CSE Faculty Learning Community Handbook

Department of Computer Science & Engineering

University of Nebraska–Lincoln

2021/08/09 17:49:21
Version 0.1.0

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1 Introduction

This document provides a list of resources including policies, procedures and other items related to teaching for faculty in the Department of Computer Science & Engineering at the University of Nebraska–Lincoln.

1.1 Related Documents

The Department of Computer Science & Engineering maintains two other important documents that faculty should be familiar with. Both of these documents are available on the secure faculty webpage: https://cse.unl.edu/faculty/protected/ which requires a cse login.

- Department Bylaws (revised 2016/10/13)
- Faculty Personnel Policies (revised 2016/10/13)

2 Resources

2.1 System Resources

The CSE Systems Staff maintains a systems-related FAQ for faculty, staff and students available here: https://cse.unl.edu/faq most systems-related questions and issues can

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be answered here. If you have an issue that is not addressed by this FAQ or have any other systems-related questions, you can send an email to manager@cse.unl.edu.

2.2 Accounts

There are several systems and accounts that you'll have access to:

- CSE Account – The main CSE server, cse.unl.edu is managed by the systems administration staff. Account management can be handled through the web interface: `https://cse-apps.unl.edu/amu/amu/login`

- Canvas – Canvas is UNL's Learning Management System (LMS) and available directly at `https://canvas.unl.edu/`. Use your "MyUNL" login to access the LMS. This will be your primary tool as an instructor. You typically use Canvas for grades, to deliver course content and communication with students.

- MyRed – `https://myred.nebraska.edu` is typically used for rosters and final grades but there is a lot more data that is accessible in this system. Visit with a department secretary for getting additional access.

- Firefly – `https://firefly.nebraska.edu/` is used for HR-related items including pay check inqueries, tax information, benefits, etc. It is also used to "Approve Attendance" (approving work hours) of Undergraduate Teaching Assistants that have been assigned to you.

- Course Accounts: for each course you teach you can optionally request a course account (example: for CSCE 310 the course account login would be `cse310`). Course accounts are necessary to use the cse webhandin and webgrader system. They also come with their own print quota. You must request access each semester for each course by sending an email to manager@cse.unl.edu with the relevant information. Course accounts expire and are archived at the end of each semester.

2.3 Software & Technology Resources

Information Technology Services (ITS, `https://its.unl.edu/`) offers a wide array of software solutions and services. A comprehensive catalog of available services is available here: `https://its.unl.edu/services/`

2.4 Website Hosting

There are a couple of options for hosting websites as a faculty member.

- Create a `public_html` directory and include web content in it which is then accessible via the url `https://cse.unl.edu/~login` (where `login` is replaced with your cse login). This is a typical apache server that supports CGI, htaccess, etc.

- You can request your own subdomain website hosted by ITS https://wdn.unl.edu/subdomain-request-form which is a Drupal CMS (Content Management System) that automatically integrates UNL's web templates. Custom URLs can also be requested (example: gracehopper.unl.edu).

2.5 CSE Faculty Resources

A secure faculty page is maintained by the systems administrators at http://cse.unl.edu/faculty/protected. In this page you can:

- Make room reservations for CSE-controlled rooms in Avery and Schorr
- Access department documents including course specifications
- Access the faculty database and update your profile/internal CV
- Arrange a course (internships, etc.)
- Access the department course syllabus policy and required text

2.6 ECEC

The Engineering and Computing Education Core (ECEC, https://engineering.unl.edu/ecec) is a facility in the College of Engineering providing professional development opportunities and resources on teaching. Some of their items:

- Teaching Reflections including Peer Evaluation reflections: https://engineering.unl.edu/ecec/resources-faculty/reflecting/
- Syllabus Template: https://engineering.unl.edu/ecec/ecec-fall-teaching-templates/

2.7 Webhandin & Webgrader

CSE maintains a webhandin system that allows students to submit files electronically through a web interface: https://cse-apps.unl.edu/handin/ (use your cse login). As an instructor you can:

- Setup assignments and their due dates (with separate late and "close" dates after which students will not be able to submit or alter files)
- Restrict file names/types using regular expressions
- Add/remove users (students, graders, etc.)
- View handin logs (it keeps the last 5 versions of each file handed in)
- Download individual files or archives of all submissions

A companion system, the cse webgrader enables you to expose automated grading scripts to students using their cse login so that they can grade/verify their own submissions. The system itself only consists of the web interface, you still need to specify the assignment details and write your own scripts/test cases, but example scripts (PHP) are provided.

