

Plymouth State University Graduate Faculty Sourcebook

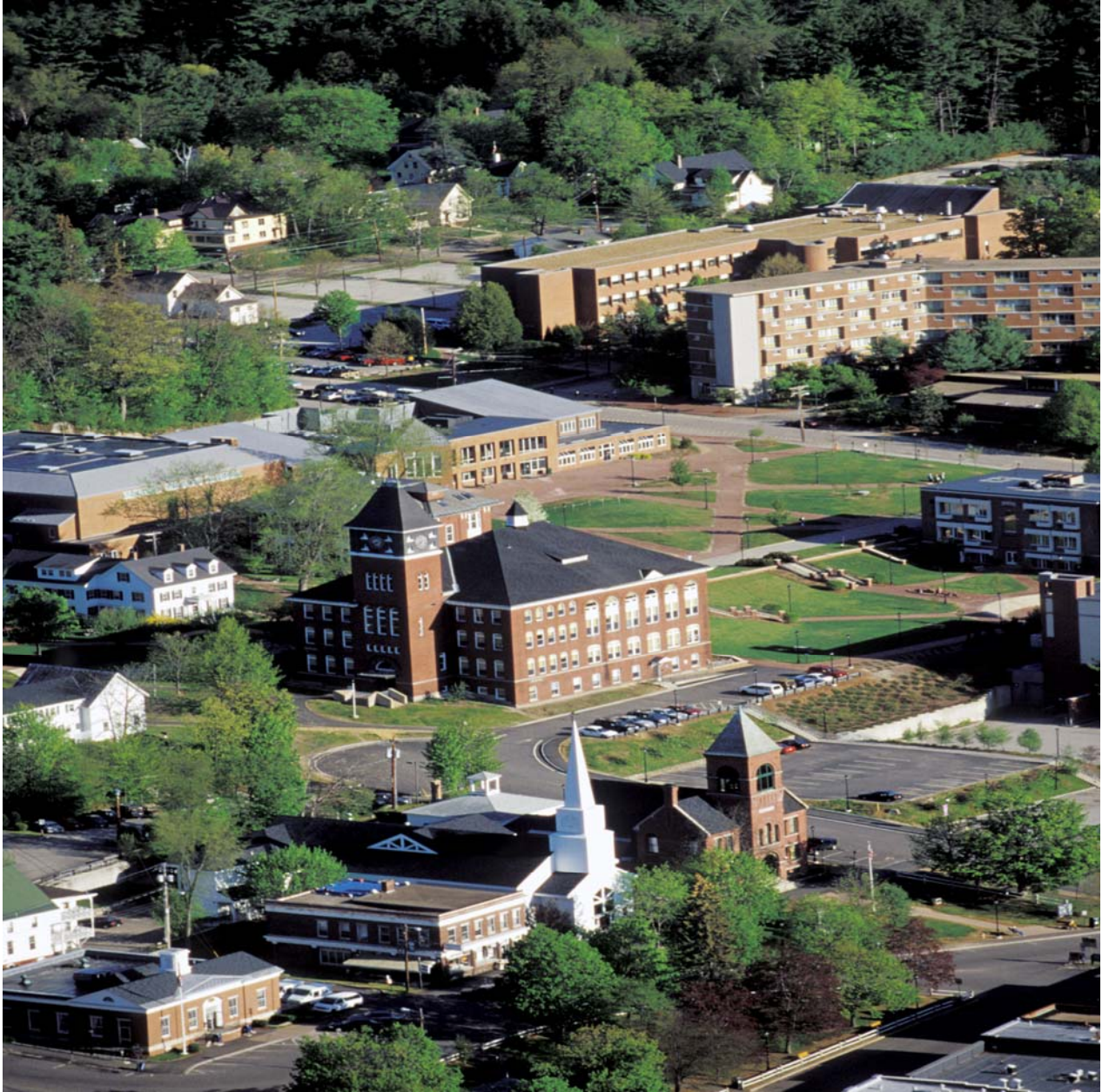


Table of Contents

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| | |
|---|-----|
| Welcome | 1 |
| Accreditation..... | 1 |
| Overview of Academic Programs..... | 2 |
| Graduate Degrees and Areas of Study | 2 |
| Master of Business Administration..... | 2 |
| Master of Education Majors..... | 2 |
| Master of Arts in Teaching | 3 |
| Master of Science..... | 3 |
| Educator Certification..... | 4 |
| Professional Certification..... | 4 |
| Certificate of Advanced Graduate Studies..... | 4 |
| Non-Degree Certificates | 4 |
| Faculty..... | 5 |
| Graduate Faculty Necessities..... | 5 |
| Academic Integrity..... | 5 |
| Academic Grievance Procedure..... | 6 |
| University Identification Card | 6 |
| Vehicle Parking Permit | 6 |
| Course Changes and Cancellations..... | 7 |
| USNH & Plymouth State University Policies and Procedures..... | 8 |
| Family Educational Rights and Privacy Act..... | 8 |
| Non-discrimination | 8 |
| Sexual Harassment..... | 8 |
| Drug-Free Environment | 9 |
| Smoking | 9 |
| Right to Know about Toxic Substances..... | 10 |
| Acceptable Use of Computing Resources Policy | 10 |
| User Responsibilities | 11 |
| Computer Technology | 13 |
| Username and Password | 13 |
| Computer Account | 13 |
| Wireless Access | 14 |
| my.Plymouth..... | 14 |
| Banner Self Service..... | 15 |
| Course Rosters | 15 |
| Grades | 15 |
| Entering Final Grades in Banner Self Service | 16 |
| WebCT..... | 16 |
| Adult Learner | 17 |
| First Class Meeting | 18 |
| Lamson Library Resources | 19 |
| Graduate Studies Administrative Organizational Chart | 19a |
| Graduate Studies in Business – Graduate Faculty | 20 |
| Graduate Studies in Business – Adjunct Graduate Faculty | 21 |

| | |
|---|-----|
| Graduate Studies in Education – Graduate Faculty | 22 |
| Graduate Studies in Education – Adjunct Graduate Faculty | 26 |
| Graduate Academic Calendar 2005-2006..... | 28 |
| Graduate Studies Summer and Winter Supplemental Pay Schedule | 29 |
| Graduate Studies Fall and Spring Supplemental Pay Schedule (overload) | 29 |
| Graduate Studies Reduced Tuition Rate Courses/Faculty Payments | 30 |
| Graduate Faculty and Adjunct Graduate Faculty Employment Forms..... | 30a |
| Graduate Faculty and Adjunct Graduate Faculty Sample Contract..... | 30b |
| Directions to Off-Campus Locations from Plymouth, NH..... | 31 |
| Frequently Asked Questions by Students | 37 |
| Graduate Assistantships and Teaching Fellowships | 40 |

Alphabetical Index

| | |
|---|-----|
| Academic Grievance Procedure..... | 6 |
| Academic Integrity..... | 5 |
| Acceptable Use of Computing Resources Policy | 10 |
| Accreditation..... | 1 |
| Adult Learner | 17 |
| Banner Self Service..... | 15 |
| Certificate of Advanced Graduate Studies..... | 4 |
| Computer Account | 13 |
| Computer Technology | 13 |
| Course Changes and Cancellations | 7 |
| Course Rosters | 15 |
| Directions to Off-Campus Locations from Plymouth, NH..... | 31 |
| Drug-Free Environment | 9 |
| Educator Certification..... | 4 |
| Entering Final Grades in Banner Self Service | 16 |
| Faculty..... | 5 |
| Family Educational Rights and Privacy Act..... | 8 |
| First Class Meeting | 18 |
| Frequently Asked Questions by Students | 37 |
| Grades | 15 |
| Graduate Academic Calendar 2005-2006..... | 28 |
| Graduate Assistantships and Teaching Fellowships | 40 |
| Graduate Degrees and Areas of Study | 2 |
| Graduate Faculty and Adjunct Graduate Faculty Employment Forms..... | 30a |
| Graduate Faculty and Adjunct Graduate Faculty Sample Contract..... | 30b |
| Graduate Faculty Necessities..... | 5 |
| Graduate Studies Administrative Organizational Chart | 19a |
| Graduate Studies Fall and Spring Supplemental Pay Schedule (overload) | 29 |
| Graduate Studies in Business – Adjunct Graduate Faculty | 21 |
| Graduate Studies in Business – Graduate Faculty | 20 |
| Graduate Studies in Education – Adjunct Graduate Faculty | 26 |
| Graduate Studies in Education – Graduate Faculty | 22 |
| Graduate Studies Reduced Tuition Rate Courses/Faculty Payments | 30 |
| Graduate Studies Summer and Winter Supplemental Pay Schedule | 29 |
| Lamson Library Resources | 19 |
| Master of Arts in Teaching | 3 |
| Master of Business Administration..... | 2 |
| Master of Education Majors..... | 2 |
| Master of Science..... | 3 |
| my.Plymouth..... | 14 |
| Non-Degree Certificates | 4 |
| Non-discrimination | 8 |
| Overview of Academic Programs..... | 2 |
| Professional Certification..... | 4 |

| | |
|---|----|
| Right to Know about Toxic Substances..... | 10 |
| Sexual Harassment..... | 8 |
| Smoking | 9 |
| University Identification Card | 6 |
| User Responsibilities | 11 |
| Username and Password | 13 |
| USNH & Plymouth State University Policies and Procedures..... | 8 |
| Vehicle Parking Permit..... | 6 |
| WebCT..... | 16 |
| Welcome | 1 |
| Wireless Access | 14 |

WELCOME TO PLYMOUTH STATE UNIVERSITY

Plymouth State University is part of the University System of New Hampshire. It is a co-educational, residential University founded in 1871. PSU preserves the brick-and-ivy look of its New England heritage while integrating state-of-the-art technology and facilities into both an attractive, contemporary campus design and a dynamic educational environment.

The campus is centrally located in New England's vacation heartland. The White Mountains, the Green Mountains, the New Hampshire Lakes Region, the Atlantic Ocean, Boston and Montreal are all tourist and vacation destinations within easy driving distance. Discover the natural beauty and inner strength that is Plymouth, and prepare to reach new summits of your own.

Plymouth State University is student-oriented and dedicated to providing the best possible educational experience. Time spent at PSU is personally rewarding, professionally challenging, and educationally complete. We are excited that you are joining us and we welcome you.

We have prepared the Graduate Faculty Sourcebook to provide important information about Plymouth State University. You will find information regarding PSU and Graduate Studies policies and procedures, general information about PSU and important information about our students. We are proud of our exceptional Graduate Faculty and we appreciate your service to our graduate students.

Accreditation

Plymouth State University is accredited by the New England Association of Schools and Colleges (NEASC). This accrediting body is the nationally recognized, non-governmental organization whose mission is to evaluate the quality and integrity of educational programs. A committee of PSU and other university administrators and faculty throughout New England spend considerable time evaluating schools seeking this accreditation. Institutions earning this accreditation are judged to be providing educational experiences that can be transferred to any other accredited university within the nation. The Master of Business Administration and undergraduate degrees in business are accredited by the Association of Collegiate Business Schools and Programs (ACBSP).

In addition to being accredited by NEASC, Plymouth State University is accredited by the New Hampshire State Board of Education and the National Council for the Accreditation of Teacher Education (NCATE). The Athletic Training program is accredited by the Commission on Accreditation of Allied Health Education Programs of the American Medical Association.

