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## II. The Department of Recreation Park and Tourism Studies

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Dear Students:

On behalf of the faculty, staff, alumni and emeriti welcome to Indiana University and the Department of Recreation, Park and Tourism Studies. Congratulations on furthering your education. The experiences, relationships and learning of graduate study are things that stay with many people for a lifetime. I hope that you see this endeavor as an opportunity. Although graduate study will require a good deal of effort on your part, make the most of this opportunity to fully engage in your studies. I encourage you to be an active participant in your own education.

You are entering your graduate education at an auspicious time in the life of our school. With our recent transition to a school of public health, we have an opportunity to position recreation, parks and tourism as central to the mission of ensuring the health of the public. We encourage you to play a role in collectively advancing our profession.

Regards,

Bryan P. McCormick, Ph.D., CTRS
Professor and Chair
Department of Recreation, Park and Tourism Studies
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***

Dear Graduate Students,

Congratulations and welcome to the RPTS family at IUB! I understand that your decision to commit to graduate studies is a big step, and I am excited that you have chosen to further your education at IUB. I hope you will find your life, study, and work here enriching and rewarding. In order to get the most out of your graduate school experience, I encourage you to actively participate in the academic and social activities in the department, the school, the university, and the Bloomington community.

Please remember that faculty and staff in RPTS are here to help and lend support. We try to be good resources for your academic endeavor. This resource book lists some important information for incoming graduate students. I hope you find it useful while you are learning about graduate studies at RPTS.

Thank you for including RPTS in your journey of continuing your education at the graduate level.

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II. The Department of Recreation Park and Tourism Studies

Mission Statement

We provide global academic leadership and excellence through teaching, research, service and scholarship in outdoor recreation and resource management, recreation administration, recreational sports administration, recreational therapy, and tourism management. We accomplish this through a humanistic approach to utilizing innovation, collaboration, and application of technology. Our scholarship affects students, colleagues, professionals, and citizens in local, national, and global societies.

Vision Statement

We are diverse team of colleagues dedicated to the improvement of the quality of life through leisure. We accomplish this by global academic leadership and excellence in the development and dissemination of a body of knowledge.

Values Statement

We believe in the following:

- The essentiality of recreation and leisure to the health of all people.
- The need for professionally trained persons to plan and administer programs, design and manage facilities, and guide users in the healthy expression of leisure.
- The interdisciplinary nature of the profession, and the importance of synthesizing the social, administrative, environmental, and health sciences through the study of leisure and recreation.
- The need for faculty and professional staff to provide leadership for the profession at municipal, state, national, private and commercial levels through research, teaching, and service.
- The requirement for faculty and students through research and scholarship to add to the body of knowledge in the field.
- The importance of sustaining fundamental development in pedagogy, curriculum design, and instructional technology.
- The importance of parks and places for recreation and leisure pursuit.
- The academic competencies of faculty expressed in terms of their impacts on communities through research and professional practice.
- Public services programs bridging the gap between research and professional practice.
Description of the Program

The Department of Recreation, Park, and Tourism Studies (RPTS), is the oldest continuous recreation and leisure studies program in the country, having been founded in 1946, as part of the School of Health, Physical Education, and Recreation. The School of Public Health (SPH) has gained a reputation as one of the top graduate schools in the country. The Department is one of the largest in the country, with 19 full-time faculty members, 12 part-time faculty, 3 lecturers, and 16 associate instructors/graduate assistants. The Department has a variety of external activities and initiatives, including Bradford Woods, the Eppley Institute for Parks and Public Lands, the Leisure Research Institute, the National Center on Accessibility, cooperative agreements with the National Park Service and U.S. Forest Service, the Executive Development Program, and the Great Lakes Park Training Institute. The goal of our graduate program is to prepare students to enter careers as scholars, high level practitioners, teachers, and researchers. As such, a strong emphasis is placed on academic achievement, coupled with opportunities for professional development through practical application.
Faculty and Staff

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For over 50 years Bradford Woods has been providing recreational, educational, and leadership development opportunities to youth and adults locally, nationally, and globally. Today Bradford Woods services over 25,000 people annually representing many walks of life and many places of the world.

<table>
<thead>
<tr>
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The Eppley Institute is dedicated to meeting the needs of park, recreation, and public land organizations. As a unit of Indiana University’s Department of Recreation and Park Administration, Eppley combines academic expertise with real-world experience to design practical solutions that work.

