UNIVERSITY AT ALBANY
DEPARTMENT OF LANGUAGES, LITERATURES & CULTURES
HANDBOOK FOR INSTRUCTORS
FALL 2017

Welcome to the University at Albany’s Department of Languages, Literatures and Cultures! Following is some basic information to help you with your work at the university. If you have questions, please feel free to check with the LLC Office. If we don’t know the answer, we’ll help you find it. (control/click links to go to the highlighted page)

DEPARTMENT INFO
- LLC Address/Phones/Fax/Website/Hours
- Office Staff
- Maps
- Security
- Fire Safety
- Bulletin Boards
- Mail
- Email
- ID Card
- Offices
- Phones
- Computers (including first time sign-on)

Reserving Rooms
Smoking
Maintenance
Copying
Equipment
Supplies
Contact Info
Time Cards & Paychecks
Benefits/Holidays
Library
Parking

CLIC
TEACHING/TUTORING
- Syllabi
- Office Hours
- Ordering Books
- Instructor Absences
- Grading
- Finals
- Emergency Conditions/Inclement Weather

Student Health
Disability
Scheduling Classes
100-Level Classes/Senior Exemptions
Other Teaching Resources
FERPA/Identifying Information

COMMON CONCERNS
OTHER USEFUL LINKS
FUNDING RESOURCES
DEPARTMENT INFO

Formed as a merger from several original departments in 1997 and adding languages with demand and capacity, LLC is currently a department of 9 languages: Arabic, French, German, Hebrew, Italian, Latin, Portuguese, Russian and Spanish, offering courses from beginning language through the PhD (depending on the program). Other languages offered regularly at UAlbany are Chinese, Japanese, and Korean, which are taught through East Asian Studies (office in HU210). LLC is a department within the College of Arts and Sciences (CAS).

LLC’s degrees include: PhD in Spanish, MA in Spanish, major in Spanish, and minors in: French, Hebrew, Italian, Portuguese, Russian, and Spanish. In fall 2010 LLC’s French, Italian, and Russian majors were deactivated by UAlbany, as were the French MA and French PhD. However, students wishing to major in French, Italian or Russian may petition to do so by declaring a Student-Initiated Interdisciplinary Major and completing the form found online at: http://www.albany.edu/undergraduateeducation/interdisciplinary_studies.php. The student outlines proposed coursework and finds tenured or tenure track faculty mentors in two departments (LLC and another department) who will sign the petition and oversee the major. Similarly, interdisciplinary minors can also be specially crafted.

LLC Address:
Dept of Languages, Literatures & Cultures
Humanities 235 (or HU235)
1400 Washington Ave.
Albany, NY 12222
LLC Office Phone: 518-442-4222 or 442-4100
LLC Fax: 518-442-4111 (located in HU279—faxes received are placed in the recipient’s mailbox)
LLC Website: www.albany.edu/llc
Facebook: www.facebook.com/UALLC
The LLC Office is open: generally 8:30AM-5PM Monday-Friday (exception: holidays, winter/summer break hours, and as posted on the office door and online at www.albany.edu/llc/office.shtml -- please note: classes are in session during some office holidays see: www.albany.edu/registrar/academic_calendar.php for these days).

Office Staff:
Cynthia Fox, Chair: cfox@albany.edu
Janna Harton, Administrative Manager: 442-4439 jharton@albany.edu
Mia Mauro, Secretary: 442-4100 mmauro@albany.edu

Maps
Campus maps are available at http://www.albany.edu/main/maps.shtml.

Security
There have been thefts on campus and in the building. Don’t leave your office or the computer lab unlocked and unoccupied. If something is lost, stolen, or you need police help, call University Police (UPD) at 442-3132. For emergencies, call University Police at 442-3131 or dial 911 (UPD says 911 will take longer). See http://police.albany.edu/Safety.shtml for more information on campus safety. While lost items are sometimes returned to LLC, campus Lost and Found is with the campus police.
Fire Safety
If the fire alarm rings always assume it is real, leave the building quickly and safely, close your window and lock your door on the way out. Handicapped people (above the ground level) should be escorted to stairwells and the Fire Department informed to safely evacuate them. Please do not obstruct hallways, use unapproved heaters, or stack items near the ceiling.

Bulletin Boards
LLC posts general information (schedules, directories, events) on the bulletin boards by the LLC Office (also at the LLC website, www.albany.edu/llc and on Facebook). Other bulletin board space on the second floor of Humanities is devoted to languages, graduate students, jobs, calls for papers, etc. Housekeeping has been instructed to remove paper posted on walls/doors/etc. (papers on your office doors will not be removed).

Mail
LLC’s mailroom (HU278) is open during the day M-F and locked 5pm on Fridays and all weekend. Mailboxes are assigned to each instructor. Please check your mail regularly. The outgoing mail bin is just inside the office (HU235). Mail usually arrives/leaves mid-morning. The university mailroom is in the far corner of the basement of the Social Sciences building (just off the tunnel). If the office receives a package for you, you will be notified via email to pick it up in the office.

Email
The University and LLC send announcements and queries regularly via email. Please check your email regularly and update the office if your email changes. Students are required to check their email accounts (www.albany.edu/undergraduate_bulletin/students_official_university_email.html) as this is an official form of communication at the U. To set up your UAlbany email see “Computers” below.

Note: The U will never ask for your password, email, credentials—do not respond to such emails. Correspondence from IT will always be signed with an IT employee’s name (who can be looked up in the directory at www.albany.edu, link at top right). Concerned about the legitimacy of an email? IT has a list of known phishing emails at: https://wiki.albany.edu/display/public/askit/Catch+of+the+Day.

