimate need to know the particular information?" and "Does the person requesting the information have a legitimate need to know the information as part of his or her assigned duties?" and "Am I authorized to release the requested information?" If the answer to any one of the questions is "no," a faculty member may be violating University policy by accessing or releasing the information.

If you are ever in doubt about what you can or can't release, please don't hesitate to contact the WSU Tri-Cities Campus Registrar Office.

Academic Calendar

The Academic Calendar with all important deadlines is available at catalog.wsu.edu/General/AcademicCalendar/.

Important Dates to Remember

Spring 2016 Semester

- First day of instruction: January 11
- MLK Jr. (All University Holiday): January 18
- President's Day Holiday (No Classes): February 15
- Mid-Term Grades: March 2
- Spring Vacation: March 14-18
- Last day of instruction: April 29
- Final exams: May 2-6
- Final grades due: May 10

A calendar of WSU Tri-Cities campus events is available at tricities.wsu.edu/calendar/events.

Class Lists

To print your class list, log onto the myWSU site at <http://my.wsu.edu> and enter your Network ID and password. Once logged on, go to my Faculty Center and select the class roster icon on the left.

- If you wish to see students on the wait listed, choose "waiting" in drop down box.
- To notify students in class by email, under class enrollment list, check select all (make sure this is the enrolled list of students and not the wait list), then select Notify Selected Students. This brings up the email that you may create for the entire class.

Attendance

Instructors shall not permit a student to attend a class more than three times as a visitor without an official enrollment notice. Students who have not attended class and laboratory meetings during the first week of the semester may be dropped from the course by the department. However, students should not assume that they have been dropped without verification from the department or Registrar's Office. Students with extenuating circumstances that prevent their attendance during the first week should notify the Office of Student Affairs. Student Affairs will notify instructors of the absence and the reason for it. Valid reasons for missing classes do not relieve the student of making up the work missed. Please refer to Academic Regulations 71-73, registrar.wsu.edu/academic-regulations, for a full description of the University policy on attendance.

Any student who is required to participate in off-campus, university-sponsored activities such as field trips, musical performances, judging teams, intercollegiate athletic events, etc. should obtain an official Class Absence Request form from the faculty or staff member supervising the off-campus activity.

Course Syllabus

All faculty should follow the Policies for Undergraduate and Graduate Course Planning and Syllabi published by the Office of the Vice Provost for Undergraduate Education. It includes required syllabus components, learning outcomes and assessment, and academic regulations and policies. More information about these policies is available at vpue.wsu.edu/policies/. Additional information and resources on course planning, course design, student learning outcomes, and teaching large classes are linked at the same site.

The syllabus is typically distributed the first day of class and often contains a week-by-week calendar of reading assignments, due dates for papers and other assignments, and examination dates. It is prudent to give students as much practical information as possible in the syllabus to avoid misunderstanding about the course and your expectations.

Closed Week

No examinations or quizzes (other than laboratory examinations, make-up examinations and make-up quizzes) may be given during the last week of instruction.

Grading, Midterm and Final Grades

WSU uses letter grades and the 4.0 maximum grading scale. The grade A is the highest possible grade, and grades below D are considered failing. Plus (+) or minus (-) symbols are used to indicate grades that fall above or below the letter grades; but grades of A+ and D- are not used.

For purposes of calculating grade points and averages, the plus (+) is equal to 0.3 and the minus (-) is equal to 0.7 (e.g., a grade of B+ is equivalent to 3.3. and A- is 3.7). See Academic Regulations 90. -104, registrar.wsu.edu/academic-regulations.

Grades are submitted through the myWSU site at my.wsu.edu. Mid-term grades are an indicator of student progress and they help with student retention and advising efforts. Midterm grades are advisory and do not appear on students' permanent record or transcript. Instructors may give the full range of letter grades (A-F) or use only the grades C or F. (A midterm grade of C is given to students who are making satisfactory progress, and a midterm grade of F is given to students whose progress is not acceptable and who need to discuss their progress with the instructor.) The instructor's syllabus will specify which type of midterm grade will be given to assess progress. The Vice Chancellor for Academic Affairs at WSU Tri-Cities requires that faculty give a letter grade rather than C or F for midterm grades.

Mid-semester grades **must** be issued to all undergraduate students based on the Rule 88, which states:

88. MIDTERM GRADE SUBMITTAL. Midterm grades will be submitted for students enrolled in undergraduate courses by 5:00 p.m. on the Wednesday of the eighth week of the fall and spring semesters. The assessment should not be interpreted as a formal grade,

but rather as an indication of the student's progress to date. Midterm grades are advisory and do not appear on the student's permanent record, the WSU transcript.

The "Z" grade

Effective fall 2015 term, the "Z" grade should be used when a student will fail a class due to discontinued attendance without withdrawal.

- The "Z" grade provides the last day of attendance, which is essential for accurate federal reporting requirements related to student financial aid and Veterans benefits.
- When the last day of attendance is not available, the date of the last exam or assignment recorded should be submitted instead.
- The "Z" grade is for internal use only and is not visible to the student. It appears and functions as an F rather than as a Z on the transcript. Only the "F" grade is visible to the student.
- If a student has never attended then enter the first day of the term as the last day of attendance.
- "Z" grades may be uploaded on a CSV file but once uploaded the instructor must enter the last date of attendance for each "Z" grade on the roster in order to save the grade roster.
- If the last date of attendance is not entered when you save the grade roster an error message stating "Last Date of Attendance is required" will display and the fields requiring completion turn red and are highlighted. Enter the last day of attendance and save the grade roster.

The "Z" grade will display on the student's transcript as an "F" grade.

Note: All outstanding incomplete work (including grades of I, X, and blank/no grade) must be completed and posted to the official transcript prior to the conferral of an undergraduate or professional degree.

Returning Student Exams and Assignments

Student exams and assignments can be left in the main Academic Affairs administrative office (West 263). Students will need to show identification to pick up their own documents. No other documents will be released. Please inform students of the exact dates that their documents will be available. Documents will be destroyed after two weeks if the students have not picked them up. For more on FERPA Policies please refer to registrar.wsu.edu/ferpa

Grade Changes

If six grades or fewer need changing, a faculty member should submit a Supplemental Grade Form (available from the Registrar's Office) for each student. Please retain the yellow copy for our records and send to Kristy Valenciano at West 263D.

If more than six grades need to be changed, send a memo on department letterhead that includes the course and section number, year and term, each student's name, ID#, previous grade given, and correct grade. Grade changes must be signed by the Academic Directors of your department before the Registrar's Office will accept them.

Student Course Evaluations

Evaluations are filled out by the students during the last two weeks of each semester. Some departments have the students fill out the evaluations online. Please check on your department's preferred process. Near the end of the semester, Helen Berry (hberry@tricity.wsu.edu) will email you regarding course evaluations. Depending on your department, these will be delivered in packets or online. Instructions will be provided with the online evaluation or packet. Typically, evaluations are conducted during the last two weeks before finals and take about 15 minutes for students to complete.

Guest Lectures

Guest lecturers may occasionally be invited to discuss specific material in their field of expertise. The University does not compensate guest lecturers. Although judicious use of outside speakers can be a useful tool in teaching your class, we recommend that you not make excessive use of speakers. Check with your Academic Director for departmental guidelines.

Canceling Classes

Canceling courses is discouraged, but if you must do so, follow the procedure below. If you know in advance, you may want to consider inviting a guest lecturer.

If you know in advance that you will need to cancel a class:

Contact the Academic Director or Program Lead and/or an administrative support staff member and let them know which date you are canceling class and which date you have chosen for the make-up session. Ask the support staff member to arrange a room for your proposed make-up class meeting. Provide students with the date of the canceled class and the make-up meeting time and location both orally and in writing.

If you are canceling and cannot give students advance notice:

Contact the Academic Affairs support staff member and let him/her know that you are canceling class. Depending on the circumstances, he/she will notify students by phone and/or by posted signs. If the decision is weather related, he/she will follow inclement weather procedures (hrs.wsu.edu/Inclement+Weather). At the next class meeting, poll students regarding convenient make-up dates and times. Contact the support staff to arrange a room for your make-up session.

ADDITIONAL INFORMATION FOR ADJUNCT FACULTY

Keys

If you need to get into the building when the campus is closed, please contact your support staff to submit a key request. Keys are issued to instructors only for the semester in which they are scheduled to teach. All keys are to be returned to your support staff at the end of the semester or a fee will be charged.

Supplies

General office supplies are available in CIC 125J, West 207A, and West 263. If you do not see the specific item you need for your class, please see your support staff.

Photocopying

All faculty members are responsible for photocopying their own coursework materials whenever possible. A copy code is needed for all copying; please see your support staff if you do not have a copy code.

Mail Boxes

There are faculty mail boxes for each of the Colleges to pick up and drop off mail in each of their areas. Because these mail boxes are not located in locked offices, please do not leave student work in these areas.