Overview of Academic Programs

Education in the liberal arts, sciences and several professional fields is provided through associate, baccalaureate and advanced degree programs. Advanced degrees offered at PSU include the Master of Business Administration (MBA), Master of Education (M.Ed.) and the Master of Arts in Teaching (M.A.T.) A Certificate of Advanced Graduate Studies in Educational Leadership (CAGS) is also offered. The CAGS program is affiliated with the Doctor of Education programs in Educational Leadership or Curriculum and Instruction at Argosy University (Sarasota, Florida).

Graduate Degrees and Areas of Study

Master of Business Administration

General Business Management with certificate options in:

- The Human Side of Enterprise
- Organizational Communication
- Small Business and Entrepreneurship
- Investment and Finance
- Strategic Marketing Management

Master of Education Majors (see academic catalog for full listing of concentrations)

Athletic Training

- Entry-Level
- Advanced Master's in Higher Education
- Advanced Master's in Sports Medicine

Counselor Education

- School Counseling (with K-12 certification)
- Mental Health Counseling

Educational Leadership

- School Principal (with K-12 certification)
- Special Education Administrator (with K-12 certification)
- Athletic Administration

Elementary/Secondary/K-12 Educator

- Art Education, K-12 certification
- Biological Science, 7-12 certification
- Computer Technology Educator, K-12 certification
- Early Childhood N-3 certification
- Elementary Education K-8 certification
- French, K-12 certification
- General Science, 5-9 certification
- Library Media Specialist, K-12 certification
- Music Education, K-12 certification

- Physical Science, 7-12 certification
- Spanish, K-12 certification
- Teaching English to Speakers of other Languages (ESOL) K-12 certification

English Education

- Teaching of Writing
- English Educator, 5-12 certification

Environmental Science

Health and Physical Education

- Health Promotion
- Physical Education, K-12 certification
- School Health, K-12 certification

Heritage Education

- Heritage Studies
- Social Studies Educator, 5-12 certification

Integrated Arts

Mathematics Education

- Mathematics in Elementary School
- Mathematics in Middle School, 5-8 certification
- Mathematics in Secondary School, 7-12 certification

Reading and Writing Specialist

- Reading Specialist, K-12 certification

Self Design Curriculum and Instruction

- Adult Learning and Development
- Adventure Learning
- Middle Level Education

Special Education

- Emotional Handicapped, K-12 certification
- General Special Education, K-12 certification
- Learning Disabilities K-12 certification

Master of Arts in Teaching

- Art Educator, K-12 certification
- Biological Science, 7-12 certification
- General Science, 5-9 certification
- Physical Science, 7-12 certification

Master of Science

- Applied Meteorology
- Biological Science, 7-12 certification
- Environmental Science and Policy
- General Science, 5-9 certification
- Physical Science, 7-12 certification

Educator Certification

- Art Education (K-12 certification)
- Biology Education (7-12 certification)
- Computer Technology Education (K-12 certification)
- Early Childhood Education, N-3 certification
- Elementary Education, K-8 certification
- Emotional Handicapped (K-12 certification)
- English Education (5-12 certification)
- ESOL (K-12 certification)
- French Education (K-12 certification)
- General Science Education (5-9 certification)
- Health Education (K-12 certification)
- Learning Disabilities (K-12 certification)
- Library Media Specialist (K-12 certification)
- Math Education (5-8; 7-12 certification)
- Music Education K-12 certification
- Physical Education (K-12 certification)
- Social Studies Education (5-12 certification)
- Spanish Education (K-12 certification)
- Special Education (K-12 certification)

Professional Certification (requires a Master's degree)

- Reading and Writing Specialist (K-12 certification)
- School Counselor (K-12 certification)
- School Principal (K-12 certification)
- School Psychologist (K-12 certification)
- Special Education Administration (K-12 certification)

Certificate of Advanced Graduate Studies

- Administration/Curriculum and Assessment
- Arts, Leadership and Learning
- Doctoral Partnership (in collaboration with Argosy University of Sarasota, FL)
- Mental Health Counseling
- Principal (K-12 certification)
- Special Education/Special Education Administration (K-12 certification)
- Superintendent (K-12 certification)

Non-Degree Certificates

Require four or more specified courses:

- Adult Learning and Development
- Adventure Learning
- Athletic Administration
- Eating Disorders Institute
- Investment and Finance

- Middle Level Education
- Organizational Communication
- Parenting Education
- Partners in Alternative Health and Healing (PATH) Institute
- Play Therapy
- Plymouth Writing Project
- Positive Behavioral Interventions & Support (PBIS) Institute
- Secondary Transition (special education program)
- Small Business & Entrepreneurship
- Strategic Marketing Management
- The Human Side of Enterprise

Faculty

The Graduate Faculty at PSU consists of faculty members who hold the rank of Assistant Professor or above, have an earned doctorate or appropriate degree in special fields, regularly teach/counsel graduate students, and engage in scholarly/professional activities. Adjunct Graduate Faculty are active practitioners who are recognized as leaders in their fields. PSU currently has 65 Graduate Faculty and 150 Adjunct Graduate Faculty who share a commitment to teaching and preparing students for careers in their chosen fields.

PSU Graduate Faculty and Adjuncts are active in their respective fields—attending conferences, presenting papers, workshops and seminars, working as consultants, participating in exhibits, performing in concerts and writing books and articles. The graduate student-to-faculty ratio is 10:1. Selected Graduate Faculty and Adjuncts serve as student advisors and program coordinators. A list of Graduate Faculty and Adjuncts is provided at the end of this sourcebook.

Graduate Faculty Necessities

Following are some important items that you will need as a member of the PSU community. Having these key items will give you access to all the other great services PSU offers.

Academic Integrity

Graduate Faculty may want to include the following statement on their syllabi:

Academic integrity is the foundation of the pursuit of knowledge. All members of the academic community are expected to be dedicated to the pursuit of knowledge in an honest, responsible, respectful and ethical manner. Every violation of academic integrity is an affront to the academic community. Violations of academic integrity make fair evaluation impossible and cast doubt upon the seriousness with which students accept the responsibility of acquiring an education.

Members of the academic community are expected to report all instances of violations which come to their attention. Both faculty and administration consider it their duty, as guardians of academic standards and intellectual honesty, to enforce the policy by prosecuting all cases of violations of academic integrity to the fullest extent. Students are urged to consider that it is the toleration of

violations of academic integrity, and not the reporting of it, that is dishonorable. For more information on University policies and procedures on academic integrity, please refer to the Plymouth State University Academic Catalog.

Academic Grievance Procedure

Graduate students who wish to initiate a grievance on academic grounds should begin by consulting with the professor of the course in which the complaint has arisen. If a student raises an issue with you, every effort should be made to find an amicable solution. If the situation cannot be resolved, or if the nature of the problem precludes discussion with the professor, students may bring the matter to the attention of their advisor and the Associate Vice President for Graduate Studies. All faculty are encouraged to be proactive in communicating student issues with the Graduate Studies Office. At all levels, the review will consider both matters of procedure and substance.

University Identification Card

PSU Graduate Studies encourages all Graduate Faculty and Adjuncts to obtain a PSU picture ID card. A valid PSU photo ID is needed to access services throughout the campus. Your photo ID may be required in an emergency or security situation or to access a building on- or off-campus. The magnetic strip on the back of the card is used in the library, PE Center and other campus locations where validation of faculty status is necessary. It also enables the use of a cash-to-card machine to maintain a monetary balance on the card. This allows for purchases in vending machines, the snack bar, copier machines and the bookstore. Special employee discounts are available with your PSU photo ID card at the bookstore, Silver Cultural Arts Center, and many other businesses.

You may obtain a card at the Print Shop located on the second floor of the Hartman Union Building. Your card will automatically be activated each term you are teaching courses. If you cannot visit campus to obtain an ID, contact Cheryl Baker.

Vehicle Parking Permit

All faculty must obtain a valid parking permit to park on campus. These permits are free of charge for faculty. Please log on to the internet and visit the IPARQ web site (www.thepermitstore.com) and enter Plymouth as your parking destination. Follow the instructions to apply for a faculty parking permit. Should you need assistance or have any questions regarding the IPARQ process, please contact Amy Rice in the Graduate Studies office at (603) 535-2734 or (abrice@plymouth.edu).

Computer Account

A computer account with a username and password is generated for you when you begin teaching at PSU. Please refer to the "Computer Technology" section of this sourcebook for further information.

Course Changes and Cancellations

Course charges, fees and academic regulations are subject to change without advance notice. Plymouth State University reserves the right to cancel, postpone or combine class sections, and to limit registrations and change instructors. Plymouth State University is not responsible for printing errors.

PSU rarely cancels on and off-campus courses. However there are instances when a course may need to be cancelled. Be sure to keep in communication with the Graduate Studies Office.

Low Enrollment (Course Cancellation)

An instructor who has less than 7 students enrolled in their course will need to consult with Cheryl Baker, Director of Graduate Faculty and Student Services to find out if their course will run as scheduled. The Associate Vice President for Graduate Studies will make the final decision to have the course run if it is underenrolled.

Illness or Emergency (Class Cancellation)

Should a faculty member need to cancel class due to illness or emergency, the Graduate Studies office must be notified at (603) 535-2636 with as much advance notice as possible. It is the responsibility of graduate faculty who have missed a class to inform their students and the Graduate Studies office, as to how and when they are going to make up the missed session.

Inclement Weather (Class Cancellation)

Class cancellations can occur due to inclement weather. Should this be the case, Graduate Studies will have this posted on the Plymouth State University homepage as well as on the Graduate Studies homepage. WMUR-TV and local radio stations are also notified. Faculty and students are to call the PSU Stormline at (603) 535-3535 for up-to-the minute notifications of class cancellations or postponements prior to leaving for a class. Also postings will be on the Graduate Studies web site (www.plymouth.edu/graded) or you can call the Graduate Studies office at (603) 535-2636. Faculty and students are encouraged to use their own best judgment before traveling in poor weather due to the distance some travel to attend classes.

USNH & Plymouth State University Policies and Procedures

Every employee, faculty member and student at PSU is subject to both the obligations and the protections of University System of New Hampshire policies. Some key policies are listed below.

Family Educational Rights and Privacy Act (FERPA)

Faculty members must be aware of their duty to protect the confidentiality of student education records. A federal statute, the Family Educational Rights and Privacy Act of 1974 (FERPA) known as the Buckley Amendment, binds the University and all its employees. This law establishes certain rights for students and parents relating to the access and security of education records and, correspondingly, establishes certain obligations for the University. One of these obligations is to protect information from unauthorized disclosure. This means that we cannot reveal information from a student's educational record without the prior written authorization of the student.

The Graduate Studies and Community Outreach office is permitted to release certain directory information such as a student's address or major without prior permission, but even these releases can be restricted at the request of the student. Therefore, release of directory information should only be made by one of the administrators in the Graduate Studies office.

Examples of protected information include but is not limited to:

- a student's class schedule is confidential;
- a student's grades and grade point average are confidential;
- the course(s) a student was/is enrolled in are confidential;
- his or her financial record at the University is confidential.

These restrictions apply to all forms of communication, whether oral, written, or electronic. Since there is no easy way to specify all the items that are confidential, faculty should assume that all student information is to be kept confidential. Breach of this confidentiality is grounds for immediate dismissal. Upon hire at Plymouth State University you received a copy of the FERPA requirements and signed a statement acknowledging your receipt of this information. Should you need another copy of this, please contact the Graduate Studies office.