ID Card
Take your employee ID # to the SUNYCard Office (by the Registrar’s Office and Bookstore, ground floor of the Campus Center) to get your picture ID. The card provides swipe access to buildings/classrooms you will teach in, allows library and other privileges, and is required in some cases for identification. If you need access to the Humanities Building after hours (when the door is locked), let the office know.

Offices
Shared office space is provided for LLC instructors in the Humanities Building. As with any shared space, please be cognizant of the needs of others (limit noise levels, strong scents such as perfumes/air fresheners/foods, etc.). Housekeeping trash pick-up from offices is only Monday, Wednesday and Friday. Please dispose of items that might be or become offensive in a trash can outside the building.

Recycling bins are available in HU231 (bottles, cans) and in the basement between the Humanities and Education buildings (bottles, cans, paper, batteries).

The microwave in HU231 is available to anyone, but please clean up after yourself -- housekeeping does not clean it. Windex and paper towels are in HU235.
Office keys are ordered by the LLC Office, but must be picked up by the instructor at Customer Service (middle of the HU basement, HU043B, phone: 442-3480, hours: 7am-4pm). The office will inform you when the key is ready. Your ID card (obtained from the SUNYCard office in the Campus Center) and signature are required to receive the key. The key must be returned in person when you leave the institution (get a receipt) or replacement costs will be assessed.

Phones
There are 2 community phones in LLC, one on each hall—in the LLC conference room HU286 and in room HU268. The LLC Office staff can let you into the room. If you need to provide a work phone, you may use 442-4222 which goes to the LLC Office. Messages will be sent to your email.

Computers
For first time users: You should receive a PIN # via campus mail. Go to www.albany.edu and click on the MyUAlbany link (top right), choose reset password and enter the information and PIN # to obtain your username/net id. Use your net id (usually first initial and last initial followed by 6 numbers) to log in to university systems, get class rosters, etc. The net id should allow access to UAlbany computers, networks, printers, and MyUAlbany. If you do not receive a PIN # in campus mail, you may go to the IT Helpdesk (LC-27) with a picture ID or call the IT Helpdesk at 442-3700 and provide identifying information and they can look up the number for you and assist you. Trouble accessing MyUAlbany or setting up your net id? Contact the ITS Help desk at 442-3700 or complete the electronic form at www.albany.edu/its/currentfaculty.html.

Some offices are equipped with shared computers. If there is no computer or it is in use, the LLC computer lab (HU281) or CLIC (HU311) may be used, as available. No food/drink are permitted in these areas. If all machines are in use in HU281, preference goes to students/instructors who are completing assignments/course materials that are needed immediately, such as for a class. Never leave the computer lab unoccupied and unlocked—always close/lock the door when you leave. Computers have been stolen on campus. The Humanities Building is wireless accessible, but for security reasons to access the system from your own computer you must consult with IT. For CAS (College of Arts & Sciences) computing problems contact cascomp@albany.edu or 442-2651. For university computing problems, leave your help request at www.albany.edu/its/currentfaculty.html or contact ihelp@albany.edu or 442-3700.

For information on how to use/access Blackboard see: https://blackboard.albany.edu/ and https://wiki.albany.edu/x/Ep1ZAg. If you have problems, contact the help desk at 442-3700 (or 442-4288) or www.albany.edu/its/currentfaculty.html.

LLC Computer Lab (in HU281)

Log on (you may need to switch user and click other user to begin):

Net id = ualbany\your net id (personal logon), example: ualbany\ab123456
Password = your personal password
Click enter and you should be logged in. The first time you log onto a lab computer it may take several minutes.

Saving documents
Save files to USB flash drives or email them to yourself. You may not save to the computers. Any files saved are deleted each evening.

Printing
The printer is a shared resource and has limited capacity and toner. Please limit use to 15 pages at a time. For copies, print the original and make copies on the copier or request copies from the office (see “Copying” below).

Programs
Lab computers have standard programs on them including Word, PowerPoint, Excel, Audacity and Real Player, and Internet Explorer and Firefox web browsers. There is a program (allchar) for accented letters and symbols on all the computers. The machine closest to the door also has Acrobat and the one furthest from the door SPSS. You may not install software on lab computers.

Free computer classes are available—for more information visit:
ITS Class Schedule: https://wiki.albany.edu/display/askit/Computer+Applications+Classes+Schedule
The library Interactive Media Center (IMC) Class Schedule: http://apps.library.albany.edu/ilearn/.

Reserving Rooms
Conference rooms and classrooms may be reserved in the LLC Office as needed. LLC schedules our 2 conference rooms, HU131 and HU286. Office staff can also help you reserve other rooms, including HU290, HU354 (scheduled by the CAS dean’s office) and classrooms for make-up, extra-class meetings, or events (classroom requests must be made with the Registrar’s Office—we will respond as soon as there is an answer from there). You can check classroom availability yourself at: https://uaems.albany.edu/VirtualEms/BrowseForSpace.aspx (click “filter” at top, far right and add your preferred criteria).

Smoking
New York has a no smoking law in effect for all public buildings, offices and areas where the public is served. If you are a smoker, please smoke outside and away from the building so the smoke does not enter (www.albany.edu/hr/assets/Smoking.pdf). Please do not smoke in areas marked “no smoking” (such as between the Humanities and Education buildings)—smoke comes into air intakes for the buildings from these areas affecting those in offices and classrooms.

Maintenance
Please let the office know if you have maintenance needs (light out, broken drawer, door won’t lock, leak, etc.) and we’ll place a service request. For afterhours emergencies call 442-3480.

Copying
You will receive a personal department copier code from the LLC Office. Codes have a limited number of copies so don’t share your code and make sure to sign out so the next person doesn’t use your code. Ask in the office if you have questions or problems with your code or the copier (located in HU279). Please plan ahead. Over 50 people use the copier so you may need to wait.