- You can clone the project via GitHub, in your course account's `public_html`:
  `git clone https://github.com/cbourke/grade`

- The repo (https://github.com/cbourke/grade) has a readme with more details

- We have produced an introductory video for instructors and teaching assistants on setting up and using the system: https://www.youtube.com/watch?v=CRvXsOfp1Vo

2.8 Digital Learning Center (Testing Center)

UNL has a Digital Learning Center (https://its.unl.edu/dlc/) that provides several services including scantron services and web-based exam services. You can develop online exams through Canvas using Mobius (MapleTA) and schedule time(s) for students to take the exam in the DLC.

2.9 UNL Writing Center

Students can be referred to the UNL Writing Center (https://www.unl.edu/writing/home) for help with their writing including assignments, developing resumes/cover letters, etc. The Writing Center also provides services to faculty if you need help with your writing or want to collaborate with them on a writing assignment or project for your class.

2.10 MyPLAN

MyPLAN is an app hosted within Canvas that allows you to track students in your courses. This app enables you to raise flags (missing assignments, attendance issues, performance issues) which may result in advisor or first year experiences (https://success.unl.edu/) intervention. You can also raise positive "Kudos" for your students.

2.11 Advising

CSE has several embedded professional advisors that you can refer students to for advising services. Advising resources can be found at http://cse.unl.edu/advising

2.12 Office Supplies & Materials

You can get office supplies as well as textbook copies from the department staff. See Matt Wagenheim for your needs.

2.13 GTAs, UTAs, LAs

The department has Graduate Teaching Assistants (GTAs), Undergraduate Teaching Assistants and Learning Assistants to help you with your courses. You will receive an assignment each semester and may request more/fewer TAs by talking with the relevant faculty (see below).

2.14 Communication

You can send a message to all CSE faculty by emailing faculty@cse.unl.edu.

UNL maintains a listserv server where you can create and maintain listserv mailing lists: `https://listserv.unl.edu/`

Several listservs and news feeds that may be of interest:

- Teacher Connect: `https://newsroom.unl.edu/announce/teacherconnect`
- `TEACHING-AND-TECH` listserv (join at `https://listserv.unl.edu/`)
- `DBER_FACULTY` listserv (join at `https://listserv.unl.edu/`)

2.15 Computing Education Research

As part of professional development, faculty can keep up on the latest computing education research as published in the two major CS-Ed conferences:

- SIGCSE (`https://sigcse.org/sigcse/`), ACM's Special Interest Group on Computer Science Education (which also has an excellent listserv community, but ACM membership is required to join)
- ITiCSE (`https://sigcse.org/sigcse/events/iticse`), SIGCSE's Innovation and Technology in Computer Science Education conference
- CCSC (`https://www.ccsc.org/midwest/`) is the Consortium for Computing Sciences in Colleges (we're in the midwest region)
- ASEE (`https://www.asee.org/`) is the American Society for Enginneering Education which is more broadly focused on all Engineering disciplines.

Locally, Nebraska (mostly Lincoln and Omaha) has a Chapter of the Computer Science Teachers Association (NE CSTA, `http://cstanebraska.org/`) where you can network

with local K-12 CS-oriented teachers.

2.16 Professional Development Opportunities

- CoE's Engineering and Computing Education Core (ECEC, https://engineering.unl.edu/ecec/) offers a variety of professional development programs for faculty: https://engineering.unl.edu/ecec/faculty-programs/

- The Discipline-Based Eduction Research group (DBER, http://scimath.unl.edu/dber/) also offers a variety of professional development programs: http://scimath.unl.edu/dber/professional-development/

- Senior Vice Chancellor for Academic Affairs offers a Teaching & Learning Symposium once each semester with numerous breakout sessions: https://executivevc.unl.edu/faculty/teaching-learning-symposium

- The Innovation in Pedagogy and Technology Symposium is an annual event held in May: https://symposium.nebraska.edu/