AV/Computer Equipment

In addition to a whiteboard and overhead projector, most classrooms are equipped with a computer and projector. If your classroom does not have the equipment you need, or you require special AV or computer equipment, you may submit a request by use of this form:

tricity.wsu.edu/media/.

Instructor Textbooks

Instructor desk copies can be ordered directly from the publisher; however, if you need assistance, please submit a request to Helen Berry at hberry@tricity.wsu.edu. Listed below is the required information needed when submitting a request:

- Your name
- Course name
- Author
- Publisher
- Book Title, Volume, Edition, ISBN#

Book orders for your class can be submitted to the WSU Tri-Cities bookie through Faculty Enlight: www.facultyenlight.com. You can search & adopt textbooks via ISBN, author, or subject.

Alternatively, you can email the WSU Tri-Cities Bookstore manager at bkstricitywsu@bncollege.com with the class and course in the subject line or you can call the bookstore at 509-375-1084.

Semester Course Schedules

If you have any questions about your course times and/or locations, please check the schedule here: <http://schedules.wsu.edu/>

Checklist of Expectations for Adjunct Faculty

Syllabus

- Submitted and approved by program lead or director prior to start of semester
- All UCORE syllabi submitted to Assistant Vice Chancellor of Academic Affairs (Dr. Kate McAteer) prior to start of semester to ensure UCORE requirements are met
- Syllabus follows WSU policies published at vpue.wsu.edu/policies/.

Course Content

- Integrates content central to program curricula
- Meets department and program description, purpose, and goals

Instruction and Course Delivery

- Incorporates appropriate use of relevant technology
- Taught in engaging, relevant manner
- Facilitates student engagement
- Assesses student learning

Student Work Samples

- When requested, provide samples of graded student work for review and accreditation purposes

Midterm Grades

- Midterm grades submitted by deadline for all students enrolled in undergraduate courses

Final Grades

- Final grades submitted by deadline for all students

End-of-term Evaluations by Students

- Student feedback on instructor submitted by deadline

WSU Syllabus Checklist for Undergraduate and Graduate Courses

Updated May 21, 2014

A. Syllabus Checklist - Required

Updated 6/2013

All instructors are required to distribute a syllabus to enrolled students during the first week of class that includes the components listed below.

X	Course Information: See Catalog For Information (http://www.catalog.wsu.edu/General/Info)	Notes
	Prefix and number	

	Title of course	
	Number of credits	
	UCORE category (if applicable)	
	Pre-requisites	
	Current semester & year	

	Meeting Schedule	Notes
	Days/Times	
	Building(s)/room(s) (if known) and/or online space	

	Instructor Information	Notes
	Name	
	Office location	
	Office hours	
	Contact information: phone, e-mail	

	TA, Lab Instructor Information (If Appropriate)	Notes
	Name	
	Office location	
	Office hours	
	Contact information: phone, e-mail	

	Required and/or Recommended Textbooks And Course Materials	Notes
	How to obtain/purchase	

	Week-To-Week Course Outline	Notes
	Include dates of additional activities (e.g., field trips, competitions, or other commitments). See Academic Calendar.	

	Student Learning Outcomes and Assessment	Notes
	Learning outcomes and means of assessment are required in every syllabus. See pages 7-11 of this checklist for description and suggestions. UCORE courses should include the target UCORE goals .	
	Clearly identify how coursework contributes to student learning outcomes (including in-class, online, and other out-of-class components)	

Description of Required Assignments	Notes
Describe all types of assignments used for course	

Grading Policy	Notes
Relative weighting of required assignments	
Requirements to earn specific grades: letter-grade equivalencies (such as, numerical scores for an A, B, C, D, or F) or other grading criteria to determine student progress and grades. See the EPPM on syllabi and University Academic Regulation #90: registrar.wsu.edu/academic-regulations/	
Late assignments	

Attendance Policy	Notes
Describe your attendance policy. How many absences are allowed before grades are impacted? Note: attendance cannot count for more than 25% of the course grade.	
Make-Up Laboratories: be specific--do you allow or not?	
Make-Up Exams: be specific--do you allow or not?	

WSU Reasonable Accommodation Statement	Notes
<p>“Students with Disabilities: Reasonable accommodations are available for students with a documented disability. If you have a disability and need accommodations to fully participate in this class, please visit West 269—Student Services to schedule an appointment with Cherish Tijerina Pearson. All accommodations MUST be approved through Student Services. For more information contact:</p> <p>Cherish Tijerina Pearson ctijernina@tricity.wsu.edu 509-372-7352 West 269J www.tricity.wsu.edu/disability/</p>	

WSU Academic Integrity Statement (Choose one or adapt)	Notes
<p>Instructors may use, adapt, or combine any of these options, as suits their context.</p> <p>Option 1: “Academic integrity will be strongly enforced in this course. Any student caught cheating on any assignment will be given an F grade for the course and will be reported to the Office</p>	

	<p>Student Standards and Accountability. Cheating is defined in the Standards for Student Conduct WAC 504-26-010 (3). It is strongly suggested that you read and understand these definitions.”</p> <p>Option 2: “I encourage you to work with classmates on assignments. However, each student must turn in original work. No copying will be accepted. Students who violate WSU's Standards of Conduct for Students will receive an F as a final grade in this course, will not have the option to withdraw from the course and will be reported to the Office Student Standards and Accountability. Cheating is defined in the Standards for Student Conduct WAC 504-26-010 (3). It is strongly suggested that you read and understand these definitions.”</p> <p>Option 3: “Academic integrity is the cornerstone of the university. Any student who attempts to gain an unfair advantage over other students by cheating, will fail the assignment and be reported to the Office Student Standards and Accountability. Cheating is defined in the Standards for Student Conduct WAC 504-26-010 (3).”</p> <p>Option 4 (from WSU Online): “Academic integrity is the cornerstone of the university. You assume full responsibility for the content and integrity of the academic work you submit. You may collaborate with classmates on assignments, with the instructor's permission. However the guiding principle of academic integrity shall be that your submitted work, examinations, reports, and projects must be your own work. Any student who violates the University's standard of conduct relating to academic integrity will be referred to the Office of Student Conduct and may fail the assignment or the course. You can learn more about Academic Integrity on your campus using the URL listed in the Academic Regulations section or to academicintegrity.wsu.edu/resources-for-faculty/. Please use these resources to ensure that you don't inadvertently violate WSU's standard of conduct. “</p> <p>Graduate-level courses: faculty may also use the statement available on the GSC website: gradschool.wsu.edu/FacultyStaff/Committee/</p>	
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	Student Complaint Process	Notes
	<p>Washington State University Grievance Process (from WSU Online)</p> <p>If a WSU student has a complaint or problem, the University offers several remedies.</p>	

	<p>First, we suggest following the procedure listed under WSU Academic Rule 104:</p> <p>“Students having complaints about instruction or grading should refer them first to the instructor. If the complaint is not resolved, then the student may refer the complaint in writing to the chairperson of the department in which the course is offered by the end of the last day of the following semester (excluding summer term). The chair’s decision shall be rendered within 20 business days. After the chair’s decision, the student or the instructor may appeal to the Dean’s Office. Complaints must be presented in writing to the dean within 20 business days of the chair’s decision. The written statement should describe the complaint, indicate how it affects the individual or unit, and include the remedy sought from the dean. The decision of the dean is the final step and shall be made within 20 business days.</p> <p>“The University Ombudsman is available at any stage for advice or assistance in resolving academic complaints. At the branch campuses, the procedure is identical except that the academic area coordinator shall substitute for the department chair and the campus dean shall substitute for the college dean.”</p> <p>In addition, complaints about discrimination/sexual harassment can be directed to WSU’s Office for Equal Opportunity: http://chr.wsu.edu</p> <p>WSU is accredited by the Commission on Colleges of the Northwest Association of Schools and Colleges. The commission’s complaint process is here: http://www.nwccu.org/Complaints/ComplaintProcess.htm</p> <p>There’s a separate process for WSU graduate students: http://gradschool.wsu.edu/documents/2015/05/grievance-procedures.pdf</p>	
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	Safety and Emergency Notification	Notes
	<p>Tri-Cities: “In order to receive notification regarding campus emergencies (including campus closures), all faculty, staff, and students register their emergency contact information for the Crisis Communication System (CCS) through MyWSU at my.wsu.edu. Click “Update Now!” under “Tri-Cities Emergency Info” to register for notification by text message, e-mail, telephone, or any combination of the three. Providing multiple contact methods will help ensure</p>	

	<p>you receive notifications in a timely manner, and your information will <u>NOT</u> be used for any other purpose. Messages regarding campus emergencies will also be distributed through local media. Please also review the Campus Safety Plan, which contains a listing of emergency contacts, and university policies, procedures, statistics, and information relating to campus safety and the health and welfare of the campus community. The Campus Safety Plan can be found at tricitie.wsu.edu/safety</p>	
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Syllabus Checklist - Recommended

The components below are recommended for most syllabi. Feel free to adapt the sample language for your course context, instructional styles, and students.