The office provides copying services for larger work-related jobs (exams, class handouts) via a request form just inside the office by the outgoing mailbox (or via email to Mia with cc to Janna—if you email, make sure your email was received and that attachments could be opened). Please allow at least 2 business days to ensure copies are ready when needed.
Different types of transparencies are needed for different equipment. If you need to copy to transparency, please use the correct transparency film (the office has these)—the wrong one could melt in the copier, require an expensive service call and leave the department without copy services. If questions, please ask.

Services are also available on campus from Rapid Copy (www.albany.edu/rapidcopy/).

Equipment
Most classrooms are equipped, however, the department maintains a laptop/projector which can be reserved in the LLC Office. Other equipment can be obtained from CLIC (see below). The U has additional resources at A/V in the Lecture Center (442-3647, LC15) and in ITLAL (www.albany.edu/teachingandlearning/).

Supplies
The office has basic supplies (paperclips, pens, whiteboard markers, chalk, etc.).

Contact Information
Please provide the office your current contact information by the first week of classes each semester and updates when anything changes. Home information is not shared.

Time Cards & Paychecks
Report time worked at the end of each month by going into your MyUAlbany account’s leave system via www.albany.edu, click on the link for MyUAlbany at the top right, log on, click “leave entry” and choose “leave entry” or “report no usage,” indicate the time period and click to save it (for more information: www.albany.edu/hr/prof_leave.php). When you make up classes you don’t report the time out.

To request direct deposit of paychecks (the U deposits your paycheck into the bank account you designate and provides you a statement each pay period with the details), print, complete, and sign the request form at www.osc.state.ny.us/payroll/files/ac2772.pdf (more info: www.albany.edu/hr/direct-deposit.php), attach a voided check for the account you want to use and take these to HR (UAB300, 1215 Western Ave). If you elect not to direct deposit, you must pick up and sign for your paycheck every other Wednesday after 10:30 am in LLC (HU235) and will need to make special arrangements during breaks to obtain your check. Direct deposit statements are placed in department mailboxes. Direct deposit forms must be redone each fall (not being paid 3 pay periods (such as over summer) drops you from direct deposit).

There is an HR self-service portal at www.albany.edu/hr/empl-tools.php (Employee Toolbox on the HR website), where you can:
  • Review your current and past paycheck information online, print W-2, update tax withholding
  • Change your permanent and work address or request a temporary address
  • Update personal information (bio data, phone number, emergency contact information)
All on-line services are secure and require your UAlbany netid and password to access. Further, NYS Payroll On-line services additionally require your NYS ID to access. Information on where to find your NYS ID is on our website.

Benefits
Those covered by the UUP (United University Professional union/paying UUP dues) are eligible for benefits, but you must enroll to get benefits (for details: www.albany.edu/hr/benefits.php). For benefits


UUP offers a tuition assistance program (1 course per semester, where class seats are available—students must pay other university fees). For information: [www.albany.edu/registrar/21884.php](http://www.albany.edu/registrar/21884.php). Questions? Call the Registrar’s office (442-5503, Todd Schnitzer is familiar with the UUP program).

UAlbany’s employees can participate in the SUE tuition waiver program (which pays up to 50% of a course under certain conditions) see: [www.albany.edu/hr/tuition.php](http://www.albany.edu/hr/tuition.php).

Registrar’s memo May 2017 regarding the tuition benefits:

![Email Icon](data:image/svg+xml,%3Csvg%20width=%2224%22%20height=%2224%22%3E%3Ccircle%20cx=%2212%22%20cy=%2212%22%20r=%2210%22%20fill=%22#000000%22%2F%3E%3C/svg%3E)

ECRP Employee  
Tuition Adjustment Program for UUP Members

**Holidays/Days Classes are Not in Session**

For the academic calendar and student breaks, see [www.albany.edu/registrar/academic_calendar.php](http://www.albany.edu/registrar/academic_calendar.php). Different groups of employees get different days off so there are times when classes are in session that campus offices are closed. Please plan accordingly. For dates the LLC Office will be closed, visit [www.albany.edu/llc/office.shtml](http://www.albany.edu/llc/office.shtml).

**Library**

You have library privileges with the use of your university ID card. Jesus Alonso-Regalado (jalonso@uamail.albany.edu, bibliographer at the main library next to HU), is an excellent language materials resource and is happy to help both instructors and students with classroom and research needs. There are also some foreign language materials in the department’s copy and mail rooms. If you are a returning lecturer and wish to use the library/other U services over the break you may need to request a memo so stating from the LLC Office (the U terminates temporary employees each semester which can suspend this access).

**Parking**

Parking passes (a sticker for a single car or a hang tag (costs more) if the employee uses two cars—note that only one car may be parked on campus at a time) may be purchased at the Parking Office (trailer behind the Campus Center and the Physics Building). Take your university ID, license plate #, your car’s make/model/year info with you. Passes are about $25 (info: [www.albany.edu/pmts/](http://www.albany.edu/pmts/) or to purchase parking permits online: [https://epay.albany.edu/C21455_ustores/web/store_main.jsp?STOREID=1](https://epay.albany.edu/C21455_ustores/web/store_main.jsp?STOREID=1)).