Non-discrimination

Plymouth State University, in accordance with federal and state laws and regulations, does not discriminate on the basis of race, color, religion, national origin, gender, sexual orientation, age, veteran's status or disability in admission or access to, treatment of or employment in, its programs or activities. Inquiries should be made to Plymouth State University, Human Resources Office, (603) 535-2250.

Sexual Harassment

All faculty, staff and students have a right to work and learn in an environment that is free of discrimination and harassment, including freedom from inappropriate, offensive or harassing behavior. Such behavior violates the University's policy, as well as state and federal law. Any faculty, staff or student who violates this policy is subject to disciplinary action. Sexual harassment

means unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature when:

- Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive working or academic environment;
- Submission to, or rejection of, such conduct by an individual is used as the basis for employment or academic decisions affecting the individual; or
- Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or academic work.

It is not possible to list every type of behavior that could be considered sexual harassment. The circumstances under which the behavior occurs have an impact on whether or not it is considered or perceived to be sexual harassment. Some examples are:

- Unwelcome sexual propositions
- Graphic comments about a person's body
- Sexually suggestive objects or pictures in the workplace
- Derogatory or sexually explicit statements about an actual or supposed sexual relationship
- Derogatory, gender-based humor

It is important to note that you cannot assume conduct is acceptable simply because an individual does not openly protest against it. In addition, some conduct may be considered sexual harassment even if it is not intended as such. In general, common sense is your best guide—treat other individuals fairly and with respect. A Sexual Harassment Awareness training session is required. You can sign up for training through Human Resources or take the Sexual Harassment Awareness Quiz on WebCT. Contact Elaine Doell, in Human Resources at (603) 535-2618 for more information.

Drug-Free Environment

PSU is fully committed to ensuring a drug-free environment. Students and faculty members, are required to comply with the drug-free policy, which states that you are prohibited from the unlawful manufacture, distribution, dispensing, possession or use of any controlled substance or alcohol in or around the campus or classroom. This applies to courses held both on- and off-campus.

Smoking

As required by law and in recognition of the health hazards of smoking and second-hand smoke, PSU prohibits smoking in all buildings and facilities, including offices, classrooms and laboratories, studios, libraries, theaters and auditoriums, gymnasiums and athletic areas, and public reception areas. Smoking may be allowed in specifically designated outdoor areas. **Smoking is not allowed within 20 feet of any Plymouth State University building or controlled premise, adjacent to air intake units, outside stairways, or on entrance ramps.** Smoking may also be prohibited in

areas reserved for events that the sponsor determines the interests of non-smokers need to be protected. Some examples are graduation ceremonies, university receptions and events, groundbreaking ceremonies and outdoor concerts.

Right to Know about Toxic Substances

You have a right to know if you are exposed to toxic substances in the course of your teaching or learning experience.

Acceptable Use of Computing Resources Policy

These guidelines set forth standards for responsible and acceptable use of PSU computer resources. They supplement existing PSU policies, agreements, and state and federal laws and regulations. Computer resources include host computer systems, PSU-sponsored computers and workstations, communications networks, software, and files. Computing resources are provided to support the academic research, instructional, and administrative objectives of the University. These resources are extended for the use of all users, University faculty, staff, students, and other authorized people to accomplish tasks related to their status at PSU, and consistent with PSU's mission.

Preamble

At Plymouth State University, computer resources, including access to local, national, and international networks, are available to support students, faculty, staff and alumni and friends of the institution as they carry out the University's mission of instruction, service and research. Computers and network systems offer powerful tools for communication among members of the Plymouth community and of communities outside of the University. When used appropriately these tools can enhance dialogue and communications. Inappropriate use of these tools, however, can infringe on the rights of others.

Appropriate use should always be legal and ethical, reflect academic honesty, reflect community standards, and show restraint in the consumption of shared resources. It should demonstrate respect for intellectual property, ownership of data, system security mechanisms, and individuals' rights to privacy and to freedom from intimidation, harassment, and unwarranted annoyance. Appropriate use of computing and networking resources includes instruction, independent study, authorized research, independent research, communications, and official work of the offices, departments, and recognized student, campus and alumni organizations.

The University recognizes the complexity of deciding what constitutes appropriate use of computer resources. These guidelines are designed to help. They supplement existing Plymouth State University policies, agreements, and state and federal laws and regulations.

Primary Principles: Freedom of Expression and Personal Responsibility

Freedom of expression and an open environment to pursue scholarly inquiry and for sharing of information are encouraged, supported, and protected at Plymouth State University. These values lie at the core of our academic community. Censorship is not compatible with the tradition and

goals of the University. Freedom of expression must, in general, be protected. The University does not limit access to information due to its content when it meets the standard of legality. PSU's policy of freedom of expression applies to computer resources. Concomitant with free expression are personal obligations of each member of our community to use computer resources responsibly, ethically, and in a manner that accords both with the law and the rights of others. The campus depends first upon a spirit of mutual respect and cooperation to create and maintain an open community of responsible users.

Indemnification

Each user is responsible for his or her own activities in using the University's Computing Resources, and will indemnify and hold harmless the University from any liability to the user or any third party arising out of the use of the computing resources by the user or any loss of information existing or stored on the University's computing equipment or resources, including all files and electronic mail.

User Responsibilities

Users are responsible for safeguarding their identification (ID) codes and passwords, and for using them for their intended purposes only. Each user is responsible for all transactions made under the authorization of his or her ID, and for all network activity originating from his or her equipment. The University makes some resources available for specified uses including research, teaching, or administrative tasks. Users are responsible for respecting the intended use of resources dedicated to specific purposes or users.

The following provisions describe conduct prohibited under these guidelines:

1. Altering system software or hardware configurations, or disrupting or interfering with the delivery or administration of computer resources.
2. Attempting to access or accessing another's account, server, workstation, files, or e-mail without the owner's permission; or misrepresenting oneself as another individual in electronic communication.
3. Installing, copying, distributing or using software in violation of: copyright and/or software agreements; applicable state and federal laws.
4. Using computing resources to engage in conduct which interferes with others' use of shared computer resources and/or the activities of other users, including studying, teaching, research, and University administration.
5. Using computing resources for commercial or profit making purposes without written authorization from the University.
6. Failing to adhere to individual departmental, computer cluster and USNH policies, procedures, protocols or intended use.
7. Allowing access to computer resources by unauthorized users.
8. Acts of vandalism, theft or tampering of computer resources.
9. Using computer resources for illegal activities. Criminal and illegal use may include obscenity, child pornography, threats, harassment, theft, and unauthorized access.

Administration

Violation of these guidelines constitutes unacceptable use of computer resources, and may violate other University policies and/or state and federal law. Suspected or known violations should be reported to the appropriate PSU authorities who will process them in accordance with established University policies. Violations may result in revocation of computer resource privileges, disciplinary action, or legal action.

The maintenance, operation, and security of computing resources require responsible PSU personnel to monitor and access the system. To the extent possible in the electronic environment and in a public setting, a user's privacy will be preserved. Nevertheless, that privacy is subject to applicable University System of New Hampshire policies, state and federal laws, and the needs of the University to meet its administrative, business, and legal obligations. Appropriate Use Policy violations should be reported to Mike Thevenin in Graduate Studies (603) 535-3109 or (wmthevenin@plymouth.edu).

Computer Technology

As a faculty member at PSU, you are entitled to particular technological benefits that will help you communicate, learn and share. The Information Technology Services (ITS) department will assist you with your academic computing needs. ITS has a Help Desk available to assist you with your computing needs. You may visit them in Hyde Hall room 129 on the campus of PSU. The phone number is (603) 535-2929 and the e-mail address is (helpdesk@plymouth.edu). The hours of operation are:

- Sunday, 6pm - 11pm
- Monday - Thursday, 8am - 9pm
- Friday 8am - 5pm
- Saturday - Closed

Electronic communication is not fault-proof. Weather conditions, telephone circuit quality, and momentary line degradation can cause problems. The need to occasionally disconnect and establish a new connection is not uncommon.

There are many services available to you. Listed below are some of the services that are provided by the Information Technology department.

Username and Password

A computer account with a username and password is generated for you when you begin teaching at PSU. Once all paperwork has been submitted to Human Resources and you have been entered into the university system, you will be assigned an username and password. You may obtain your username and password from the my.plymouth portal (my.plymouth.edu). At the welcome screen you will notice a login area. Below the login area you will see the words "Getting Started." Click on "What is my username?" and follow the instructions. Click on "What is my password?" and follow those instructions. Once you are signed in, you can change your password if you choose. This username and password is used for logging into public computers and classrooms on campus, as well as for logging into the my.Plymouth portal via the Internet. If you have any questions or need assistance to logon, please call the ITS Help Desk at (603) 535-2929.

Computer Account

Now that you have a computer account you have access to the following:

- Internet
- Wireless Access
- e-mail
- my.Plymouth
- Banner Self Service - PSU's Faculty and Student Information Management System
- Lamson Library

Wireless Access

PSU faculty, staff and students can now connect to the Internet using their own wireless-equipped laptop computers. At this time there are only a few areas on campus that support wireless access. These areas are called “Hot Spots” and are in the following locations:

Boyd Science Center on the first and second floor zones

Frost Academic Commons

Hartman Union Building (HUB) from the fireplace lounge to the snack bar

Hyde Hall on the first and second floor zones

Lamson Library on the main and upper floor zones

Rounds Hall on the first, second and third floors

Silver Hall in the Piano Lab

Speare Building on the 1st floor in the annex zone

When you turn on your laptop in a wireless access area you should see a page called “Authenticate for Wireless or ResNet use.” Enter in your PSU username and password in the spaces provided. If you don’t see this page go to (www.plymouth.edu/resnet) and click on Connect to ResNet. Then click on the button that says “Continue to Browse the Web” and you will be ready to work. If you have problems please contact the ITS Help Desk at (603) 535-2929 or visit them in the basement of Hyde Hall with your laptop.

my.Plymouth

my.Plymouth is the portal for the university information system. By accessing this portal, faculty can check their e-mail, search the internet, obtain PSU information, access WebCT, use on-line features of Lamson Library and access Banner, the university faculty and student information system, to look up semester schedules, pull rosters, enter grades and other information.

To access Plymouth State University on-line from home or any other location, you can log-on the Internet using your regular Internet Service Provider (ISP) and go to the Plymouth State University homepage at (www.plymouth.edu). If you are on-campus you can log on from any campus computer. If you have personal laptop computer you can plug in at Lamson Library on the PSU campus and log on. Look for the table ports labeled “hot jacks” in Lamson Library or ask for assistance at the circulation desk.

Once you have successfully navigated to the Plymouth State University homepage you will see in the upper right corner of the page a tab for my.Plymouth. Click on this tab and sign in using your username and password. This portal is user friendly and should be easy to navigate and find information. However, if you need further assistance there is a tutorial located on the left side of the main page or you may contact the ITS Help Desk at (603) 535-2929.

Banner Self Service – Course Rosters/Entering Final Grades

Course Rosters

Faculty are required to pull their own course roster and confirm each student's registration from the Banner Self Service System. It is imperative at the beginning of your course for you to confirm that all students in your class appear on the roster from Banner. If you find you have a student in your class that is not on the roster please advise them to contact Graduate Studies immediately. Note that your pay is based on the number of registered students in the Banner System. Also unregistered students cannot access WebCT and cannot be notified in case of an emergency or class cancellation.

