



Minot State
UNIVERSITY



Adjunct Faculty Handbook

2015-2016: A Guide for Teaching at Minot State University

Be seen. Be heard.

This handbook is also viewable as a PDF file at:

http://www.minotstateu.edu/pdf/adjunct_faculty_handbook.pdf

This is a web-based publication. Paper versions are not available.

This handbook has been prepared by the Minot State University, Office of Instructional Technology to provide information to adjunct faculty. The right is reserved to change any of the rules and regulations of the University at any time.

Minot State University

Center for Extended Learning (CEL)

Office of Instructional Technology

500 University Avenue West

Administration Building, Room 356 and 368

Minot, North Dakota 58707

On the cover: Minot State University ellipse from University Avenue facing north to Old Main, summer 2014.
Photo by MSU.

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Lenore M. Koczon, PhD, VPAA

Welcome to Minot State University!

The Adjunct Faculty Handbook is designed to provide information about MSU policies and procedures intended to support you during your teaching assignment.

We are excited because you bring a wealth of knowledge in your subject and are well-versed in various teaching methodologies that will engage MSU students and enhance their learning. I speak for all deans, department chairs and division chairs in saying we are committed to supporting your efforts in making your teaching assignment at MSU a rewarding experience.

I encourage you to visit MSU's web site (www.minotstateu.edu) for information about professional opportunities and various activities that occur throughout the academic year and summer sessions. You'll find the campus to be a lively place, full of energy and opportunity.

If you have any questions or need additional information, my door is always open.

I look forward to working with you.

Sincerely,

Lenore M. Koczon, Ph.D.

Vice President for Academic Affairs

MINOT STATE UNIVERSITY (MSU) FACILITIES

Minot State University Campus Buildings and Related Services

Administration—Houses offices for the President, Vice President for Academic Affairs, Vice President for Administration and Finance, Vice President for Student Affairs, Institutional Research, Center for Extended Learning, Business Office, Student Registrar, Financial Aid, and Dakota College at Bottineau office. It also houses the Interactive Television Studios, Enrollment Services, Institutional Research, Human Resources, ACT Testing Center, and the Office of Instructional Technology.

Amphitheater—Built by students, alumni, and other university supporters. Located on the hillside in the northern part of the campus, it provides a beautiful setting for Summer Theater, musicals, and other productions.

Lura Manor—Five story building completed in 1986. It houses 152 male and female students in four-person suites. It also houses the Student Health and Development Center and Disability Services.

Campus Heights Apartments—Completed in 1984. Houses 18 efficiency and 12 two bedroom apartments. Open to all students.

Cook Hall—A five-story residence for 188 women. There is a study lounge, recreation room, a kitchen facility, and a laundry area.

Crane Hall—completed in 1960 and most recently renovated into a co-ed suite style residence hall with a lounge, recreation room, and laundry facility for 81 students.

Cyril Moore Science Center—Houses the Science Division. Also included are a lecture-demonstration auditorium seating 233, as well as classrooms and labs for science courses.

Dakota Hall—A conveniently located residence for about 96 women. A lounge, kitchen facilities, and laundry area are available for the use of the residents. It also houses the Language Company.

Dome—Provides facilities for a wide variety of activities such as handball, racquetball, basketball, and indoor track with seating for over 9600 people. The building also has lockers, showers, classrooms, offices, and serves as the temporary Wellness Center.

Hartnett Hall—Houses the administrative offices for the College of Arts and Sciences, and the Division of Humanities. Office and classroom space is also provided for programs in art, broadcasting, recording arts, and music. There are classrooms and a 200-seat theater for lectures, recitals, and theater programs.

Herbert M. Parker Stadium—Football and soccer stadium with a seating capacity of 2800.

McCulloch Hall—A men's residence for 145 students completed in 1960. There is a study room for residents and a lounge, recreation room, cooking facility, and laundry area.

Memorial Hall—Memorial Hall houses the Institute of Rural Human Services, the Department of Nursing, five academic departments, and the North Dakota Center for Persons with Disabilities, a University Center of Excellence. The Institute serves as an outreach center from

which a comprehensive, interdisciplinary program of research, training, and clinical services are provided to rural communities in the Minot service region. The departments housed in Memorial Hall are Communication Disorders, Nursing, Psychology, Social Work, Special Education, Criminal Justice, and the Rural Crime and Justice Center.

Model Hall—Houses the Math and Computer Science Departments as well as the Honors Program. Also located here are computer laboratories.

Old Main Building—Provides classroom and office space for the Colleges of Business, Education and Human Services, and for the music program. The Social Science Division is located on the second floor. The Anne Nicole Nelson Hall provides facilities for the performing arts. The facility also houses various computer labs, Slatten Learning Center, Information Technology Central, Severson Entrepreneurship Academy, and the Center for Engaged Teaching and Learning.

Gordon B. Olson Library—The MSU Library contains over 398,760 volumes in its book, bound periodical, and document collections. The library currently subscribes to over 1,810 periodicals, and is a select regional depository for U.S. Government and State of North Dakota publications. In addition, the library houses special collections of North Dakota materials, children's books, and microforms.

Pioneer Hall—Family housing facility. Houses 40 one-bedroom apartments. Also provides office space for Printing Services. The ceramics lab is located on the ground floor.

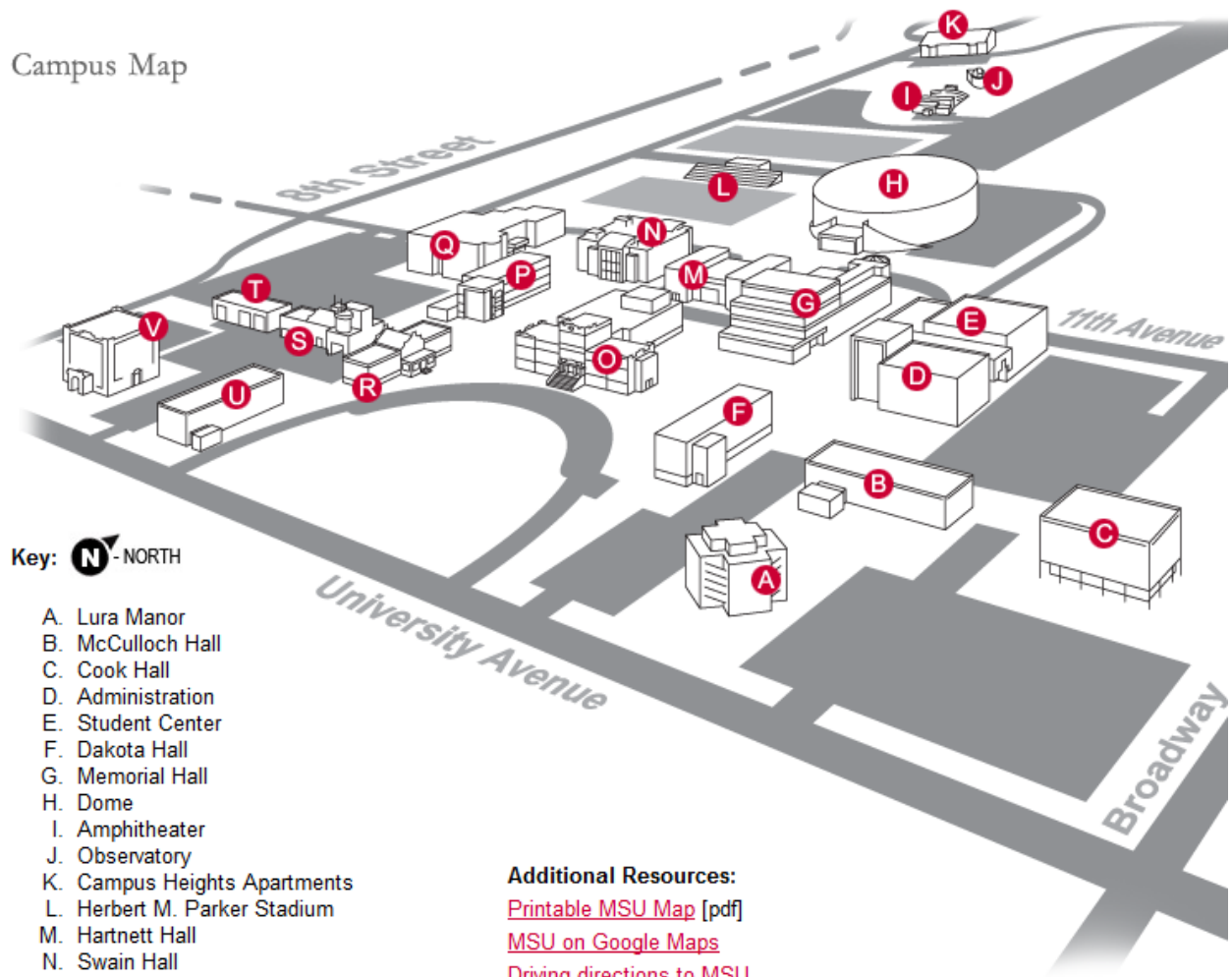
Physical Plant—Central heating plant, carpenter, and welding shop, the office of the Director of the Physical Plant, Parking Office, Security Office, and Central Receiving.

Student Center—A comprehensive student services and activities building which includes the Campus Bookstore, MSU Mail and Information Center, an indoor swimming pool, the Beaver Dam and Beaver Creek Cafe, Buckshots—a convenience store, Java Lodge, student government offices, student publications offices, conference rooms, study lounges, and the Offices of Student Life, ID Office, Veteran's Center, POWER Offices, Multicultural Services, Student Success Center, Office of International Programs, Marketing and the Vice President for Advancement and Alumni Offices.

Swain Hall—Constructed in 1951, the new Swain Hall, remodeled in 2009-2010, houses the Department of Teacher Education and Human Performance. By taking advantage of previously unusable space, a third floor was created in the space that used to be the gymnasium bleachers, and four new classrooms were added to the building. The basement was opened up and now features high-tech athletic training equipment that will be used by students as they take health, physical education and recreation courses. The former gymnasium has been converted to a pedagogy lab, and it will be the primary location for physical education classes as well as fitness courses.

Health and Wellness Center—The brand new, state-of-the-art Wellness Center opened in Fall 2012. The new facility supports all dimensions of wellness and provides exclusive areas for cardio exercise equipment such as treadmills, stationery bikes and various types of elliptical machines. It also includes a 30 foot climbing wall, weight rooms, space for student dances, spiritual wellness, a basketball court, a floor hockey court, and a multipurpose classroom dedicated to a variety of exercises classes such as Zumba, step aerobics, kick-boxing and yoga.

