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Welcome to Nevada State College. Your expertise and knowledge are appreciated and valued. Our part-time faculty members are an important part of our teacher preparation program. The students benefit from your knowledge of current practices and classroom applications. Thank you for joining the School of Education faculty and contributing to preparing future educators – and making a difference!

The handbook is intended to assist faculty with questions, concerns, policies and procedures needed to have a successful employment experience. You will find the SOE Mission and Vision as well as information on course preparation and instruction, resources and contact information. This handbook serves as affirmation of a sincere commitment by the faculty and administrative leadership of the School of Education to promote your success. The part-time faculty handbook and resources are available on the NSC website.

Welcome to NSC and to the School of Education!

V. James Garofalo, Ph.D.
Interim Dean, School of Education
College History

As the only four-year, comprehensive public college in the state of Nevada, Nevada State College places a special emphasis on the advancement of a diverse and largely underserved student population. In this role, the college emphasizes high-quality instruction, exemplary service, engaging learning experiences, and innovation as a means to more efficient, effective outcomes in all corners of the campus. During the past ten years, NSC has achieved remarkable success in furthering its mission and core values.

- **1998**
  Political and business leaders introduced the idea of building a new four-year, taxpayer-supported state college with the primary mission of training teachers.

- **1999**
  In December 1999, the Nevada Board of Regents approved the establishment of Nevada State College (originally called Henderson State College). The idea won favor with state lawmakers because growth in student enrollment was about to overwhelm the University and Community College systems of Nevada, as a shortfall of 10,000 college seats was projected for 2010.

- **2000**
  Discussions about state college feasibility began—if funded by the 2001 Nevada Legislature; the four-year state college could begin offering classes in such high-demand areas as education and nursing by September 2001. These and more general classes likely would be taught at a temporary site while work continued on the state college campus.

  The Board of Regents approved the University of Nevada, Reno as Nevada State College’s sponsoring institution in May 2000.

- **2001**
  Governor Kenny Guinn recommended $22.8 million in state funding to establish the college, $6.8 million to open it to 1,000 full-time students in the fall of 2002, and $16 million to help construct the first campus building.

  The new site was located west of the Wagon Wheel Drive exit along U.S. Highway 95’s convergence with Boulder Highway. It was noted that a former vitamin company building could be used as the college’s first building and that the infrastructure that already existed on the city land would help bring down the cost of developing the entire campus site.

- **2002**
  On September 3, 2002, NSC opened its doors for the first time to 177 students for the fall semester. NSC’s physical facilities opened at the Dawson Building, with three classrooms and a library.

- **2003**
  Fall enrollment in 2003 was 569 students, an increase of 222% over the initial year’s enrollment. During the next two years, policies and procedures were written, curriculum was refined, faculty and student government venues were defined, and marketing was instituted. Various partnerships were formed with the other Nevada higher education institutions, healthcare agencies, and the Clark County School District.

- **2004**
  The official NSC enrollment was 786, and the increase in student population was supported by additional faculty hires. The college celebrated its first commencement ceremony in May with a class of 13 graduates.

- **2005**
  In June, the Nevada Legislature appropriated approximately $22 million in operating funds to Nevada State College, as well as $9 million for construction of the Liberal Arts and Sciences building, the college’s first permanent building.
Dr. Fred Maryanski was hired as president in February 2005 and spearheaded the formulation of a master plan for the college, focusing on private and public sector partners, as well as accreditation efforts.

- **2006**
  NSC's enrollment continued to rise with nearly 2,000 students enrolled for classes for the fall semester.

To further meet the growing physical facility needs, NSC leased space in a new building on the corner of Basic and Water Street in downtown Henderson. Basic Road and Water Street I included classrooms, nursing labs, computer labs, and office space.

- **2007**
  As the fall semester began, NSC ushered in a new era with the groundbreaking for a new Liberal Arts and Sciences building.

Another new building at Basic and Water Street, named Basic and Water II, opened in January 2007. This leased facility provided more space for the growing college, including additional smart classrooms, offices, and a satellite library with a 30-workstation computer lab and media center.