To pull your roster do the following:

- Go to my.plymouth.edu and enter your username and password
- Click on the Faculty Services tab located at the top of the page
- Click on Faculty in the Banner Self Service Box on the left side of the page
- Click on Term and select current term (ex. Spring 2005 is GR Spring 2005)
- Click Submit
- Click Detail Class List (includes student pictures) or Summary Class List
- Choose the course from the pull down menu OR click on the Enter Section Identifier (CRN) Directly link located at the bottom of the page.
- Click Submit
- Click on your printer icon to print.

Grades

All graduate students must maintain at least a 3.0 (B) grade point average. The graduate grade range is A through C– and F. There are no D grades as the graduate program recognizes C– as the lowest passing grade. Graduate students who receive a grade of F will be notified by the Graduate Studies Office and asked to meet to address the issue. Students may not voluntarily retake courses. Permission to do so may be granted under extraordinary circumstances after consideration of a petition. Students should request a review of their status to determine (a) if they may retake the course failed and (b) if they will be allowed to continue with their programs. The status review is performed by a Program Review Group. This group includes the student's advisor, the professor who assigned the grade and the Associate Vice President for Graduate Studies. A student may also be asked to meet with the group. The student will be notified of the group's decision in writing.

If a course is retaken (after review of status), the credits and grade points for the first grade will be deleted from the cumulative record, while the grade itself will remain on the transcript and the repeat noted. The course information will be listed in the usual manner the second time it appears on the transcript.

Students may request an instructor to enter a grade of incomplete (IC) on their record, if unusual circumstances have prevented them from completing the course on time. The conditions and time limit for removal of the IC are determined by the course instructor, up to a limit of two years.

If either the conditions or the time limit are not met, the instructor changes the IC to a letter grade based on all available evidence of the student's course performance. Use the Change of Grade Form to complete the change of grade. Note that this is a paper form and is not within the Banner Self Service System. If you need assistance with this please contact the Graduate Studies office.

Entering Final Grades in Banner

- Go to my.plymouth.edu and enter your username and password
- Click on the Faculty Services tab located at the top of the page
- Click on Faculty in the Banner Self Service Box on the left side of the page
- Click on Term and select current term (ex. Spring 2005 is GR Spring 2005)
- Click Submit
- Click on Final Grades
- Choose the course from the pull down menu OR click on the Enter Section Identifier (CRN) Directly link located at the bottom of the page.
- Click Submit
- Your class roster will come up each with a pull down menu for each student to enter their grade. The default in the grade pull down menu is none.
- Use the pull down menu to select a grade for each student.
- Note - This is a secure system and it will automatically log you off after 15 minutes. To avoid losing grades you have entered you will need to hit the "SUBMIT GRADES" button within the 15 MINUTE TIMEFRAME or your grades will NOT BE SAVED/RECORDED in the Banner System.

Grades must be entered into the Banner System by Faculty only. Instructors have four (4) business days from the end of the term to enter grades. Students will receive and NG "no grade" if grades are not entered on time and the instructor will need to complete a paper grade change form for **each** student. It is **very important** that grades are submitted in a timely manner. Many of our students need their grades to obtain reimbursement from their employers, receive pay raises, and to provide proof of their program completion. If you need technical assistance while accessing rosters or entering grades please contact the ITS Help Desk at (603) 535-2929.

WebCT

Every PSU course has a WebCT shell. You can use this shell to the extent it is supported for your course(s). Professors work within the WebCT environment in different ways. These differences reflect teaching style, subject matter, level of instruction, and the number of students, among other factors.

There are four general purposes for using WebCT in graduate coursework at PSU:

1. Administration: Instructors can use the syllabus, calendar and grade book to manage the administrative elements of the course.
2. Delivery: Course Handouts, Content Modules and Course Web Links can be used to provide resources to students.
3. Communication: Synchronous and asynchronous communication tools, such as Electronic Mail, Bulletin Boards, Chat and the Whiteboard, can be used to cultivate dialogue between learners.
4. Assessment: WebCT can be used to assess student work using the Assignment Drop box, Quizzes, Tests, Surveys, Student Web Page tools.

Students who need online tools for learning may find the materials challenging to access. Consider the following:

Technological comfort is a significant factor in the student's success. The ability to send and receive e-mail, attach and download files, surf the Web, and utilize online databases, are critical skills. Also, fluency with word processors and general operating system functions (i.e. opening, saving, closing files) are important. Please be sensitive to your adult learners and if appropriate walk them through your WebCT course resources. If a student needs additional assistance after you have provided an introductory session in WebCT for your class, or is experiencing technical difficulties, please refer them to the ITS Help Desk.

The Adult Learner

The adult learner has special needs compared to the normal first year student in college. It is important to recognize this difference and to conduct your class with consideration of the experience and imagination of the adult learner. Your younger graduate students will find the learning atmosphere to be motivating, imaginative and creative. Alan Knox in his article "Helping Adults," and Lenz and Shaevitz in their publication "So You Want To Go Back To School," have pointed out some very important items to help the adult learner. Some of them are:

1. Adults learn best when they are participants in the learning process.
2. Adults have a greater need to learn by discovery than by rote.
3. Adults respond positively to learning when information has personal meaning for them.
4. Adults need to consolidate what they have learned before going on to new concepts and skills.
5. Adults learn most effectively when distractions are kept to a minimum.

The First Class Meeting

For some students, particularly those taking courses off-campus, you are the “face” of Graduate Studies at PSU. We rely on you to provide information and to help our graduate students feel connected to the larger graduate community. Following are items that should be done the first class meeting:

1. Check to see that all students in the class are on your roster that you printed from the BANNER System. If you have students in your class that are not on the roster inform them to contact the Graduate Studies Office immediately. Students who are not on your roster are not registered for the course. Normally they have not paid their tuition or there is some other matter that needs to be addressed for them to be officially registered. Also, unregistered students cannot access WebCT and cannot be notified in case of an emergency or class cancellation.
- * Note that you as the instructor are not being compensated properly if you have students in your class that are not on your roster. **It is your responsibility** to verify that all students are on your roster.
2. Hand out the course syllabus and review it with your students. Discuss grading, assignments, student assessments, where students can obtain the text and/or materials for the class, cancellation procedures, parking issues, campus or off-campus location services, and any other information that is pertinent for a successful learning experience.
3. Inform students about the logistics of the teaching space. Note where the nearest phone is located and the nearest exit in case of an emergency. If you are on campus each building has at least one beige campus phone usually centrally located. Inform students where the nearest bathroom, vending machine, water fountain, etc. is located. Inform students of the Graduate Studies Office hours and phone numbers. Encourage them to call or visit the Graduate Studies Office if they need assistance.
4. Ask students where they are in their program. Encourage students to complete their application process if they are not yet in a program. Remind those who are in a program to keep in contact with their advisor to insure they have a current program contract. Also those who are almost finished with their programs ask them if they have filed the necessary completion paperwork and a petition for graduation.

Lamson Library Resources

The Librarians and staff at Plymouth State University's Lamson Library would like to assist you in every way possible to help your students achieve academic success. Because of our strong collections you will find Lamson Library to be extremely useful for you and your student's research needs. Please visit our homepage by clicking on the Library tab in the my.Plymouth portal for current hours of operation and other information.

Please call us at (603) 535-2455 for reference assistance. If you plan on visiting the library, call ahead and a librarian can set up an appointment with you for direct personal assistance. Also if you intend on bringing your class to the Library contact Dr. Gary McCool (603) 535-2457 or (gmccool@plymouth.edu) to set up a special library orientation session for your class. To obtain help with electronic access contact Elaine Allard (603) 535-2458 or e-mail (eallard@plymouth.edu). If it is convenient for you, it may be a good idea to use the resources for the first time in Lamson Library where help is available.

NEW HAMPSHIRE COLLEGE AND UNIVERSITY COUNCIL (NHCUC) LIBRARIES

| | |
|---|--------------------------------------|
| Colby Sawyer College | New London, NH |
| Daniel Webster College | Nashua, NH |
| Dartmouth College | Hanover, NH (cannot check out items) |
| Franklin Pierce College | Rindge, NH |
| Keene State College | Keene, NH |
| New England College | Henniker, NH |
| New Hampshire State Library | Concord, NH |
| Plymouth State University | Plymouth, NH |
| Rivier College | Nashua, NH |
| Saint Anselm College | Manchester, NH |
| Southern New Hampshire University | Manchester, NH |
| University of New Hampshire | Durham, NH |
| University of New Hampshire at Manchester | Manchester, NH |

Appendix B

Graduate Faculty

Graduate Studies in Business

Charles B. Allen (2001), *Contract Faculty, Business*
B.A., Merrimack College; M.S., MBA, New Hampshire College

Roger O. Babin (1979), *Associate Professor of Business*
B.S., Plymouth State College; J.D., Boston College Law School; M.S.T., Bentley College

Bonnie L. Bechard (1982), *Professor of Business*
B.S., M.S., SUNY at Albany; Ed.D., Arizona State University

Trent E. Boggess (1983); *Department Co-Chair, Professor of Economics*
B.A., M.A., Bowling Green University; Ph.D., University of Kansas

Colleen C. Brickley (1993), *Contract Faculty, Business*
B.A., University of Delaware; M.A., University of New Hampshire

Paul M. Buck (1972), *Professor of Accounting, Accounting Coordinator*
B.A., Allegheny College; M.S., Northeastern University; C.P.A.

Mehmet Canlar (1988), *Professor of Accounting*
B.S., Cornell University; MBA, New York University; Ph.D., Hacettepe University

L. Michael Couvillion (1980), *Associate Professor of Economics, Distinguished Graduate Teaching Award in Business, 2000*
B.A., MBA, Ph.D., Louisiana Technical University

Edward Harding (1983), *Professor of Business*
B.A., Middlebury College; MBA, Dartmouth College; Ph.D., University of Massachusetts

Soo M. Jang (1983), *Professor of Economics, Economics Coordinator*
B.A., M.A., Seoul National University; MBA, University of Hawaii; Ph.D., University of Cincinnati

David L. Kent (1971) *Professor Emeritus of Business; Distinguished Graduate Teaching Faculty, 2001*
B.S., University of New Hampshire; MBA, Northeastern University; J.D., Boston College Law School.