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<thead>
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The National Center on Accessibility promotes access and inclusion for people with disabilities in parks, recreation and tourism. Based at Indiana University and established in 1992 through a cooperative agreement with the National Park Service, NCA has emerged as a leading authority on access issues unique to park and recreation programs and facilities.

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<tr>
<th>Ray Bloomer</th>
<th>Nicole Montembeault</th>
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<tr>
<td>Director Education &amp; Technical Assistance</td>
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<tr>
<td>Phone: (812) 856-4424</td>
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<th>Linda Robertson</th>
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<td>Email: <a href="mailto:ajvoigt@indiana.edu">ajvoigt@indiana.edu</a></td>
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<td>Email: <a href="mailto:cook32@indiana.edu">cook32@indiana.edu</a></td>
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The IU Tennis Center is an indoor tennis membership facility serving students, faculty and staff at Indiana University, the IU Men & Women’s Varsity tennis teams, and the surrounding Bloomington community. The IUTC promotes the positive health, cultural, physical, mental, and social benefits of tennis through programs such as Instructional Clinics and Cardio Tennis. The IUTC a thriving auxiliary of the School of Public Health-Bloomington housed within the Department of Recreation, Park and Tourism Studies. The IUTC is the only eight court indoor tennis facility within a 50 mile radius. Currently, there are over 1,300 active members of which 33% are juniors (18 or under); 29% are public (non-IU affiliated); 24% are IU faculty/staff; and 15% are IU students. The IUTC complex is home to USPTA Master Pro/2009 Midwest Pro of the Year/Tennis Hall of Famer coach Mike O’Connell, the history-making Division-I Women’s Tennis winningest coach Lin Loring, and the 2009 Big Ten Singles Champion under the leadership of coach Randy Bloemendaal.

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The Mission of the Great Lakes Park Training Institute is to provide the very best training and education programs that benefit all allied park and recreation agencies, professionals, and technicians at all levels by providing a learning environment to share new ideas, learn, and gain knowledge relating to successful operations, techniques, and methods in their respective fields.

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<tr>
<th>Stephen A. Wolter, Director</th>
<th>Jeremy Hackerd, Assistant Director</th>
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<td>Phone: (812) 855-0899</td>
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<th>Kelli A. Market, Assistant Director for Fiscal Administrative Operations</th>
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<td>Email: <a href="mailto:kmarket@indiana.edu">kmarket@indiana.edu</a></td>
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III. Getting Started - Nuts and Bolts

Username (aka: Network ID)

Your username is used for all computer applications for the entire university. Use this to login to register for classes, check e-mail, access Onestart and Oncourse, nearly everything requiring computer access. You can obtain your username from the University Information Technology Services (UITS) office in the IMU, or by logging onto http://itaccounts.iu.edu and following the instructions.

Your E-mail: yourusername@indiana.edu

This account must be activated by you. Go to http://itaccounts.iu.edu and follow the instructions. The most popular e-mail program is Webmail: http://webmail.indiana.edu

Your Student ID

To obtain your University ID, go to the 2nd floor of the IMU Bookstore to have your photo taken and obtain the ID card. You must be registered for classes and have a photo ID with you. You can add money to your ID (via Campus Access or Union Plus) which allows you to use your ID as a debit card to buy food on campus & around town, use copy machines, etc.

Registering for Classes

Your advising worksheet form can be obtained from SPH 133. Meet with your advisor, complete the form, have your advisor sign it, and submit it to the secretary in the Dean’s office (SPH 115) who will approve you for registration. Once that is done, login to Onestart (https://onestart.iu.edu) and click on the “Register for Classes” link.

Parking Permits

If you plan to drive to campus often, AI/GAs can obtain a parking permit from Parking Operations in Franklin Hall Room 215, or ordered online at www.parking.indiana.edu. Permit options include: A permit available to faculty, staff, and Associate Instructors; C permit available to AIs, GAs, and other qualified people; and E permits for everyone else and not worth the money unless you live outside the reach of the bus routes. Warning: unless you arrive on campus early, parking spaces on campus can be extremely difficult to find. Bike permits are also available for $5. Both IU and City of Bloomington busses are available free of charge with a student ID. Schedules can be obtained from any bus.
**Getting Wired, Software Deals & Instructional Technology Training**