Campus Map

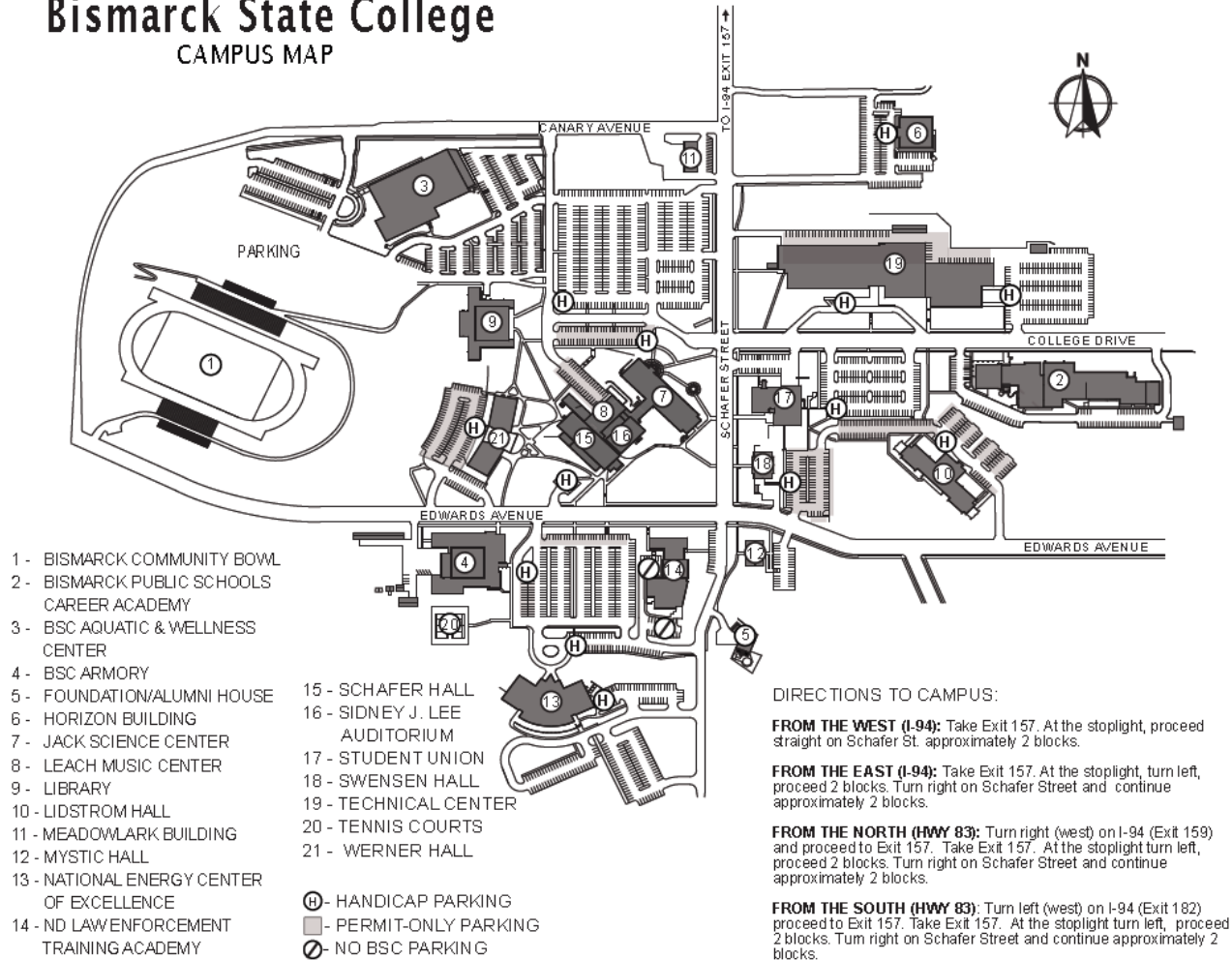


Map of Minot State University with building locations

Minot State University at Bismarck State College: Buildings and Related Services

Bismarck State College

CAMPUS MAP



Map of Bismarck State College with building locations

Horizon Building (Building 6, northeast corner) —1815 Schafer Street, First Floor, Office 124 is the location of the MSU Student Services Coordinator and supporting faculty.

Minot State University at Minot Air Force Base: Buildings and Related Services



Map of Minot Air Force Base with route to education center, Building 156, located on Missile Avenue. Source: Google Earth.

INTRODUCING MINOT STATE UNIVERSITY



North Dakota State Normal School at Minot in the fall of 1914. MSU Photograph Archives.

Minot State University was founded in 1913 to serve the citizens of northwest North Dakota. It is located in Minot, a city with approximately 41,000 residents. The city is served by United, Delta, and Allegiant Airlines, Amtrak, and Jefferson Bus Line. Abundant outdoor activities are available, including hiking, boating, fishing and camping in the nearby Garrison Dam/Missouri River area, and the Turtle Mountain Region. The arts include two theatre companies, three art galleries, choral and instrumental groups, a full-scale symphony orchestra, and an opera company. A major dual-wing (bomber and missile) U.S. Air Force base is located in the greater Minot area. Minot State primarily serves North Dakota, Montana, and several contiguous Canadian provinces. Several Native American communities are located in our region and are represented in our students and faculty.

The University has evolved from a normal school to a Carnegie Master's I institution. It is the third largest higher education institution in the state and the only non-doctoral university to grant master's degrees. Three colleges comprise the university's academic offerings: Arts and Sciences, Business, and Education and Health Sciences. Twelve master's degrees are offered in such areas as communication disorders, management, education, psychology, and mathematics. There is a rich mix of liberal arts and professional programs offering more than 60 majors at the undergraduate level. Minot State University is a member of the North Dakota University System, which is comprised of 11 institutions representing doctoral, master, baccalaureate, and community colleges. The State Board of Higher Education consists of nine members and is the governing board of the System. Minot State University has a Board of Regents acting as an advisory board and champion for the institution.

Mission

Minot State University is a regional, public institution located in the northwest region of North Dakota, serving students from Minot, the region, state, nation, and other countries. Undergraduate and graduate courses and programs are offered on campus and at a distance, through face-to-face, online, and alternative modes of delivery. Non-credit and professional training and experiences are offered to students and community members.

Committed to high academic standards and professional support for students, the University is dedicated to student success, engaged and life-long learning, advancement of knowledge, effective student service, and development of students of character. These commitments are grounded in effective and motivated teaching and learning, scholarship, and service. General studies and a variety of programs are offered in the arts and sciences, business, and education and health sciences. A wide range of student support services is provided to on-campus and off-campus students.

The university values critical and creative thinking, vitality of communities and cultures, stewardship of place, and the multicultural and global environment. The university honors and supports the dignity and rights of diverse individuals, freedom of expression, academic freedom, ethical and moral behavior, integrity, fairness, and honesty.

Minot State University is first and foremost dedicated to the success of all students: their growth and development as educated citizens, their confidence, and their life-long devotion to the common good and the welfare of others.

Core Values

MSU cares deeply about its students, their learning, and their growth. The university is proud of its values and long-term commitment to:

- Teaching and learning with excellence, integrity, and engagement
- Serving students and others respectfully and responsibly
- Following high ethical and moral principles
- Supporting the values of community and place, where all community members are valued and respected for their work, contributions, and freedom of expression.

Core Purpose

Minot State University helps people appreciate life and learning and contribute meaningfully to the lives of others.

GETTING READY TO TEACH

Program Requirements

Adjunct faculty must review and become familiar with the applicable (undergraduate or graduate) catalog and their specific program requirements. Information for each program is subject to change, so we recommend that you maintain close contact with your department. It is also critical that any special assessment and related reporting requirements are identified for the courses taught.

The [undergraduate](#) and [graduate](#) catalogs are available online. Adjunct faculty should also obtain a copy of the [Student Handbook](#) from Student Life. The handbook outlines student behavior expectations and other important policies.

General Education Assessment

All general education courses are required to conduct a general assessment of learning as specified by the department. This applies to both online and face-to-face classrooms. The assessments are usually standardized and consist of a pre and post-test, but other types of assessment are also used. If you teach a general education course, contact your department to determine the correct course of action. Additional general education requirement information can be found on [GE web site](#).

Diversity Assessment

All courses carrying Diversity status are required to conduct a general assessment of learning as specified by the department. This applies to both online and face-to-face classrooms. The assessment is standardized and consists of a pre and post-test. If you teach a Diversity approved course, contact your department to determine the correct course of action. Additional information can be found on the [Diversity web site](#).

Access to Minot Air Force Base (MAFB) and the Base Education Center

If your course meets on the Minot Air Force Base, contact the MSU representative at the base Education Center (701)-727-9044. You will be mailed the necessary instructions and forms to begin the process for gaining access to the base.

It is important that you complete and return the forms immediately. The military is required to conduct a background check before access is authorized and the process takes several weeks. You will also be provided information about how to bring your vehicle on base. You will be required to show proof of insurance, your driver's license, and vehicle registration.

Classes are held on the second floor of the Base Education Center and Library, building number 156 (see map on page 11). If you have not received this information by at least two weeks before classes start, contact MSU office on base at (701)-727-9044.

Parking and Permits for Employees

This information is presented as a guideline for the operation of motor vehicles on the campus of Minot State University. MSU permits students, faculty, and staff to operate vehicles in the University community. Certain rules and procedures have been established. These regulations aim to insure the safety and orderliness of pedestrian and vehicle traffic.

Enforcement Hours

Monday through Friday (8 a.m.-4:30 p.m.)
12 months per year

All violations listed under [General Regulations on Driving and Parking](#) will be enforced on a twenty-four (24) hour basis, 7 days a week, 52 weeks per year.

The parking fee is used for improvements and maintenance of parking lots. The parking fine is used for staff and office expenses, with the balance used for improvements and maintenance. Direct questions to the Parking Office, which is located at the Post Office counter on the first floor of the Student Union. Office hours are from 8:00 a.m. to 4:30 p.m. CST.

Parking Fee

Reserved: \$65.00 per year

Unreserved: \$55.00 per year

Bismarck State College Parking: Parking passes are not required.

Instructional Equipment

Instructional equipment can be obtained by contacting your department. For courses taught at the Minot Air Force Base, contact the MSU representative on base at (701)-727-9044 for assistance. The Minot Air Force Base Education Office also provides equipment support and most of the classrooms have overhead projector and/or Smart Board technology. MSU adjunct faculty at Bismarck State College should send instructional equipment requests to the MSU Student Services Coordinator at (701)-224-5496.

Textbook Orders

The MSU Barnes and Noble Bookstore will use the MSU email account to notify faculty of the deadline to order textbooks. The order form can be picked up from the division or department secretary. You should contact your department about their policy with regard to ordering textbooks for online and on campus courses.

Instructors are encouraged to visit or contact the bookstore at least a month before classes start to ensure their book orders have been processed and available for students. Instructors are also responsible for ensuring their syllabi (paper copy and online versions) reflect the correct textbook and edition.

Campus Closure Due to Inclement Weather

Minot State University and MSU at Bismarck State College will notify local radio and television stations when the campus is closed due to inclement weather. Local radio stations will also be advised when base classes are cancelled. Bismarck faculty and students should check the [MSU @ BSC Web site](#) for closure information.

Minot Air Force Base (MAFB) will notify local radio and television stations when the base is closed due to inclement weather. If in doubt, attempt to contact the MAFB Education Center at (701)-723-2772 or the MSU representative on the base at (701)-727-9044.

Highway 83 between Minot and MAFB closes on occasion when road conditions become extremely hazardous and life threatening. When this occurs, the North Dakota Highway Patrol will notify the public on local radio and television stations. NotiFind will also be used to advise faculty, students, and staff.

Instructor Desk Copies

Individual instructors are responsible for requesting published desk copies from their respective publisher representative. Please contact the division or department chair to identify texts approved for particular courses.

Library Electronic Reserves

For information about placing items on Electronic Reserve (ERes), visit the Office of Instructional Technology at 701-858-3280/3832. Blackboard Learn is currently used to house student readings.

CAMPUS COMMUNICATIONS

Post Office and Department Mailboxes



MSU Mail and Information on the south end of the Student Center.