**CLIC**

Instructors and students have a valuable educational resource in the Center for Language and International Communication (CLIC), in HU 311 (442-4113, [www.albany.edu/CLIC/index.shtml](http://www.albany.edu/CLIC/index.shtml)). CLIC has computers, language software and a variety of other resources (online language newspapers and language websites, online chats with students in other countries, etc.) that can be used in instruction during class or extracurricularly. Contact the CLIC for more information.
**TEACHING/TUTORING**

If you have questions or concerns about teaching, student matters, or university policies, your program coordinator (SPN=Elizabeth Lansing elansing@albany.edu and FRE=Susan Blood sblood@albany.edu or Cynthia Fox cfox@albany.edu), faculty and the department chair are happy to consult with you. Pedagogical assistance is also available from ITLAL (Institute for Teaching, Learning and Academic Leadership www.albany.edu/teachingandlearning/) through a variety of course offerings and consultations. Performance is reviewed by class visits, class materials and student evaluation. Instructors are encouraged to complete the Faculty Activity Report online via MyUAlbany. The portal for faculty information is MyUAlbany (www.albany.edu/myualbany/index.php?WT.source=home). Tutorials for using MyUAlbany are at www.albany.edu/myualbany_tutorials/tutorials.html.

LLC no longer acts as a service to connect students and tutors. Students should take advantage of their instructors’ office hours or if those hours don’t work, make an appointment for additional assistance. Should you be interested in serving as a tutor, some offices that have offered tutoring include Advising (advisingplus@albany.edu), EOP (http://www.albany.edu/eop/tutor-application.php), OAAE (http://www.albany.edu/oaae/tutoring_oaae.shtml), and ISSS (http://www.albany.edu/isss/index.php).

**Syllabi**

The university requires that each course have a syllabus and that it is provided to students the first day of class. Your class syllabus is a contract between you and the student. Please make clear to students the first day of class that if the student remains in the class, he has agreed to abide by the syllabus you presented on the first day. Make sure the syllabus has the rules you intend to keep in the class (policies for how absences/exams/assignments impact the grade, required texts, due dates, whether/how cell phones use is permitted, plagiarism/required plagiarism tutorial (see “Plagiarism” in Common Concerns below), etc.) and if any changes are needed, make those clear in the class and follow up with a revised electronic syllabus ensuring every student receives a copy (Blackboard is a good tool to communicate this with all students). Should there be a dispute, the syllabus and any emails sent will be consulted.

The LLC Office is required to keep copies of each semester’s course syllabi to address course equivalencies and student concerns. Please send a copy to the office not later than the first week of class. University requirements for syllabi are at www.albany.edu/undergraduate_bulletin/regulations.html. Please ensure your syllabus is complete. You may review previous syllabi. If you are teaching a lower level language class, the program faculty may have already prepared a uniform syllabus for all sections of that class (for SPN consult Prof Elizabeth Lansing elansing@albany.edu and for FRE Prof Susan Blood sblood@albany.edu or Prof Cynthia Fox cfox@albany.edu).

**Office Hours**

Instructors should offer at least 2 office hours per week for classes (preferably not on the same day) and also be available by appointment. Many instructors offer office hours before or after their classes. Please provide the LLC Office your office hours before the end of the first week of classes and update us with any changes during the semester. Office hours are posted on instructors’ office doors, on the bulletin board by the LLC Office and on the LLC website.

**Ordering Books**

Lower-level courses often have a coordinator who orders textbooks. For other courses instructors should contact the University Bookstore (call 442-5696, email Dustin Henderson at dhenderson@albany.edu, stop by the book store in the Campus Center, or submit information online at
Instructor Absences

Please call the LLC Office (442-4100 or 442-4222) if you are not able to teach your class due to illness, inclement weather or emergency and have not arranged with another instructor to substitute. If you must leave a voicemail on your first call, please also call the second number and if necessary leave a second voicemail in case a staff member is out. Please email your students and copy the office staff. Office staff can put a notice on the classroom door for students who might not see the email. You should make up missed classes at a time agreeable to your students to ensure all contact/credit hours are offered/earned for the class. Please consult the LLC Office to reserve a make-up classroom at the time needed. For the CAS policy: https://wiki.albany.edu/display/caschairs/Policy+on+the+Absence+of+Instructors+from+Class.

Grading (see also below Common Concerns>Grades, Grade Changes, Grades for Students who…)

The instructor is responsible for grades given and keeping records of all students’ grades. Grades are not negotiable between instructor and student. Generally grades cannot be changed after the grade is sent in except I=incomplete, which will be changed to a letter grade once coursework is satisfactorily completed in the agreed amount of time and a grade change request is submitted by the instructor via MyUAlbany. Incompletes should only be given in unusual circumstances (see the chair if questions). Grading is S/U (satisfactory, unsatisfactory) only if the class is designated as such in the bulletin, otherwise grades are A-E. W is a designation given by the Registrar that a student officially withdrew from the course after the drop/add period. Z is a designation given by the Registrar if a student has never attended or did not attend (DNA) after the last day to add and did not officially drop or withdraw. W and Z grades do not count toward the GPA. N will appear as the grade for official auditors—it’s put in the system by the Registrar when the student registers. Unofficial auditors (they asked the instructor if they could attend, but didn’t officially register for the course or pay) receive no grade and the Registrar keeps no record of their attending the class (see: www.albany.edu/undergraduateeducation/grading.php and www.albany.edu/undergraduate_bulletin/regulations.html). If instructors are not returning the following semester, at the end of the semester they should provide grade books with all graded assignments for students in the course to the LLC Office.

- Request a Blackboard course: www.albany.edu/its/images/BLScourseRequest_selfService_instructions.pdf
- Upload test scanning grades to Blackboard: https://wiki.albany.edu/display/askit/Uploading+Grades+from+the+Test+Scanning+Service
- Upload final grades in MyUAlbany: log in to MyUAlbany, click the Help tab, select the Faculty Tutorials link.