	Grading Policy – Incompletes	Notes
	<p>Assigning Incompletes: University policy (Acad. Reg. #90) states that Incompletes may only be awarded if: "the student is unable to complete their work on time due to circumstances beyond their control".</p>	

	Instructor-Specific Expectations	Notes
	<p>Do you have policies about cell phones and text messaging in class, late papers, or late arrivals to class? What are your expectations regarding procedures relating to safety? Do you remind freshmen and sophomores to keep papers for Writing Portfolio submissions?</p>	

	Instructional Methods	Notes
	<p>Will you be using group work or peer review? Do you expect students to collaborate or work independently? Will your course be a combination of lecture and interactive discussion? Do you have hands-on projects and opportunities for critical inquiry? Spell out expectations of groups vs. individual work, evaluation of group work, permissible re-writes or revisions, allowable collaboration, and so on.</p>	

	Instructor Interaction	Notes
	<p>For all courses, identify best ways and times for students to contact you (i.e., preferred by email or another way). For online or blended courses, how will you interact with students? State these practices clearly so all students understand how/when they have access to you.</p>	

	Expectations for Student Effort	Notes
	<p>Provide clear guidance for how much time and effort students should expect to invest in the course. (In particular, students new to online coursework may poorly estimate time and effort required, and how</p>	

	that work will be assessed.) All instructors should familiarize themselves with WSU’s definition of credit hour (see academic regulation 27).	
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	Blackboard/Course Website	Notes
	It is recommended you not use your personal webpage for providing course materials or communicating with your students. See learn@wsu.edu for Blackboard instructions.	

	Final Exams	Notes
	“Final exams are scheduled the last week of the semester; the Registrar will send out an e-mail informing students of the day/time for your exam.”	

	Important Dates and Deadlines	Notes
	“Students are encouraged to refer to the academic calendar often to be aware of critical deadlines throughout the semester. The academic calendar can be found at catalog.wsu.edu/General/AcademicCalendar/	

	Weather policy	Notes
	Example: <i>For emergency weather closure policy, see:</i> http://alert.wsu.edu/	

A. Student Learning Outcomes and Assessment: Good Practices

Student Learning Outcomes (SLOs)

- Identify concrete skills and knowledge the students must develop and be able to apply upon completion of a course or program
- Are observable and measurable – can be demonstrated by a student in an assignment, project, exam or performance.
- Required on all syllabi.

See **Developing Student Learning Outcomes** (vpue.wsu.edu/policies/) for additional recommendations.

Section 1: Undergraduate Courses

1. Identify the course’s student learning outcomes, taking into account the course description in the WSU catalog. It is also recommended that you contact your department to see where this course fits into the degree program curriculum (curriculum map).
2. Using the template below, create a grid with three columns:
 - “Student Learning Outcomes”—the outcomes you identified in #1
 - “Course Topics/Dates”—the topics and scheduled dates where you plan to address the particular outcome
 - “Evaluation of Outcome”—the assignment or activity that will be used to assess the outcome.

EXAMPLE CHART:

Student Learning Outcomes At the end of this course, students should be able to:	Course Topics/Dates The following topic(s)/dates(s) will address this outcome:	Evaluation of Outcome: This outcome will be evaluated primarily by:
<i>Write a statement for each of the SLO you identified: (start statement with a verb)</i>	<i>List the course topic and date you plan to address this outcome</i>	<i>List the ways you will evaluate progress made towards this outcome (writing, activities, exams, essays, report, etc.)</i>
EXAMPLE: Define basic terms and concepts in scientific methodology and analysis		
EXAMPLE: Locate, categorize, critique, and evaluate sources of scientific information		
EXAMPLE: Contextualize, discuss, and compare key scientists, advances, and theories in the biological sciences		

Section 2: UCORE Courses (University Common Requirements for Undergraduates)

Sample Syllabi available from the Assistant Vice Chancellor of Academic Affairs.

1. Identify the student learning outcomes for your undergraduate course, taking into account the course description in the WSU catalog. It is also recommended that you contact your department to see how this course fits into the program curriculum and its student learning outcomes.

2. Match the course’s student learning outcomes with the required WSU Learning Goals (ugr.wsu.edu/faculty/7goals.html) specific for your course:

Category of UCORE Course	Learning Goal(s)
Roots of Contemporary Issues [ROOTS]	Diversity Critical and Creative Thinking Information Literacy Communication Depth, Breadth and Integration of Learning
Quantitative Reasoning [QUAN]	Quantitative Reasoning Critical and Creative Thinking Information Literacy
Written Communication [WRTG]	Communication Information Literacy Diversity: i.e., adapting a message to one’s particular audience
Communication [COMM]	Communication Information Literacy Diversity: i.e., adapting a message to one’s particular audience
Inquiry in the Social Sciences [SSCI]	Critical and Creative Thinking Quantitative Reasoning Information Literacy
Inquiry in the Humanities [HUM]	Critical and Creative Thinking Information Literacy Communication
Inquiry in the Creative and Professional Arts [ARTS]	Critical and Creative Thinking Information Literacy Communication
Inquiry in the Natural Sciences [PSCI], [SCI], [BSCI]	Scientific Literacy Critical and Creative Thinking Quantitative Reasoning Information Literacy
Diversity [DIVR]	Diversity Critical and Creative Thinking Information Literacy Communication
Integrative Capstone [CAPS]	All Learning Goals, especially Depth, Breadth and Integration of Learning

3. Using the template below, create a grid with four columns:
- UCORE Goals
 - “Student Learning Outcomes”—the outcomes you identified in #1

- “Course Topics/Dates”—the topics and scheduled dates when you plan to address the particular outcome
- “Evaluation of Outcome”—the assignment or activity that will be used to assess the outcome

EXAMPLE CHART:

WSU Learning Goals of the Baccalaureate	Student Learning Outcomes: At the end of this course, students should be able to:	Course Topics/Dates The following topic(s)/dates(s) will address this outcome:	Evaluation of Outcome: This outcome will be evaluated primarily by:
<i>List the WSU Learning Goal(s) addressed by this outcome</i>	<i>Write a statement for each of the Learning Outcomes you identified: (start with a verb)</i>	<i>List the course topic and date you plan to address this outcome</i>	<i>List the ways you will evaluate progress made towards this outcome (writing, activities, exams, essays, report, etc.)</i>
Scientific Literacy	EXAMPLE: Define basic terms and concepts in scientific methodology and analysis		
Information Literacy	EXAMPLE: Locate, categorize, critique, and evaluate sources of scientific information		
Communication, Scientific Literacy)	EXAMPLE: Contextualize, discuss, and compare key scientists, advances, and theories in the biological sciences		

4. All UCORE courses must include a writing component. The UCORE committee did not stipulate a specific writing requirement, but stated that UCORE courses must require student writing of various kinds, both formal and informal, in order to provide adequate instruction in writing skills and to provide a wide range of student experiences in writing for many purposes and audiences. The committee asked for “detail about writing assignments.”

Section 3: Graduate Courses

1. Identify the student learning outcomes for this course, taking into account the course description in the WSU catalog. It is also recommended that you contact your department to see how this course fits into the program curriculum.

2. Using the template below, create a grid with three columns.
3. Add learning outcomes and assessment statements relevant to your particular graduate program.
 - *Where do I find the learning outcomes and assessment statements for my graduate program?* Each graduate program has established student learning outcomes. If you are uncertain of what these learning outcomes are, check with your graduate chair or director.

EXAMPLE CHART:

Student Learning Outcomes for this course: At the end of this course, students should be able to:	Course Topics/Dates The following topic(s)/dates(s) will address this outcome:	Evaluation of Outcome: This outcome will be evaluated primarily by:
<i>Write a statement for each of the Learning Outcomes you identified: (Start your statement with a verb)</i>	<i>List the course topic and date you plan to address this outcome</i>	<i>List the ways you will evaluate progress made towards this outcome (writing, group activities, exams, essays, report, etc.)</i>
EXAMPLE: Understand how research is situated in a scholarly discourse embedded in the literature.		
EXAMPLE: Select appropriate methods to investigate research questions.		
EXAMPLE: Develop graduate-level writing and oral presentation skills through course assignments.		
EXAMPLE: Synthesize research systematically.		