The campus mail and information center is located at the east entrance of the Student Center building. Business mail can be sent through the post office if there is a departmental billing number on the envelope. For bulk mailings contact the post office for instructions at (701)-858-3000. The center also provides the following services:

- personal faxes at a charge
- sell stamps and pre-stamped envelopes
- intercampus mail delivery
- weigh packages

Local adjunct faculty who frequently visit or have an on-campus office should contact their division or department secretary to determine if a department mailbox is available for use. Adjunct faculty at Bismarck State College will contact the MSU Student Services Coordinator for intercampus mail support.

Telephone Services

If you are using a campus phone and wish to make an outside call, dial “9” to receive an outside line. (i.e. (9)-838-0000). On-campus calls can be made by simply dialing the four digit extension (i.e. 5555).

Each department has a long distance code for authorized business calls made on campus. Direct questions to the MSU ITC at (701)-858-4444. For on campus emergencies, dial 911.

Internet Services

Minot State University does not provide off-campus Internet services. Off-campus users must obtain their own Internet service provider.

Blackboard Announcements

Events affecting MSU Online courses will be published via the Blackboard Announcements tool located on the adjunct faculty member’s My Blackboard page.

Getting an E-mail Account

The address for the University is <http://www.minotstateu.edu>. Adjunct faculty are required to have and use an MSU e-mail. Important information about your classes will be sent throughout the semester to this account. To set up your e-mail account, contact the IT Central (701)-858-3018.

[Faculty E-Mail Login Point](#)

On-Campus Wireless Internet Access

To obtain wireless access to the Internet on campus, you must login using your campus login (firstname.lastname and assigned e-mail password).

NOTE: To connect to encrypted wireless networks you must first connect to a wall jack or Wireless@MSU. Then visit <http://wireless.minotstateu.edu/activate> and follow instructions. If you have problems connecting or logging in bring your laptop to Old Main 108 for assistance.

Adjunct Faculty Identification Card Eligibility and Procedures

ID Cards can be obtained in the Photo ID office located on the second floor of the Student Center. Adjunct faculty must be on contract and entered into PeopleSoft or Campus Connection to obtain an ID card. A government issued photo ID must be presented at the time of card issuance. Adjunct geographically removed from campus can forward a professional photograph with a copy of official identification (i.e. passport, driver’s license, etc.) and the campus will create and forward the identification card. Adjunct faculty members can obtain a library card via the campus web site and operate without a campus identification card.

[Terms and Conditions:](#)

As a general rule, a faculty ID will allow you the following benefits:

- a. Faculty and family members may attend Student Association sponsored events for which there is no charge. (Some exclusion may apply.)
- b. At the writing of this handbook, faculty members are allowed free use of recreational/fitness facilities. Call the Dome at (701)-858-3041.
- c. It may be used in the Library to check out materials and purchase photocopy credit.
- d. Faculty generally may attend all University sponsored music events, including band and choral concerts, faculty and student recitals, and Minot Symphony Orchestra concerts without charge. (Some exclusions may apply.) It does not allow free admittance to International Artist Series, Western Plains Opera Company productions, or Minot Brass Band concerts, or other outside events held on the MSU campus.
- e. Faculty ID cards are honored for main stage productions and the summer productions during June and July. Spouses and immediate dependent family members are admitted free with the faculty member. (Some exclusions may apply.)

NotiFind

What is NotiFind?

NotiFind is an emergency notification system used by Minot State University to contact faculty, staff, and students in the event of an emergency.

Who can sign up?

If you are an employee, NotiFind uses your contact information from the Human Resources Management System, PeopleSoft. You can review your contact information with the HR office, Payroll and Benefits office or at their [web site](#).

How often do I have to update my information?

As an employee, you simply update your information if it changes. Students will be prompted every 90 days to review their information through Campus Connection. Faculty are responsible for ensuring NotiFind is updated as necessary when notification phone numbers change.

What is the information used for?

Information will be used only for emergency notifications regarding campus safety issues or severe weather emergencies.

GRADING POLICIES

Student Appeal of Course Grade Procedure

For the student who is dissatisfied with a final letter grade, and who has reason to believe that the grade issued is incorrect, the following appeal procedure is provided by the University:

Step 1: Within four weeks following the issuance of the grade in question, the student shall confer with the instructor who issued the grade and outline the reasons why s/he believes the grade is incorrect. (If the faculty member is unavailable, the student is expected to contact the chairperson or college dean within this same time period.) Following the student faculty conference, the instructor shall advise the student of the outcome of the course grade review and shall process a grade change, if appropriate. The instructor shall put his/her decision in writing, and give a dated copy to the student upon request.

Step 2: If the student still considers the grade to be incorrect, the student may formally appeal the grade at the "college level" within fourteen (14) days following the completion of Step 1. The Step 2 appeal process requires the student to obtain the procedure to be used in this step from the office of the college dean in which the faculty member resides.

Step 3: If the student is still dissatisfied, the student may request that the case be reviewed at a hearing by the Student Rights Committee. The formal request for the hearing must be received by the Registrar's Office within fourteen (14) days after the completion of Step 2. The decision of the Student Rights Committee shall be considered final.

Satisfactory/Unsatisfactory Grading

Grades of Satisfactory or Unsatisfactory (as opposed to a traditional letter grade) are used in some courses at the University. A grade of "S" grants credit toward graduation but does not affect a student's grade point average. A grade of U also does not affect the grade point average and does not grant credit toward graduation. The grading basis for all courses, including these offered strictly on an S/U basis is available in the registration software by selecting the link for additional course details.

Students may request to take a course on an S/U basis. The request must be made before the last day to add a course for that particular session (full term, first eight weeks, and second eight weeks). The S/U option is open to all students in good academic standing who have achieved junior year status with 60 or more semester hours. Students with an Academic Warning or on Academic Probation are prohibited from pursuing this option. No more than fifteen semester hours of *elective* S/U coursework can be applied toward a baccalaureate degree. The S/U option may not be used in those courses to be applied to the student's major, minor, general education requirements, or the professional education sequence. However, one S/U course may be applied to each area of concentration.

The S/U grading option is used to transcript nationally recognized academic tests such as the College Level Examination Program (CLEP), Advanced Placement (AP), and the American Council on Education (ACE). While individual test scores may be recorded at the University, it is the responsibility of the student to ensure fulfillment of a program requirement through the department/division chair. Satisfactory/Unsatisfactory grading is also used to record graduate level professional development activities numbered 500 on the transcript, indicating workshop credit.

Grade Change Policy

Faculty may submit a grade change form within one year of the original posting of a grade. After one year any grade change will need to be approved in sequence by the chair, the dean, and the vice president of academic affairs. These requests must be accompanied by a written explanation. FS - 4.21.11

Incomplete Grade Reporting

An incomplete grade may be requested by a student who has been in attendance, has done satisfactory work (C or better) during the term, and whose work is incomplete for reasons found to be satisfactory to the instructor. A Course Completion Agreement detailing the work to be completed and expected completion date must be signed and dated by both the student and instructor. The original copy of the agreement must be submitted to the Registrar's Office by the grade submission deadline. The carbon copies of the agreement should be retained by the instructor and student. If a grade change is not received by the Registrar's Office prior to the 1st Monday following the assignment completion date, the "I" grade will be automatically changed to the official grade as assigned on the agreement. Extensions will not be granted.

- The grade of Incomplete (I) is an administrative grade that may only be entered by the Registrar's Office. A grade of "X" (In Progress) will be available for 598 and 599 courses.
- The instructor will submit the grade earned at the time of grade posting if they choose not to sign a Course Completion Agreement or the student does not request an incomplete grade.
 - [Course Completion Agreement](#) [pdf]
- The instructor may complete the contract on behalf of the student for circumstances beyond the student's or faculty control. A summary must be attached to include the instructor communication attempts or actual communication with the student.

Academic Policies Committee - 08-09/FS - 4.16.09

STUDENT POLICIES AND RESPONSIBILITIES

Student Registration

Registration takes place over a two-week period toward the end of each semester. Registration priority is determined by the number of credits completed. Students may not

register earlier than their assigned time, but they may register late. Refer to the schedule of classes published each semester through the Registrar's Office for specific procedures.

Students register using the Web registration either from the advisor's office or from off-campus, following their advising session. Web registration enables students to access the registration system at a pre-assigned time or anytime thereafter during registration.

First year students (Freshmen) and transfer students will be introduced to Web registration during orientation activities.

Class Attendance

Instructors are required to report course enrollment. After the seventh day of a regular (16-week) session in fall/spring and the fourth day of a summer or eight-week session, instructors are required to report students who have never attended any class sessions or logged into their Internet course(s). If such absence is reported by the instructor, the Registrar's Office will administratively drop or withdraw the student. As a result a "W" will be recorded on the student's official transcript and the course(s) will be subject to published refund policies. The Registrar's Office will send a letter to the student notifying him/her of the changes in his/her enrollment status. If the student would like to re-enroll in the course(s), he/she must obtain approval of the instructor and the chair overseeing the course with a department/division stamp provided by the department/division offices.

Students are expected to attend all class sessions of any course for which they are registered. Prior to an instructor reporting course enrollment, instructors may cancel a student who is registered for a course but fails to attend any of the first three hours of class meeting time during the first ten instructional days. This rule allows for early identification of class vacancies to permit other students to add closed classes. Students who know they will be absent from any class should contact the instructor in advance.

However, lack of attendance does NOT guarantee automatic cancellation for students. Each student is held accountable for those courses selected at the time of registration. Only a "drop" properly processed by web registration will assure the student that a class has been dropped from his/her schedule of classes. Failure to officially drop a class or withdraw from the University will result in failing marks on the student's record.

Students are expected to attend all scheduled class sessions. A student who does not complete assigned academic work because of absence from class is responsible for making up that work in accordance with instructions provided by the faculty member teaching the course. Faculty may establish attendance standards and will determine whether a student will be permitted to make up work missed as a result of absence(s).

Minot State University has a commitment to students who represent the University in official capacities, such as in inter-collegiate athletic events, music, theatrical, and other college-approved activities. In enforcing their absence policy, it is recommended that faculty give due consideration to the important role that extracurricular activities play in the development of students, as well as to the benefits they provide to both our University and community.

Students must notify instructors of any scheduled absences within the first two weeks of the semester. In the case of later scheduled events, the instructor must be informed of the

event as soon as possible. Instructors are encouraged to advise students of their absence policy at the beginning of the semester.

Faculty members who schedule co-curricular activities conflicting with a student's other scheduled class sessions will be responsible for giving students as much advance notice as possible. The student will be expected to inform his/her other instructors and arrange for whatever makeup work, including examinations, may be required. If a satisfactory arrangement cannot be made, the student may appeal to the Dean of the college of the course in which he/she is enrolled. As a courtesy to students and faculty, the Student Life Office contacts faculty on behalf of the student for the following emergencies only if the student will be absent from classes for more than one week:

- Hospitalization
- Death in the Family
- Jury Duty
- Military Duties
- Family illness

Please Note: Notifying the Student Life Office or faculty members through the Public Information Office DOES NOT constitute an excused absence. It is up to the discretion of the professor whether or not students will be excused from class or allowed to make up any missed work. Faculty members requiring an excuse to make up missed work must obtain it directly from the student.

Amendment FS - 3.2.06

Amendment FS - 1.11.07

Amendment AAC - 4.8.09

Adding a Class

Undergraduate and graduate classes may be added through the seventh day of a regular (16-week) session in fall/spring semester. Students may add classes through the fourth day of summer semester or eight-week courses. Students may NOT add courses after the deadline unless very unusual circumstances exist. In such cases they must obtain permission from the instructor and the department chair overseeing the course.