- **2008**
  On March 4th, NSC celebrated its fifth anniversary as the state's first four-year public college. More than 250 community leaders and college faculty and staff gathered at the Green Valley Ranch Resort & Spa to honor the historic occasion.

The college opened its first permanent building, the Liberal Arts & Sciences Building, on its 509-acre site in August 2008. The 42,000-square-foot building had faculty offices, labs, and seven classrooms. It included five smart classrooms, four state-of-the-art science labs, one computer lab, additional computer workstations, a tutoring center, 43 offices, a conference room, and student study areas.

- **2010**
  In July, the NSC campus and local community mourned a great loss as longtime president Fred Maryanski passed away after fighting a courageous battle against cancer.

Increasing 18% over 2009, enrollment neared a record number of 3,000 students—the largest percentage increase seen during the year within the entire Nevada System of Higher Education. NSC also increased retention by 13% to reach a record high of 67%.

NSC's Campus Master Plan was approved by the Board of Regents in 2010 and would utilize about 340 acres of the 509 for classrooms and education buildings. The other approximately 170 acres would be used for residential, retail, and commercial purposes.

- **2011**
  In August 2011, Nevada State College received independent accreditation at the baccalaureate degree level from the Northwest Commission on Colleges and Universities.

- **2012**
  The Board of Regents named Bart Patterson president in spring 2012.

In April, the Scorpion, NSC’s official mascot, was introduced during the Henderson Heritage Parade & Festival.

Celebrating the 10th anniversary of the college, Patterson proudly bestowed degrees on a record number of graduates during the 2012 spring commencement ceremony. The college's total number of alumni leapt to over 1,500.

In its first decade of service, the college has grown to offer more than 24 majors and minors and maintains average class sizes of only 23 students. The fall 2012 semester welcomed 3,200 students to the campus.
Nevada State College Mission Statement

At Nevada State College, excellence fosters opportunity. Excellence in teaching leads to innovative, technology-rich learning opportunities that promote the acquisition of interdisciplinary knowledge and skills. Quality, affordable four-year degree programs open the door to career success and enhanced quality of life for a diverse population of students. Our graduates, in turn, foster the greatest opportunity – the promise of a stronger community and a better future for all of Nevada.

College Values and the Exchange of Ideas

The modern state college fosters the acquisition of knowledge and the distribution of newly discovered information. It enlivens curiosity, cultivates critical judgment, and encourages the contribution of its informed students to the development of American society. Nevada State College is committed to these goals and to the maintenance of an academic environment which advances the free exchange of ideas.

While prohibition of certain kinds of speech can have a chilling effect on the free and open exchange of ideas, a policy of civility and tolerance can protect the environment, which is free of intimidation to promote open debate.

Personal verbal harassment of one individual by another is uncivil behavior, which can taint or pollute the learning climate and discourage open expression of ideas on legitimate academic subjects.

The college is committed to an orderly learning environment, which protects the right of free speech and rejects personal intimidation of any kind.

Accreditation

Nevada State College is accredited by the Northwest Commission on Colleges and Universities (NWCCU). The effective date is September 2010.
SOE courses are primarily held at the BW2 building but due to limited space may be held at the other campus locations. Campus maps can be located at the following link: http://nsc.edu/3400.asp
Mission Statement
The mission of Nevada State College School of Education is to prepare highly qualified, culturally responsive professionals. We accomplish this through effective pedagogy, state of the art technology, clinical experiences, scholarly inquiry, and community partnerships. Our graduates will be critical thinkers who contribute to a global, democratic society.