Links to Selected Academic Policies related to Courses and Syllabi

1. WSU syllabus recommendations and related policies: vpue.wsu.edu/policies/
2. Academic Calendar: catalog.wsu.edu/General/AcademicCalendar/
3. Grades: catalog.wsu.edu/General/AcademicCalendar/
4. Faculty Senate: Educational Policies and Procedures Manual (EPPM) regarding Course Syllabus:

- a. *The instructor(s) of each course shall make available to enrolled students a course syllabus which should (a) be presented during the first week of class, (b) contain expected student learning outcomes and (c) include information about the method(s) to be used for evaluation of student progress and determination of grades. The University, College or Academic Unit may, in published policies, specify additional information to be included in course syllabi.*
5. Academic Regulations: You may want to refer to the following University Academic Regulations when designing your syllabus:
 - **Academic Regulation #50: Pass, Fail Grading Options**
www.catalog.wsu.edu/General/AcademicRegulations/ListBy/50
 - **Academic Regulation #73: Excused absences:** policies and procedures should be spelled out in the syllabus and adhered to.
www.catalog.wsu.edu/General/AcademicRegulations/ListBy/73
 - **Academic Regulation #78: Three or more Exams in One Day:** If a student has three or more final exams scheduled in one day, any one of the instructors may make alternate arrangements as specified in the regulation.
www.catalog.wsu.edu/General/AcademicRegulations/ListBy/78
 - **Academic Regulation #79: Closed week:** No examinations or quizzes (other than laboratory examinations, make-up examinations, and make-up quizzes) may be given during the last week of instruction. Note that special arrangements may be necessary for paper-proctored exams at a distance.
 - **Academic Regulation #80: No early examinations:** A student will not be granted special examinations for the purpose of leaving the institution before the close of the semester.
 - **Academic Regulation # 90: Grades and Grade Points**
www.catalog.wsu.edu/General/AcademicRegulations/ListBy/90
 - **Academic Regulation #98: Correction of Grade Errors**
www.catalog.wsu.edu/General/AcademicRegulations/ListBy/98
 - **Academic Regulation #104: Academic Complaint Procedures**
www.catalog.wsu.edu/General/AcademicRegulations/ListBy/104
6. University Core Requirements (UCORE)
www.catalog.wsu.edu/Catalog/Content/UniversityCommonsReqs.pdf

ACADEMIC AFFAIRS AT WSU TRI-CITIES

No handbook can cover every situation or issue that might arise, so we encourage you to call upon our knowledgeable staff, faculty, and administration. The support staff in Academic Affairs can help with issues of procedure, and the Academic Directors are good resources for questions that involve curricular goals and interpretation of University policy.

The contacts for each academic unit are listed below. See the WSU Tri-Cities home page for complete directory information tricity.wsu.edu/directory.

Office of Academic Affairs

West Building Suite 263

Interim Vice Chancellor: Michele Acker-Hocevar

Assistant Vice Chancellor: Kate McAteer

Administrative Assistant: Cheryl Jensen

Academic Affairs Support Staff

Cheryl Jensen, Administrative Assistant, 509-372-7217, cheryl.jensen@tricity.wsu.edu

Kristy Valenciano, Program Specialist, 509-372-7306, kristy.valenciano@tricity.wsu.edu

Helen Berry, Program Coordinator, 509-372-7394, hberry@tricity.wsu.edu

Jana Kay Lunstad, Coordinator, 509-372-7125, jklunstad@tricity.wsu.edu

Vacant, Fiscal Manager, 509-372-7396, academics@tricity.wsu.edu

Academic Directors

Arts & Sciences

Allan Felsot

Bioproducts, Sciences & Engineering Laboratory

Akram Hossain

Business

Donna Paul

Education

Judy Morrison

Engineering

Joseph Iannelli

Library

Harvey Gover (Interim)

Nursing

Debbie Nogueras

Viticulture & Enology

Thomas Henick-Kling

CAMPUS SERVICES AND SUPPORT UNITS

Computer Center

Steve Fry, Information Technology Services, Manager

CIC 225 • 372-7334

tchelp@tricity.wsu.edu

www.tricity.wsu.edu/ctc/index.html

Computing resources and network access are provided to support the University's goals of instruction, research, and extension. Any use of WSU computing and network resources must be in accordance with current federal, state and university regulations. Willful misuse of any computing resources can result in termination of access privileges, disciplinary actions, and/or civil and criminal penalties.

WSU Network ID (NID) and email

To apply for a WSU Network ID go to:

webutil.wsu.edu/apps/myNetworkProfileHelp/aboutmyNid.aspx. Once you create a WSU Network ID you will be given a WSU e-mail address in the form of <your network id@wsu.edu>. For help, contact the WSU Help Desk at helpdesk@wsu.edu or 509-335-0522 or the local WSU Tri-Cities Help Desk at 372-7367.

WSU Tri-Cities Network and email

To apply for a WSU Tri-Cities Network Account: tricity.wsu.edu/ctc/wsutc-accounts. WSU Tri-Cities will match your WSU NID username. The accounts, although the username is the same for both, are separate and will have different passwords unless you change them to match. For help, contact the WSU Tri-Cities Help Desk tchelp@tricity.wsu.edu or 372-7334.

To forward your WSU email to your WSU Tri-Cities e-mail account please contact the TriCity helpdesk. You are required to use this e-mail account with your students to keep course correspondence separate from work or personal e-mail.

To check your WSU e-mail, go to connect.wsu.edu.

Your WSU Tri-City email will typically be set up on your office computer using Outlook. You may also access it via a browser tricity.wsu.edu/ctc/webmail/

myWSU Student Information System

You will access your class lists and submit grades through myWSU using your Network ID and password at portal.wsu.edu.

You must complete FERPA training prior to accessing student records. The training can be accessed through the Registrar's RONet website using your Network ID and password at www.ronet.wsu.edu/Main/Apps/FerpaTest.asp.

For help, contact the Campus Registrar at 372-7351 or at registrar@tricity.wsu.edu.

Personal use of e-mail and internet

Washington State University has a policy that allows occasional but limited (*de minimis*) personal use of e-mail and internet if:

- The use is not specifically prohibited (see BPPM 20.37); and
- There is no cost to the state; and
- The use of resources does not interfere with official duties; and
- The use does not compromise the security or integrity of University information or software.

The WSU policy conforms to state laws and Executive Ethics Board guidance. Please take a moment to review the material from the Ethics Board (see APPENDIX A). If you have been involved in e-mail and/or internet use that is in violation of University policy or State law you should stop immediately.

Information Technology Services at WSUTC

Aaron Brumbaugh, Interim Director
West 116 • 372-7284
brumbau@tricity.wsu.edu

On behalf of the staff of Information Technology Services, welcome to the WSUTC family. We look forward to providing exemplary technical support for all of your academic and research endeavors. We maintain two offices on campus to assist you with your technical needs. I encourage you to use ITS as your professional consulting group for departmental/professor technology purchases. We're located in room 222 in the West building and in room 225 in the Consolidated Information Center. Our staff are all specialists in their fields; however, you are always more than welcome in my office as well.

Integrated Academic Technology

Dave Fassler, Department Lead
West 222 • 372-7203
iat@tricity.wsu.edu

Blackboard LMS: learn.wsu.edu
Equipment Request: tricity.wsu.edu/media

Integrated Academic Technologies focuses on direct support and administration of the campus' learning management system, video conferencing, distributed digital signage and general use classroom technology.

Learning Management System (BlackBoard)

The campus' learning management system is Blackboard Learn. You can access the site at: my.wsu.edu or learn.wsu.edu. You can use Blackboard to post handouts, run online discussion groups, accept web submission of assignments, manage your class' gradebook, as well as so much more. Our staff are more than happy to meet with you for one on one training on the use of Blackboard. We are also your point of contact for technical issues.

Videoconferencing

The University's video conferencing system is based out of Pullman; however, we support all video conferencing on the Tri-Cities campus. You are very likely to be attending meetings or will be teaching on the video conferencing system. Currently we support 22 fully enabled video conferencing rooms on property. If you have issues with a video conference or questions on how to best adapt your lecture style to a video conferencing environment, feel free to contact us. To request a videoconference meeting you will need to go to ams.wsu.edu and then click on [request forms](#) and then [videoconference meeting request form](#).

General Classroom Technology

General use classrooms on the campus are all equipped with a computer and a ceiling mounted data projector. The computers are set up for optical disc video playback. If you have a need for additional equipment (such as document cameras, flip charts, or a specific style of podium), please fill out our request form: <http://www.tricity.wsu.edu/media/>. There is no charge for equipment use. Please give us at least a 24 hour notice; and, all requests are first come - first served and subject to availability.

Digital Displays

We also maintain the digital displays you see around campus. We will be setting up a website which will allow individuals to submit material to be displayed.