Frank J. Kopczynski (1990), *Professor of Accounting*
B.S., United States Military Academy West Point; MBA, Plymouth State College; Ph.D. Union Institute

Vedran Lelas (2004) *Assistant Professor in Business*
B.S., University of Zagreb (Croatia); Ph.D., University of Texas at Austin

David M. Leuser (1978), *Professor of Business*
B.A., Drew University; M.A., Ph.D., University of New Hampshire

Lisa M. Lindgren (2001), *Instructor of Business*
B.A., University of Minnesota; MBA, University of St. Thomas

Barton L. Macchiette (1979), *Professor of Marketing, Marketing Coordinator*
B.S., Nasson College; MBA, American University; Ph.D., Union Graduate School

Warren E. Mason (1982), *Professor of Business and Communication Studies, Distinguished Graduate Teaching Award in Business, 2003*

B.A., St. Anselm College; M.A., Rivier College; Ed.D., Boston University

Duncan C. McDougall (1992), *Professor of Business; Distinguished Graduate Teaching Award in Business, 2004*

A.B., Amherst College; MBA, D.B.A., Harvard Business School

Daniel P. Moore (1990), *Department Chair, Business, Professor of Business, Executive Coordinator of Graduate Studies in Business*

B.A., Kent State University; MBA, Youngstown State University; Ph.D., Drexel University

Terence M. Murphy (1975), *Assistant Professor of Business*

B.S. Merrimack College; MBA, Suffolk University

Richard E. Sparks (1994), *Associate Professor of Marketing; Coordinator, Management*

B.A., M.A., University of Missouri; Ph.D., Manchester University Business School (England)

Craig Zamzow (1998) *Contract Faculty, Business*

B.S.E.E., Iowa State University; MBA, Rivier College

MBA Adjunct Faculty

Dr. William Benoit

Richard Gerken

Ross Humer

Dr. Robert MacLeod

Dr. John Pappalardo

David Talbot

Patt Taylor

Graduate Studies in Education

(Revised 5/13/05)

Elizabeth Ahl (2001) *Associate Professor of English*

B.F.A., Emerson College; M.F.A., University of Pittsburgh; Ph.D., University of Nebraska

Virginia M. Barry (2000) *Provost and Vice President for Academic Affairs; Distinguished Teaching Award 1985*

B.S. Florida State University, M.S., SUNY at Stony Brook and CUNY Queens College; Ph.D., Florida State University

Brian P. Beaudrie *Assistant Professor of Mathematics Education 7-12*

B.S., Mayville State University; M.S., University of North Dakota; Ph.D., Montana State University

Julie N. Bernier (2002), *Associate Vice President for Undergraduate Studies; Distinguished Graduate Teaching Award in Education, 2003*

B.S., M.Ed., Keene State College; Ed.D., University of Virginia

Marcia Schmidt Blaine (2004) *Assistant Professor of History, Coordinator Heritage Studies*

B.A., College of William and Mary; M.A., Ph.D., University of New Hampshire

Mardie E. Burckes-Miller (1987), *Professor of Health Education*

B.S., University of Vermont; M.S., University of Oregon; Ed.D., Oklahoma State University

Gerard E. Buteau (1991), *Associate Professor of Education; Coordinator, Early Childhood Studies*

B.S., M.Ed., Plymouth State College; Ed.D., Boston University

Patricia A. Cantor (1990), *Department Chair, Professor of Education, Coordinator of Teacher Education, Distinguished Teaching Award 2002*

B.A., Harvard University; M.Ed., Plymouth State College; Ed.D., Boston University

Gerard J. Corcoran Jr. (1991), *Professor of Music, Band Director*

B.A., University of Maine; M.S., Ed.D., University of Illinois

Mary Cornish (2000), *Associate Professor of Early Childhood Education*

B.S., University of Maine; M.Ed., Tufts University; Ph.D., University of North Carolina

Elizabeth A. Cox (1999), *Assistant Professor of Theatre*

B.A., M.Ed., University of Missouri; M.F.A., University of North Carolina

Irene Cucina (1998), *Associate Professor of Health, Physical Education and Recreation*

B.S., Northeastern University; M.Ed., Cambridge College; D.P.E., Springfield College

C. Lynn Davis (1995), *Assistant Professor of Education*

B.A., Graceland College; M.Ed., Plymouth State College; Ph.D., Lesley College

Katherine C. Donahue (1992), *Professor of Anthropology-Sociology; Distinguished Teaching Award 1997*

B.A., Connecticut College; M.A., Ph.D., Boston University

Bonnie W. Epstein (1994), *Assistant Department Chair, Associate Professor of English*

B.A., M.Ed., Plymouth State College; Ph.D., Union Institute

Richard C. Evans (1970), *Professor of Mathematics; Distinguished Teaching Award 1992*
B.Ed., Plymouth State College; M.A.T., Brown University; Ph.D., University of Wisconsin–
Madison

Michael L. Fischler (1970), *Professor of Education, Director of the Counseling and Human
Relations Center, Distinguished Graduate Teaching Award in Education, 2004*
B.Ed., M.Ed., University of Miami; Ed.D., University of Colorado

Wavell W. Fogleman (1977), *Department Chair, Professor of Chemistry*
B.S., University of North Carolina at Chapel Hill; Ph.D., Tulane University

Katharine G. Fralick (1986), *Professor of Education, Coordinator of Childhood Studies*
B.A., Salve Regina University; M.Ed., Ed.D., Boston University

Richard A. Fralick (1973), *Professor of Biology*
B.A., Salem State College; M.S., Ph.D., University of New Hampshire

Grace M. Fraser (1990), *Associate Professor of Anthropology-Sociology*
B.A., University of Utah; M.A., Ph.D., University of Massachusetts

Gary E. Goodnough (1995), *Associate Professor of Counselor Education, Coordinator of
Counselor Education*
B.S., University of Delaware; M.Ed., Ph.D., University of Virginia

Gaye E. Gould (2003) Assistant Professor of Linguistics/ESL
B.A., M.A., Ph.D., Hong Kong University

William C. Haust (1984), *Department Chair, Professor of Art Education*
B.S., SUNY–Buffalo; M.F.A., Goddard College; Ed.D., Nova University

Robert Heiner (1995), *Assistant Department Chair, Professor of Anthropology-Sociology*
B.A., University of Virginia; M.S., Florida State University; Ph.D., University of Virginia

Kenneth H. Heuser (1970), *Professor of Education, Coordinator of Administration/Supervision;
Coordinator of Department Technology*
B.A., M.A., Illinois State University; Ed.D., University of Illinois

Richard W. Hunnewell (1980), *Professor of Art History, Distinguished Teaching Award 1994,
Faculty Fellow*
B.A., Colby College; Ph.D., Boston University

Jeffrey S. Kahl (2004), *Professor of Environmental Science and Director of the Center for the
Environment*
B.A., M.S., Ph.D., University of Maine

Marjorie A. King (2003), *Assistant Professor of Athletic Training*
B.S., University of New Hampshire; B.S., Simmons College; M.S., University of Massachusetts,
Amherst; Ph.D., University of Virginia

Marcel R. Lebrun (2002), *Assistant Professor of Education*
 B.Ed., B.A., M.Ed., University of Manitoba; Ph.D., University of San José

Patricia L. Lindberg (1990), *Professor of Education, Executive M.Ed. Coordinator, Coordinator of Integrated Arts M.Ed. Program, Distinguished Teaching Award 2003*
 B.A., B.S., University of New Hampshire; M.A., Emerson College; Ph.D., New York University

David Mackey (2004) *Department Chair; Associate Professor of Criminal Justice*
 B.S., University of Lowell; M.A., University of Massachusetts; Ph.D., Indiana University of Pennsylvania

Dennise M. Maslakowski (2001), *Associate Vice President for Graduate Studies; Distinguished Teaching Award 2000*
 B.A., M.A., Incarnate Word College; Ed.D., Virginia Polytechnic Institute and State University

Barbara J. McCahan (1989), *Department Chair, Assistant Professor of Health and Physical Education*
 B.A., Revelle College, University of California; M.A., Ph.D., University of California

James J. McGarry (1982), *Professor of Psychology*
 B.A., Ph.D., Kent State University

Mary E. McNeil (2000), *Professor of Special Education, Distinguished Graduate Faculty Teaching Award 2001*
 B.S., M.Ed., CAGS, University of Vermont; Ed.D., Boston University

Gail Mears (2001), *Assistant Professor of Counselor Education*
 B.A., Plymouth State College; M.Ed., CAGS, University of New Hampshire; Psy.D., Antioch University

Robert S. Miller (1976), *Professor of Education, Distinguished Teaching Award 1989*
 A.B., Amherst College; Ph.D., Dartmouth College

Mark J. Okrant (1979) *Professor of Geography and Tourism Development; Institute for New Hampshire Studies Director*
 B.S., M.S., Southern Connecticut State College; Ed.D., Oklahoma State University

Daniel R. Perkins (1991), *Professor of Music*
 B.M.A., Brigham Young University; M.M., D.M.A., University of Southern California

Meg J. Petersen (1991), *Professor of English, Distinguished Teaching Award 2000*
 B.A., Franklin Pierce College; Ph.D., University of New Hampshire

Richard C. Pfenninger (1990), *Professor of Music*
 B.M., Eastman School of Music; M.M., University of Michigan School of Music; D.M.A., Temple University

Nancy J. Puglisi, *Coordinator of PATH Institute*
 B.S., Keene State College; M.Ed. Plymouth State College; Ph.D., The Union Institute and University

Leonard J. Reitsma (1992), *Department Chair, Professor of Zoology*
B.S., William Paterson College; Ph.D., Dartmouth College

William J. Roberts (1971), *Professor of Mathematics*
B.S., University of Massachusetts; M.Ed., University of Hartford; C.A.S., Wesleyan University;
Ed.D., University of Massachusetts

Paul W. Rogalus (1990), *Professor of English*
B.A., University of Rhode Island; M.A., Boston College; Ph.D., Purdue University

John M. Rosene (2003), *Assistant Professor of Physical Education*
B.S., Keene State College; M.S., Southern Connecticut State University; D.P.E., Springfield
College

Leo R. Sandy (1996), *Professor of Counselor Education*
B.A., University of Massachusetts; M.Ed., Ed.D., Boston University

Jonathan C. Santore (1994), *Department Chair, Associate Professor of Music*
A.B., Duke University; M.M., University of Texas at Austin; Ph.D., University of California–Los
Angeles

Robert F. Swift (1979), *Professor of Music, Distinguished Teaching Award 1998*
B.S., Hartwick College; M.A., Ph.D., Eastman School of Music

Warren C. Tomkiewicz (1988), *Department Chair, Professor of Natural Science Education*
B.Ed., Plymouth State College; M.S., Northeastern University; Ed.D., Boston University

Marianne M. True (1999), *Associate Professor of Education; Coordinator of Educational
Leadership*
B.A., Boston College; M.Ed., CAGS, Plymouth State College; Ed.D. University of Sarasota.

Mark P. Turski (1991), *Professor of Natural Science Education*
B.S., M.Ed., University of Maine; Ph.D., University of Texas at Austin

Cynthia Vascak (1991), *Associate Professor of Art Education*
B.A., Pan American University; M.F.A., Boston University; Ph.D., University of New Hampshire

Joan M. Wieggers (1985), *Artist-in-Residence, Dance*
B.A., Hillsdale College; M.A., Goddard College; M.F.A., SUNY-Brockport

Stacey G.H. Yap (1988), *Professor of Anthropology-Sociology*
B.S., Northeastern University; M.A., Ph.D., Boston University

Adjunct Faculty

(Revised 5/13/05)

Judith Adams
Ruthanne Adams
Genevieve Aichele
Blakeman Allen
Dr. John E. Allen
Wende Allen
Cathy Apfel
Randy Armstrong
Elizabeth Arntzen
Dr. Maria-Paz B. Avery
Dr. Lourdes Aviles
Dr. Richard Ayers
Cheryl Baker
John Barry
Diane Beaman
Anne R. Bewlay
Dr. Barbara Boschmans
Dr. Maria Bove
Joan Bowers
Lee Anna Brazell
Lorraine H. Bresnahan
Dr. Rebecca Brown
Joy Bryan
James Brough II
Stacey Buckley
Georgia Caron
Charles Carter
Dr. Dean Cascadden
Dr. Pavel Cenkl
Dr. Christopher Chabot
Dr. Pamela Clark
Susan Clark
Dr. Barbara Clarke
Dr. Doug Clarke
Laura Clauss
Dr. Caroline Cohen
J.D. Theodore E. Comstock
Rose Colby
Judith Coleman
Dr. Lisa Collins
Dr. Daniel Cook
Dr. Leo Corriveau
Catherine Crane
Nancy K. Cristiano
Sarah Curtis
Jay Davis
Dr. Kenneth DeBenedictis
James Desmarais