IU has awesome discounts on computer software/operating systems (e.g., Office 2003 or XP CDs for ~$25, or free if you download it: [http://iuware.indiana.edu](http://iuware.indiana.edu)), available at the Computer Connection on the mezzanine level of the IMU. University Information Technology Services (UITS) also puts out a CD called IUware which contains licensed software packages, Indiana University-customized installers, and instructions for their use, as well as virus protection packages and other goodies. IUware is available with a student ID for $5 at the Computer Connection, or at the UITS Support Center in the Information Commons of the Wells Library. You can also download the contents for free [http://iuware.indiana.edu](http://iuware.indiana.edu) if you have access to the internet (you will need your username and password). UITS also provides numerous workshops and trainings for just about every available computer program. See the website for a schedule of trainings: [http://ittraining.iu.edu/](http://ittraining.iu.edu/)

**Printing**

Each graduate student receives a print quota of 1,000 pages per semester. You can check your quota at [https://stcweb.stc.indiana.edu/print/account.cfm](https://stcweb.stc.indiana.edu/print/account.cfm) and clicking on “Printing Services.” Color copies are available and will be charged to your bursar account. Large color posters (e.g., for presentations) can be printed at the Information Commons in the Wells Library.

**Network Storage**

You can store electronic files in your Oncourse site ([https://oncourse.iu.edu/portal](https://oncourse.iu.edu/portal)) which can be accessed from any computer connected to the Internet.
IV. Physical Facilities & Administrative Procedures

Offices

In addition to faculty offices in the 133 suite of SPH, faculties are located on the 1st floor of the east hall in rooms 156 and 158; in Showers Plaza at 10th and Morton Street; and at Bradford Woods in Martinsville, IN. The Chairperson may assign office space in one of the department buildings, based on seniority as a graduate student and/or specific assignment.

Keys

Student Academic Appointees who have been assigned office space and SPH room 192 can obtain keys for those offices from Deanna Davis in SPH 127.

Office Hours

8:00am-5:00pm Monday-Friday

Telephones

- On campus calls: Dial only the last 5 digits of the number
- Off campus calls: Local call dial: local area code + phone number (do not dial “1” before the area code)
  Long distance dial: area code + phone number. (do not dial “1” before area code). When you hear the beeps, enter billing code number.
  Indy & other IU campuses: same as long distance dial instructions.

Fax Machine

A fax machine is available for official use in the SPH 133 mailroom. A long distance code is required to send a fax to a long distance number. See Support Staff for assistance in SPH 133.

Mail

Mail is picked up and distributed to mail box folders in SPH 133 twice daily (11am and 3pm). Every graduate student has a mail folder located in a file cabinet below faculty mailboxes in the Department mailroom in SPH 133. Please check you folder regularly.
Copies

Copy codes will be assigned to you as needed to fulfill your responsibilities as an AI/GA. Please see Donna Beyers if you need a copy code. The copy machine is for official use only. Please limit copies to 10 per document to maintain cost efficiency. If more than 10 copies are needed please use the Maxi duplicating service.

Maxi Duplicating Service (i.e., I need more than 10 copies)

When placing a maxi order please register for an account by visiting https://storefront.document.indiana.edu. Please see Support Staff to do this. Maxi orders are routed to RPTS staff for approval before printing; therefore, a minimum of a 48 hour lead time is required for all MAXI requests; further in advance for typically busy times, such as the start of the semester, mid-terms, and finals. Completed requests will be placed in your mail folder in SPH 133. Additionally, a course packet of your semester handouts can be developed and then sold to the students through the bookstore or through one of the local printing companies, including Maxi, Mr. Copy, and T.I.S. If there are any copyrighted materials, you will need clearance from the publisher and likely will need to assess a copyright fee.

Office and Teaching Supplies

See Deanna Davis in SPH 127.

Grades, Handouts, Assignments to be picked up

Please try to collect and pass out all assignments during your class time with your students. The office is not a suitable place for students to leave or pick up exams/homework assignments.

Book Ordering through IU Bookstore

Go to www.iubookstore.com and follow the “Faculty” link near the top, under the search bar. Need further assistance contact the RPTS office, 855-4711, or recpark@indiana.edu.

Audio/Visual Checkout

The Department has 4 laptops and 3 LCD projectors available for checkout. All items should be reserved in advance and checked out though one of the support staff. If you are unsure about how to set up the projector and laptop please seek assistance from a staff member in SPH Technology Services (856-4444).