Max E. Benitz Memorial Library and Consolidated Information Center (CIC)

Annanaomi Sams, Director

CIC 201 AC • 372-7448

asams@tricity.wsu.edu

www.wsulibs.wsu.edu

The Collection: The Tri-Cities Library collection supports the academic curriculum on our campus. As part of the larger system of WSU Libraries, the concentrated collection on the first floor of the library is supplemented by more than 2 million book volumes and 30,000 journal subscriptions to support your teaching and research. Another 28 million items are available to you through our participation in Orbis-Cascade, a consortium of 36 academic libraries in Washington, Oregon, and Idaho, including the University of Washington, Oregon State University, University of Oregon, and the University of Idaho.

Access: You can easily locate most of the resources you need by using **SearchIt**, <https://www.wsulibs.wsu.edu> from your computer, iPad, or tablet. Beyond these online full-text resources, a courier service crisscrosses Washington, Oregon, and parts of Idaho to deliver the hard-copy materials you request from the WSU libraries in Pullman, Vancouver, and Spokane, and the Orbis-Cascade libraries. These materials usually arrive within 3 or 4 days. **InterLibrary Loan** service is available to you for resources located in other libraries around the country and the world. If you have questions about eligibility and access to these resources, call 372-7440.

Personalized Support for your Information and Research Needs: Harvey Gover, faculty librarian, harvey.gover@tricity.wsu.edu, 372-7204, and Annanaomi Sams, Library Director, asams@tricity.wsu.edu, 372-7448, are available to work with you to develop and integrate information literacy assignments and modules into your courses. We are also available to work with your students in small groups or one-on-one. You may contact either one directly or by calling the Library's Information Desk, 372-7430.

General Reference Assistance: For help with navigating all these resources and finding what you need, for quick or in-depth reference questions, call or stop by the Information Desk on the first floor of the CIC 372-7430.

Adding to the Collection: To request that new resources be purchased and added to the Benitz Library collection, call 372-7428

The Bookie (Bookstore)

Trudy Griffin, Manager
East 243 • P 375-1085 / F (509) 375-0704
bkstricitywsu@bncollege.com
wsubookie.bncollege.com

The Bookie at WSU Tri-Cities is one of four branches owned by the Students Book Corporation and employed by Barnes and Noble College Booksellers. The Bookie's hours are Monday through Friday from 10-5pm. These hours may vary during Rush and holidays.

Helpful information:

- Bookie Website: wsubookie.bncollege.com
- Order your course material every semester at www.facultyenlight.com
- Custom titles for the classroom
- Ten percent discount off WSU items for faculty and staff (discount does not apply to electronics, Cougar Cheeses, or textbooks)
- Shipping of packages at UPS charges plus a \$6.95 handling fee (cannot ship Cougar Cheeses)

Copy Center, Mail Room and Campus Vehicle Reservations

Open Monday through Friday, 10 a.m. to 5 p.m.
Zane Zocher, Travis Moar, and Andrea Steinhauer

West 127 • 372-7273
copyctr@tricity.wsu.edu
www.tricity.wsu.edu/copycenter/

Photocopying

You will receive an authorization code from the Copy Center for photocopying. This number will allow you to use any copy machine on campus. You can arrange with the Copy Center to make copies for you from a hard copy or e-mailed attachment. Please allow adequate time; copy requests will be done in order received. Additional charges may be applied to rush orders.

Packets/Handbooks/Class Notes

Please provide the Copy Center with copy-ready originals and sufficient lead time for completion of the packets. If you are planning on distributing multiple handouts to the class, please have the handouts made into a Course Reader available for purchase at the Copy Center. This may require copyright clearance.

Copyright Permission Requests

Washington State University policy on complying with copyright law can be found at the web site: publishing.wsu.edu/copyright. All WSU faculty are expected to be in compliance with this policy.

Fair Use of copyrighted materials must meet these criteria:

- Copying the original materials strictly and solely for educational purposes;
- Only copying a very limited portion of the entire work;
- Not making any monetary profit from copying the materials or otherwise conducting any commercial activity directly from copying or distributing copies; and
- The use of the material is in no way any attempt to substitute or eliminate purchasing textbooks, journals, magazines or any other published print media by students in classes.

For questions on Fair Use of copyrighted materials for educational purpose (under title 17 U.S. Code, Section 107) and for all permissions requests, please contact the Copy Center.

Mail Services

The Copy Center serves as the collection and distribution center for the courier service to Pullman, Vancouver, and Spokane, as well as U.S. mail. Courier mail is collected up to 3:00 pm for the daily outgoing shipment and should arrive in Pullman the next day and within two days to other regional campuses. The Copy Center does not provide personal mail services and does not sell stamps, although stamped envelopes weighing less than 13 ounces with a return address may be put in the slot for daily pick up by the U.S. Postal Service. Final collection for U.S. Mail is at 1:30 p.m. every weekday.

Reserve a Campus Vehicle

Contact the Copy Center to reserve a campus vehicle for travel pertaining to WSU Tri-Cities business. Reservations may only be made weekdays during hours the Copy Center is open. Currently the campus has three vehicles available for University-related business for faculty, staff, and authorized student use. Reservations are made on a first-come, first-served basis. Arrangements for key pickup and drop-off will be made at the time of the reservation. We follow the Safety Policies and Procedures Manual, Motor Vehicle Safety S35.10.1., which can be found in its entirety at www.wsu.edu/manuals_forms/PDF/SPPM/7-10.pdf.

Before return of a motor pool vehicle, it must be refueled and cleared of personal belongings and trash. Each motor pool vehicle must be returned with a full tank of gas. A gas card (including the PIN number) is located in the compartment below the radio to be used to refuel the State vehicles. Turn in state vehicle gas receipts to the Copy Center. It is important that you return the vehicle and keys at the time stated on your reservation. If you are returning a vehicle after business hours, leave the keys in the mail box located by the front entrance to the Copy Center (West 127).

State vehicles are for official use only and should not be used for personal business or side trips or taken home and left in a driveway to return when convenient.

Report all damage, needed maintenance and/or repairs on the paperwork provided when the car is checked out. There is an emergency kit in each vehicle. If you are involved in any type of accident with the State vehicle there is information located in the glove compartment as to each step to follow.

Lost and Found

Lost and Found is located in the Copy Center. Items are available to be dropped off or picked up during regular business hours (Monday through Friday, between 10 a.m. and 5 p.m.).

Campus Registrar

Nancy Roe, Campus Registrar
West 269D • 372-7351
registrar@tricity.wsu.edu

Office of Student Conduct

West 269 • 372-7358
conduct@tricity.wsu.edu
conduct.wsu.edu

WSU expects all students to behave in a manner consistent with its high standards of scholarship and conduct. Students are expected to uphold and be accountable for these standards both on and off campus and acknowledge the university's authority to take disciplinary action. The purpose of these standards and processes is to educate students and protect the welfare of the community.

Behavior that violates the WSU Student Code of Conduct, including plagiarism and academic dishonesty, should be reported to the Office of Student Conduct. The complete Code of Conduct is available online at conduct.wsu.edu

HUMAN RESOURCE AND BUSINESS SERVICES

Human Resource Services and Employee Benefits

Debra McCormick, Consultant
East 242 • 372-7302
debra.mccormick@tricity.wsu.edu

Jessica Mejia, HR Analyst
East 244 • 372-7244
jessica.c.mejia@tricity.wsu.edu

HRS Tri-Cities: tricity.wsu.edu/hrs/
HRS Pullman: hrs.wsu.edu

The Human Resource Services (HRS) office is designed to assist individuals with their employment needs. Our office hours are Monday through Friday, 8 a.m. to 5 p.m.

Mandatory Training

All WSU faculty and staff are required to complete the mandatory “Discrimination and Sexual Harassment Prevention” online training. You can read Dr. Floyd's message to faculty and staff here: from.wsu.edu/president/2012/mandatory-training/138441-message.html. Instructions for accessing this class online can be found here: hrs.wsu.edu/File/How%20to%20access.pdf

Faculty should also review the WSU policy regarding Discrimination and Sexual Harassment and the Policy on Faculty-Student and Supervisor-Subordinate Relationships. Links are given below.

Policy Prohibiting Discrimination and Sexual Harassment

public.wsu.edu/~forms/PDF/EPM/EP15.pdf

Policy on Faculty-Student and Supervisor-Subordinate Relationships

public.wsu.edu/~forms/PDF/EPM/EP28.pdf

Business Services Office

tricity.wsu.edu/business-services

Nancy Carr, Grant Administrator/Business Manager
nancy.carr@tricity.wsu.edu

East 262 • 372-7362

The Business Services Office includes payroll, travel, cashier, accounts receivable, accounts payable and sponsored research pre- and post-award review for the WSU Tri-Cities campus. It also assists departments, units, and other offices in performing their administrative functions.