[Add Form](#)

Overload Policy

Students who wish to attempt more than 18 credits a term must have at least a 3.0 cumulative GPA. Students may not register for more than 22 credits per term. The overload approval form must be signed by his/her advisor, department/division chair and must also contain the division/department stamp. Return the completed form to the Registrar's Office for processing. FS - 4.16.09

[Overload Form](#)

Late Course Drops

Students who fail to drop a course by the official “drop” date may apply for a “late course drop” due to extenuating circumstances. Late course drops must be approved by the instructor and department chair and are subject to departmental policy. The instructor’s and department chair’s signature and the department/division stamp must be obtained on a Late Course/Drop Request form available in the Registrar’s Office or the department/division offices. Completed forms are to be returned to the Registrar’s Office. A late course drop must be processed prior to the first day of final exams.

[Late Course Drop Form](#)

Withdrawal

Students seeking to drop all classes (withdraw from school) prior to the drop deadline should be directed to the Financial Aid Office. Even a student who has paid no tuition and/or has not attended any classes must contact the Financial Aid Office to withdraw from school. Students are not automatically dropped from class for reasons of nonattendance. (Students should contact the Financial Aid Office when seeking hardship drops after the drop deadline. To drop individual classes after the drop date, a student needs the signature of the faculty member teaching the course.)

[Withdrawal Procedure and Form](#)

Late Withdrawals

Students who fail to withdraw from all courses by the official “withdrawal” date may be eligible for late withdrawal. The request for withdrawal must be for reasons beyond the student’s control including, but not limited to, the following: death of an immediate family member, extended illness, or hospitalization of the student. Late withdrawals are processed through the Financial Aid Office. Third party documentation is required when requesting a late withdrawal.

Documentation may be a letter from the student’s physician or an obituary notice or other documentation that verifies the student’s special circumstance. A late withdrawal must be processed prior to the first day of final exams. Students who leave the university without completing the official withdrawal procedure will receive failing grades (Fs) in all classes.

[Withdraw Procedure and Form](#)

Audit

An auditor is one who participates in a class but receives no credit for the audited course. An auditor may participate in class activities at the discretion of the instructor. A student may change his/her status in a course from “credit” to “audit” or vice versa up through the final drop date of the session. This must be done on the appropriate form—available in the Registrar’s Office. An auditor must meet University entrance requirements and follow all standard admissions procedures. An auditor pays 50% of the regular, per credit tuition charged for the course.

Repetition

Students may repeat courses taken at Minot State University, but should be aware of the following guidelines.

- MSU courses must be repeated through Minot State for an improved grade. Repeating a course at another institution will average both grades in GPA calculations.
- When repeating a course through Minot State, the most recent grade will be included in the GPA calculation.
- Students cannot repeat courses for an improved GPA after a degree has been posted.
- The student who wants to repeat a course no longer offered in the college curriculum must obtain permission to substitute a currently offered course from the chairperson of the division or department for the original course.

Academic Requirements

President's Honor Roll: Undergraduate students who earn a minimum term average of 3.50 while enrolled for 12 or more credits during the fall or spring semester are recognized for their achievement by placement on the President's Honor Roll.

Academic Progress: University-wide minimum academic progress requirements (individual colleges or departments may have higher requirements) are based on the set of minimum grade averages printed below. The minimum grade average requirement is raised progressively in order to help students meet the minimum requirements for graduation.

Satisfactory Progress Requirements

Minimum Requirements

Semester Credits Attempted	Required Cum GPA
1-23 (Freshman)	1.50
24-59 (Sophomore)	1.75
60 or more (Junior and Senior)	2.00

Retention

All student records are reviewed at the completion of each term throughout the year. Should the cumulative grade point average (Cum GPA) fall below the required minimum, as noted in the table above, the student is placed on one of the following: academic warning, academic probation, or suspension, depending on prior academic history.

Academic Warning

The first time a student's end-of-term grades bring the Cum GPA below the required minimum, a warning shall be issued from the Registrar's Office notifying the student that he/she has been placed on Academic Warning. A notation of "Academic Warning" is

added to the student's permanent record which will not appear on the student's official transcript. An advisor hold will be placed on the student's record.

Academic Probation

The student on Academic Warning is given another term of enrollment to bring the Cum GPA up to at least the required minimum. Failing that effort, the student is moved from a status of Academic Warning to one of Academic Probation. A notation of "Academic Probation" is added to the student's permanent record which will not appear on the student's official transcript. An advisor hold will be placed on the student's record and the student's registration will be limited to 15 credits.

Continued Probation

The student who has earned a Term GPA of at least 2.0 will be extended yet another Probationary term in which to attempt to raise the Cum GPA to at least the required minimum. A notation of "Continued Probation" is added to the student's permanent record (which will not appear on the student's official transcripts). An advisor hold will be placed on the student's record and the student's registration will be limited to 15 credits each term until the student's end-of-term grades bring the Cum GPA to the required minimum.

Academic Suspension

If a student on Academic Probation (Cum GPA is below the required minimum) earns below a term GPA of 2.0, the student will be placed on Academic Suspension. A notation of "Academic Suspension" is added to the student's permanent record and official transcript.

A first Academic Suspension requires that the student sit out for the next fall or spring semester. The student may then be readmitted on "Academic Probation" to attempt again to bring the Cum GPA to at least the required minimum. At the end of this Academic Probation if the student falls below a 2.00 Term GPA, a second Academic Suspension will be issued and requires that the student sit out for both fall and spring terms, a full academic year (including summer).

Unofficial Withdrawal

A student who fails to withdraw from school and receives all failing grades for a semester will be considered to have unofficially withdrawn. This student will be placed on Academic Probation.

Suspension Reinstatement

A student who has sat out the required suspension period must submit an Application for Readmission. If a student enrolls at another institution during the suspension period, the student must submit all official transcripts before readmission will be considered. The student will be readmitted on Academic Probation. An advisor hold will be placed on the student's record and the student's registration will be limited to 15 credits.

Suspension Appeals Committee

A student who has been suspended from the University may petition for a one-term extension of probationary status if they feel their case warrants special consideration. Appeals must be made in writing to the Registrar's Office. Circumstances beyond the student's control and a plan for improved performance must be evidenced before reinstatement will be considered. If the appeal is granted, the student will be conditionally readmitted with the statement "Academic Suspension Reinstated" recorded on the permanent record and official transcript. An advisor hold will be placed on the student's record and the student's registration will be limited to 15 credits each term until the student's end-of-term grades bring the Cum GPA to the required minimum.

Student Complaint Policy

Consistent with its commitment to students first, Minot State University has adopted this policy to assist both students and staff in the resolution of student concerns and complaints constructively, quickly and fairly.

Where minor concerns arise, students are encouraged to take a common-sense approach and raise them directly with the relevant staff, with the aim of resolving them at the lowest possible level and without undue formality. However, where informal discussions have not yielded a satisfactory resolution, or where the matter is more serious, the following policy provides for a more formal process to be pursued.

Complaints made under this policy will be monitored and reviewed to enable the university to continually improve processes and services in support of student learning.

Student rights and responsibilities in relation to this policy are set out in the [appendix to this policy](#).

[Student Complaint Form](#)

Title IX Rights and Reporting

Minot State University strives to create a campus community free from interpersonal abuse including sexual misconduct. In working to achieve this intent, Minot State University commits to:

- a. Taking action to stop sexual misconduct;
- b. Taking action to remedy its effects by providing advocacy, support and appropriate referral services for recipients of the behavior;
- c. Taking action to prevent recurrences;
- d. Educating individuals and promoting discussions on interpersonal abuse and violence; and
- e. Conducting impartial investigation of all reports/notices of sexual misconduct through fair, equitable and prompt procedures. Investigations will be independent of and separate from law enforcement investigations of criminal activity.

[Campus Policy](#)

INSTRUCTOR RESPONSIBILITIES

Instructor Presence in the Online Course

Online classes require regular attention by the faculty member. Student activity within the online course should be checked at a minimum of five days per week. Inasmuch, students should see the instructor's presence within the course (answering course mail, participating in discussion, grading assignments and assessments, etc.) on a regular and consistent basis.

If circumstances occur that prevent your presence in the virtual classroom (i.e. death in the family, illness) you must notify your students, department, and MSU Online at the Center for Extended Learning. Arrangements can then be made to find a temporary instructor if necessary.

Instructor Presence in the Classroom

You are expected to conduct your class sessions during the scheduled days and times.

If you can't attend class, you must notify the division or department as far in advance as possible. If no advance notice is possible, you must make arrangements to notify your students. Your division or department secretary can help communicate with students. For courses at Minot Air Force Base, contact the MSU representative at the Education Center. For courses at Bismarck contact the MSU Student Services Coordinator.

If you must miss class and advance notice is possible, a substitute instructor may be able to cover your class. Arrangements for a substitute instructor must be made through your department.

Classroom Assignment

Room assignment on campus is done by the Assistant Registrar at (701)-858-3684 or (800)-777-0750, extension 3684.

[Room Reservation request form.](#)

If you need a particular type of classroom, make your request as early as possible. Rooms at Minot Air Force Base are controlled by the Education Center. Rooms at Bismarck State College (BSC) are arranged by the Student Services Coordinator on the BSC campus.

Normally, classrooms are left open for day and evening sessions. However, should you arrive to find your classroom locked after regular operating hours, find the building custodian or call (701)-858-3567.

Classroom Maintenance

Instructors are responsible for classroom cleanliness. In most cases food and drink are not allowed. When your class ends, you should check that:

- Boards are all cleaned

- Desks/tables and chairs are in order
- Trash is removed from desks/tables and lights are off

Syllabus Guidelines

A syllabus is a contract between the instructor and the student. Adjunct faculty should obtain a copy of the division or department approved syllabus for their course. Once modified, a copy of the syllabus should be reviewed by the appropriate chair or faculty member and a copy filed with the department.

A copy of the syllabus must be provided to each student.

Confidentiality of Student Information

Instructors must be familiar with FERPA restrictions as outlined on page 23 of the 2010-2012 Undergraduate Catalog.

Student Code of Conduct

The student code of conduct is outlined in the Student Handbook. All instructors should be familiar with the code. A copy of the handbook can be obtained by contacting Student Life at (701)-858-3993 or at [handbook web site](#).

Class Attendance and Reporting Policy

Instructors are required to report course enrollment. After the seventh day of a regular (16 week) session in fall/spring and fourth day of summer or eight-week session, instructors are required to report students whom have never attended any class sessions or logged into their internet course. If reported by the instructor, the Registrar's Office will administratively drop or withdrawal the student. The student will be notified of this change of enrollment status with a letter and email. If a student would like to re-enroll in the course(s), an add/drop slip must be obtained with approval from the instructor, the chair overseeing the course and the department/division stamp.

Students are expected to attend all class sessions of any course for which they are registered. Prior to an instructor reporting course enrollment, instructors may cancel a student who is registered for a course but fails to attend any of the first three hours of class meeting time during the first ten instructional days. This rule allows for early identification of class vacancies to permit other students to add closed classes. Students who know they will be absent from any class should contact the instructor in advance.

However, lack of attendance does NOT guarantee automatic cancellation for students. Each student is held accountable for those courses selected at the time of registration. Only a "drop" properly processed by Web registration will assure the student that a class has been dropped from his/her schedule of classes. Failure to officially drop a class or withdraw from the University will result in failing marks on the student record.