RPTS & SPH Room Reservations

Please make all room reservations with Jennifer Reynolds in SPH 133.
Course Evaluations

Course evaluations (BEST forms) will be placed in your mail folder toward the end of the semester. There must be at least one student evaluation per course taught. Once completed, evaluations are to be returned to a support staff member in SPH 133. After grades are submitted, evaluation reports and summaries will be placed in your mail folder.

Syllabi Preparation

One electronic copy of your course syllabus needs to be submitted to Lorna Dawe for placement in the Department’s Accreditation files. A reminder e-mail will be sent with this request at the beginning of the semester.
V. Instructor Basics

Student Academic Appointees

Graduate students functioning as a student academic appointee may have one or more of the following responsibilities:

1. Serve as a graduate student engaged in or assisting with original, professional level research;

2. Serve as a graduate student in an academic department or in an administrative office assisting in work associated with the duties of faculty members or administrators such as library searches, curricular development, classroom assistant, or paper grading; or

3. Serve as a graduate student engaged in activities of teaching, lecturing, tutoring, instructing, and laboratory assisting in an instructional role.

The following information provides you with a few details on how to fulfill your role as a student academic appointee in an efficient and effective manner. The degree to which you will need the following information depends upon your assignment.

Professionalism

Professional behavior is expected of all graduate students, AIs and GAs. Standards of dress are not specific but should be appropriate to the situation, particularly when teaching a class. If you have questions on this issue, please feel free to discuss them with a faculty member or an experienced associate instructor.

All classes meet as scheduled and are cancelled only with rare exception, e.g., last minute illness. Known absences for professional commitments are usually handled by having a faculty member or associate instructor substitute by prior arrangement. An “Absence from Campus” form needs to be filed in SPH 133 when a class will be missed. This form will notify the department of the substitute instructor, length of leave, and assignments to be given.

Add/Drop

Associate Instructors may sign drop and add forms in accordance with the Registrar’s current academic calendar and guidelines.

Pass/Fail Option

Students may ask you how to take your class pass/fail. You should refer them to their advisors on this matter.
**Office Hours**

Student academic appointees with teaching assignments are expected to inform students of their office hours. Office hours should be flexible in order to accommodate student appointments to a reasonable degree. You also might consider holding office hours on back to back days, i.e., Tuesday and Wednesday rather than Tuesday and Thursday, to accommodate students’ academic schedules. Student use of office hours can vary greatly and thus you may find it works best to have office hours “by appointment.” If you don’t have office space you have several options, such as meeting in the SPH student lounge, at the picnic tables outside the SPH building, or reserving a room if more privacy is needed. Please email your office hours to the department email, reecpark@indiana.edu.

**Audio-Visual Equipment**

All classrooms in SPH (010, 012, 016, 013, 017, and 019) contain a TV/DVD/VCR, an active network connection data jack, and an overhead projector. Rooms 013, 017, and 019 are higher technology classrooms and include such equipment as a CD/DVD player, a PC, and a video/data projector (LCD projector.) Description of any classroom on campus is available at: [http://www.indiana.edu/~cts/roomdb/index.php](http://www.indiana.edu/~cts/roomdb/index.php). At this site you can see the physical layout of the classroom and the equipment available for use.

If you teach in a classroom designated as high tech (including high tech SPH classrooms), via e-mail you will be provided a password by the staff of Instructional Support Services (ISS) so you can access equipment in the classroom. If you teach in any classroom (SPH or otherwise) that does not have a computer/LCD and you wish to use this medium, you can do so by arrangements with the Deans’ Office or by contacting Classroom Technology Services via ISS on the web at [http://www.indiana.edu/~cts/equip_order.php](http://www.indiana.edu/~cts/equip_order.php). It is recommended that you use ISS for classrooms outside of SPH, then you will not have to transport the computer and/or LCD across campus yourself. The equipment will be waiting there for you. A last resort is to schedule use of the LCD and/or laptop from the RPTS department. It is a good idea to get a briefing on equipment use through SPH Technology Services (HTS) @ 856-4444. They will be happy to demonstrate its set-up and use in a classroom. Be sure to follow instructions for starting up and shutting down the system as posted on the LCD. It is important that when you are done, you shut down and don’t just turn off the system. Be sure to put the parts back in proper places. And finally, if the equipment is not working properly, notify the Dean’s office or SPH Technology.