Services include:

- Processing all administrative documents related to the fiscal and personnel activities of the campus. This includes monitoring documents to assure accuracy and compliance with established policies and procedures.
- Reviewing existing fiscal and personnel procedures and services, recommending, developing, and implementing new procedures where warranted.
- Assisting and advising directors and unit heads, faculty and staff on federal, state, and institutional policies and procedures relating to personnel, purchasing, travel, payroll, accounting, and grant and contract administration and other fiscal areas.
- Interfacing with the Controller's Office, Budget Office, Purchasing Office, Travel Office, University Receivables, Payroll, Office of Grants and Research Development (OGRD), Sponsored Research Services (SPS) and various other offices on the Pullman campus.

The WSU Tri-Cities forms referenced in this section, processes, and staff contact information can be found on the Business Services website at tricity.wsu.edu/business-services.

Accounts Payable

Steve Konzek, Fiscal Specialist

East 262 • 372-7379

skonzek@tricity.wsu.edu

Accounts payable is responsible for monitoring the status of and processing invoices for payment for department orders (K-order) field orders (F-orders), and contracts. Invoices should reference the WSU purchase order number and budget coding.

Campus Cashier and Student Accounts

Kathy Harper, Fiscal Specialist

East 254 • 372-7498

kharper@tricity.wsu.edu

The campus cashier is responsible for cash advances, petty cash, all cash handling and various other duties related to the functions of the Business Services Office. Any checks received are to be turned in immediately to the Campus Cashier. For personal reimbursements, please fill out a Washington State Invoice Voucher and submit to Kathy Harper at the Cashier's window or via email.

Interdepartmental Requisition and Invoice (IRI)

IRIs are used to purchase services from other University departments (i.e. business cards, computer site licenses). Please complete a Purchase Request (PR) form, specifying that purchase/service is from another University department and submit to Kathy Harper.

Grant Administration

Christopher Cree, Grants Coordinator
East 218 • 372-7131

Paula Rushmeier, Grants Specialist
East 218 • 372-7246
grants@tricity.wsu.edu

Grant Specialists are available to support departments in submittals of proposals for outside sponsored research funding, as well as assistance in reviewing expenses and effort certifications after award. Submission guidelines and the process flowchart along with other grant forms and instructions are available on the Business Services website. Once a grant opportunity has been identified please consult with a Grants Specialist to help determine WSU's eligibility, grant requirements, and internal WSU processes to ensure a timely submittal.

Payroll

April Bell, Permanent Employees
Kathy Harper, Temporary Employees, A-L
Michele Hitzroth, Temporary Employees, M-Z
East 262 • 372-7260
payroll@tricity.wsu.edu

The Payroll Office is responsible for creating appointments for all faculty new hires and adjunct faculty for the academic year and summer teaching or research appointments, and is responsible for time slip (hourly wage) payroll. The office also processes changes in faculty salaries as well as Expense Assignment Actions.

Purchasing

Wendi Finkbeiner, Procurement Specialist
East 262 • 372-7201
purchasing@tricity.wsu.edu

There are a variety of methods available for purchasing including Purchase Orders and Visa purchasing card (P-card). For general information on purchasing, first check with the department administrator as most departments use a P-card for general office supply orders. All requests for purchased goods/services processed by the Business Office must be submitted on a Purchase Request (PR). The PR must include the budget number and be signed by the appropriate PI or department administrator authorizing the purchase.

Purchase Orders under \$10,000

Please complete a *Purchase Request* (PR) form and submit to the Business Office at least five days prior to the needed date. Priority handling is based on the “need” date listed on the PR form, which must take the vendor’s necessary lead time into consideration. A K-order (purchase order) is prepared and sent to the Vendor to complete the order. The department will receive a copy of the K-order in parallel for its files.

Purchases over \$10,000.00

Any purchase with a value of \$10,000 and above can only be processed through the Business Office. Please complete a *Purchase Request* (PR) form and submit to Purchasing. We will prepare the requisition which is forwarded to Purchasing Services in Pullman. Please allow at least two months for processing. Additional supporting documentation may be necessary, depending on the type of purchase. Please contact our office early in the process to assist in procurement efforts.

Purchasing – Academic Affairs

All purchasing requests that are processed in Academic Affairs begin by submitting a Purchase Request form to the appropriate department support staff. Please plan ahead to allow sufficient lead-time for your request to be approved, processed and the order shipped before you need the order. If a contract is involved, longer lead times are required.*

- | | |
|-------------------|---|
| Faculty | 1. Complete a Purchase Request. Your purchase request needs to include the budget number, vendor information, cost of item(s), description of item(s), quantity, and vendor’s stock or catalog number of item requested. Attach any additional documentation if necessary (i.e., printed shopping cart, conference registration information, etc.) If you are making a local purchase, an approved purchase request is required before checking out a p-card from the department. |
| Faculty | 2. Submit completed purchase request to appropriate Academic Director for budget approval. |
| Academic Director | 3. Review and approve purchase request, making sure a budget number has been identified for the purchase and that sufficient funds are available. (Note: If purchase is over \$500, request will require approval from the Vice Chancellor. (Academic Directors should advise as to whether to approve as a legitimate expense.) |

- | | |
|-------------------|--|
| Academic Director | 4. Submit approved purchase request to department support staff for processing. |
| Support Staff | 5. Enter and track orders in purchase request log. Obtain additional approvals if needed for purchases over \$500. Place order with appropriate vendor on P-Card or route to WSUTC Business Office for purchasing. |
| Support Staff | 6. Notify faculty when order is received and available to pick up. |
| Support Staff | 7. Reconcile transaction. |

Notes:

- General office supplies will be purchased directly from Office Depot (if available).
- All orders charged to grant funded accounts require approvals from the PI, Academic Director and WSUTC Business Office.
- All food purchases require a Request to Serve Food form along with a sign-in sheet of attendees.
- All orders charged to 17A funded accounts require an approved 17A justification form and 17A Purchase Request. Please include a justification as to how the expenditure is supported by a specific account in program 17A.
- Meal reimbursements (based on current allowable per diem rates) - receipts must be itemized or a receipt affidavit form will need to accompany the purchase request. A request to serve food form must also be submitted along with the purchase request (unless being charged to a 17A account). The purchase request needs to include the following information:
 - Identify person who is being reimbursed
 - Location and date of meeting
 - Purpose and benefit of meeting
 - List of attendees
- Search committees – submit itemized meal receipts directly to the designated search committee clerical support staff. Clerical support staff will submit paperwork to appropriate department support staff. A request to serve food form is not required for meals related to search committee meals.

*Department Support Staff

Business, Education, and Arts & Sciences	-	Academic Affairs
BSEL	-	Susan Wright
Viticulture & Enology	-	Debbie Schwenson
Nursing	-	Rhonda Bushmaker
Engineering & Computer Science	-	Jamie Rogers
Science Labs	-	Meg Mercer

Forms:

Purchase Request
Request to Serve Food
17A Justification
Receipt Affidavit
Sign-In Sheet

Contracts

Contracts require one to two months of lead time, depending on the nature of the contract. If a contract is needed, work with WSU Tri-Cities Purchasing. *Only a signatory authorized by the President may sign contracts.*

Travel

Michele Hitzroth, Travel Specialist
East 262 • 372-7270
hitzroth@tricity.wsu.edu

Pre-Travel Procedure (Academic Affairs)

Faculty

Contact Academic Affairs to obtain balance of available travel allocation. Each permanent full-time faculty member has a travel budget of \$1300 per fiscal year (\$1000 for research/conferences and \$300 for local). The fiscal year runs July 1 through June 30. *(Registrations and/or memberships that are part of a registration are also allocated from that \$1300 travel budget.)*

Faculty

Complete a Travel Request and obtain academic director approval.

- Ensure budget code is appropriate for the purpose of the travel and covers the dates of travel expenses.
- If travel is also being supported by another campus budget, faculty are responsible for obtaining written approval from the person authorizing the

expenditure. This authorization must also include an appropriate budget number, dollar amount being supported by that budget number, and dates of travel being supported. Written approval can be sent via email to appropriate department support staff*

- Faculty** Submit approved Travel Request to department support staff at least two weeks prior to departure date. The request should include pertinent conference registration information, preferred flight schedules, dates/times for rental car pickup, and any other documentation that will assist in helping to complete travel arrangements.
- Support Staff** Obtain additional approvals as needed for grant, startup and donor accounts.
- Support Staff** Register and make conference registration payment.
- Support Staff** Submit airline ticket or rental requests to the Business office for purchase.
- Support Staff** Provide faculty with copy of approved travel request and conference registration confirmations. Maintain originals in department files.
- Business Office** Provide faculty and support staff with electronic ticket itinerary and/or rental car reservation confirmation.
- Support Staff** Enter all expenses and maintain budget for each faculty member.
- Faculty** If travel plans are cancelled, notify department support staff.

*In the absence of support staff during sick/vacation time – the Business Office staff will be available to assist faculty with travel plans.