- The Century Club (usually held 3:30 on the 2nd Tuesday of each month) is a monthly symposium on various technologies and techniques for larger classroom settings

- UNL has established a Teaching at UNL Canvas "course" which houses several teaching-related resources: https://canvas.unl.edu/courses/51131

In addition, you can get involved with the Faculty Senate's Teaching Council (https://www.unl.edu/facultysenate/teaching-council)

3 Policies

3.1 Syllabi

- UNL has a general syllabus policy: https://www.unl.edu/facultysenate/unl-syllabus-polic

- The College of Engineering does not have an official syllabus *policy* but ECEC (Engineering and Computing Education Core) does have a suggested template that you are free to adopt and adapt: https://engineering.unl.edu/ecec/ecec-fall-teaching-templates/ (as well as a Canvas course template and other resources)

- The department has an additional syllabus policy with required text to be included: https://cse.unl.edu/faculty/protected/SyllabusText.html (faculty login required)

3.2 Department Academic Integrity Policy

UNL has a broad Academic Integrity policy as part of the student code of conduct (https://studentconduct.unl.edu/academic-integrity). The department also maintains its own Integrity Policy available here: https://cse.unl.edu/academic-integrity-policy.

Though these policies are in place, as an instructor it is up to you to define what constitutes a violation of this policy. Your own course-specific policies should be well thought out and clearly stated in your syllabus. Violations of the integrity policy and actions taken against a student must be reported to the department's Academic Integrity & Grading Appeals Committee.

3.3 15th Week Policy

UNL has a 15th week policy colloquially known as the "Dead Week Policy" (see https://studentaffairs.unl.edu/sa_policies_deadweek.shtml). This policy is intended to prevent "surprise" assignments or exams at the end of the semester. If you want to assign any substantial assignments (homework, exams, etc.) you need to do so in writing prior to the 8th week of classes.

It is best to have your course as well as all assignments and due dates completely planned out at the beginning of the semester and make this schedule known to students to avoid violating this policy.

3.4 Family Educational Rights and Privacy Act (FERPA)

The Family Educational Rights and Privacy Act is a federal law that prevents faculty and staff from violating a student's privacy with respect to any academic record(s) (grades, flags, contact information, addresses, etc.) that you have access to.

You should never make any identifying information publicly available or discuss the performance of a student with anyone who is not bound by this law (other faculty/staff employed by UNL are bound by this law) unless the student has signed a FERPA waiver.

3.5 Counseling and Psychological Services (CAPS)

UNL provides counseling services through CAPS (https://caps.unl.edu/) for students (free unlimited sessions). If you believe a student needs such services, please refer them to CAPS.

3.6 Services for Students with Disabilities (SSD)

Students with a documented learning disability or other impairment that requires accommodations should be registered with the SSD office (https://www.unl.edu/ssd/home). SSD will handle deciding the appropriate accommodations and working directly with a student and their doctor to protect their privacy. It is a student's responsibility to provide the proper paperwork and you can choose to have the SSD office provide the appropriate accommodations (proctoring in a distraction free environment, extended time on exams, etc.).

3.7 Greeks, Honors, Scholarships, Student Athletes, ROTC, etc.

Other student groups will often ask for accommodations and/or grade checks. Making accommodations are generally not required for these groups but you should make reasonable efforts to do so in order to support the student.

UNL Honors students may want to "contract" your course for honors credit. Generally, the extra requirements to fulfill this are up to you and the student.

4 Whom to Talk to About...

Current faculty committee chairs and member lists can be found here: https://cse.unl.edu/faculty-committees

- Graduate Teaching Assistants (GTAs): Mohammad Hasan (GTA Committee Chair)
- Undergraduate Teaching Assistants (UTAs): Ryan Patrick
- Learning Assistants (LAs): Ashok Samal
- Academic Integrity: Chris Bohn (Academic Integrity & Grading Appeals Committee)
- ABET Accreditation: Chris Bohn
- Internships and Arranged Courses: Ryan Patrick
- Course Scheduling & Logistics: Department Vice Chair
- Office Supplies: Office Staff
- Textbook copies: Office Staff

5 Teaching Evaluation

To Come