Vision Statement
Teacher education and speech pathology candidates will demonstrate knowledge and skills of the profession inherent in the various discipline areas represented. Authentic experiences that emphasize the connection between content and pedagogy are essential to student’s learning. The diversity of SOE candidates will reflect the changing and dynamic populations found across the state, nation, and world. Candidates will effectively integrate a variety of technologies that are both inclusive of best practice and support information gathering and communication with a variety of individuals and groups globally. Our practice will be informed by contemporary research and continuous assessment which actively involves internal and external stakeholders local and worldwide. Students and faculty will be connected with peers across the nation and in other countries to enrich their cultural and educational knowledge and bolster their respect for human differences and similarities. Students will participate in multiple opportunities to connect with families and individuals from various cultural, ethnic, academic, geographic, and professional backgrounds to enrich their own knowledge and experience. Candidates will successfully incorporate evidence-based practice, critically analyze information and resources, and creatively integrate the arts into their instructional practice. Our Northern Nevada satellite will be at the forefront of effectively using technology to develop innovative ways to meet the unique needs of those residing in rural areas.

Values
The faculty of the School of Education adheres to the NSC iTEACH Core Values:
- Innovation: We are visionaries and risk-takers.
- Teaching Excellence: We are a collaborative team, educational advocates, scholars and leaders who put students first.
- Economic Development: We are educational recruiters, community partners and fundraisers.
- Assessment: We are researchers who incorporate professional standards and best practices in our courses and who continually reflect and assess our programs.
- Customer Service: We are advisors and mentors to the community; and
- Heritage: We are committed to diversity, equitable practices and social justice.

Outcomes
Upon graduation students will attain proficiency in the following areas:

Intellectual Curiosity and Critical Thinking
Candidates will demonstrate individual pursuits of professionally relevant interests while using reasoned and reflective thinking.

Evidence-Based Practitioners
Candidates will use EBP in their professional roles.

Family and Community Engagement
Candidate will be able to apply skills that build strong relationships between school and families/communities.

Ethical Practice
Candidates will conduct themselves with professional integrity and high ethical standards.

Educational Technology
Candidates will use contemporary technology to enhance instruction, learning, and communication.

Diversity
Candidate will apply skills that demonstrate their understanding of the complex dimension of diversity
Teacher Preparation Program (TPP)

Elementary Education Degrees
The School of Education offers three Elementary Education degrees. Students will be eligible for a teaching license for grades K-8, issued by the Nevada Department of Education.
- B.A. in Elementary Education
- B.A. in Elementary Education with Concentration in Bilingual Education
- B.A. in Elementary Education with Concentration in Special Education (K-12 degree) (Dual Licensure)

Secondary Education Degrees
The School of Education offers four Secondary Education degrees which will prepare individuals to teach grades 7-12 in a specific content area.
- B.S. in Biology with Concentration in Secondary Education
- B.A. in English with Concentration in Secondary Education
- B.A. in History with Concentration in Secondary Education
- B.S. in Mathematics with Concentration in Secondary Education

Post-Baccalaureate Teacher Education Program (TEP)
The School of Education offers course work leading to teacher certification in Elementary Education, Special Education, and Secondary Education for individuals who have earned their Bachelor of Arts or Science in any area. The Post-Baccalaureate Teacher Education Program does not lead to a degree. Students completing the program will need to apply for a teaching license through the Nevada Department of Education.
- Elementary Education
- Special Education
- Teaching Autism
- Secondary Education Biology
- Secondary Education English
- Secondary Education General Science
- Secondary Education History/Social Studies
- Secondary Education Mathematics

Endorsement Programs
The School of Education offers coursework that leads to teaching endorsements recognized by the Nevada Department of Education.
- Teaching English as a Second Language (TESL)
- Bilingual
- Technology

Speech Pathology Program (SPP)

Speech Pathology Degree
The Bachelor of Arts in Speech Pathology has been designed to prepare students to apply for a license in Nevada to work with the school-age population.
- B.A. in Speech Pathology

Post-Baccalaureate Speech and Language Education Program (SLEP)
The SLEP program provides the opportunity for students with a bachelors degree to earn credits towards a Nevada teaching license to teach pupils who have speech and language impairment
Teaching and Course Preparation

Course Contact Hours
All in-person or hybrid courses should meet for the full amount of time apportioned by the course schedule. Hybrid courses must impart additional course content online that is equivalent to the in-person time schedule.