Post-Travel Procedure – Academic Affairs

- Faculty** Complete and submit an Expense Worksheet to department support staff along with any receipts. Worksheets are to be submitted by the tenth day of the month after conclusion of travel. Receipts need to be itemized and show payment to a vendor with zero balance due. If a receipt over \$50 is unavailable, lost, unreadable or inadequate i.e., does not depict a “zero” balance) – a Receipt Affidavit form needs to be submitted. Meal receipts are not required. Traveler will be reimbursed allowable per diem rates for meal expenses. This includes travel expenses being partially supported by another campus budget. If your travel is being supported solely through another campus budget, submit receipts directly to that campus.

- Support Staff** Prepare electronic TEV. Scan and upload receipts. Submit to faculty workflow for signature.
- Faculty** Review and approve electronic TEV. Submit back to department support staff workflow. E-Form Guide for TEV Signers: <http://public.wsu.edu/~forms/E-Guides/E-FormsForSigners.pdf>
- Support Staff** Forward returned TEV's to workflow for additional supervisor and expenditure authority signatures. All TEV's must be approved by the Vice Chancellor of Academic Affairs.
- Support Staff** Finalize by submitting approved TEV to the Pullman Travel Office.
- Support Staff** For expenses reimbursed on 17A accounts, provide department support staff with copy of the final TEV so that expenditures can reconciled as charged.
- Support Staff** Retain copy of final TEV along with original receipts in department files.

Travel Resources:

- [BPPM 95.00.1](#)
- [Meal & Lodging Rates/Per Diem](#)
- [Mileage Calculator](#)
- [Travel Charge Cards](#)
- [Cars](#)
- [Lodging](#) - General Information
- [Direct Bill For Non Employee Lodging](#)
- [Foreign Travel](#) (Includes Alaska and Hawaii)
- [Travel Expenses on the Purchase Card](#)
- [Aviation Security Enhancement Requirements](#)
- [Change in Check-In Procedures](#) (Pullman/Moscow Airport)

CAMPUS SAFETY

Scott Tomren, Industrial Hygienist 3/Emergency Response Coordinator
 BSEL 134 • 372-7163
stomren@tricity.wsu.edu

Washington State University Tri-Cities is committed to maintaining the safety of the students, faculty, staff, and visitors to the campus. As part of this commitment this Campus Safety Plan (<http://tricity.wsu.edu/safety/>) contains a comprehensive listing of policies, procedures,

statistics and information relating to campus safety, emergency management, and the health and welfare of the campus community.

Any employee who observes or who receives a report of unsafe conditions or activities on campus is expected to report that information to Environmental Health & Safety at 372-7163, or via the online "Safety Concerns Report Form" for investigation and resolution.

Emergency Notification

In the event of a significant emergency or dangerous situation involving an immediate threat to the health and safety of students or employees an Emergency Notification will be issued via multiple methods, including e-mail, text message, voice calls, public address announcements, and local news media. Sign up to receive campus emergency notifications through your MYWSU account by clicking the "Update Now!" link under "Tri-Cities Emergency Info."

Emergency Response

Each employee at WSU Tri-Cities needs to be familiar with the Campus Emergency Response Plan.

- In the event of an emergency, call 911, then the campus emergency line at 372-7234
- If there's a fire, pull the nearest fire alarm and exit the building promptly
- If you hear a fire alarm, exit the building immediately
- Review evacuation routes in your area. They are posted inside the door of each classroom. Instructors are responsible for ensuring that their students evacuate properly.
- Determine if there are any special evacuation needs for your students
- Identify the staging areas to your students (the blue emergency call station in the main parking lot for East, West and BSEL; the blue emergency call station in the CIC parking lot for CIC, and the WSU sign at the corner of George Washington Way & University Drive for the Wine Science Center)
- Remind the students to stay in that area until the evacuation is released.
- Do not use the elevators during a fire or an alarm
- Instructors must be able to account for their students at the staging area
- Remind students to take their belongings with them
- Direct the class in a calm, confident manner. Instructors should be the last one out of the classrooms
- Close the classroom doors

Evacuation drills and lockdown drills will be conducted on campus at least once per year, typically without notice.

Crime and Fire Statistics and the Jeanne Clery Act

Washington State University maintains records of crime statistics for the last three academic years in accordance with the "Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act" (originally the Crime Awareness and Campus Security Act of 1990). Federal law requires institutions of higher education in the United States to disclose campus security information including crime statistics for the campus and surrounding areas; maintenance of a daily crime log; and, providing timely notification and warnings of certain

types of crimes in the university community. WSU Tri-Cities' latest Annual Security Report is available at tricities.wsu.edu/safety/wp-content/uploads/sites/65/wsutc2013securityreport.pdf.

Authority and Jurisdiction of the Public Safety Department

The WSU Tri-Cities Emergency Management Office serves as the Public Safety Department for campus emergencies that are not 9-1-1 types of incidents (e.g. incidents which are non-life-threatening and not likely to cause physical harm).

The Emergency Management Office is responsible for a limited range of safety services to the Tri-Cities campus community. Employees are not commissioned officers and do not have authority to arrest individuals. Campus emergencies that are not 9-1-1 related may be reported by calling the campus emergency number of 372-7234. **All criminal activity and fire/medical emergencies should be reported by calling 9-1-1.**

A security company provides additional security for the WSU Tri-Cities campus Monday through Friday from 5 p.m. to 10 p.m. The security guard on duty follows the same instructions above when reporting campus emergencies.

The Richland Police Department has the responsibility to enforce applicable city, county, state and federal criminal laws at WSU Tri-Cities. RPD Officers investigate all reports of criminal activity that occur on WSU Tri-Cities campus property.

Access to Campus Facilities

Buildings are open to the public when academic classes are in session. After hours, buildings are secured and only persons assigned exterior door keys are allowed to enter or remain. Campus generally is closed on Sundays and on major holidays.

STUDENT SUPPORT PROGRAMS

The Learning Center

Library second floor • 372-7399

The Undergraduate Learning Center provides academic advising, free group tutoring on a drop-in basis, and learning support services for undergraduate students. The Learning Center is located on the second floor of the library in the CIC building adjacent to the Writing Center and houses tutoring for lower-level math, science, and core courses.

Career Development Office

Scott Koopman, Manager
West Building, Room 140

Email us at careers@tricity.wsu.edu

Visit us at www.tricities.wsu.edu/careerdev/

Find jobs and internships at www.cougcareers.tumblr.com or www.cougswork.com

View workshop dates, upcoming events, etc. and like us on www.facebook.com/wsutccareers

The Career Development Office prepares students to move successfully into their next step after graduation by assisting them in moving into graduate school, professional school, or into a rewarding career. It also helps the community of employers engage the campus to share jobs, internships, and professional development wisdom with the future workforce being educated on our campus.

AVID Center

Professional Development for faculty and AVID (Advancement Via Individual Determination) for Higher Education (AHE)

WSU Tri-Cities is committed to offering students a highly engaged classroom experience and has recently become an AVID-certified campus. AVID for Higher Education (AHE) is designed specifically to meet the needs of students attending a college or university. AHE resources systemically address the goals of increased learning, persistence, completion and success in and beyond college. When implemented with fidelity, AVID impacts the expectations and behaviors of postsecondary students, faculty, and administrators through research-driven and ongoing professional learning. WSU Tri-Cities is one of nine colleges and universities funded by the Michael and Susan Dell Foundation (MSDF) to participate in the development of AVID student success initiatives in higher education. The MSDF funds professional development opportunities for faculty throughout the academic year and your participation is welcome. Please contact the campus liaison, Kate McAteer, if you have questions or would like a copy of the instructional materials being used on campus.

Career Exploration

The Career Development office offers FREE professional development services and signature events to assist current students and alumni with the tools for a successful career pathway.

Professional development services include:

- One-On-One Career Coaching
- Weekly Workshops and Classroom Panels
- Resume and Cover Letter Writing and Review
- Interview Skills and Preparation
- Job, Internship, and Volunteer Search Strategies and Opportunities
- Networking Skills, E-Etiquette Skills, and Business Etiquette Skills

Signature events include:

- Career Fair
- Professional Fashion Showcase
- Industry Tours
- Professional Etiquette & Networking Dinner
- Business Career Night
- WSU Discover Your Major Quiz at <https://wsutricities.mymajors.com/quiz>

The Career Development office serves as a clearing house to post jobs and internships on our Tumblr blog for work-study or temporary (hourly) positions from WSU Tri-Cities departments and job openings within the community and state. Campus job openings for students are also posted in our office and on our Facebook page. The Career Development office does not secure employment or internships for students.

Students can schedule appointments by emailing a request, calling or stopping by the office.

How Career Development Can Help Faculty

Career Development can help faculty by:

- Finding/hosting in-class panel discussions of career themes relevant to your curriculum wherein they host 3-5 professionals from the community. Staff can lead the discussion or you can, your choice.
- Don't cancel that class! If you find you may have to cancel a class, let Career Development staff bring a relevant career topic to your students. They are engaging, give away SWAG, and are ready to go in a pinch.