See [Faculty Center Quick Guide](#)

Midterm Deficiencies and Reporting

Faculty members are required to report midterm deficiencies. Ds, Fs, and Us are considered deficient grades. The Registrar's Office will send emails and letters to students with deficient grades as reported by the faculty member. Students cannot access their midterm deficiencies via the Web. Students will be encouraged to seek assistance from their instructors or other support services on the campus or online available to them. As a last resort, students have the option of dropping the course, if the instructor allows.

Note: Midterm deficiencies are not a part of the student's official record, and they will not appear on the student's transcript.

[How to Record Midterm Deficiencies](#)

Academic Integrity Code

Minot State University is committed to academic integrity. Incidents of academic dishonesty may be documented by the faculty member with a copy of the documentation maintained by the department/division chair. A letter of explanation will be sent to the student. Cheating may affect the student in accordance with the faculty member's grading policy. The student may appeal the faculty member's penalty to the department chair. Student disciplinary action may result in accordance with the Student Conduct Policy. Academic dishonesty would include, but is not limited to, the following types of behaviors:

1. Misrepresenting another individual's work as one's own, e.g. plagiarism from hard copy or the Internet.
2. Copying from another student during an exam.
3. Altering one's exam after grading for the purpose of enhancing one's grade.
4. Submitting the same paper to more than one class.
5. Use of any material or device not approved by the instructor during an exam.
6. Turning in reports intended to be based on field collection data but, which are, in fact, not.
7. Failure to respect the confidentiality of persons served or studied and to maintain the professional standards for ethical conduct as set forth in *The Handbook of School Psychology* published by the national Association of School Psychologists.

Student Advising

Part-time adjunct instructors are usually not assigned to be student advisors. However, every instructor should be familiar with the requirements of their particular program. Furthermore, distance education students are often unaware of who their academic advisor is or how to contact them. A student can identify their academic advisor by visiting the Student Center page on Campus Connection.

Minot State University maintains that academic advising is an important part of the educational process. Establishing a friendly and honest relationship with an academic advisor is advantageous to the student both personally and educationally. Effective

advising helps students to maximize the educational benefits available to them at the University. The process of academic advising helps students to better understand their own abilities and potentialities. Advisors can then help students make connections to appropriate University resources.

Student Advisor Holds

Advisors use the “hold” feature in CampusConnection to require students to communicate with them on issues of student performance, program changes, and other critical issues. The “hold” locks down the student’s ability to register for courses.

New Student Orientation/CONNECT Part I

First year students and transfer students (campus and online) are required to attend new student orientation scheduled prior to the beginning of the fall and spring semesters. Orientation introduces students to university life through a number of well-designed sessions and social activities. A web-based version is available for online students.

For more information about the orientation contact the Student Success Center at (701)-858-3362 or (800)-777-0750, extension 3362.

Non-degree seeking students are not required to attend the New Student Orientation.

Special Admissions you may encounter

Auditing Students: An auditor is a student who attends a class as a listener without the privilege of participating in any regular class work. No credit is awarded for an audited course.

Dual-Credit Enrollment: This program provides the opportunity for outstanding high school juniors and seniors to take lower division courses for university credit before graduation from high school.

Non-Degree Students: Non-degree students are students who are not pursuing a full degree at MSU and are taking less than 12 semester hours. They are not required to submit transcripts to MSU, so we do not have proof of what courses they have completed. These students need an override to register for any courses with prerequisites.

SUPPORT SERVICES

Gordon B. Olson Library

The Gordon B. Olson Library houses basic library facilities and two computer labs. Containing volumes in books, bound periodicals, and government documents, it also houses special collections of North Dakota materials, substantial children’s collection, media materials, and microforms.

The library currently subscribes to journals, serials, and newspapers. The library is available to assist faculty in their research and classroom instruction. Any inquiries should be directed to the library director. Further information is available in the library handbook published annually by the library.

If you need assistance, e-mail or call the library at (800)-777-0750 (ask for extension 3201), or (701)-858-3201.

Library Cards: To receive library services you must have a campus identification card.

Logging on to the Library's Databases

If you are off campus and want to search the library's databases, you will need to log in with a login number and password.

Your login number is the 14 digit number that you will find on your campus identification card or on the back of your student id card. It is not your EMPLID number. Your password is your last name, in lower-case letters. Make sure the caps lock is not active on your keyboard.

Information

The Gordon B. Olson Library reference and information services extend the same support and privileges to its off-campus patrons as it does to those on campus. If you need help finding information, please feel free to submit an online question or to call us at (800)-777-0750 (ask for extension 3296).

Interlibrary Loan

If you have identified the materials you need and they are not available at your local library, you may ask the staff at the Olson Library to send them to you by submitting an Interlibrary Loan Request.

Computer Labs at MSU

Students and faculty in the Minot area have access to the following computers labs:

Note: Times are subject to change.

Hartnett Hall 316 East

Mon. - Fri. 8:00am - 4:00pm

Library

Fall and Spring semester hours:

Mon - Thurs 7:30am - 12:00 midnight

Fri 7:30am - 4:30pm

Sat 9:00am - 5:00pm

Sun 1:00pm – 12 midnight

Summer semester hours:

Mon – Thurs 7:30am - 9:00pm

Fri 7:30 – 4:30

Sun 5:00pm – 9:00pm

Hartnett Hall 316 East

Mon. - Fri. 8:00am - 4:00pm

Old Main 316

Mon - Fri 4:00pm - 10:00pm

Sat 12 noon - 7:00pm

Old Main 103 (MAC Lab)

Mon - Fri 8:00am - 4:00pm

Old Main Study Zone

Mon - Fri 7:30am - 7:30pm

Prints to Old Main Room 108

Student Center

Mon - Fri 7:00am - 10:00pm

Minot Air Force Base Library

Mon & Tuesday 10:00am – 8:00pm

Wed & Thursday 11:00 am – 8:00pm

Fri & Sat 11:00am – 5:00pm

Sunday Noon – 5:00pm

Computer Labs at BSC

Computer labs are located in the Jack Science Center (see map of page 10).

JSC 120 and 122 Lab Hours

Monday - Thursday: 7:30 am to 4:45 pm

Friday: 7:30 am to 2:45 pm

Saturday and Sunday: Closed

Copying, Print, and Design Services

In the interest of improving quality, establishing more uniform practices, and providing better service to departments, divisions, colleges, and the University, a campus printing policy has been adopted. All campus printing and photocopying will be channeled through the Printing Services Office.

All printing orders (not including photocopying) must be requested on the customer order form available at Printing Services. If the job cannot be completed by Printing Services in the time frame needed, it will be the responsibility of Printing Services to contract with an outside vendor to complete the job. If an individual faculty or staff member besides the Printing Services staff contracts with an outside vendor, that individual may be liable for the bill. The Printing Services Office is the only authorized contractor for outside printing.

Use of the on-campus Copy Center must be coordinated with the instructor's individual department. All print jobs are billed to a department fund number and the number must

be presented at time of placing the order. Departments may provide the adjunct faculty member the appropriate fund number or direct all copies to be made on a department copy machine.

Adjunct faculty at Bismarck State College should see the MSU Student Services Coordinator for copy and print support.

Graphics standard manual:

http://www.minotstateu.edu/identity/pdf/msu_graphic_standards.pdf

Authorized MSU logos: <http://www.minotstateu.edu/identity/logo.shtml>

Sample templates: <http://www.minotstateu.edu/identity/samples.shtml>

Disability Services

Minot State University recognizes its responsibility for making reasonable accommodations and/or adjustments to ensure there is no discrimination on the basis of disability as established under Section 504 of the Rehabilitation Act and the Americans with Disabilities Act.

How to Apply:

Students must initiate the request for accommodations/services by applying at Disability Support Services Office (DSS). Adjunct Faculty should not address or question any disability a student may self-identify. The instructor should however, direct the student to contact the campus disability service officer at (701)-858-3371. No accommodations should be made in the class room until the disability is reported and approved. The DSS will identify what accommodations are to be instituted. The following checklist will assist with requesting accommodations/services:

Students should:

1. Contact DSS as soon as they are admitted at MSU. Some accommodations/services require advance time to arrange.
2. Complete a DSS Application Form. This can be obtained by mail, fax, in person, or print a copy (PDF document).
3. Send DSS documentation of the disability.
Documentation must include the following:
 - Statement of disability on the letterhead of a qualified professional.
 - State how the disability functionally limits them in the academic environment.
 - Recommendations for specific accommodations and rationale for those recommendations.

Student Veterans Center

Veterans Center provides eligible veterans and dependents assistance with GI Bill benefits and certification of those benefits. As a member of Service members Opportunity Colleges

(SOC), we are committed to easing the transfer of relevant course credits. The center also assists with counseling, advising and transition from military to university life.

- Location: Student Center, 1st floor
- Days & Hours: Monday-Friday 8 a.m. – 4 p.m.
- Contact Person: Pam Hopkins
- Phone: (701)-858-4003
- Website: <http://www.minotstateu.edu/veterans/>
- E-mail: pam.hopkins@minotstateu.edu

Center for Engaged Teaching and Learning

FYE Learning Communities

An opportunity for first-year students to participate in a powerful learning experience that will inspire the transition to university life and learning through unique learning communities, peer mentors, and opportunities to engage with the campus and larger community.

Peer Mentoring

Designed to assist in the personal, social and academic acclimation of first-year students to MSU through cultivating relationships with outstanding upperclassman mentors as part of the First-Year Experience.

Peer Tutoring

Providing students with the essential learning tools and resources is integral to their academic success. Weekly-assigned (individual) and drop-in tutoring are available.

Engagement

Works collaboratively with faculty, staff and students to provide a variety of engagement opportunities intended to connect faculty, staff and students to each other and to the greater community. Some of these opportunities are associated with specific classes, while others are independent of official coursework.

Connections

The second part of the orientation experience, CONNECTIONS introduces new MSU students to Vision 2013 and connects students with the Minot community in a way that encourages community service and engagement.

Internships

Provides on campus internship opportunities for Minot State University, undergraduate students. The internship program is designed to provide students with an opportunity to learn and work on campus in an area that is directly related to their majors or fields of study.

The Center for Engaged Teaching and Learning is located in Old Main, Room 101. Call (701)-858-4040 for an appointment or visit: <http://www.minotstateu.edu/cetl>

TECHNOLOGY FOR THE CLASSROOM

Office of Instructional Technology Equipment Loan

Online faculty may borrow equipment on a short-term basis. All equipment must be reserved in advance by calling 701-858-3832 or by sending an email to mark.timbrook@minotstateu.edu.

Equipment cannot be loaned to students or TAs. If parts of equipment are lost, users are responsible for replacing them. Equipment must be signed for by the user.

Loan item

Brief description



Digital Audio Recorder

In addition to capturing stereo sound from meetings, interviews and other critical information expected of digital recorders, you can download and create podcasts with the DS-30.



Phoenix Audio Duet PCS

The Duet provides 360 degree room coverage so more than one person can participate in an online conference, Headset-Free and Handset-Free. Loudspeaker output (always a problem with laptops) is sufficient for larger offices and even medium sized conference rooms.



Flip UltraHD Video Camera

Captures up to 2 hours of beautiful 720p HD video! One-touch recording makes creating videos simple. See it all on the 2" anti-glare display. HDMI™ Mini Connector lets you watch video on your HDTV, PC, and WWW.