Finals

In general, finals CANNOT be given before the Registrar’s scheduled finals times during finals week (see www.albany.edu/undergraduateeducation/examinations.php and www.albany.edu/undergraduate_bulletin/regulations.html). Exceptions may be granted for difficult situations if the request is approved in advance with permission from the LLC chair and the dean of undergrad studies. Scheduled finals dates (including departmental final exam schedules—some lower
level classes with multiple sections choose to have all sections take the final at the same time—check with your lower-level language coordinator if questions) may be found on the Registrar’s site at: www.albany.edu/registrar/ (right menu bar) and are posted on the bulletin board by the LLC Office.

**Emergency Conditions/Inclement Weather**  
Emergency info:  www.albany.edu/emergency/.  
To be notified of emergency situations, sign up for SUNY NY Alert at www.albany.edu/sunynyalert or within your MyUAlbany account (found at www.albany.edu, link at top right of page). This is an emergency contact system that enables the U to send out critical information about campus emergencies via email, phone and/or text messaging. In case of inclement weather, the university’s hotline (442-SNOW) and website (www.albany.edu) will be updated. See:  www.albany.edu/emergency/weather.php and  www.albany.edu/pmts/snow_emergency.php.

**NOTE:** If the LLC Office is closed and there is a facilities problem (leak, locked door, power outage, etc.), contact Customer Service at 442-3480 or Campus Police 442-3132.  
For emergencies: 442-3131 or 911.  
Note: calling 911 from campus phones gets campus police, from cell phones gets state police (response time may be longer). You may wish to program your cell with the campus #.

**Student Health**  
If concerned about a student’s psychological health, you can refer them to or consult with the Counseling Center at 442-5800, consultation@albany.edu (www.albany.edu/counseling_center/) (includes: substance/alcohol abuse, mental health, suicide, other concerning behavior). Student primary and urgent care are available at the University Health Center (400 Patroon Creek Blvd, Suite 200, Albany 442-5454).

**Disability**  
Students with disabilities seeking accommodations must register with the Disability Resource Center and receive a letter from them to receive accommodations. That office works with the professor to provide accommodations (alternative testing locations/times, materials in large print, readers, etc.). Students should inform instructors/provide the letter of needed accommodations at the beginning of the semester. If an alternative testing time is requested, the student should provide the instructor a form for instructor signature at least 5 working days in advance. Useful information about reasonable accommodations, alternative testing, etc. may be found at www.albany.edu/disability. Faculty with disability needs may also contact the Disability Resource Center. If questions or concerns, contact Carolyn Malloch, Director, Disability Resource Center at 442-5490 or cmalloch@albany.edu.

**Scheduling Classes**  
Class schedules are created by the programs a semester ahead. If you are interested in teaching upcoming semesters, let the program director know of your interest early. You should be able to find your class assignments in MyUAlbany (note: because the U’s system rolls over class schedules from fall to fall and spring to spring, the schedule that first appears online for the coming semester will reflect the previous semester, and will not be correct online until LLC inputs the changes). Current LLC schedules are posted at www.albany.edu/llc/schedules_course_descriptions.shtml.

**100-level Classes and Senior Exemptions**  
Because the U has general education requirements and many seniors do not complete these until their last year, the U holds some senior seats in 100-level classes each semester to ensure these students can complete their graduation requirements. A senior needing a 100-level class to graduate must provide a completed senior exception form (signed by both their advisor and Undergrad Studies in LC30) to obtain
a permission number. Please check with your program how they handle this. Feel free to send students with questions to the LLC Office.

Other Teaching Resources
Additional resources are available at the main library and through interlibrary loan. Some local libraries have international film collections. Faculty also have personal collections of resources including films. If interested, ask.

LLC hosts language tables (informal opportunities for students at all levels to practice speaking skills) and language clubs. These vary by semester depending on student interest. These and other events and activities (department seminars, annual conference, guest speakers, student activities, film festivals, etc.) are posted on the LLC website (www.albany.edu/llc/news&events_main.shtml) and on Facebook.

Sharing identifying information: No personal information may be shared/released about students, faculty, or staff. Social security numbers may not be used to identify students on rosters, for posted grades, etc. Parents may not receive student information (including grades) without the student’s written release to the U (FERPA: www.ed.gov/policy/gen/guid/fpco/ferpa/index.html).

FERPA/Identifying Information (per the Registrar’s Office 2016)

FERPA (The Family Educational Rights and Privacy Act)
Students have three primary rights under FERPA: (1) The right to inspect and review their education records, (2) the right to have some control over the disclosure of information from their education records (including, but not limited to personally identifiable information), and (3) the right to seek an amendment of their education records.

FERPA forbids disclosure, to third parties, of student personally identifiable information and information related to a student’s academic work without the student’s written consent. A third party may include, but is not limited to: fellow students, parents, family members, and friends of the student in question.

University at Albany employees should be alert to the existence of this strong and binding restriction, and should take care not to reveal information about students directly or indirectly to third parties.

Posting Grades
In order to provide students with timely information about assignments, papers, and exams, many faculty post the results at a convenient location for students to check their grades. Faculty who use this strategy are advised that it is a violation of FERPA to post exam results or grades in a manner that allows any third party to infer a specific student’s grade. For example, you violate a student’s rights under FERPA if you leave graded papers in a public hallway, or share grades via an e-mail distribution list, if it permits students to examine faculty evaluation of the work of other students.

Posting grades by full or partial student identification number, full or partial social security number, or name, is prohibited. An acceptable way to comply with the law is to post the grades using a unique identifier known only to the instructor and the student. If this method is chosen, the
identifier cannot be composed of personally identifiable information such as birth date, phone number, etc., and the list cannot be in alphabetical or seating order. If all grades in a course are the same, those grades should not be posted. Please see below for more helpful information on posting grades.

