

PHILLIPS THEOLOGICAL SEMINARY

INFORMATION FOR INSTRUCTORS

1. Arrangements:

a. Syllabus: Each instructor is expected to prepare a comprehensive syllabus. Depending on how and when the course is offered, the course syllabus is to be available to students as follows:

- In semester-long courses, or concentrated courses that meet mid-semester, syllabi must be distributed to students no later than the first day of the semester.
- In the case of concentrated January term or summer term courses, syllabi need to be available for students at least six weeks prior to the opening session so that students can buy their books, begin reading, and prepare initial assignments.

In addition:

- Those instructors teaching concentrated courses that meet in the January term, mid-semester in fall or spring, or in the summer term should be aware that although class contact hours are concentrated in one week, such courses are considered semester-long courses in which pre-class preparation and post-class assignments are expected.
- Those teaching courses with a weekend format may also expect academic work before the first and after the last session, depending on the precise course schedule. Final assignments should be due near the end of the semester. Please consult with the dean concerning the deadline for grades for graduating students and continuing students.
- See the document “Syllabus preparation” for further information.

b. Classroom assignments: Ms. Copenhaver reserves classrooms for all courses. Please email her at staci.copenhaver@ptstulsa.edu or call her at (918) 270-6466 to learn where your class will meet.

c. Special Needs: PTS has two classrooms that are outfitted with audio-visual equipment. PTS also has portable projectors, powerpoint presenters, as well as a tv/dvd/vcr that can be reserved for use in the other classrooms. To verify we have the equipment you need, or to ensure our equipment works with your PC, please contact Ms. Copenhaver well in advance of your class session to discuss details.

d. Office space: We have one office that may be shared each semester by our adjunct faculty members. This will give you a place to meet with students and work when on campus. See Staci Copenhaver for information.

e. Campus I.D. Badges: Karla Jodoin, director of communications, will take your picture and Tonee Jordan, receptionist, will create a campus I.D. badge for you. Please contact Tonee Jordan at our reception desk (918) 610-8303, to make arrangements. Your badge should be worn on campus; it also serves as your access key to the building.

f. Communication/Information: A mailbox will be provided for you on campus. You should check it each day you are on campus for important information (including class rolls, community newsletters, grade sheets, and deadline notices). If necessary, we will also mail materials to your home or office, as you request. Of course, we use Email as our primary means to communicate, so we hope you regularly check for PTS-related messages.

g. Parking: Parking is readily available in front and behind our building. For security purposes, please register your automobile by completing a vehicle identification form at the front reception desk before your first class session. If you teach in the evening, we request that you park in the lighted and gated lot behind the building. A code will open the gate to exit after 6:30 p.m.

2. Library:

a. Resources: The library is more than its collection of approximately 90,000 volumes and numerous databases. We are a service agency for the faculty, and assist in teaching students in achieving research excellence with an eye to being life-long learners. Our library catalog can be accessed online through the library website at www.ptstulsa.edu/library.asp. Among the online databases we offer through EBSCOhost are ATLA Religion database, ATLA Serials project, New Testament Abstracts and Old Testament Abstracts. If you are not on campus you will need to type in a user ID and password: s3477282; password (yes, that is the password, everything is case-sensitive). The library is in the process of establishing a proxy server for our databases, so the procedure will change soon. We will notify you! PTS faculty and students also have check-out privileges at the library at the University of Tulsa. You will need to consult with the PTS library staff about appropriate procedures and show your PTS I.D. badge at TU in order to check out materials. The library welcomes liberal faculty input with regard to our collection development. We foster faculty research, and pick up interlibrary loan charges.

Should you need library access after hours, please contact Sandy Shapoval at sandy.shapoval@ptstulsa.edu so arrangements can be made. Check out privileges are liberal (3 months per check-out period for faculty), and we do *not* have overdue fines. And yes, food, drink, and conversation are welcome.

b. Reserve Books: If you wish to place any books, journal articles, audio, or visual materials on reserve, contact the library reserves office. Mary Coniglio is the current librarian: (918) 270-6427. Email is an efficient communication for the office: mary.coniglio@ptstulsa.edu. Many faculty make heavy use of electronic reserves: text, audio, and video. Since creating electronic reserves is labor-intensive, please contact the reserves office well in advance of the first day of class so that we can obtain copyright clearances for these items. Obtaining copyright clearance can take up to a month, so planning with reserves is critical so that your materials will be ready and legal for students!

3. Books and Dates:

a. Textbooks:

Booklists are requested by the dean's office prior to each semester. In Tulsa, textbooks are also ordered for us by Cokesbury Bookstore, and sold on campus during the first two weeks of each semester. Most students prefer to go online to the PTS website (www.ptstulsa.edu) to obtain the booklists. As it is received, Cokesbury adds the textbook information to the virtual bookstore link of the PTS website. Book dealers in Oklahoma City and Wichita may order books for seminarians who live in or nearby those cities. Students may also choose to order books through online book sellers.

4. Blackboard Course Management System:

All instructors and students of PTS now have access to the Blackboard Learning System 9, which provides a website for each class, helpful communication tools, and other online features to enhance teaching and learning. Instructors should contact Staci Copenhaver to receive relevant information.

5. Evaluations:

Our practice is to ask students to evaluate every class. Course evaluations are conducted through Blackboard. Staci Copenhaver will create the evaluation courses and initiate the process during the last week of the semester. A report of the evaluation will be sent to you the following semester by the dean, who will also give you an opportunity to review the student comments.