**Library Reserves and E-reserves**

You can place course materials (e.g., books, course packet etc.) on reserve in the SPH library. Additionally you may submit articles to the library staff and request that they be placed on e-reserve. See SPH library staff person for procedures on how to do this. Once materials are placed on E-reserve, you will receive a password which is required for access to the reserve site. Providing this password to your students allows them to access the materials from any computer on the IU network.
Shredding Documents

It is YOUR responsibility to shred sensitive materials which should not be either disposed in the trash or recycled, e.g., exams, exam keys, etc. There is a locked box in the mailroom next to SPH 115 where any materials in need of shredding may be placed. All course-related materials, including exams, lecture notes, papers, etc. should be retained for one semester after teaching the course. This time is necessary in case any student questions a grade or overall course performance. If it is your final semester on campus, retain such materials for one month after class end and then shred.

Standardized Answer Sheets

The standardized answer sheets for examination (i.e., scantron or bubble sheets) can be requested from support staff. Completed tests and answer keys are to be taken for processing to BEST (Bureau of Evaluative Studies and Testing) in Franklin Hall, 855-3357. Check over the students’ answer sheets to be certain that all marks have been made properly: in pencil, dark enough and with circles filled in completely. Arrange all answer sheets in the same direction with side one face up. The scanner will reject sheets that are backwards or upside down. Alphabetizing by name is not necessary. If you have two or more versions of an exam, you’ll need two or more separate keys. Bundle your exam sets with rubber bands; be careful to not damage any sheets. You will receive a report that includes an alphabetical roster with raw scores, T-scores, percentile rank, score distributions, and an item analysis. The report is usually available within two to four working hours after submission to BEST.

An answer key must accompany the answer sheets brought to BEST for scoring. Use an ordinary answer sheet marked with the correct answers. The following information and sample key are provided by BEST (www.indiana.edu/~best/digitek_user_manual.shtml#AS) The KEY must be marked with a #2 PENCIL. The following additional information should appear on the KEY:

1. "X’s" must be blackened in the first four columns of the "Name" box.
2. Instructor’s name must be blackened in following the four X’s in the "Name" box.
3. The test date may be blackened in the "Birth Date" box (it will appear as test date on the computer printout).
Exams Outside of Class

Administering exams outside of the scheduled time is the instructor’s responsibility. You must have a place for the student to take the exam.

Midterm/Final Grade Reports

You will also receive an e-mail from the Registrar directing you to record mid-semester grades. You will receive a URL for access to record grades on-line. These mid-semester grades are used for advising purposes and are not recorded on students' permanent records. You will also receive e-mails from the athletic department (usually three times per semester) requesting an academic progress report for all university athletes in your class. They will provide a link to the on-line form you are to fill out in the e-mail.

Final grades are submitted electronically through Oncourse or OneStart. The registrar will provide instructions on how to do this toward the end of the semester.
**Posting Grades**

University policy prohibits posting grades or exam scores by name or entire social security number (university ID number is acceptable). Use *Oncourse* to post grades and exam scores and advise students to frequently check *Oncourse*. If you have questions about posting grades please contact Deb Szemcsak Assistant Director of Student Services at SPH Dean’s Office dszemcsa@indiana.edu

**Final Examination Schedule**

The final examination schedule is provided through the Office of the Registrar, at [http://registrar.indiana.edu/stu_services.shtml](http://registrar.indiana.edu/stu_services.shtml). This schedule must be adhered to so students may avoid exam conflicts (two course finals at the same hour, for example). If a student anticipates an absence from class at the scheduled examination time, he/she should discuss this situation with the instructor to consider possible options. **No exams are to be scheduled during Free Week (the week prior to finals.)** The policy of the Dean of Faculties requires that "...no major or final examination may be given during the last week of classes, and applies to all examinations except for practical tests at the end of laboratory periods. Papers or projects may be required for submission during Free Week only if students have been given ample opportunity to complete the assignment before the beginning of Free Week. The Saturday and Sunday before final examination week are reading days; they are not available for final examinations."