Syllabi
A syllabus must be completed for each course and submitted to the SOE Administrative Assistant three weeks prior to the first day of the semester for review. The submitted syllabi will be returned to the part-time instructor with feedback and/or suggestions for revisions within one week of receipt. A final revised syllabus is due to the SOE Administrative Assistant no later than the Monday prior to the start of the semester. Syllabi are collected for purposes of accreditation and program evaluation. All part-time instructors must use the SOE master syllabus template designed for the specific course. The course description, objectives, dispositions, key performance indicators, and NSC policies must remain as indicated on the master syllabus.

Academic Calendar
Please review the academic calendar before you begin developing your course syllabus. The academic calendar can be found on the NSC website at the following link: http://nsc.edu/4906.asp. Please make sure you do not schedule class sessions during NSC holidays.

Textbooks and Desk Copies
Textbooks should contain current, relevant information for the course, as well as appropriate assignments and supplementary material when applicable. Textbooks should help faculty accomplish the educational objectives of a course. Faculty should exercise their expertise and professional judgment when selecting textbooks, and carefully consider the academic, professional, and ethical implications of criteria used in textbook selection.

Textbook orders are submitted online via a web survey issued by the SOE Dean’s Assistant. The Dean’s Assistant will email faculty the survey and deadline information each semester.

Deadlines for submission
Summer Sessions - March 1st
Fall Semester - March 15th
January mini-term/Spring Semester - October 15th

Faculty are responsible for ordering their own desk copies and reference materials. The following link will assist you in finding the websites to a variety of publishers:

http://dir.yahoo.com/Business_and_Economy/Shopping_and_Services/Publishers/Education/Textbooks/Higher_Education/

When completing your desk copy request, please fill out the online form through the publisher’s website using Nevada State College as the institution with the following mailing address: 1125 Nevada State Drive, Henderson, NV 89002. As soon as we receive your text you will be notified via email. If you need further assistance you can contact the SOE Dean’s Assistant via phone at (702) 992-2041.

Class Rosters
Instructors can access class rosters via WebCampus (Canvas) or via their faculty center in myNSC.
Web Campus (Canvas): The NSC Online Course System

*Web Campus (Canvas)* is an internet-based system for developing and implementing on-line courses.

**Username and Password for WebCampus (Canvas)**

New WebCampus (Canvas) accounts are requested by the SOE Dean’s Assistant and the username/password will be emailed directly to the instructor.

**Support for Online Courses**

Support for WebCampus (Canvas) is provided by the Instructional Technology Department (InTech). InTech can be reached at (702) 992-2740 or by email at support@nsc.edu. Web Campus Trainings are also offered by the Instructional Technology Department.

**Grade Rosters**

Grade rosters are loaded in myNSC by the Office of the Registrar. Each semester, the SOE Dean’s Assistant will email information regarding the deadline for submission and instruction sheet for loading grades. It is extremely important to adhere to all deadlines established by the Registrar. Failure to turn in grades by the deadline will result in you completing the Change of Grade form *(Appendix C)* for each student.

**Incomplete Grade Request**

If the extension of an incomplete mark is approved by the instructor, an SOE Incomplete Grade Request Form *(Appendix B)* must be completed prior to the end of the semester and signed by both the instructor and student. The form must include how the instructor wants the student to contact them once the semester has ended. An Incomplete Grade Request Form must be completed, signed and returned to the SOE Administrative Assistance by the last day of the semester. When the student completes the required coursework, the instructor will fill out the Change of Grade Form *(Appendix C)*. This form must be completed, signed and returned to the SOE Administrative Assistant for processing. **An incomplete grade is only good for one semester following the provided course.** All “I’s” turn to “F’s” at the end of the following semester, if an extension of an “I” is required, please contact the SOE Administrative Assistant.

**Student Course Evaluations**

Courses are evaluated using an online course evaluation system called *CourseEval*. Courses are evaluated at the end of the semester. Faculty and students are sent email reminders by the Instructional Technology office to prompt students to anonymously evaluate the course and give feedback to the instructor. Instructors have the opportunity to view students’ feedback once the evaluation period has ended.