Wacom Bamboo Tablet

Bamboo Pen turns your computer into the ultimate editing tool and gives you the ability to paint, draw, edit, and personalize your documents with handwritten notes, sketches, and doodles. The ergonomically-designed pen fits comfortably in your hand, and the tablet's textured work surface makes you feel like you're working with a pen on paper.



Headsets

We have various headsets with microphones.



Quick Cams

Several quick cams are available. There are both monitor and tripod mounted options, depending on your need.



Livescribe Echo Smart Pen

Record everything you hear, write, and draw. Tap your notes to play back your recordings. Save and share interactive notes to your computer, iPad, or iPhone.



Sony MiniDV

The Sony MiniDV is compact and provides for quality video. Ideal for short captures, presentations, or field trips. **(Tripod is recommended)**

The Media Center of the Office of Instructional Technology serves as an in-house video and audio production center for the MSU faculty. Some operations may require faculty to complete. Training is provided.



Tripods

Full size and mini tripods are available for use.

Classroom Technology and Support

Blackboard	BLACKBOARD (Bb) is currently Minot State University's approved learning management system (LMS). The LMS interfaces via script with the student registration system (PeopleSoft) allowing for the registration and enrollment of students into the appropriate online courses. The program enables designers and administrators to develop and manage content in terms of courses, lessons, and their sequence. Bb also associates lessons to a particular student and records their individual performance data, which can then be collected and managed.	Currently, MSU offers over 300 fully developed internet-based courses and over 100 blended (hybrid) courses.
DIGA	DIGA can convert VHS into DVD and DVD into VHS. The hardware can also be used to covert Mini-DV into DVD.	Please bring your own DVDs/VHS tapes
KAND	KAND is a three-drawer CD duplicator. Duplication time vary based on the size of files.	Please bring your own CDs
Digital Voice Recorders	<p>The Olympus DS-50 and DS-30 Digital Voice Recorders (DVR) are the latest technology added to the Office of Instructional Technology. With its high-sensitivity microphone, which is detachable, the DS-50/30 is capable of producing high-quality stereo. Saved files can be converted to MP3, industry standard WMA format, or downloaded as Podcasts.</p> <p>The DVR can be used for academic or non-academic recordings to include meetings, musical recitals, presentations, interviews, lectures, course introductions, and much more. These files can then be downloaded to the campus audio/video streamer, your Bb course shell where it can be played, as often as necessary, by your intended audience.</p>	The versatility of DVR opens its use for both academic and non-academic applications. Recordings could be used to supplement online and face-to-face learning environments.

Respondus 3.5	Respondus is a powerful tool for creating and managing exams that can be printed to paper or published directly to Blackboard. Exams can be created offline using a familiar Windows environment, or moved from one eLearning system to another. Whether you are a veteran of online testing or relatively new to it, Respondus will save you hours on each project.	Never load a test again. Send us your self-tests, quizzes, or assessments, we do the conversions and load for you.
Respondus Lockdown Browser	The software is a custom browser that locks down the testing environment within the institution's learning management system, Blackboard. When RLB is activated within an online course, testing and quiz features are only accessible through the software. Once the test or quiz is opened, students will be unable to exit the environment until the test or quiz is submitted. Moreover, once in the testing environment, students will be unable to print, copy, use the print screen feature, go to another URL, or access other applications on their computer or from the Web. Coupled with the existing security features in Bb, online testing security will be vastly enhanced.	RLB is a web-based LMS support software. Use is currently restricted to inside Blackboard sources.
Acrobat Connect Professional	Acrobat Connect Professional (ACP) software, formerly Macromedia Breeze Meeting, is a scalable, highly customizable, extensible Web conferencing solution. It brings real-world functionality to online meetings that enable users to communicate and collaborate instantly through easy-to-use and easy-to-access online personal meeting rooms.	OIT serves as the ACP administrator, sets up and manages user accounts.
Camtasia Studio	Technology Training: Campus IT staff and tech-savvy faculty frequently use Camtasia Studio as tool for technology training. By creating instructional videos about course management systems and other applications, technology trainers can deliver the same information time after	Staff supported or we will provide quick-time training so you can use the tool.

time, to even the most remote campus location.

Sorenson Squeeze	Sorenson Squeeze is a video encoding tool, enabling users to efficiently re-purpose video content for Web, CD or DVD applications. The program includes Flash FLV, Flash SWF, MP4, QuickTime, Real, and WMV codecs. Compression can be for streaming or progressive playback.	Send us the file via email or CD. We will run the conversion/compression and return the file to you.
Vegas Video	Vegas Movie is a complex software that offers drag-and-drop video editing, advanced editing tools, and comprehensive studio effects.	Qualified staff operate this software in conjunction with video and audio products developed in the OIT studio.
SnagIt	Showing someone exactly what you see on your screen is sometimes the quickest and clearest way to communicate. With SnagIt you can select anything on your screen – an area, image, article, Web page, or error message – and capture it. Then, save the screen capture to a file, send it to SnagIt editor to add professional effects, share it by e-mail, or drop it into PowerPoint®, Word®, Web page, or course shell.	Copyright is strictly enforced.
PDF Formatting	Let us convert your printable files into Flash documents or Adobe PDF files with one click. Instantly generate Flash documents that can be accessed by over half a billion Web users. Or transform files into secure, compact PDFs for e-mailing, archiving, printing, or incorporating into your online course. Send us your Microsoft Office PowerPoint or Word document and we will run the conversion for you. We can return the FP/PDF file via email, CD, or embed the file in your online course.	CDs must be provided by the requester (exceptions may exist).
Video Services	Video services are provided when capture supports student learning. Video services outside these terms are considered on a	Disks must be provided by the requester (some exceptions may exist).

case-by-case instance. Video is currently captured using a Sony Handyman, DCR-HC96, wide LCD, 3.0 megapixels quality camcorder on a SLIK tripod. Video can be saved to a DVD-R or loaded to the campus streaming server for playing. Files are saved from the MiniDV to 16x, 4.7GB, 120 minute DVD-R disks.

Audio Services	OIT offers studio-based audio services that support the classroom and student services. Users also have the option of receiving hands-on training for the DVR, which can be used outside the studio environment. Files can be saved as WMA or MP3 and be loaded to a DVD-R, CD-R, or to the campus audio streamer. See Sound Forge below.	Disks must be provided by the requester (some exceptions may exist).
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SmarThinking: SmarThinking is a Web-based tutoring service that is available to all enrolled MSU students and instructors. The program provides online tutoring in Mathematics (Basic Skills - Calculus II), Writing, Chemistry, Physics, Biology, Introduction to Human Anatomy and Physiology, Accounting, Economics, Introductory Finance, Spanish and Statistics. Online Math tutors are available 24 hours a day, seven days a week during the school year. Over 80% of SMARTHINKING online tutors have a Masters or PhD in their respective discipline, and they average eight years of teaching experience. Students can:

- Drop-in for live tutoring
- Submit questions for a response within 24 hours
- Pre-schedule sessions
- View archives of past session

Blackboard Blended (Hybrid) Courses

You may choose to supplement your face-to-face course or you may find that you are asked to teach an online course that has been developed by another faculty member. Web-based as well as face to face training is available to acquaint you with our LMS.

All courses offered through MSU Online have been approved by the university curriculum committee. A new online course must first be approved by the college dean, department chair and the Dean, Center for Extended Learning. Once a course is approved for online development, the course designer must complete Web-based training and a course storyboard. The completed course is beta tested approximately six weeks before the targeted semester for delivery. Additionally, the course content is reviewed and approved by the department chair

or appointed expert before the course is offered online. There is a stipend for developing a new online course.

For more information about supplementing your class with a Bb shell, web-based training, or new course development, contact the Office of Instructional Technology (3280/3832).

Technology Assistance

Adjunct faculty can receive technology and software related assistance from Information Technology Central (ITC). Work orders are submitted at the [IT Web site](#).

Instructors can also request assistance by calling (701)-858-4444.

Assistance and training with Blackboard or Blackboard related software can be arranged by contacting the Office of Instructional Technology at (701)-858-3280/3832.

Adjunct faculty requesting assistance at the Minot Air Force Base Education Center should contact the MSU representative on site or the Education Center director. Most of the equipment on site is owned and maintained by the Education Center; however, one of the computer labs belongs to and is maintained by Minot State University.

Technology at Bismarck State College (BSC)

Adjunct faculty requiring assistance at BSC should contact the MSU Student Services Coordinator at (701)-224-5496.

OTHER SERVICES

Human Resources

The Office of Human Resources (HR) is responsible for an array of matters including benefits, employment issues, employee rights, employee records, compliance with laws and regulations, workers compensation, equal opportunity, and the risk management program.

The HR offices are located on the third floor of the Administration Building. The HR personnel can be reached by calling (701)-858-3352 or (701)-858-3334.

Dining Facilities

Adjunct faculties have full access to MSU and BSC campus dining facilities.

Center for Extended Learning

Minot Air Force Base Office

Classes at Minot Air Force Base are open to the general public as well as military students and their dependents.

Tuition Assistance is available for all active duty military members. The MSU Program Coordinator is located and all classes are held in the Minot AFB Education Center, Francis X. Deignan Building. For more information contact:

Program Coordinator/Advisor: Brigitte Mikula
brigitte.mikula@minotstateu.edu
Assistant Advisor: Brigitte Mikula
Phone: (701)-727-9044 or (800)-777-0750
Fax: (701)-727-0838

MSU Online

MSU Online makes it possible for students to attend class regardless of location or time zone. The online campus provides students access to their class seven days a week, 24 hours a day.

The entire general education sequence is available online along with several Certificate programs, an Associate degree, several Bachelor degrees, and two Master degrees. The specific degrees offered are listed below.

*This degree program requires attending class on a specific day and time, however you can connect from anywhere in the world. For more information contact the Special Education department at 701-858-3050.

**This degree program requires attending class on a specific day and time, however you can connect from anywhere in the world. It also requires a summer residency for assessment/clinical training. For more information contact the Special Education department at 701-858-3050.

Undergraduate

- Bachelor of Science:
 - [Management](#)
 - [Management Information Systems](#)
 - [Marketing](#)
 - [International Business](#)
- [Bachelor of Applied Science:](#)
 - [Applied Management](#)
 - [Applied Business Information Technology](#)
- [Bachelor of Science in Nursing for Registered Nurses](#)
- [Bachelor of General Studies](#)

- [Bachelor of Science in Human Services: Intellectual and Developmental Disabilities](#) *
- [Associate of Science in Human Services with a major in Intellectual/Developmental Disabilities](#)

Certificates Available

- [Application Software Specialist](#)
- [Web Development](#)
- [Intellectual/Developmental Disabilities](#)

Graduate Degree Programs Online

Graduate

- [Master of Science in Management \(MSM\)](#)
 - [Program Information](#)
- [Master of Science in Information Systems \(MSIS\)](#)
 - [Program Information](#)
- [Master of Science in Special Education](#) ** with emphasis in:
 - [Developmental Disabilities/Autism Spectrum Disorders](#) **
 - [Deaf or Hard of Hearing](#) **
 - [Specific Learning Disabilities](#) **
 - [Early Childhood Special Education](#) **
 - [Special Education Strategist](#) **
- [Knowledge Management](#) (Certificate)
 - [Program Information](#)

Teacher Professional Development

The Center for Extended Learning's Teacher Education and Professional Development program is designed to provide an efficient and streamlined approach to proposing a graduate level activity.