**Student Photos**
The use of student photos by faculty and staff for the limited purposes of student identification on class rosters, class seating, examinations and academic advisement enriches the classroom and advisement discourse between faculty/staff and students, protects the integrity of the examination process, and overall, enhances the educational experience and retention of students at the University. Please be advised that posting or distributing student photos violates a student’s rights under FERPA and is prohibited ([http://www.albany.edu/registrar/photo-usage-policy.php](http://www.albany.edu/registrar/photo-usage-policy.php)).

**NOTE:** The Family Policy Compliance Office (FPCO), responsible for oversight of FERPA, advises colleges and universities to restrict the practice of publicly posting student personally identifiable information (PII), such as, test grades, assignment grades, final grade lists, and student photos (e.g., on the professor’s door, on a bulletin board, via e-mail, etc.).

**Below are some helpful resources for faculty related to posting grades:**
- How to upload test scanning grades to Blackboard - [https://wiki.albany.edu/display/public/askit/Uploading+Grades+from+the+Test+Scanning+Service](https://wiki.albany.edu/display/public/askit/Uploading+Grades+from+the+Test+Scanning+Service)
- Help with Grade Rosters, Entering Grades, and Uploading Grades: Log on to MyUAlbany via: [http://www.albany.edu/myualbany/](http://www.albany.edu/myualbany/). Select the Help page, choose “Faculty Tutorials” link on left side of page. Select the appropriate tutorial.
- Additional help and consultation – For detailed assistance with using the Grade Center in your Blackboard courses, you are encouraged to make an appointment with Faculty Technology Resources (518-442-4288, [http://www.albany.edu/blackboardhelp](http://www.albany.edu/blackboardhelp))
- Excel and Blackboard Grade Book Consultations – see [http://www.itlal.org/](http://www.itlal.org/)

If you have questions about privacy law and/or disclosure please refer them to the Registrar’s Office at registrar@albany.edu (see also: [www.albany.edu/undergraduateeducation/privacy_issues.php](http://www.albany.edu/undergraduateeducation/privacy_issues.php)).

**COMMON CONCERNS**
- **Crisis/emergency situations:** For campus police emergencies, call 911 from a campus phone or 442-3131 (you may want to program this # into your cell phone). Calling 911 from your cell will get state police and response time may be longer.
- **Student can’t register for the class:** Reasons could include:
  o Class is register by permission only. Instructors can give permission #s for classes above the 100 level, just remember not to exceed the size limit of your room, or if you must do so first contact the LLC Office to see if a larger room can be obtained from the Registrar. Permission #s that you give will be in addition to the enrollment cap for the class (i.e. if the class cap is limited to 30 seats and you give 5 permission #s, the system will allow 35 students to enroll and the room assigned may not permit that many per fire code). If you’re teaching a 100-level class and classes have not yet started for the semester, do NOT give permission #s—only the department office gives
100-level permission numbers from the time registration begins (late Oct/late March) until the first day of classes. The first day of classes instructors have complete control of permission #s and start waiting lists if no seats are available. Enrollments change during drop/add and individual instructors will be most familiar with their classes. The office manages 100-level permission numbers before classes start, taking the burden from the instructor of keeping up with students’ emails and calls. This also prevents the instructor and office giving the same permission # to different students and keeps the process consistent across sections and throughout the department. Permission numbers are most often requested by seniors who need the class to graduate but who the system won’t allow to register (seniors should have taken the class before their senior year so are blocked from adding courses underclassmen need). Seniors must bring a completed senior exception form to the LLC Office before classes start to get permission #s from the office (their major advisor provides the form and signs that the student requires the course to graduate, then the student gets a signature from the Undergrad Studies office (LC30) and attaches their DARS audit to the form, then brings the complete packet to HU235).

- Student doesn’t qualify for the class (remaining seats are restricted to specific populations, such as seniors, freshmen, EOP or transfer students). Usually all restrictions are lifted at 12:00am on the first day of class so that remaining seats are available to anyone online. If students urgently require the course, have them contact the LLC Office.
- Student has an unpaid account, traffic violation, outstanding library book or other fine, etc. The student should consult the Registrar’s Office for specifics.
- The student may not have completed the online registration process or entered a permission #. The student should try several times in MyUAlbany to click to add the class.

If these don’t resolve the problem, the student should visit the Registrar’s Office and try to add the class there with a staff member who can troubleshoot.

- **Student doesn’t have the prerequisite for the class**: Instructors are required to assess students’ competence the first week of classes (the system does not screen for students who did not take a prerequisite or who failed a prerequisite). If a student is found lacking a prerequisite, the instructor may ask the student to deregister and refer him to the appropriate course. If the student does not comply, the instructor may deregister the student (www.albany.edu/registrar/deregistration.html). Note: procrastination on the instructor’s part may result in the student remaining in the class.

- **Student needs/wants to be assessed to place out of a language/exempt the language requirement**: The Undergraduate Education office in LC30 (442-3950) has software to test students for basic competence in French and Spanish and has a list of faculty who can test for competence in a number of other languages. LLC faculty should be consulted for placement in languages offered in LLC. NY students who got an 85 or better on the language Regents exam may exempt the gen ed (they may need to request that their high school send their scores to the university). For more information on the Gen Ed program see: www.albany.edu/generaleducation/. For details on language exemption see: www.albany.edu/generaleducation/foreign-language.php.

- **Student absence excuses**: The Office of the Vice Provost for Undergraduate Education will not provide excuse letters for undergraduates who are absent for less than one week and who have not missed an examination or other deadline (www.albany.edu/images/0910-07_Revised_absence_policy_(final).doc). The University Health Center will provide medical excuses to students only for medical conditions that prevent them from attending an exam or a full week of classes and that meet other conditions outlined in their policy at www.albany.edu/health_center/medicalexcuse.shtml.