Dr. Allan DiBiase
Dr. Lorianne DiSabato
Elizabeth Duboise
Richard Dumais
Kelly Eaton
Dr. Brian Eisenhauer
Patricia Erwin
Gaye Fedorchak
Linda Ferruolo
Dr. Mark Fischler
Jane Forde
Dr. Carol Foss
Darrel Fraize
Ethel Gaides
Nancy Gerzon
Donna Girard
Steven Glazer
Dr. Dean Goodwin
Dr. Linda Hassan
Mary Heath
Stephen Heath
Dr. Marcia Herrin
Cathy Giebitz Higgins
Dr. Robert Hlasny
Peter Hutchins
Shirley Jacob
Dr. Deborah John
Dr. Mark Joyce
Nancy Keane
Dr. Melissa Keenan
Dr. David L. Kent
Dr. Dennis L. Kirkwood
Alan Knobloch
Dr. James P. Koermer
Dr. Barbara Krol-Sinclair
Jacqueline A. Labate
Michael Lancor
William Lander
Judith Lavoie
Linda Levy
Leisl Lindley
Dr. Judith Lister
Dr. Robert Lister
Michael Littman
Raymond Lobdell
Charles Lovitt
Deborah Mahar
Dr. Frances Mahoney

James Martland
Linda MacBride
Dr. David Mackey
Leah MacLeod
Carla Maslakowski
Kathleen McCabe
Marcia McCaffrey
Kathleen McClaskey
David McDonald
Dr. Doug McDonald
Dr. Mary Ann McGarry
Ray McNulty
Katherine Min
Michael Morgan
Martha Morrill
Irene Mosedale
Jay Moskowitz
Linda Navelski
David Nazro
Dr. Kathleen Norris
Susan Noyes
Catherine O'Brian
Mark Okrant
Holly Oliver
Dr. Monika Ostroff
Dr. Darin Padua
Eleanor Papazoglou
Dr. P. Alan Pardy
Robin Peters
James Pietrowski
Dennis Pope
Shawn Powers
Luci Prawdzik
Millie Rahn
Dr. Anita Remig
Dr. George S. Reid
Royce Robertson
Dr. William Wilbur Roberge
Marie Ross
Kent Rosberg
Pearl Sandy
Dr. Phillip Sanguedolce
Linda Sellner
Dr. Larry Siebrands
Sharon Silva
Susan Smith
Dr. William Smith
Regina Sonne

Karen Soule
Dr. Robert Spear
Dr. Larry Spencer
Katherine Staley
Dr. David Starbuck
Terry Stoecker
Michael Sullivan
Robert Suprenant
Dr. Erik Swartz
Sean Sweeney
Malcolm Taylor

Patt Taylor
Carol Thomas
Sandra Tilton
Pamela Tinker
Dr. Lyonel Tracey
Pearl Tritter
Sarah Turtle
Robert Ulman
Dr. Rick Van de Poll
Amy Veilleux
Dr. Anil Waghe

Diana Watson
Lucille Watt
Gail Westergren
Peter Whelley
Steven Whitman
Geoffrey Wilson
Janet Wilson
Deborah Wiswell
Dr. Kerry Yurewicz

Appendix C

Graduate Academic Calendar 2005-2006

Summer Term 2005

| | |
|--|-----------|
| Term begins..... | July 1 |
| Independence Day holiday (no classes)..... | July 4 |
| Residence Halls Close..... | August 5 |
| Last Class meeting date..... | August 13 |
| Term ends..... | August 30 |

Fall Term 2005

| | |
|--|-------------|
| Term begins..... | September 1 |
| Labor Day holiday (no classes)..... | September 5 |
| Deadline for degree request without penalty..... | October 1 |
| Columbus Day holiday (no classes)..... | October 10 |
| Veteran's Day Holiday (no classes)..... | November 11 |
| Term ends..... | November 30 |

Winter Term 2006

| | |
|--|-------------|
| Semester begins..... | December 1 |
| Holiday break begins..... | December 23 |
| Classes resume..... | January 3 |
| Martin Luther King Jr. Day (no classes)..... | January 16 |
| Term ends..... | February 28 |

Spring Term 2006

| | |
|--|----------|
| Term begins..... | March 1 |
| Spring break begins (no classes)..... | March 17 |
| Classes resume..... | March 27 |
| Graduate Commencement (10 a.m.)..... | May 13 |
| Memorial Day holiday (no classes)..... | May 30 |
| Term ends..... | June 30 |

Appendix D

**Supplemental Pay Schedule
Graduate Studies Summer and Winter**

The following rates apply to full tuition classes taught by Graduate Adjuncts and Graduate Faculty during the Summer and Winter sessions.

| # Student | 1 Credit | 2 Credit | 3 Credit | 4 Credit |
|-----------|----------|----------|----------|----------|
| 1 | 175 | 325 | 500 | 650 |
| 2 | 350 | 650 | 1000 | 1300 |
| 3 | 525 | 975 | 1500 | 1950 |
| 4 | 700 | 1300 | 2000 | 2600 |
| 5 | 875 | 1625 | 2500 | 3250 |
| 6 | 1050 | 1950 | 3000 | 3900 |
| 7-19 | 1225 | 2275 | 3700 | 4550 |
| 20+ | | | 4000 | |

**Fall and Spring Semester
Supplemental Pay Schedule (overload)**

| Number of Students | 1 Credit on/off Campus | 2 Credit on/off Campus | 3 Credit on/off Campus | 4 Credit on/off Campus |
|--------------------|---------------------------|---------------------------|---------------------------|---------------------------|
| 1 | 150/175 | 300/325 | 450/500 | 600/650 |
| 2 | 300/350 | 600/650 | 900/1000 | 1200/1300 |
| 3 | 450/525 | 900/975 | 350/1500 | 1800/1950 |
| 4 | 600/700 | 1200/1300 | 1800/2000 | 2400/2600 |
| 5 | 750/875 | 1500/1625 | 2250/2500 | 3000/3250 |
| 6 | 900/1050 | 1800/1950 | 2700/3000 | 3600/3900 |
| 7-19 | 1033/1225 | 2066/2275 | 3100/3500 | 4132/4550 |
| 20 and Over | | | 3500/3900 | |

Please note: Payroll is submitted to Human Resources on Thursdays for checks on Friday the week following. Determination of amount to be paid is based on rosters pulled from Banner the week payroll is submitted.

Reduced Tuition Rate Courses/Faculty Payments

| Cost per Credit | 1 cr | 2 cr | 3 cr | Maximum |
|-------------------|------|-------|-------|---------|
| \$110/\$120/\$125 | \$55 | \$135 | \$240 | \$2400 |
| \$165/\$182 | \$55 | \$135 | \$240 | \$2400 |
| \$195/\$212 | \$70 | \$165 | \$300 | \$3000 |
| \$260/\$286 | \$70 | \$165 | \$300 | \$3000 |

All Graduate Faculty and Adjuncts are required to submit an application for employment, I-9 Employment Eligibility Verification and a W-4 Employee's Withholding Allowance Certificate. A copy has been provided for your use.

Appendix E

Directions to Off Campus Locations from Plymouth, NH

Also Available At: (www.plymouth.edu/graded/offcampusdirections.html) and (www.mapquest.com)

AMHERST, AMHERST MIDDLE SCHOOL

Cross Street , Amherst 673-8944

From Plymouth: Route 93 South, At the first toll booth in Hooksett continue South. You are now on Route 3 heading towards Manchester and Nashua. At Macys take the exit on your right continue about 1 mile. At the intersection turn left onto 101W. You will pass The Bedford Village Inn on your right. Stay on 101 W for several miles heading towards Milford. Look for 101A East towards Nashua. You want that exit. At the first major intersection turn left onto NH 122 (Ponemah). Take your first right (Comes up quickly) onto Stearns Rd. 1.3 miles later turn left onto Boston Post Road Travel time about 1.5 hours. About 80 Miles.

**CENTER FOR INSTRUCTIONAL RESOURCES, TECHNOLOGY AND TRAINING see
SOUTHWESTERN NEW HAMPSHIRE EDUCATIONAL SUPPORT CENTER**

CONCORD - NHTI

31 College Drive Concord, NH 1-800-247-0179 or (603) 271-7134

From Point North or South: I-93, Exit 15 East to I-393 to Exit 1 and follow signs

From Points East: Route 4 to I-393 to Exit 1 and follow the signs

From Points West: I-89 to I-93 North to Exit 15 East to I-393 to Exit 1 then follow the signs. Most of our classes are held in Sweeney Hall which is located on Institute Drive next to the Christ McAuliffe Planetarium.

CONWAY - GRANITE STATE COLLEGE

73 Main St., P.O. Box 385, Conway, NH 03818 Contact: (603) 447-3970 Fax: (603) 447-2740 on Main Street in Conway Village.

DOVER HIGH SCHOOL

Rte. 108, Durham Road, Dover Tel. 742-3176 Local Emergency #: Police 742-4646

From West: Via Rte. 4: Use Rte. 108 exit (Dover/Durham). Turn left at end of exit ramp, onto Rte. 108 North (Durham Road.) 2.9 miles, turn left on to Alumni Drive.

From North: Via Spaulding Turnpike: Use Exit 7. Turn right at the traffic control light at the end of the ramp, onto Durham Road (Rte. 108). Turn left onto Alumni Drive.

From South: Via Spaulding Turnpike: Use Exit 7 (Burger King). Turn left at end of exit ramp onto Central Avenue. Alumni Drive is 3/4 mile. Turn right here. Special Notes/Comments: Gym is on the far side, past the left side of school.

GOFFSTOWN- MOUNTAIN VIEW MIDDLE SCHOOL

41 Lauren Lane, Goffstown, NH 03045 (603)497-4469

From the North Via 293: Take 93 South to 293 South. Follow 293 to Exit 6 (Amoskeag Bridge). Follow rotary and signs for Goffstown Back Road. Take Goffstown Back Road you will pass 1 fork in the road (at Straw Rd.), stay left, continue approximately 3 more miles passing Educare on the right, YMCA Allard Center on the left, Grasmere General Store on the right. Take 2nd right after the store onto Tibbetts Hill Rd. Take first right onto Lauren Lane and bear right coming up the hill. Mountain View Middle School is at the top of the hill. Visitor parking and main entrance are located in the front of the building.

From Other Points North: Take 93 South to 89 North. Take Exit 2 and turn Left onto Clinton St. Continue 4.1 miles to a blinking light. Turn Left onto Rte. 13. You will drive approximately 9.5 miles, traveling through Dunbarton to Goffstown Center. After the stop sign (Sully's Superette and a popcorn stand will be on your right), turn Left onto Elm St. Drive 2.6 miles and turn Left onto Tibbetts Hill Rd. Take first right onto Lauren Lane and bear right coming up the hill. Mountain View Middle School is at the top of the hill. Visitor parking and the main doors are located in the front of the building.

From the South: Take 93N. Go past exit 5, bear left at the fork (293N/101W). Follow 101W to set of lights at the intersection of 114 and 101. Go straight through the light (you will be on 114). At the 3rd light on Rt. 114, take left onto 114/114A (Mast Road). Go by the Women's State Prison (on right) and take the next right (Henry Bridge Road). Go over the small bridge and at stop sign, bear left (you will be directly across from the Grasmere General Store). Go by Bel Air Nursing Home (on right) and take the next right onto Tibbetts Hill Road. Once on Tibbetts Hill Road, take the first right onto Lauren Lane and bear right coming up the hill. Mountain View Middle School is at the top of the hill. Visitor parking and the main doors are located in the front of the building.