If you're interested in teaching a workshop for the MSU Center for Extended Learning or you're interested in offering a first-time workshop or are requesting to repeat a workshop you can complete the necessary [forms on the Web](#).

For more information, contact:

Amy Woodbeck, Professional & Communication Education Specialist

(701)- 858-3989 or (800)-777-0750, ext. 3989
Fax: (701)-858-4343

amy.woodbeck@minotstateu.edu

CLEP, and Compass Placement Testing

The Academic Testing Center (ATC) at Minot State University strives to provide reliable test administration and high quality customer service in a secure environment.

The ATC provides testing services for MSU and the community at large. We offer a variety of tests including placement and professional certification exams. Please see our complete [exam listing](#) for more information. The testing center also provides both computerized and paper/pencil proctoring services for MSU students and community members.

Location and Directions

The test center is located on the third floor of the Administration Building, room 361. A [printable map](#) and driving directions are available for your reference. An elevator is available at the west end of the building. The test center administrator can be reached at (701) 858-3990 or jennifer.beneke@minotstateu.edu

Continuing Education

At Minot State University's Center for Extended Learning (CEL) offers a variety of educational opportunities through non-credit programs. Educational opportunities include community education classes, institutes, and College for Kids programs.

Rural Crime and Justice Center

The mission of the Rural Crime and Justice Center (RCJC) is to conduct research, evaluation, training and training administration through a well-educated and experienced staff utilizing state of the art technology.

The Rural Crime and Justice Center has addressed and explored the unique characteristics of rural crime and deviance. They have provided classroom and satellite training (in partnership with local, many state, & federal agencies), conducted research on rural criminal justice issues, and provided education to the general public.

North Dakota Center for Persons with Disabilities (NDCPD)

NDCPD is a University Center of Excellence with a focus on developmental disabilities, education, and research and services. It is part of a network of similar programs at universities throughout the United States. University Centers of Excellence (UCE), such as the NDCPD, serve the disability community by providing interdisciplinary training to students who are seeking professions in the human service arena. This is accomplished by providing in-service training for professionals and others serving people with disabilities and their families; disseminating information about effective best practices regarding services for people with disabilities; providing technical assistance to agencies and programs serving the disabilities community.

CONTRACTS AND PAYROLL

Contracts

Adjunct faculties receive their contracts from the Institutional Research Office.

Salary Policy for Part-Time Faculty

Salary Schedule

A salary schedule for temporary, part-time, special contract faculty is maintained by the VPAA. The schedule is also used for probationary or tenured faculty who are teaching courses beyond their normal teaching load.

Salary Schedule: See the web site for a current [Salary Schedule](#).

SECURITY AND SAFETY

Title IX Sexual Misconduct and Title IX Compliance

INTRODUCTION: Minot State University strives to create a campus community free from interpersonal abuse including sexual misconduct. In working to achieve this intent, Minot State University commits to:

- Taking action to stop sexual misconduct;
- Taking action to remedy its effects by providing advocacy, support and appropriate referral services for recipients of the behavior;
- Taking action to prevent recurrences;
- Educating individuals and promoting discussions on interpersonal abuse and violence; and
- Conducting impartial investigation of all reports/notices of sexual misconduct through fair, equitable and prompt procedures. Investigations will be independent of and separate from law enforcement investigations of criminal activity.

POLICY: This policy is required by federal law (Title IX, Education Amendments of 1972) and implementation of this policy is guided by the U.S. Department of Education, Office of Civil Rights.

- In accordance with Title IX, Minot State University does not discriminate on the basis of sex or gender identity in Minot State University's educational program and activities.
- Sexual misconduct and discrimination are prohibited in all forms, regardless of intent to harm. This includes sexual violence, sexual assault, sexual exploitation, coercion and sexual harassment. All of these are examples of sexual discrimination and sexual misconduct, and all are prohibited.
- Also prohibited under Title IX is any rule violated on the basis of the recipient's sex/gender which is severe enough to cause a discriminatory effect. (Examples of this may include but are not limited to bullying, cyber-bullying, relationship violence, and stalking.)

Academic Freedom

Academic freedom is unhampered opportunity to seek the truth in any field. Minot State University recognizes that true education takes place only if academic freedom is the inviolable right of both students and faculty. The University, therefore, shall enjoin all of its members to promote and to practice academic freedom. (Minot State University Constitution)

Drug Free Workplace

The University prohibits the use, possession and/or sale of alcoholic beverages in classrooms, laboratories, bathrooms, offices, residence halls, University housing units, athletic facilities, state fleet vehicles, other campus building areas, public campus areas, or in outdoor campus areas. The University's drug free campus policy outlines standards of conduct, the law, health risks, where to turn for help, and violation sanctions for students. A copy of the policy is available from the office of the Vice President for Student Affairs.

Accident and Incident Reporting

An incident report form must be filed in connection with all incidents involving the general public. An "incident" means any event that resulted in damage to property (not owned by the state) or injury to someone other than a state employee (if a state employee is injured while on the job, workers compensation coverage applies). Each NDUS institution has, pursuant to SBHE policy 302.9 and Office of Management and Budget (OMB) instructions designated a risk management contact employee responsible for completing and filing incident report forms. The risk management contact at the University is the Human Resource Director. The incident reports generally must be filed within 48 hours.

The first thing to do following an incident is to assist anyone who may be injured and, when necessary, call for help. Next notify the risk management contact in the Human Resources Office. Write down names and addresses or telephone numbers of injured persons and witnesses. Do not speculate about or state an opinion concerning why or how the accident happened, or who may be responsible. Do not prepare statements or sign documents before consulting legal counsel or institution/state risk management officials. It is best not to discuss the incident with anyone (except to furnish pertinent information concerning a traffic accident or possible crime to law enforcement officers) without first speaking to legal counsel or the institution's risk management contact. If someone demands compensation or inquires about filing a claim, inform the person that a report of the incident will be filed with the state risk management fund and a claim form will be mailed to them. Advise the institution's risk management contact to inform OMB that a request to file a claim has been made.

Affirmative Action

The University practices a policy of affirmative action which provides equal employment opportunity for all individuals without regard to race, gender, color, religion, age, national or ethnic origin, marital status or disability. The complete text of the

University's Affirmative Action Plan (1995) is available at the office of Human Resources.

Media Relations Policy

Included in this policy is the following: "All public statements, news media interviews, news conferences and news releases concerning MSU general policies and operations, and controversial or sensitive issues, shall be coordinated through the President's Office and the Public Information Office. Copies of all written announcements or news releases shall be provided to the President's Office and the Public Information Office prior to release. The Public Information Office shall be a primary point of contact for news reporters as a source for referral of media inquiries to other campus personnel. All campus entities shall keep the President's Office and the Public Information Office briefed and informed about activities, issues and operations.

Tobacco-Free Campus

Rationale: To become a "CEO Cancer Gold Standard institution," Minot State University must help fight cancer, by meeting three goals: risk reduction through lifestyle change, early detection and quality care. Part of reaching these goals includes establishing and enforcing a tobacco-free worksite policy and providing health benefit plan coverage for tobacco treatments (counseling and medications).

The health hazards of tobacco use have been well established. Cigarette smoking kills nearly 500,000 Americans annually. Secondhand smoke is a Class A carcinogen (cancer-causing agent); according to the 2006 US Surgeon General's Report, there is no safe level of exposure to secondhand smoke. Smokeless tobacco contains 28 carcinogens, and according to the Centers for Disease Control and Prevention, is known to increase the risk of developing cancer of the oral cavity. This policy is established to protect the health and promote the wellness and safety of all students, employees and the general public.

Definitions: For purpose of this policy, tobacco use includes the possession of any lighted tobacco product or the use of any oral tobacco product.

Policy: The use of tobacco on University property, indoors or outdoors or in university vehicles, is prohibited at all times. This prohibition includes smoking in personal vehicles parked on university grounds. The policy applies to all employees, students and visitors. This policy also applies to external individuals or companies renting or using space with MSU and should be reflected in all agreements/contracts with such individuals or companies. Minot State University is a tobacco-free campus.

To support those who are interested in quitting tobacco use, all benefitted employees have available to them, through the North Dakota Public Employees Retirement System Health Care Plan, a North Dakota Tobacco Cessation Program. For more information, call (800)-223-1704. For others, assistance in quitting tobacco use is available locally through the First District Health Unit at (701)-852-1376. The North Dakota Tobacco QuitLine is also available at (866)-388-7848 for those interested in quitting tobacco use.

Responsibility/Enforcement: The responsibility lies with the employees, students and visitors of Minot State University to abide by this policy. A student in violation should be reported to the Vice President for Student Affairs. An employee in violation should be reported to his or her supervisor. Repeated violation by a student will result in

disciplinary action as outlined in the Student Conduct Policy Handbook. Repeated violation by employees will result in disciplinary action as outlined in applicable State Board of Higher Education policies. Visitors who persist in noncompliance must be directed off university grounds.

Ceremonial Use Exception: The tobacco-free policy may not apply to specific activities used in connection with the practice of cultural activities by American Indians that are in accordance with the American Indian Religious Freedom Act, 42 U.S.C. 1996 and 1996a. All ceremonial use exceptions must be approved in advance by the President of Minot State University or designee.

Sexual Harassment Policy

This definition is in compliance with Title VII of the Civil Rights Act of 1964.

Employees or students concerned about violations of this policy may request assistance from the University's Equal Opportunity Officer, located in the Office of Human Resources, Administration building, or an appropriate administrator.

How does the State view sexual harassment?

It is the policy of the State of North Dakota, as an employer, that sexual harassment is unacceptable conduct in the workplace and will not be tolerated. The State adheres to the philosophy that employees have the right to work in an environment free from sexual harassment and that individuals making application for employment with the State of North Dakota must be allowed to do so in an environment free from sexual harassment. Any form of sexual harassment of a student is prohibited.

What are some examples?

Inappropriate touching or feeling, which is unwelcomed by anyone; sexual innuendoes and comments and sexual remarks about a person's clothing, body or sexual activities; jokes about sex which you find offensive; sexual propositions or demands for sexual favors; posting obscene pictures, drawings or cartoons in the workplace; making obscene gestures. These are some of the common types of sexual harassment reported, but many other types of conduct can also be sexual harassment.

What is your responsibility?

To treat all coworkers with dignity and respect. Use common sense in determining whether your conduct may be offensive or unwelcome to another. Any employee who knows of an employee having a romantic or sexual relationship with a student when the employee is responsible for actions affecting the student's academic standing, grades, scholarship or grant awards or employment at the institution, should report this information to the MSU Human Resource Director.

What if you have a complaint?

To file an official complaint, you may contact:

- The Minot State Human Resource Director.
- North Dakota Department of Labor: (701)-328-2660 or (800)-582-8032.
- Equal Employment Opportunity Commission: (303)-866-1300 or (800)-669-3382.
- You may also contact a private attorney to take your complaint to District Court.

Condensed Emergency Operations

For MSU @ BSC Emergency Operation, see the [Bismarck State College security Web site](#).

Minot State University Emergency Operations:

Communication in an Emergency

Safety instructions for students, faculty and staff will be made available to the campus community through e-mail, text messaging, phone, the Minot State Web site, and local media. The NotiFind System will be used by MSU to contact faculty, staff and students in the event of an emergency. The Office of Public Information is the only office authorized to give official information about emergencies to the campus and community. If you receive phone calls regarding an emergency situation, direct the media to Public Information.