**Professional Dispositions Expected of All Teacher Candidates**

Teacher candidates at Nevada State College are expected to demonstrate professional behaviors. As future educators, it is expected that our students show a commitment to life-long learning and personal growth through reflection, seeking constructive feedback, and willingness to learn from others and past experience. Students are expected to serve as role models both in the classroom and in the field. Guidelines of these expectations are provided in *Appendix D*. Upon entering the degree program, students are required to sign this form.

**Library**

The Nevada State College Libraries’ physical collection includes over 18,000 volumes and over 30 print journals that serve the college in support of its academic mission.

NSC Library offers course reserves, multimedia tools, full semester check out, inter-library loans, bibliographic instruction and research assistance. The NSC Library houses, at the BW2 building, the
SOE’s Teaching and Learning Center (TLC). The TLC includes juvenile literature, professional materials, videos, kits and devices, textbooks, die-cuts, laminator, butcher paper and construction paper. Additional information is available online at http://nsc.edu/2784.asp.

Course materials may be placed on reserve in the library. See Appendix A for the NSC Library Reserves form.

**Student Portfolio**

Students are required to present a portfolio during their student teaching experience. It is expected that this portfolio will document students’ skills through entries and artifacts that demonstrate competencies in the components and elements of the Charlotte Danielson’s Framework. Instructors need to remind students that assignments from their class can be used to show evidence of this understanding in their portfolio.

The complete Danielson Framework Matrix can be found in the Field Experience Handbook at: http://nsc.edu/Academics/Programs/Education/StudentResources/Index.htm.

**Training**

The NSC Provost Office conducts a part-time instructor professional development at the beginning of each semester. Attendance is strongly encouraged so that new information can be shared.

Ongoing training is offered throughout the year by the NSC Instructional Technology Department to help instructors receive continual support for the learning management system.

**Evaluations**

Part-time instructors are evaluated once per academic year. If you are teaching multiple courses, only one observation will be done for a selected course. An email will be sent out prior to the in-person or online visitation. The evaluation forms can be found on the PTI Mentoring Site. A copy of the evaluation form will be emailed to the instructor within 48 hours of the observation. Instructors must sign and return the evaluation forms to the full time faculty member who conducted the observation.

**Education Field Experience**

Field experiences are a requirement of all undergraduate education majors. ALL education majors in Nevada State College Teacher Preparation Program must participate in a planned series of field experiences as an integral component of their training. Field experiences are threaded throughout the program as an opportunity for pre-service teachers to receive guidance and feedback as they apply educational theory and practice. Please see the Field Experience Handbook for detailed information: http://nsc.edu/3839.asp
Pay Periods
Part-time instructors are paid $900 per lecture credit hour and are paid once a month on the first working day of the month. If the first day of the month falls on a weekend or holiday the faculty will be paid on the next working day. Direct deposit instructions will be provided by the SOE Administrative Assistant. Paper paychecks are no longer available.

Part-time instructors will receive their first paycheck for the fall semester the first working day of October and will continue to receive paychecks through the first working day of January. Paychecks for the spring semester will start the first working day of March and continue through the first working day of June. Accelerated courses and summer pay will vary by session.

Employee Self Service (ESS) System
The ESS system allows employees to view and update their own information. Part-time instructors will need to register for an account through Employee Self-Service (ESS) at https://mustang.nevada.edu/hrip/nsclg.htm. Instructors will need their employee ID (listed on the employment contract or pay stub) and their PIN number to register. The PIN number is mailed to the employee’s home address shortly after they are hired. If instructors need their PIN number they will need to contact the NSC Office of Human Resources at 702-992-2320

Payroll records:    Personal Information:
-View W-4 tax information -Update address
-Print W-2 tax forms -Add emergency contact
-View check studs and advices -Add alternate address

Direct Deposit:    Employee Records:
-Initiate direct deposit -View employment status (hire date, tenure
-Manage current direct deposit status and retirement)

NSC Portal
NSC has created single portal at http://my.nsc.edu that allows instructors to access multiple systems in one location. Within the portal instructors will have access to WebCampus (Canvas), myNSC, email, Employee Self Service and much, much more.