GOFFSTOWN SCHOOL DISTRICT SAU 19

11 School Street (603) 497-4469

Directions: From Manchester Route 93, take Route 114 North. At the intersection of Route 114 and 13, turn left. Then turn left at Carol's Restaurant onto School Street (looks like an alley way). Class is located on second floor of white building which is SAU 19.

HANOVER – DARTMOUTH COLLEGE

Reed Hall, Hanover, NH

From VT/1-91: Take the Hanover exit off of I-91 onto West Wheelock Street, cross the Ledyard Bridge (over the Connecticut River) into NH. At the light in the center of Hanover, stay straight. Turn left immediately after the university green onto University Street. Reed Hall is the first building on the right.

From Lebanon/Rte 120: Follow Rte 120 to junction of Lebanon Street and South Park Street (stop light with Mobile Gas Station and Hanover Food Coop on right side of street). Bear right onto

South Park Street. Follow to junction of East Wheelock Street (stop light after you go by Dartmouth's field house and tennis courts). Turn left onto East Wheelock Street until you reach the university green. Turn right BEFORE the green onto University Street. Reed Hall is the first building on the right.

KEENE STATE COLLEGE

229 Main Street, Keene, NH 03435 1-800-572-1909

From Interstate 91 and the WEST: From I-91, take Exit 3 in Brattleboro, Vt. Follow Route 9 into Keene. Continue straight through to the third traffic light and turn left onto Main Street. Proceed on Main Street and turn left on Wyman Way.

From the north (Route 9 and 12): Follow the highway to where it runs into a "T" intersection and traffic light. Turn left and proceed to the second light, Main Street, and turn left. Proceed on Main Street and turn left on Wyman Way.

From the east (Route 101): Proceed on Route 101W to Keene. At the second traffic light, Main Street, turn right. Proceed on Main Street and turn left on Wyman Way.

LACONIA SCHOOL DISTRICT - SAU #30

39 Harvard Street, Laconia, New Hampshire (603) 524-5710

Take I-93 to Exit 20 - Tilton/Laconia (Rt3). At light take a left onto Route 3 proceed towards Laconia. Come to Rt. 106 and Rt. 3 intersection in Laconia. Take a left at the lights. Go through downtown and keep going straight through another set of lights. Take second left. (Laconia Clinic is on the corner) will be on Harvard Street. Follow until you see a brick building with a SAU sign out front.

LEBANON - GRANITE STATE COLLEGE

325 Mt. Support Rd., Suite 2, Lebanon, NH 03766 (603) 448-6797

Office Hours: Monday - Thursday 8:00am - 6:00pm; Friday 8:00am - 5:00pm

From I-89: Exit 18 to Route 120N. At second traffic light, turn left onto Old Etna Road. At stop sign, turn right onto Heater Road (Heater Road turns into Mt. Support Road). The college is 0.3 miles on left.

From Hanover: On Route 120, turn right onto LaHaye Drive (second DHMC entrance). At first intersection, turn left onto Mt. Support Road. The college is one mile ahead on right.

LEBANON JUNIOR HIGH SCHOOL

Bank Street, Lebanon, NH (603) 448-3056

From North: Exit 17 off I-89. Stay on Rte. 4. Take left off Rte. 4 to Bank Street.

From South: Exit 17 off I-89. Stay on Rte. 4. School will be on the right

LITTLETON - GRANITE STATE COLLEGE – LITTLETON AREA LEARNING CENTER

646 Union Street, Suite 200, Littleton, NH (603) 444-3439

Office Hours: Monday 9:00am - 7:00pm; Tuesday - Friday 9:00am - 5:00pm

From I-93 North: Take Exit 41, turn right down Cottage Street to stop light, right onto Union Street, go 1.2 miles. See Littleton Area Learning Center sign on right.

From I-93 South: Turn left off Exit 41. Follow directions above.

From the north: Follow Route 116 (Whitefield Road) into Littleton. Learning Center is on left.

MANCHESTER PROFESSIONAL DEVELOPMENT CENTER

196 Bridge Street, Manchester NH (603) 624-6300 ext 166 (www.gmpdc.org)

Take I 93 to Exit 8, Wellington Road, Bridge Street, Travel on Wellington Rd. Take right onto Maple Street (one-way street) around corner into parking lot.

MCDONOUGH ELEMENTARY SCHOOL

550 Lowell St., Manchester, NH (603) 624-6373

Directions: Take I-93 to Exit 8 (Wellington Rd/Bridge St). Turn right onto Bridge Street. Turn left onto Highland Street. Turn right onto Lowell Street.

NEWPORT - GRANITE STATE COLLEGE

958 John Stark Highway, Suite A, Newport, NH (603) 863-2361

Office Hours: Monday - Thursday 8:30am - 6:00pm; Friday 8:30am - 5:00pm

Location: On Rt. 103, just outside Claremont city limits.

From Claremont: follow Washington Street (Route 103E) towards Newport.

From Newport: follow Route 103W towards Claremont.

PEMBROKE ACADEMY

267 Pembroke Street, Pembroke 485-7881

From East: Rte. 4 West to Epsom. Rte. 28 South at traffic circle. Rte. 3 North. School is approximately 2 miles north on Rte. 3.

From West: I-89 to I-93 North. Exit 13 (Manchester Street in Concord). Take right off exit across bridge. Follow Rte. 3 several miles to Pembroke. School will be on your left.

From South: Route 3 North Rte. 28 intersection

PENACOOK- MERRIMACK VALLEY HIGH SCHOOL

106 Village Street, Penacook (603)753-6561

Take I-93 to Exit 17. Take a right off the end of the exit. Continue to a blinking yellow light - just past a park and ride area. Take a left at the blinking yellow. Go down the hill, over the river and look for Community Drive on the left. There is a church on one corner of Community Dr. Take Community Dr. continue until the end - at Allen Street. Take a right on Allen Street (one way). On Allen Street. you are driving by one of the High School Parking lots. At the stop sign take a left -

and either an immediate left into the parking lot, or the next left, driving in front of the High School, and park in the driveway area to unload.

PHENIX HALL ARTS COLLECTIVE

Phenix Hall, 40 North Main Street, Concord

The studio of the Phenix Hall Arts Collective is located in Phenix Hall. The studio is on the 3rd floor and is accessible by elevator. The entrance is right next to Bagel Works. The elevator arrives just inside the old Phenix Theatre and the studio is the furthest door on the left along the back wall. Signs will be posted.

PORTSMOUTH - LITTLE HARBOR SCHOOL

50 Clough Drive, Portsmouth, NH

From the North: Take Route 95 S to Exit 6 then to the Portsmouth Rotary

From the South: Take Route 95 N to Exit 6 then to the Portsmouth Rotary Or Take Route 16 South, the Spaulding Turnpike, to the Rotary.

Starting at the Portsmouth Rotary, (NH Liquor Store is on this rotary): Go about half way around the rotary take the Route 1 Bypass South. You'll go past the Meadowbrook Inn, The Port Inn). At the third set of lights turn left onto Greenleaf Ave. You'll see a car dealer and business center. Stay on Greenleaf to the top of the hill until you come to a stop sign, Go straight after the stop sign. At the next intersections go right onto South Street. Travel down hill and through the next set of lights. Take a right after the cemetery onto Clough Drive. There is no sign for Clough Drive but there is a sign for the Little Harbor School. The school is at the end of the road on the right.

PORTSMOUTH - GRANITE STATE COLLEGE

Pease Education Center, 51 International Drive, Portsmouth, NH (603) 334-6060

Office Hours: Monday - Thursday 8:30am - 6:30pm; Friday 8:30am - 5:00pm; Saturday 8:30am - 12:30pm (when classes are in session)

Location: In Pease International Tradeport.

Take Spaulding Turnpike to Exit 1. Enter Pease International Tradeport. Turn left at lights onto International Drive. Second driveway on left after stop sign. See CLL sign. Large brick building on left at top of hill. Parking lots are at front and rear.

Office Hours: Monday - Wednesday 9:00am -8:00pm; Thursday 9:00 - 6:30pm; Friday 9:00am - 1:00pm

Location: In Ammon Center on Ammon Drive off Airport Road. Take Route 293/101 to Exit 2 (Brown Avenue). Follow signs to Airport.

ROCHESTER - GRANITE STATE COLLEGE

In Merchant's Plaza - 1 Old Dover Road, Rochester, NH (603) 332-8335

From the South: Take Spaulding Turnpike to Exit 11. Turn left at stop sign. Turn left into Merchants Plaza parking lot just before lights at junction of Route 125.

From the North: Take Spaulding Turnpike to Exit 12. Turn left onto Route 125. Merchant's Plaza is one half mile on right.

ROCHESTER - SPAULDING HIGH SCHOOL

130 Wakefield Street Rochester, NH (603) 332-0757

From the Spaulding Turnpike: Follow the turnpike to Exit 16. Once off the turnpike, follow the signs to Route 125. When you get to Route 125, go left (South).

Go straight through two sets of lights. After the second set of lights there is a McDonald's on the left, Spaulding High School is immediately after that on the right.

SERESC – SOUTHEASTERN REGIONAL EDUCATION SERVICE CENTER

29 Commerce Drive, Bedford NH (603) 206-6808

From the North or South: From I-93, take 293/101W. Take Route 3 exit, which will bring you across the street from Macy's. Take a right onto Route 3 (South River Road). Drive south 1.9 miles to a stop light (you will see a sign for Commerce Park West on the right). Take a right at this light. SERESC is the 4th building on the right at 29 Commerce Drive.

From the East: From Route 101W. Take Route 3 exit, which will bring you across the street from Macy's. Take a right onto Route 3 (South River Road). Drive south 1.9 miles to a stop light (you will see a sign for Commerce Park West on the right). Take a right at this light. SERESC is the 4th building on the right at 29 Commerce Drive.

From the West: Take 101E (note at intersection of 114 and 101 you have to bear right to stay on 101E). Take Route 3 exit, this is first exit after 114 and 101 intersection. At stop sign take a left. At the lights take a right onto Route 3 (South River Road). Drive south 1.9 miles to a stop light (you will see a sign for Commerce Park West on the right). Take a right at this light. SERESC is the 4th building on the right at 29 Commerce Drive.

SOUTHWESTERN NEW HAMPSHIRE EDUCATIONAL SUPPORT CENTER

438 Washington Street, Keene NH 03431 (603) 357-0101

From the East: West on Route 9/101 to Keene. Left on Main Street, bear right at the head of the square onto Washington Street. The Southwestern New Hampshire Educational Support Center is located at 438 Washington Street, on the left, in the Roosevelt School Building. Parking is in the rear.

From Concord: West on Route 9, turn left onto Washington Street. The Southwestern New Hampshire Educational Support Center is located at 438 Washington Street, on the right, in the Roosevelt School Building. Parking is in the rear.

From the South: North on Route 10 or 12 to Keene. Up Main Street to the center of town, bear right at the head of the square onto Washington Street. The Southwestern NH Educational Support Center is located at 438 Washington Street, on the left, in the Roosevelt School Building. Parking is in the rear.

Appendix F

FREQUENTLY ASKED QUESTIONS BY STUDENTS

For some students, particularly those taking courses off-campus, you are the “face” of Graduate Studies at PSU. We rely on you to provide information and to help our graduate students feel connected to the larger graduate community.

How can I register for a class?