Emergency Phone List

You can reach the Minot Police, at 911, directly from a university phone without having to dial 9 for an outside line first. Be prepared to give your location, name and problem.

- **Police:** 911 or 852-0111
- **Public Information Office:** 858-3298
- **Facilities Management:** 858-3210
- **Facilities Management After Hours:** 858-3567
- **Campus Switchboard:** 858-3000

General Evacuation Tips

To be prepared for an emergency, you should:

1. Know at least two ways out of the building.
2. Know the predetermined meeting location for your unit.

When you hear the alarm or are verbally instructed to begin evacuating the building:

1. Try to make sure all members of your department evacuate the area by quickly checking nearby restrooms, storage rooms, etc. as you exit.
2. Use the nearest stairway, not the elevator.
3. Accompany and assist those with disabilities.

4. Shut all doors behind you as you go.
5. Evacuate as quickly as possible but in an orderly manner. Do not push or shove.
6. Once outside, move at least 100 feet from the building or follow the instructions of emergency personnel on the scene. Stay away from building entrances.

Explosion

1. Evacuate the building if the fire alarm sounds or if you are directed to do so.
2. Call police at 911.
3. Be prepared for possible further explosions.

If you are unable to evacuate:

1. Crawl under a table or desk.
2. Stay away from windows, mirrors, filing cabinets, bookcases and electrical equipment.
3. Do not move seriously injured persons unless they are in obvious immediate danger.
4. Feel doors for heat before opening.
5. Watch for falling objects.
6. Accompany and assist those with disabilities.
7. Do not use matches or lighters.
8. Limit use of the telephone.

Flooding and Water Damage

1. Call Facilities Management at 6-3210, or after hours 858-3567, immediately. Report the exact location and severity of the leak.
2. If there is any possible danger, evacuate the area.
3. If you know the source of the water and are confident of your ability to stop it (i.e., unclog the drain, turn off the water, etc.), do so.
4. Be prepared to assist as directed in protecting objects that are in jeopardy.

Fire

1. If a burning odor or smoke is present, pull a fire alarm and call emergency services (911).
2. If possible, shut off gas in your area.
3. If you are trained or capable to help control the fire, use an available fire extinguisher or fire hose. If not, leave the area.

4. Leave the building, checking as you leave to make sure everyone has left the immediate area. Close doors behind you.

Evacuation Process for Fire Alarms

1. Try to make sure all members of your department hear the alarm and evacuate the area.
2. Use the nearest stairway, not the elevator.
3. Accompany and assist those with disabilities.
4. Shut all doors behind you as you go.
5. Evacuate as quickly as possible but in an orderly manner. Do not push or shove.
6. Once outside, move at least 100 feet from the building.
7. Return to the building when given the "all clear" by police or other emergency personnel.

Hazardous Material Spill

A hazardous material spill is a spill in which there is a significant amount of a hazardous material released or one in which the release of the substance cannot be controlled. Examples could include more than one gallon of bleach, more than 100 ml of sulfuric acid, more than one gallon of gasoline, and any quantity of mercury. Examples of infectious materials include blood and other body fluids.

If the hazardous material comes in contact with your skin, immediately flush the affected area with copious amounts of water for at least 15 minutes, then seek medical attention.

1. Call emergency services at 911.
2. Stop the source of the hazardous material if possible.
3. Evacuate the immediate area.
4. Unless trained, DO NOT attempt to clean up the spill yourself.
5. Be available to emergency personnel to supply information to aid in clean-up.
6. Provide the following information:
 - Where, specifically, has the hazardous material spill occurred?
 - Has there been a fire and/or explosion?
 - Are there any injuries?
 - What material has been spilled?
 - What is the state of the material (i.e., solid, liquid, gas, combination)?

- Is any of the hazardous material escaping from the spill location in the form of chemical vapors/fumes or running or dripping liquid?

Infectious Material Spill Response

1. If infectious material gets on your skin, immediately wash with soap and water.
2. Unless trained, DO NOT attempt to clean up the spill yourself.
3. Contact Facilities Management until 4:30 p.m. or police after hours. Be available to responding environmental health and safety personnel to supply information to aid in clean up.

Tornado/Severe Thunderstorm

A tornado watch means that weather conditions are favorable for a tornado. A tornado warning is issued when a tornado has actually been sighted in the area. NotiFind will be activated to provide instructions in a tornado warning.

If a tornado warning has been issued and you are inside:

1. Stay inside.
2. Stay away from outside walls, windows, mirrors, glass and unsecured objects such as filing cabinets or bookcases.
3. If possible, move to a below ground level floor, interior corridor, or room or office without windows. Crouch low with your hands covering the back of your head and neck.
4. Do not use elevators.
5. Assist those with disabilities to a safe area on the same floor.
6. Continue to monitor the weather via radio or television until the warning has been lifted.

If a tornado warning has been issued and you are outside:

1. If you are in a car, get out of it.
2. Never try to out run a tornado.
3. Look for a safe structure nearby for shelter.
4. If there is no shelter, lie down flat in a low area such as a ditch away from trees with your hands covering the back of your head and neck.

Violence in the Workplace/Armed Assailant

1. Do whatever you can reasonably do to protect yourself and others.
2. Contact a supervisor or co-worker.
3. Leave the area immediately, if possible. If this is not possible, find a place to hide-out and try to lock yourself in a secure area and barricade the door.
4. Dial 911, give police as many details as possible. Help others, if possible.

5. Only as a last resort should you engage the perpetrator.

Bomb Threat

If you receive a telephone bomb threat:

1. Listen carefully. Be polite and show interest.
2. Try to keep the caller talking so you can gather more information about the device, the validity of the threat or the identity of the caller. Listen for background noises.
3. Note the phone number of the caller if your telephone has a display.
4. Gather as much information as possible. Use the Bomb Threat Checklist to question the caller in a non-threatening manner.
5. After the call, immediately notify the police. Then complete the checklist and notify your supervisor.
6. Remain available to answer questions.
7. Do not evacuate unless told to do so.

Bomb Threat Checklist

Questions to ask:

1. When is the bomb going to explode?
2. Where is it right now?
3. What does it look like?
4. What kind of bomb is it?
5. What will cause it to explode?
6. Did you place the bomb?
7. Why?
8. What is your address?
9. What is your name?

Write down the exact wording of the threat.

Is the caller's voice:

____ Calm ____ Angry ____ Excited ____ Slow ____ Rapid
____ Soft ____ Loud ____ Laughter ____ Crying ____ Normal
____ Slurred ____ Distinct ____ Disguised ____ Accent ____ Familiar
____ Deep ____ Nasal ____ Stutter ____ Lisp
____ Raspy ____ Ragged ____ Clearing Throat
____ Deep Breathing ____ Cracking voice

Does the threat language indicate:

_____ Well-spoken _____ Educated _____ Foul _____ Irrational
_____ Incoherent _____ Taped _____ Message read by threat maker

Are there background sounds like:

_____ Street noises _____ House noises _____ PA System
_____ Music _____ Static _____ Office machinery
_____ Factory Machinery _____ Animal Noises _____ Phone Booth
_____ Voices _____ Local _____ Long Distance

Other:

Sex of caller: _____

Race/nationality of caller: _____

Age of caller: _____

Length of call: _____

Time of call: _____

If the voice is familiar, who did it sound like?

Give responding officers all the information you have gathered about the call
including the following details:

Date: _____

Job Title: _____

Name: _____

Department name: _____

Phone number: _____

Suspicious Object

A suspicious object is any package, parcel, container or other object that is suspected of being an explosive device because it is out of place or unusual for that location and cannot be accounted for, or because a threat has been received.

If you find a suspicious object:

1. Do not touch the object.
2. Move people away from the object.
3. Do not use a portable radio or cell phone.
4. Immediately notify the police (911).
5. Follow police instructions precisely.

6. Do not attempt to evacuate the building without the authorization or assistance of emergency personnel. Emergency guidelines caution against automatic evacuation. In most cases, people are likely to be more secure in their offices or classrooms than in hallways that have not been searched or outdoors where an actual threat may be even more likely to exist.

Suspicious Mail or Package

Characteristics of a Suspicious Letter or Package:

Some typical characteristics, which in combination may trigger suspicion, are:

1. Restricted markings such as "personal" or "special delivery."
2. No return address or one that cannot be verified as legitimate.
3. A city or state in the postmark that does not match the return address.
4. Unusual weight based on size.
5. Lopsided or oddly shaped, strange odors, oily stains, crystallization, protruding wires, rigid or bulky, excessive tape or string.

If you open a package containing suspicious material or alleged to contain suspicious material:

1. Set it down where you are. Do not move the contaminated material. If any material spills out of the package, do not try to clean it up and do not brush off your clothes as this could disperse the material into the air.
2. Close the door to the area where the suspicious parcel was opened and do not allow others to enter the area.
3. Call police at 911.
4. Stay at the scene to answer questions from police and environmental health and safety personnel. If anyone enters the closed area in which the suspicious letter or package, that person should also stay at the scene.

Demonstration/Disturbance

Not all demonstrations are unlawful. The U.S. Supreme Court has ruled that certain activity is protected. However, any demonstration on university property that interferes with the educational process or in which violence, property damage, or other unlawful behavior occurs is unlawful.

If a disturbance appears to threaten the safety of faculty, staff or students:

1. Immediately call police.
2. Lock doors as possible and appropriate to isolate the disturbance.
3. Take steps to protect your own safety and the safety of other faculty, staff and students.
4. Encourage people to leave the area.

Hostage Situation

If you are involved in a hostage situation:

1. Notify the police, if possible, and supply as many details as possible including number of persons involved, description of hostage takers, weapons displayed, threats, etc.
2. Do what you are told without argument.
3. Do not attempt to negotiate or argue with the hostage taker.
4. Try to get others to remain calm. Tell them to do what they are told.

Medical Emergency

1. Notify the police (911). Provide details on the location of the ill or injured person.
2. Unless trained, render any first aid to the best of your abilities until assistance arrives.
3. Do not attempt to move a fallen individual.
4. Attempt to obtain the following information from the ill or injured person: their name, a description of symptoms, allergies or medications they may have and any major medical history.
5. Remain at the scene after emergency personnel have arrived to provide information.

If someone has been poisoned:

1. If the person has collapsed, is not breathing, or is having seizures, notify the police (911).
2. Dial (800)-222-1222 to reach the Poison Control Center.

Power Outage

1. Keep a flashlight in your area.
2. Call Facilities Management.
3. Provide assistance to others who may be unfamiliar with the space.
4. If you are in an unlit area, proceed cautiously to an area that has emergency lights.
5. If you are in an elevator, stay calm. Use the emergency button or telephone.

HELP DESK NUMBERS

Help Desk Center Telephone Numbers

IT Central (Computers, networking, software)

- » E-mail: helpdesk@minotstateu.edu
- » Phone: (701)-858-4444

MSU Student Services Coordinator at Bismarck State College

- » E-mail: bobbijo.zueger@minotstateu.edu
- » Phone: (701)-224-5496/5745

» FAX: (701)-224-5633

MSU Student Services Coordinator at [Minot Air Force Base](#)

» E-mail: brigitte.mikula@minotstateu.edu

» Phone: (701)-727-9044/9170

MSU Student Service Coordinator at [NDSU](#)

Phone: 701-231-9792

amy.phillips@minotstateu.edu

NOTES AND UPDATES