6. Procedures:

a. Photocopying materials for class: If you have materials in limited quantities that you wish to hand out in class, see Tonee Jordan at the front reception desk for a copy code. If you have questions about copyright issues, please consult with the dean or library staff.

b. Class roll: Before the first class session, please pick up a printout of your class roll from your mailbox, which is located in the main workroom. The class roll must be verified, signed, and returned to the registrar after the first class session. After any necessary revisions, a final class roll will be prepared and given to you.

7. Academic Rules and Regulations:

Please consult the current PTS catalog (www.ptstulsa.edu) for academic policies. New student handbooks, which also provide further helpful information, are distributed by the first day of class each semester. The deans are always available to discuss policies and procedures.

8. Policies Regarding Reading and Writing:

Suggested workload for each semester-hour of graduate credit:

a. Reading: approximately **300-400 pages per semester-hour**, depending on the type of material.

b. Writing: One major research paper and/or several smaller papers, critiques, reviews, project reports, group project reports, etc. are typically required to assess student learning. Take-home exams and occasionally in-class exams may also be used.

c. Class Preparation: approximately 3 hours outside for every hour in class.

9. Guided Readings (Advanced Individual Research) Expectations

Students enrolled for advanced individual research courses are normally expected to read more than indicated above for a typical course and to engage in a significant research project on a topic selected in consultation with the instructor. Instructors may require occasional meetings on campus or online. Forms for independent study may be obtained from the Office of the Registrar. They must be approved by the instructor and the dean.

10. Attendance Policy:

The seminary faculty has approved an attendance policy which should be printed on your course syllabus and is applicable for all students. The policy reads: "Class attendance and participation are important. Any student who misses 20% or more of the class contact hours for a course, for any reason, cannot pass or successfully audit that course. The intention of the policy is not to be punitive, but to recognize that students should retake courses for credit if they miss a significant number of the class contact hours" (PTS catalog). The Seminary faculty and administration enforces the policy consistently. Accordingly, you should keep good records of student attendance, should questions arise.

In an online class, the instructor will set forth in the syllabus the requirements for what constitutes class attendance. The standard may change from week to week depending on the assignment. Typically, attendance is measured by posts-per-week on the discussion board or other activities. The instructor sets the minimum number of posts-per-week required for a student to be considered present. If a student fails to make that minimum number of posts-per-week, s/he will be considered absent for the week. If a student is absent for more than 20% of the semester, s/he cannot pass the course.

11. Disability Accommodations Policy:

Phillips Theological Seminary is committed to providing equal access to its programs of graduate professional education for all qualified students with learning, physical, medical, and/or psychological disabilities. The Seminary aims to provide reasonable accommodation for qualified individuals with a disability (based on clinical documentation) to ensure their access and participation in Seminary programs. For details, see "Disabilities Policies and Procedures" in the 2009-2010 Student Handbook, pp 17-18. (The Student Handbook is located on the PTS website (www.ptstulsa.edu): go to **Worship & Community** tab in far left column; select **Student Handbook**. Policy found on pdf pages 22-23.) Please contact Belva Brown Jordan, the Associate Dean for Admissions and Student Services, for consultation.

12. Liaison Persons:

- a. Academic matters:** Joseph A. Bessler, Acting Dean.
- b. Disabilities procedures:** Belva Brown Jordan, Associate Dean for Admissions and Student Services.
- c. Office support matters:** (supplies, etc.): Staci Copenhaver.
- d. Registrar:** Toni Wine Imbler
- e. Facilities:** Gina Robertson.
- f. Security:** Danny Melton.

13. Salary Payment Schedule:

- a. Check(s)** will be issued to you per your contract. PTS pays through direct deposit to your bank account. A voided check or deposit slip will need to be provided to Susan Voigt in the business office (918) 270-6415.
- b. W-4 or W-9 Form.** One of these forms needs to be completed each new calendar year in the PTS business office. See Susan Voigt.
- c. I-9 Form.** This form needs to be completed in the PTS business office only once upon first employment. Please bring at least **two** government-issued forms of identification (e.g., your **passport, social security card** (just knowing your number is not sufficient), **driver's license**). This is a government regulation that must be satisfied before a check can be issued. See Susan Voigt.

14. Other:

- a. Campus Map:** consult the PTS website, or receive a copy from the front reception desk.
- b. Semester Schedule:** consult the PTS website <http://www.ptstulsa.edu/Schedules>.
- c. Weather Alerts:** In case of dangerous weather conditions, listen to the local weather report to evaluate conditions in your area and along your route to campus. Visit the homepage of the PTS website for weather-related announcements, or call the **PTS Weather Line** at **(918) 270-6467**. The Dean makes decisions regarding on-campus class cancellations. Classes cancelled for bad weather are sometimes made up through a scheduled Blackboard class discussion, or if necessary, by a make-up class during the designated "reading week" (or, in some cases, during concentrated course week).
- d. Illness:** If you are ill and unable to meet your class, please call the dean's office as early as possible. Students will be notified.
- e. Receiving and returning papers:** When you permit papers to be mailed in, please instruct students to mail them directly to you either at your personal address or our PTS address where you can pick them up from your mailbox. Students expect papers to be returned in their campus mailboxes in the student commons. Please know that privacy regulations require that all evaluated papers returned in these mailboxes must be returned in sealed envelopes. You may deliver student papers to our front desk and Tonee Jordan will place them in envelopes and then into student boxes. If students wish to have papers returned to them by surface mail rather than being put in their boxes, instruct them to bring self-addressed and stamped envelopes for that purpose. Remind them to calculate carefully the required postage. If the postage is insufficient, the papers will be placed in the student's mailbox.