- **May students audit classes?** Yes, they can informally if the instructor agrees (you are not required to do so for informal audits). There will be no U record of their auditing. You set the limits—whether they can take the exams, get their work graded by you, participate in class discussions, etc. (rationale:
students who pay should get more for their tuition). Those who would like the audit to appear on a transcript must get registered with the Registrar as a formal auditor (there is a fee and students register first as a regular student, then during drop/add get signed approvals (including instructor)/ask the Registrar to change their status to auditor with grade “N” and 0 credits) and they must be enrolled in a department on campus (if they’re not in a department, refer them to General Studies--General Studies can also provide the student with a letter to access the library, parking, etc.). The student’s participation level should be an agreement from the start between the faculty and student. Students failing to participate satisfactorily should be withdrawn with a grade of W. For information on auditing: www.albany.edu/undergraduate_bulletin/regulations.html (halfway down the page under “Auditing Courses”). Note from the bulletin: “If a course is filled and has auditors in it, a student wishing to take the course for credit may displace the auditor.”

- **Disability accommodations**: Students with special needs requesting accommodations are required to inform the instructor at the beginning of the semester and have a file with the Disability Resource Center (www.albany.edu/disability/index.shtml). For questions/assistance consult the Disability Resource Center (Carolyn Malloch, cmalloch@uamail.albany.edu, 442-5490).

- **Student computer resources**: https://wiki.albany.edu/display/public/askit/Computing+and+Printing+Facilities

- **Grades**: Grade rosters are at www.albany.edu/myualbany/ (a faculty tutorial is available in MyUA at www.albany.edu/myualbany_tutorials/Your_GRADE_Roster_MyUA.pdf). Grades must be posted by the deadline. Questions about posting grades to MyUA should be directed to the Registrar’s Office, 442-5540. If you are not returning the following semester, your grade book for the course should be provided to the LLC Office at the semester’s end for the department files.
  - If the **student did not attend at all**, do not enter a grade, click on the "Note" hyperlink for that student and place “DNA” in the Note ID box. Click OK and the SAVE button at the bottom of the grade roster. Do NOT assign “I” (incomplete) to a student who never attended class.
  - If the **student stopped attending** your course on or before the last day to add with a permission #, click on the "Note" hyperlink for that student and enter “STP” in the Note ID box, then put the last date of attendance in the Transcript Note box. Click OK and the SAVE button at the bottom of the grade roster (for deadlines: www.albany.edu/registrar/academic_calendar.php).
  - **Incomplete** is a temporary grade assigned by the instructor only when the student has nearly completed the course requirements but because of circumstances beyond the student’s control the work is not completed. Incompletes should only be assigned on the basis of an agreement between the instructor and the student specifying the work to be completed and establishing a timeline in which the work will be completed. For more information: undergraduates www.albany.edu/undergraduateeducation/grading.php, or graduate students www.albany.edu/graduatebulletin/requirements_degree.htm#graduate_grades.

  (NOTE: Students receiving financial assistance through state awards should refer to Academic Criteria for State Awards in the expenses and financial aid section of the bulletin before requesting incompletes).

- **Grade changes**: “An instructor may not permit students in an undergraduate course to submit additional work or to be reexamined for the purpose of improving grades after the course has been completed. Also, the Registrar may not enter a change of grade without the approval of the Vice Provost for Undergraduate Education except for changes of I to a final grade. A grade of A, B, C, D, E, S, or U may not be changed to a grade of I. On a case-by-case basis and for good cause, the Vice Provost for Undergraduate Education has the power to allow grade changes for reasons deemed legitimate. The grading process is not, and should not be allowed to become, one of negotiation between faculty and students. For example, students occasionally present arguments to faculty to change a grade for reasons having nothing to do with the specific course in question (e.g., a concern
for academic dismissal or for the overall GPA). Clearly, such arguments are irrelevant to the determination of a grade in a specific course.” From: www.albany.edu/undergraduateeducation/grading.php, bottom of the page.

- **Grades for students who did not attend:** Follow the instructions in MyUAlbany. If a student did not attend class, open the notes section, type in DNA (=Did Not Attend), click OK and then click SAVE. The Registrar will assign a Z grade. (Incompletes should not be given for students who have not attended.)

- **Late withdrawals:** Students have clearly established deadlines for when they can withdraw from classes (www.albany.edu/undergraduateeducation/withdrawal.php, for the schedule of dates www.albany.edu/registrar/acad_cal.html). Occasionally a student will request a waiver of the deadline. To do this the student must get a waiver form from Undergraduate Education (LC30), provide a rationale for the petition and documentation, obtain the signatures of the instructor and department chair, and then take the form back to LC30 to the Committee on Academic Standing (CAS). The committee makes the final decision.

**Plagiarism:** Plagiarism is a violation of academic integrity and is taken seriously at UAlbany. The Undergrad Bulletin (www.albany.edu/undergraduate_bulletin/regulations.html) clearly states what plagiarism is, that it’s unacceptable and that students have no excuse. Instructors have several options for dealing with plagiarism (see www.albany.edu/studentconduct/referring.php), but are required to complete a Violation of Academic Integrity Report form (www.albany.edu/studentconduct/assets/vair.pdf), submit it as directed on the form, and provide a copy to the LLC chair. The U keeps a database of students who plagiarize. Repeat offenders will be sent for judicial review. Instructors may check student assignments for plagiarism with Safe Assign through Blackboard (https://wiki.albany.edu/display/public/askit/Plagiarism+Prevention+with+SafeAssign). Instructors may require all students to provide proof that they’ve taken this tutorial http://library.albany.edu/usered/plagiarism/index.html (if this is a class requirement, it should be included in the syllabus). ITLAL also provides information at www.itlal.org/index.php?q=node/47.