Email
All part-time instructors are provided with a Nevada State College email account. This system is maintained by the Office of Information technology. Instructors are required to use this account as their primary email contact to receive both NSC and SOE official correspondence. The email account can be accessed through the NSC Portal.

Please note that your NSC email account is for work/professional use only. It is highly recommended that instructors utilize WebCampus (Canvas) email, instead of NSC email, to correspond with students in their semester classes. Private student email accounts are inconsistent and not secure for relaying course work information. WebCampus (Canvas) email is the best method.

Mailboxes
Instructor mailboxes are located in the SOE copy room in the BW2 building, office 224. It is requested that instructors check their mailboxes at least once per week.

Supplies and Teaching Materials
Part-time instructors can email the SOE Administrative Assistant to request supplies and teaching materials. The requests will be processed for approval and ordered thereafter.
Copying
The SOE copy machine is located in the BW2 building, office 224. A copy code is required to use this machine which is available from the SOE Administrative Assistant.

All instructors are responsible for making their own course copies. We encourage instructors to post things to WebCampus (Canvas) as much as possible in an effort to reduce copy costs and the consumption of paper on campus.

If you ever have problems with a copy machine, please contact the SOE Administrative Assistant.

Room Requests
Events, Workshops and Meetings: Instructors needing to request a room for a meeting, event, or other single-use/specific purpose, will need to contact the SOE Dean’s Assistant or the Administrative Assistant.

Classes: Instructors having difficulties with assigned course space and need to request a room change, please contact the SOE Dean’s Assistant

Security
The NSC Campus Community is not immune from theft, vandalism, drugs, alcohol, and other violations of the law. We highly encourage the NSC community to utilize Public Safety services for issues big or small. Security does regularly patrol buildings and has a desk located on the 1st floor of the Basic/Water 2 Building. All classroom phones also have a quick dial direct to the security desk.

Anyone may reach security by calling:
BW 2: (702) 992-2221
Emergency Line: (702) 992-2911
If you have a serious emergency, please dial 911.

Faculty/Instructor ID
Instructors can obtain an ID card through the NSC Library located at the Dawson Building.

Workstations and Equipment
All SOE part-time instructors will have access to a workstation with computer, scanner and internet access available in the SOE area located in BW2, 2nd floor along the east side of the building. You can access the workstation using your NSHE ID and password.

Classroom Use
Part-time instructors will not be assigned building keys. Classroom will be opened by Security prior to the start time for your class. If your room is not open please call NSC Security at 992-2223 (BW2), 992-2224 (Dawson), or 992-2225 (LAS) to request the room be unlocked.

NSC Website
The NSC website is a valuable resource for instructors. A great deal of information can be found on the website at http://www.nsc.edu. The School of Education has its own web pages located at http://nsc.edu/84.asp. On the SOE website instructors can find the degree and program outlines and sequences, program admission requirements, student teaching/practicum requirements, student resources, etc.
The Resource Center for Students with Disabilities (RCSD) (702) 992-2180
The Americans with Disabilities Act (ADA) mandates accessibility in all facets of the learning environment. The Resource Center for Students with Disabilities (RCSD) on the Nevada State College campus coordinates support services and reasonable accommodations for students qualifying as disabled under the ADA guidelines. These services are free of charge. Their mission is to ensure all students with qualified disabilities have equal access to participate in, contribute to and benefit from all college programs. RCSD is dedicated to the elimination of architectural and attitudinal barriers and promotes awareness of the vast opportunities diversity affords the college and community.

Counseling Services  (702) 895-3106
Services are provided by UNLV's Center for Individual, Couple and Family Counseling and are free for NSC students. Provides counseling in areas like anxiety, coping skills, depression, relationship difficulties, psychological assessment and testing, and many more.