To register for a class you will need to obtain a PSU graduate registration form. Registration forms are located in the office of Graduate Studies, Hogan House, 16 Merrill Street, or on the PSU website (www.plymouth.edu/graded/generalforms.htm). Registrations are accepted via fax (603) 535-2572, regular mail, or at the registration desk in Hogan House. Office hours are Monday - Thursday 8:00am - 5:00pm and Friday 8:00 am - 4:00 pm. Payment must be attached to the registration, or Plymouth State University reserves the right to return the form to you. You cannot be registered for the class without payment.

What is an acceptable payment method?

Acceptable payment methods include, approved financial aid, check, credit card (Visa, MasterCard, Discover, American Express) or purchase order. Payment must be attached to the registration, or PSU reserves the right to return the form to you. You will not be registered for any class without payment.

Where can I get my University ID?

In order to receive an ID, you must be an admitted student. The cost is \$15.00. ID's are obtained in the Panther Print Shop/University ID which is located on the second floor of the Hartman Union Building Rm. 118. Hours are Monday - Friday: 10:30 am - 12 noon & 1:00pm - 4:30pm. The Printshop is closed Saturday and Sunday. (There is no charge for a faculty ID)

Do I need a Parking Permit?

Yes, for courses scheduled on campus. Parking permits for Graduate Students are purchased through the Graduate Studies office. You can print out a Parking Permit Application and Parking Map from the Graduate Studies website under FAQ's. Faculty will also need a parking permit. However they must apply online through the IPARQ system. Contact Amy Rice at (603) 535-2734 or by e-mail (abrice@plymouth.edu) if you need assistance.

Who needs to have a computer account?

All graduate students. PSU has gone as paperless as possible.

Can I get Financial Aid?

Fully admitted graduate students are eligible to apply for Federal Financial Aid. Students should check the Financial Aid website (www.plymouth.edu/finaid/) for general information about financial aid for graduate students. To apply for financial aid go to (www.plymouth.edu/finaid/),

click on the link “Graduate Financial Aid” and follow the instructions listed on the page. All admitted graduate students who apply for financial aid must also complete and submit the “Graduate Student Enrollment Status Form” to the Financial Office before they can determine your aid. PSU has gone as paperless as possible and all admitted students now access Financial Aid through the my.plymouth.edu portal.

May I take a graduate course without being admitted to the program?

YES! You may take up to 12 graduate credits before you need to be formally admitted into a graduate program. After that point, an administrative hold is placed on your records until you are admitted into a graduate program.

Where can I get a registration form?

Registration forms and other necessary forms such as Add/Drop, Independent Study, Graduate Practicum, Individual Enrollment, etc. can be downloaded from the PSU Graduate Studies web site (www.plymouth.edu/graded/generalforms.htm)

When can I register?

You can register up until the first day of class, unless it is otherwise specified in the catalog (i.e. an online or special course). PLEASE NOTE: registrations are confirmed on a first-come first-served basis—classes fill quickly.

How do I know if I am registered?

Check my.Plymouth.edu. You will need to have your user name and password set up prior to attempting to use this service. If you have trouble using my.Plymouth or with passwords, call the PSU Information Technology Service (ITS) at (603)535-2929.

Where or when is my class meeting? It says TBA in the course schedule.

Always check the website (www.plymouth.edu/graded) to confirm class dates and locations. Check the web before you leave for class. This website also has information about changes for any course—has it moved? is it cancelled? have dates/times been changed? Schedule changes do happen for many reasons so please always check the web site. Directions to off campus sites are included in this sourcebook.

Where can I get a syllabus or course information?

Contact your instructor. You will receive a syllabus the first day of class. Course information can also be found on the web (www.plymouth.edu/graded) The Graduate Studies schedule page will have many syllabi listed before the courses meet.

How do I know what textbooks I will need, and where do I get them?

Contact your Instructor. Books are available at the PSU Barnes and Noble Bookstore, (603)536-3021 or (603)535-2266. Please have the course ID number. They can tell you if the professor has

placed a book order. If s/he has, you can then purchase the books and have them mailed to your home at no shipping cost.

Does course work need to be started prior to class?

Only if the instructor has contacted you prior to the start of the class.

How long does it take to get a degree?

The answer to this depends on the student. The maximum time allowed to obtain a degree is six years, but most students obtain their degrees in 18-36 months.

Is there a deadline for admissions?

There is no deadline for admissions, except in Athletic Training. There is a rolling admissions policy in the graduate programs. International Students must meet certain deadlines and submit additional forms. Be aware there is a deadline for financial aid. It can take approximately 90 days to process a financial aid application and all financial aid paperwork has to be completed at least one term before aid can be awarded.

I do poorly on standardized tests, do I have to take one to be admitted into a graduate program?

Yes. A standardized test is required to be admitted into PSU's M.Ed. program. M.Ed. students may take the Graduate Record Exam (GRE) or the Miller's Analogy Test (MAT). Students whose primary language is other than English must also take the TOEFL. Please note that these tests are only one measure of ability. PSU believes in teaching the whole student and takes the whole applicant into account when determining admission status. Standardized tests are only one measure of many that help predict future student success. Graduate Studies at PSU administers the MAT call 535-2636 to make a reservation to take the test.

Appendix G

Graduate Assistantships and Teaching Fellowships

A limited number of graduate assistantships and teaching fellowships are available to graduate students who are fully accepted in a graduate program at Plymouth State University. Assistantships and fellowships are awarded on a fiscal year basis beginning no earlier than July 1st and ending no later than June 30th. Students holding probationary status are not eligible.

Duties of graduate assistantship and teaching fellowship recipients are determined by designated departments and communicated to the Associate Vice President of Graduate Studies.

Full Assistantship

- Four graduate terms
- \$1,000 stipend per term for a maximum total of \$4,000
- One course remission per term
- Students is expected to work 12 clock hours per week and complete one course per graduate term for a total of four courses in the fiscal year.

Three-Quarters Assistantship

- Three graduate terms
- \$1,000 stipend per term for a maximum total of \$3,000
- One course remission per term
- Students is expected to work 12 clock hours per week and complete one course per graduate term for a total of three courses in the fiscal year.

Half Assistantship

- Two graduate terms
- \$1,000 stipend per term for a maximum total of \$2,000
- One course remission per term
- Students is expected to work 12 clock hours per week and complete one course per graduate term for a total of two courses in the fiscal year.

Quarter Assistantship

- One graduate term
- \$1,000 stipend per term for a maximum total of \$1,000
- One course remission per term
- Students is expected to work 12 clock hours per week and complete one course per graduate term for a total of one course in the fiscal year.

Full Teaching Fellowship

- Requires 15 clock hours of service per week during fall and spring undergraduate academic semesters
- \$2,000 stipend during each semester of service
- Nine credits tuition remission per semester of service
- Credits may not be carried beyond the fiscal year in which the fellowship is awarded (fiscal year begins July 1 and ends June 30)

Half Teaching Fellowship

- Requires 7.5 clock hours of service per week during fall and spring undergraduate academic semesters
- \$1,000 stipend during each semester of service
- 4.5 credits tuition remission per semester of service
- Credits may not be carried beyond the fiscal year in which the fellowship is awarded (fiscal year begins July 1 and ends June 30)

Graduate Terms:

Summer (July 1-August 31)

Fall (September 1-November 30)

Winter (December 1-February 28)

Spring (March 1-May 30)

Undergraduate Semesters:

Fall (September through December)

Spring (February through May)

Students with an incomplete cannot enroll in the following term. In addition, a graduate assistant or teach fellow who chooses not to enroll in a course during a term of their assistantship/fellowship will not be allowed to take that awarded course in any following term. Graduate assistants and teaching fellowship recipients may enroll in additional courses per term at the own expense providing they can maintain their commitment to the graduate assistantship or teaching fellowship.

Graduate Assistant and Fellow Supervisor Expectations

Graduate assistants and fellows are chosen to fulfill important support positions on campus. **Good communication with the supervisor assigned is essential.** If questions arise as to duties or responsibilities assigned, it is expected that the graduate assistant or fellow will make every effort to clarify these responsibilities with their supervisor.

Supervisors should make every effort to be clear about the expectations they have for their graduate assistant or fellow. It is very important that regular contact be maintained between graduate assistants or fellows and supervisors. If the supervisor is unhappy with the quality of work being done by the graduate assistant/fellow, the supervisor should contact the assistant/fellow immediately to clarify expectations.

If there are ongoing questions or concerns about appropriate expectations or the job performance of the graduate assistant or fellow, the supervisor should contact the M.Ed. Executive Coordinator, Trish Lindberg at plindber@plymouth.edu or the MBA Executive Coordinator, Craig Zamzow at czamzow@plymouth.edu. A meeting will then be held between the graduate assistant or fellow, their supervisor and the appropriate coordinator.

Graduate assistants and fellows must present themselves in a professional manner in their writing, dress and speech. As role models to other students, they should conduct themselves accordingly. **Supervisors should monitor their graduate assistants or fellows and assist them as necessary in maintaining their professional conduct.**

Graduate assistants and fellows must be reliable and dependable. **Days of the week and specific hours to be worked must be negotiated between the supervisor and the graduate assistant or fellow and posted in both the graduate assistant's or fellows' office and the supervisor or department office, whichever is more appropriate.** The supervisor must approve all changes in work schedules, and all appropriate parties contacted as to the schedule change. It is the responsibility of the graduate assistant or the fellow to make up any hours missed and the responsibility of the supervisor to be sure that the integrity of the assistantship or fellowship be maintained.

Graduate assistants and fellows are hired to be a support to various programs on campus and should make every effort to be flexible, helpful, courteous and conscientious. **Supervisors should model these qualities for their graduate assistant or fellow. As supervisors, you have a responsibility to assist in your graduate assistant or fellow's professional growth and development.**

Supervisors are required to set a time to meet with their graduate assistant/fellow to fill out the Graduate Assistant/Fellow Responsibility/Work Schedule Form and the Job Expectations/Guidelines Sheet prior to the beginning of the assistantship/fellowship. Once these are completed, a copy is to be sent to Cheryl Baker, Director of Graduate Faculty and Services MSC 11. The supervisor and graduate assistant or fellowship should also each keep a copy for their reference.

Graduate assistants and fellows are **REQUIRED** to attend a meeting once in the fall and once in the spring to review expectations, answer questions and share their experiences. The fall meeting will be held on **Tuesday, October 4th from 2:30-4:00 p.m.** and the spring meeting will be held on **Tuesday, March 7th from 2:30-4:00 p.m.** location TBA. Supervisors are welcome to attend these important meetings with M.Ed. and MBA Coordinators and the Director of Graduate Faculty and Services. In addition, graduate assistants and fellows are encouraged to get together informally to socialize and give each other support. **Any assistance that you can give to help your graduate assistant/fellow feel a part of our campus community is valued and appreciated.** Some graduate assistants/fellows are new to Plymouth State University and you are their only initial contact. Thank you, in advance, for helping them feel connected to the graduate community.

Please remind your graduate assistant/fellow to notify Cheryl Baker via e-mail at cbaker@plymouth.edu if the contact information for your graduate assistant/fellow changes for any reason.

Supervisors are **required** to evaluate their graduate assistants and fellows **twice during the course of the year, once in December and once in May.** In addition, all graduate assistants and fellows are expected to meet with the M.Ed. and MBA Coordinators as needed at the discretion of the coordinators.

Many assistantships and fellowships are requested each year that are not funded. Supervisors receiving graduate assistantships or fellowships need to take their obligations of evaluation and mentorship seriously in order to retain their assistantship or fellowship in the future.

Questions in regard to any of the above expectations may be directed to Trish Lindberg, M.Ed. Executive Coordinator at 535-2647 or plindber@plymouth.edu. TL 5/30/05