How Faculty Can Help Career Development

Any student service is far more effective when it works in collaboration with faculty.

Specifically, you can:

- Volunteer to be part of one of our events: Professional Fashion Showcase, Career Fair
- Incentivize our events in your curricula
- Encourage students to attend or volunteer at events such as Career Fair, Professional Etiquette Dinner & Networking Reception or other events with assignments or extra credit
- Encourage attendance at one of the weekly FREE pizza workshops or one-on-one career counseling
- Send job or internship leads to Career Development for widespread communication to students
- Refer students to us for career-related needs: job and internship exploration, professional development, coaching, etc.

Disability Services Offices

Cherish Tijerina Pearson, Coordinator

West 269 • 372-7352

Washington Relay Service: 1-800-833-6388

ctijerina@tricity.wsu.edu

www.tricity.wsu.edu/disability

Our mission is to coordinate services to empower students with disabilities to participate and excel in every aspect of academic and campus life at WSU Tri-Cities.

Accommodations Requirements

To receive accommodations, students must submit documentation of a disability or limiting condition. Complete documentation establishes the individual as a person with specific functional limitations and provides a rationale for reasonable accommodations.

Students with Disabilities Accommodation Deadlines

In order to receive accommodation, a student must notify you that he/she is registered with disability support services. If you have a student registered with disability services who qualifies for testing accommodations, you must use the Proctoring Center to administer the exam unless the Proctoring Center is not open during your class time.

Below are two links. The first link is to the Proctoring Center website. The second link is to the Proctoring Center's days and times of operation for the spring 2016 semester.

- Proctoring Website: <https://tricitities.wsu.edu/proctoring>
- Exam Proctoring Schedule: <https://tricitities.wsu.edu/proctoring/wp-content/uploads/sites/46/Proctoring-Schedule.pdf>

Please review the days and times of operation in relation to your spring 2016 exam schedule. If you have scheduled quizzes/exams that will be given on a day/time that the Proctoring Center is not open, contact Cherish Tijerina Pearson (ctijerina@tricity.wsu.edu, 372-7352), disability services coordinator, by January 22nd to make alternate arrangements. Cherish will need the following information from you:

- Name of the student
- Course title
- Time of the course
- Date of the exam/quiz

If the Proctoring Center is open at the day/time you are giving your exam, you must use the Proctoring Center for the students requesting testing accommodations. Follow the instructions on the web site to make arrangements for the student.

Whenever possible, you should require students with accommodations to start the exam at the same time as it is scheduled in the course unless there is a scheduling conflict that can't be avoided. For example, a student who needs extended time may not be able to take two final exams on the same day because of scheduling overlap. A reasonable accommodation might mean the student could take one exam the next day.

Students who qualify for testing accommodations must be given the same quiz/exam as the rest of the class, even if the exam is proctored. Students have the legal right to request these accommodations, therefore it is imperative that the student is not singled out or embarrassed about their legal right to be given a reasonable accommodation.

Please note that all students are held to the same WSU Code of Student Conduct and the principles of academic integrity whether they take an exam in class or the Proctoring Center.

Importantly, it is your responsibility to contact Cherish Tijerina Pearson, disability services coordinator, by January 22nd with your alternate plan if you know you will need to make adjustments due to the Proctoring Center operation times. Moreover, faculty development is being planned to address our campus obligation to ensure access and opportunity for all students with a bona fide disability. I hope you will avail yourself of this opportunity to learn more about pedagogical strategies and approaches to create the most optimal learning environment for our students

Individual Education Plan (IEP) and 504 plans

Individual Education Plan (IEP) and 504 plans differ significantly from the accommodations and services that can be provided at the post-secondary level. Colleges and Universities do not provide testing and assessment free of charge. Parents and students are encouraged to educate themselves about this and other differences. One excellent source of information is the U.S. Office of Civil Rights' Transition Guide.

Student Counseling Services

Aphrodite Beidler, Counselor

West 263 • 372-7143

abeidler@tricity.wsu.edu

tricitities.wsu.edu/counseling/

Short-term mental health care for current WSU Tri-Cities students is available on campus from Aphrodite Beidler, LMHC. There is no fee for services, and strict confidentiality is maintained in accordance with the legal and ethical guidelines. We offer services in an atmosphere that is welcoming and comfortable for all students.

We offer the following services:

- Initial Assessment
- Individual Counseling
- Crisis Counseling Services
- Conjoint Counseling
- Consultation

TRiO Student Support Services

Shiloh Penland, Director

East 203 • 372-7157

triostudentsupport@tricity.wsu.edu

tricitities.wsu.edu/trio/

The TRiO Student Support Services Program provides services for talented students who meet federal criteria as low-income, first-generation students, and/or students who have a documented disability.

Veterans Center

West 203 • 372-7364

VetCorp • 372-7143

Nancy Roe, Veterans Advisor • 372-7351

tricities.wsu.edu/veterans/

The Veterans Center has staff to assist with educational benefits and a Vet Corp representative to assist with other services. The office provides student veterans with information about educational and community benefits, as well as a study area and informal gathering place. The Veterans Center is a great resource for all student veterans, whether they are veterans transitioning into college and civilian life for the first time, or perhaps a veteran who has just graduated and is seeking employment in today's work force.

The Writing Center

Simon Aebersold, Interim Director

CIC Library, Second Floor, 201E • 372-7372

Homepage: tricities.wsu.edu/writingcenter/

To book an appointment: <https://tricity.mywconline.com>

simon.aebersold@tricity.wsu.edu

The WSU Tri-Cities Writing Center is dedicated to supporting student writers at all skill levels and across the disciplines as they navigate the writing process (including understanding an assignment, prewriting, researching, outlining, drafting, revising, and editing). The Writing Center is a positive learning environment where students composing in any medium or genre (including research papers, argumentative essays, PRs and proposals, creative narratives, lab reports, DTC assignments, etc.) can find resources and meet with our peer writing consultants in personalized, one-to-one, 30-minute appointments. Through collaborative revision, we not only help students to improve a given assignment, but also to meet university and course expectations by developing and refining effective writing skills. Writing Center consultants are also trained to assist students with digital and technological aspects of their assignments (including effective document layout and design, successful use of graphics and images, and other aspects of visual rhetoric,) and how to solve common computer-related problems. The goal of the Writing Center is not just to improve individual assignments; it is to help students become better writers. By doing this, we believe that we support the success of our students, faculty, and university community.

All Writing Center services are free to students, and consultations are available by appointment or walk-in. The Writing Center is closed during the first two weeks and the last half of finals week of every semester. The Writing Center is open Monday through Thursday from 10 a.m. to 5 p.m. and Friday 10 a.m. to 2 p.m. It is recommended that students come prepared with a copy of their assignment and specific questions or issues to address.

APPENDIX A

Executive Ethics Board Guidance FAQs

www.ethics.wa.gov/

The Executive Ethics Board has adopted Frequently Asked Question to help state employees comply with the Executive Ethics Act, RCW 42.52. The following excerpts provide answers to some of the most frequently asked questions. You can find all of the Frequently Asked Questions and answers at the link above.

Use of State Resources

1. ***Can state employees use their computers to listen to internet radio while at work?***

Answer: No. To use the internet radio takes up a bandwidth and goes beyond a *de minimis* use.

2. ***What is the real bottom line when it comes to personal use of state resources?***

Answer: So long as the use is brief, infrequent, of little or no cost to the state, is not disruptive, does not support a private business, and does not support or oppose candidates or ballot issues, the Board has said that a *de minimis* use of state resources would not violate the ethics law.

3. ***What does “occasional,” “brief” and “infrequent” really mean?***

Answer: While these terms have not been formally defined, staff has interpreted them to mean just that: the use is no more than once a day and lasts a few minutes, so long as there is no disruption to your work or to the work of others.

4. ***I won a door prize at a conference I attended. Can I keep it?***

Answer: That depends. Assuming that the door prize was offered to all attendees, if your attendance at the conference was paid by your agency, the prize belongs to the agency. If you paid your own way to the conference, then you may keep the prize.

5. ***What should I do if I see someone violate the law?***

Answer: There are several things you can do. First, you can confront the employee and let them know that they are violating the law. You can also notify the employee’s supervisor and let them deal with the situation. You can file a complaint with the state auditor under the Whistleblower Act, and finally, you can file a complaint with the Executive Ethics Board.

6. ***Can I use the internet for personal reasons on a break or lunchtime?***

Answer: See the *de minimis* usage.

7. ***May I use the government rate offered by hotels in I am not traveling on business?***

Answer: If the rate is offered to all government employees, whether or not they are on official business, then yes. If the hotel requires you to be on official business, then you cannot accept the government rate. To do so would be to use your official position to secure a special privilege.