**Incompletes**

According to the Faculty Academic Handbook ([www.indiana.edu/~deanfac/acadguid/](http://www.indiana.edu/~deanfac/acadguid/)) “The grade of Incomplete may be given 1) Only when the completed work for the course is of passing quality, and 2) only upon a showing of such hardship to a student as would render it unjust to hold a student to the normal time limits. A student’s desire to avoid a low grade is not a legitimate reason to award an Incomplete.” An "I" should not be used to avoid giving an "F" and that "I" is only given under extenuating circumstances. Whenever an "I" is given, the instructor is to fill out a *Removal of Incomplete Form*. University policy automatically changes an "I" to an "F" after one year if the incomplete has not been removed. Therefore, if you assign an incomplete, please be very detailed as to what the student must do to remove the incomplete so that if you are no longer on campus, someone else may take care of it. Providing an incomplete is a privilege for the student, not a right.
Following is the School of Public Health-Bloomington Policy on Course Evaluation

Rationale

To ensure instructional accountability, final student course evaluations are an important component of the instructional accountability process. Results of surveys help instructors assess the effectiveness of teaching performance and help plan improvement strategies to create more meaningful classroom experiences.

Departmental Procedures

It is the responsibility of the Department Chair to assure that all instructors are aware of these policies. Each department will provide procedures for distribution of the evaluation forms, and to provide support supplies (e.g., pencils).

Associate Instructor Evaluation

Indiana University requires that each A.I. working directly with students, be evaluated. It is the responsibility of the supervising faculty member to explain the process to the A.I. and to make sure that the evaluation is completed. Results of these surveys should be discussed with the A.I. according to departmental procedures.

Suggested Final Course Evaluation Forms

Evaluation forms, with standard questions, are produced by Bloomington Evaluation Services and Testing (BEST), but instructors will have the opportunity to individualize the form. Using this evaluation form should not discourage instructors in administering additional techniques if appropriate. Instructors may obtain the evaluation forms from their support staff.
Administering the Final Course Evaluation

- The evaluations should be done within the last two weeks of class meetings and never after the last day of classes. Do not administer during final exam! Bring No. 2 pencils with you.
- The instructor should designate one or two students to distribute and collect the forms and then the instructor must leave the room. The students who distribute and collect the forms should not be your class assistants.
- The student(s) should distribute forms and remind the class to enter all pertinent information. They should enter the course name (section number not necessary, or you can write on the board before you leave), level in college and expected grade.
- After evaluations are collected, the students who distributed and collected the forms will promptly return the forms to the appropriate chairperson's office. These forms should be placed in a campus mail envelope with the addressee SPH 133. In the envelope should be the completed course information sheet. See sample below and directions for completing it.
- It is the responsibility of the Chair's office to have the evaluations processed by BEST and to have the results sent directly back to the instructor after the final day for grade submission. NOTE: Course evaluations are the property of the individual instructor. Associate Instructor course evaluations are first reviewed by the Chair and then shared with the instructor.

The following information should be completed with a No. 2 pencil before administering evaluation:

1. Your last name and initials (as the faculty)
2. Course number
3. Return to SPH 133
4. Year
5. Class size
6. Section number
7. Faculty status (Associate)
8. Term
9. Course level
VI. TEACHING SKILLS

Before the First Day of Class…

Much of your comfort on the first day of class will depend on what you do in the days that precede your first class. Three activities to reduce stress are:

1. Have at least two to three weeks of lectures/class plans prepared before classes begin.
2. Ensure that all of your materials are ready for the first class.
3. Check out the classroom- not only check the online source for layout and AV equipment (www.indiana.edu/~classrms/iub/index.html) but also walk there to time the walk and find your way.

Help in Creating Your Syllabus

Sample materials from previous semesters are available in SPH 133; see one of the support staff for access. Another excellent and valuable resource is often the person(s) who has taught the course previously. Ask to see their material and discuss ideas with them. Information on how to develop a syllabus will be presented at the SPH Pedagogy workshop during orientation. All AIs are expected to attend. Useful information, including syllabi construction is also available at www.iub.edu/~teaching/handbook_1.shtml You will be asked to provide a copy of the syllabus for each course you teach every semester that you teach. We have many different instructors teaching. Keeping syllabi on file will help students considering the course to know what to expect and will aid the support staff when asked questions about our courses.

The Teaching Resources Center (part of ISS) provides the following guidelines for your first day of teaching:

The first day of class can be an anxious experience for your students. Students enter the first day of class with at least four questions (Erickson, 1984):

a. Is the class going to meet my needs?
b. Is the teacher competent?
c. Is the teacher fair?
d. Will the teacher care about me?