- **Student behavior:** for consultation regarding behavioral issues, visit the Office of Community Standards (previously named Conflict Resolution and Civic Responsibility) in Campus Center 361, or contact them at 442-5501 or crcr@albany.edu. More information at www.albany.edu/studentconduct.

- **Student grievances:** see www.albany.edu/undergraduate_bulletin/regulations.html.

- **Discrimination/Harassment:** The Office of Diversity and Inclusion (ODI) has descriptions of types of harassment and discrimination that students/faculty/staff may encounter with procedures for investigating complaints at www.albany.edu/diversityandinclusion/files/UAlbany_Discrimination_and_Sexual_Harassment_Complaint_Procedures(1).pdf as well as other resources. The Office of the Title IX Coordinator is also a good resource, www.albany.edu/titleIX/.

- **Athletes missing classes:** The university’s policy for students missing class due to athletics is here: www.albany.edu/ncaa/files/Intercollegiate_Athletic_Missed_Class_Policy.pdf

- **Lost items:** If the item was in Humanities and someone knew the class was a language class, the item may come to the LLC Office, but campus lost and found is with the University Police Department (UPD), 442-3132.

- **Final Exams:** The final exam schedule is posted on the bulletin board by the LLC Office and can be found at www.albany.edu/registrar/final-exam-schedule.php For those teaching courses with multiple sections (lower level courses), the office coordinates departmental exams (multiple sections meet for the exam at the same time). Contact the LLC Office if questions.

- **Gen Ed changes:** The U has been updating general education requirements for several years. In the transition period some students have different requirements than others. They should contact their
major advisor or Undergrad Studies with questions. For Gen Ed information: www.albany.edu/generaleducation/

OTHER USEFUL LINKS

General Info for New Instructors
www.albany.edu/registrar/general_information.html

Help with Teaching / Info for New Adjuncts
www.albany.edu/teachingandlearning/
www.albany.edu/teachingandlearning/tlr/adjunct_faculty/index.shtml
www.albany.edu/teachingandlearning/tlr/teaching_resources/index.shtml

Undergraduate Academic Policies
www.albany.edu/undergraduateeducation/
www.albany.edu/undergraduate_bulletin/regulations.html

Undergraduate/Graduate Bulletins
www.albany.edu/undergraduate_bulletin/
www.albany.edu/graduatebulletin/

Semester Schedules
LLC offerings can be found at www.albany.edu/llc/schedules_course_descriptions.shtml. To search for all UAlbany classes by keyword, general education classes, etc. use www.albany.edu/registrar/schedule-of-classes.php.

Student Counseling 442-5800
www.albany.edu/counseling_center/

Final Exam Policy
www.albany.edu/registrar/general_information.html#5__FINAL_EXAMINATION_POLICY

Faculty Senate
www.albany.edu/senate/

United University Professions (UUP) Union
http://uupalbany.org/


Copyright Photocopying Rules
The library has copyright information at http://libguides.library.albany.edu/copyrightlaw. Rapid Copy may also be consulted about copying (rapidcopy@uamail.albany.edu or 442-3245).

Information Technology Services (ihelp@ualbany.edu)
www.albany.edu/its/svc_help.php

Human Resources
www.albany.edu/hr/index.php
direct deposit form:  www.osc.state.ny.us/payroll/files/ac2772.pdf
benefits information:  www.albany.edu/hr/benefits.php

Computer Software Training
www.albany.edu/its/svc_training.php


Study Abroad
www.albany.edu/studyabroad

Fraudulent Email/Phishing Information (with sample emails)
https://wiki.albany.edu/display/public/askit/Catch+of+the+Day;jsessionid=D7CD5602707701D9F64EAE413CE1AC79

The Chronicle of Higher Education
As a member of LLC you have access to password protected Chronicle articles (if you do not have or forget the password/username, ask in the office). Please do NOT share these with others outside LLC. www.chronicle.com

FUNDING RESOURCES

Community of Science funding opportunities, databases, information
www.albany.edu/osp-old/11007.php
Pivot  (http://pivot.cos.com/) allows users to search for a funding opportunity and instantly view matching faculty from inside and or outside their institution. COS provides trainings at  www.refworks-cos.com/training/. Contact Sponsored Programs with questions (437-4550).

Research Foundation - SUNY
www.rfsuny.org,  (518) 434-7000

NEH Summer Stipends
www.neh.gov/grants/research/summer-stipends

Fulbright
www.cies.org/us_scholars/us_awards/

UAlbany Funds
The **CHEER Fund** is for activities engaging students and faculty/staff, providing small grants (up to $250): [www.albany.edu/student_engagement/cheer_fund.php](http://www.albany.edu/student_engagement/cheer_fund.php).

**UAS** has some funds to “foster educational growth and community involvement” on campus [www.albany.edu/uas/program_funds.php](http://www.albany.edu/uas/program_funds.php).

**Travel/small grant funds** related to conference presentations and research have been available (via a competitive application process) to faculty in the past from the College of Arts and Sciences (CAS), the university and the UUP union. Notices to apply generally come via email after the semester starts.
- **CAS Travel Grants**
- **Individual Development Awards (IDA)** joint UUP and State funds—were part of the 2011-16 UUP contract, may not be renewed by the state in the next contract
- **University research grants**

---

This handbook is a work in progress. If you find additional information that would be helpful or errors please email jharton@albany.edu. Many thanks!

Janna Harton  
Languages, Literatures and Cultures

U: //JH/faculty/instructor/Handbook-Fall 2017.doc