To this list we should add:

a. Will I be able to succeed?
b. What does the teacher expect from me?
c. What will I need to do to get a good grade?
d. Will I be able to juggle the workload for this course with that in my other courses?
Have Your First Set of Lesson Plans Ready

The first few weeks of the semester are hectic for all, including you! It is unrealistic to expect to have an entire course ready to teach when you enter the classroom the first day. In the process of creating your syllabus, however, you will have thought through the sequence of the course and will have a rough idea of what you expect to include with each topic. At this point, you need to be very specific about what you plan to do in these early sessions, as these classes at the start of each semester have a tremendous impact on the impression of you as the instructor. As you think about what you will do with these early weeks, ask yourself such questions:

- What will I cover?
- In what depth will I explore the topic?
- Will I rely mainly on lecture?
- Do I plan to use discussion?
- Would I like to use alternative activities?
- If I do plan on a variety of approaches, how will I mix it up?
- What tone do I want to set for this course?

Have Your Class Materials Ready

Be sure to have your syllabus and any other materials that need to be copied to the support staff at least three or more days before your first class. You will want to have sufficient copies to distribute to your students. You can check class enrollment online through the Registrar’s home page. It is also a good idea to visit the IU Bookstores to see that your textbooks and other required materials are available and their prices (new/used). Although the book orders go through the IU Bookstore, books will be on sale at the IU Bookstore locations (IMU and Eigenmann Hall) and TIS Bookstore (3rd and Jordan). If you have placed materials on reserve, check to confirm that they are ready.

Polishing Your Teaching Skills

The following excellent resource is available at www.iub.edu/~teaching/handbook_1.html, the location of the Teaching Handbook for IUB, campus instructional consulting. SPH has its own instructional consulting website, www.indiana.edu/~icts/. The following handbook can be purchased (see web page) or you can view it in detail online.

Also, the Department has monthly “teaching forums” about once per month. These forums are informal luncheons where you can discuss classroom techniques, teaching ideas, issues, etc. with seasoned faculty, fellow AIs, adjunct instructors, and lecturers. Dates and times for these forums will be sent to you via e-mail periodically throughout the semester.
Teaching Resources Center

Detailed information is available at www.iub.edu/~teaching/handbook_1.shtml

IU Teaching Handbook: Section 1 -- Preparing to Teach

This first section of the IU Teaching Handbook discusses how to plan a course, issues of professionalism, and the use of teaching evaluations to improve a course from year to year.

Contents

Planning a Course

- Selecting Instructional Strategies That Fit Objectives
- Your Instructional Style
- The First Day of Class
- First Class Survival Tips
- Skills of a Good Teacher
- The Syllabus
- Class Rolls & Grade Books
- Course Packets & Readers
- Classrooms
- Office Hours

Professionalism

- Sexual Harassment
- Privacy of Student Records
- Letters of Recommendation
- Teaching Portfolios

Interpreting Teaching Evaluations

- Summative and Formative Evaluations
- Teacher–Course Evaluations by Students
- Other Sources of Instructional Feedback

Bibliography

- General References
- Works Cited

Printed copies of this handbook are available for purchase at Collegiate Copies at 1434 East Third Street (339-3769).
The second section of the IU Teaching Handbook discusses specific instructional methodologies, including lecturing, facilitating discussions, group work, assessing student performance, using case studies, managing science labs, and teaching with technology.

Contents

Lecturing
- Preparing Lectures
- Delivering the Lecture
- Questioning in the Classroom

Discussion
- Preparing for Discussions
- Facilitating Discussions
- Problems with Discussion

Science Labs
- Preparing Lab Sections
- Managing Laboratory Sections
- Safety Procedures
- Student Preparation
- Supervising the Experiment

Teaching with the Case Method
- Formats for Cases
- Managing a Case Assignment
- Designing Case Study Questions
- Managing Discussion and Debate Effectively

Group Work
- Organizing the Groups
- Designating Roles in Groups
- Reporting Group Results

Technology for Teaching
- Presentation Technology
- Communication Technology

Assessing Student Performance
- Determining Evaluative Criteria
- Test Construction
- Constructing Writing Assignments
- Grading
IU Teaching Handbook: Section 3 – Creating a Positive Environment

This third and last section of the IU Teaching Handbook tells how to create a positive environment in the classroom, ensuring diversity, civility, and ethical behavior.

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Ethics

• Academic Integrity
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To help you write tests see: [www.indiana.edu/~best/write_better_tests.shtml](http://www.indiana.edu/~best/write_better_tests.shtml)

*How to Write Better Tests: A Handbook for Improving Test Construction Skills*

*Lucy C. Jacobs, Ph.D.*

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VII. Student Misconduct

You may encounter dishonesty in the classroom. Prevention is the best; being aware of what is wrong and how it can be addressed is also crucial. Academic dishonesty is covered under the Section III. Student Misconduct in the Code of Student Rights, Responsibilities, and Conduct. Student Misconduct includes both personal and academic dishonesty. You can read or download the code at: http://www.iu.edu/~code/

INDIANA UNIVERSITY

CODE OF STUDENT RIGHTS, RESPONSIBILITIES, AND CONDUCT

Each student is given a copy of this booklet when he or she enrolls in the university. Additional copies may be purchased in the campus bookstore. Information regarding the “Code of student rights, responsibilities, and conduct is available on the web at: http://www.iu.edu/~code/code/index.shtml

Academic Dishonesty Prevention and Detection Strategies:

http://www.iub.edu/~teaching/cheating.shtml
VIII. Health & Wellness & Recreation, Oh my!

**IU Health Center**

Feeling Ill? Need a prescription? Visit the IU Health Center on the northeast corner of 10th and Jordan Avenue. Most services are covered by the health insurance plan that AIs and GAs receive as part of their contract. Be sure to double check whether or not you are covered.

**Strong and Fit**

Since your mind isn’t the only thing that should be getting a workout, there are plenty of options for working out and staying physically active. Strength/conditioning rooms and swimming pools are available in both the SPH and the Student Recreation & Sport Complex (SRSC). Numerous aerobics and fitness classes are offered every day. For facility hours and schedules visit: [www.recsports.indiana.edu](http://www.recsports.indiana.edu) Don’t forget your ID! For the cyclists out there check out the Bloomington Bicycle Club which offers rides every weekend, as well as evening rides during the week: [http://bloomingtonbicycleclub.org/](http://bloomingtonbicycleclub.org/)

**IU Outdoor Adventures & Other Outdoorsy Things to do….**

Feeling adventurous? **IU Outdoor Adventures** (IUOA) has all your outdoor gear needs. They also offer a variety of adventure trips and skills courses (e.g., rock climbing, whitewater kayaking, backpacking, etc…). Their offices are located in the IMU or visit their website for more information: [www.imu.indiana.edu/iuoa](http://www.imu.indiana.edu/iuoa) **Griffy Lake** and the **IU Nature Preserve** are in our backyard just north of campus and both are great for trail running and/or day hiking as well as dog walking. Take a ride out to the **Hoosier National Forest** just south of town and enjoy the fall colors in October, they are AMAZING! Other outdoor areas of interest include the **Clear Creek Trail** and **Bloomington Rails-to-Trails** off of Country Club Road for walking, rollerblading, and biking, **Brown County State Park** (15 minutes east on SR 46) and nearby **McCormick’s Creek State Park** (15 minutes west on SR 46). The Visitor’s Center on N. Walnut has maps and brochures available.

**The Arts**

Check out happenings at the **IU Auditorium** and the **Musical Arts Center**; world class productions come to IU every year and students get reasonable prices. The **Buskirk Chumley** on Kirkwood also has a variety of performances. The **Ryder Film Series** offers an array of independent and popular films for free or very low cost on and near campus.

**Bloomington Farmer’s Market**

A great place for very reasonably priced fresh local produce, music, and more, the Farmer’s Market is located downtown in Shower’s Plaza near City Hall on Seventh St. and Morton Ave. every Saturday from 7am to noon, May through November. A mini version is also held every Tuesday from 3-6pm also at Shower’s Plaza. Don’t miss it!
IX. Useful Websites

RPTS Home Page:  
http://www.publichealth.indiana.edu/departments/recreation-park-tourism-studies/index.shtml

SPH Home Page:  
http://www.publichealth.indiana.edu/

Teaching Handbook: 
http://citl.indiana.edu/resources/teaching-resources1/teaching-handbook.php

Campus Instructional Consulting:  
http://citl.indiana.edu/

Scholarship of Teaching & Learning (SOTL):  
http://citl.indiana.edu/programs/sotl/index.php

IU Graduate & Professional Student Organization (GPSO):  
www.indiana.edu/~gpso

Useful site for new (and returning) students created by the GPSO (Lots of useful info here, definitely worth a browse!):  
http://www.indiana.edu/~gpso/?s=new+student