The Student Academic Center (SAC) (702) 992-2990
The Student Academic Center, otherwise known as “The SAC,” is a place dedicated to academic success and support through free services such as tutoring, study groups, study tools, and a study hall. Their vision is to develop an academic community of students who have the necessary skills to succeed at NSC and beyond. The SAC assists in a variety of subject matters from math and English, to biology and chemistry. They offer drop-in hours for students to seek assistance, as well as individual appointments, study group appointments, and online tutoring. Further information is available at the following link: http://nsc.edu/604.asp

Student Health Insurance
Learn about the Student Health Insurance Program which offers affordable accident and sickness plans to all current Nevada State College students by visiting the website at http://www.aipinternational.com/NSC/plan.html

NS Bookstore
The NS Bookstore is located in the Dawson building. In addition to textbooks, supplies, and Nevada State College insignia items, the Bookstore's offer a variety of unique products, from gifts, reference supplies, and novels to children's educational materials and medical supplies. Further information is available at the following link: http://www.nsbookstore.org
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APPENDIX A: NSC Library Reserves
APPENDIX B: Incomplete Grade Request
APPENDIX C: Grade Change/Appeal or Removal of I/NR Grades
APPENDIX D: Dispositions
Appendix A

Nevada State College Library

NSC Library Reserves Instructions:

- Please fill out this form and present it with the item for reserve to any member of our library staff.

- Remember that we can only host individual items on reserve for a maximum of one semester. Each semester the instructor will have to fill out a new form for the new term or the item will be removed from the collection.

- eReserve: Please have the article or chapter you wish to place on eReserve already scanned, copied, or saved (if it is saved please make sure it is in a location easily accessible by our library staff) and provide that information with this completed form. Please submit items for eReserve at least 2 days prior to the date it is needed for your class.
  - If an item is not already scanned the library staff can assist you. You must be able to provide a duplicate copy (photocopy) of the item to be scanned. Please allow a week prior to the date needed to allow time to process your item. The hardcopy will be reserved for your students.

** Please clearly print the owner's name inside or on the reserve item

Course Record Information:

Instructor's name: ____________________________ Class title & number: ____________________________

Classroom location (Please check one): Dawson ___ Basic & Water ___

This is item for (please check one): Physical reserve ___ eReserve ___

Bibliographic Information:

Owner of item (if not the instructor listed above): ____________________________

Owner's email: ____________________________ or Phone: ____________________________

Title of the item (for more than one item, please fill out a separate for each):

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

Semester of reservation: Fall Spring Summer End Date: ____________________________

Maximum length is one semester

Copyright Policy:

It is the policy of Nevada State College Library to follow the fair use provisions of the Copyright Law (contained in Title 17 of the U.S. Code). Specifically the Library's Reserves Policy is guided by the permissions granted within Section 107 of the Copyright Law with respect to making copies for educational purposes. The law states that making multiple copies for classroom use is not considered a copyright infringement. For further Information on the Reserves and Copyright, please visit the library homepage at: http://nscc nevada.edu/Academics/Library/Index.asp

Signed: ____________________________ Date: ____________________________
INCOMPLETE GRADE REQUEST FORM
SCHOOL OF EDUCATION
NEVADA STATE COLLEGE

Student Name: _____________________________________________________________ ID Number: ________________

Address: ____________________________________________________________________________

Phone Number: ___________________________ Email Address: ________________________________

Course Prefix, Number, and Title: ____________________________________________________________________________ Semester: _____________________

Student Completes This Section

Note: (1) Your progress in a course must have been satisfactory (passing) before you found it necessary to request an incomplete grade; (2) The circumstances leading to your request must have been beyond your control; and (3) You will be required to provide documentation in order to justify your request.

I request that I be assigned an “Incomplete” (I) for the course indicated above. My reasons for the request are (Write on back if additional space is needed):

(Note: It is not necessary to register for the course again.)

Instructor Completes This Section (Write on the form or attach additional sheets if necessary.)

1. Description of work to be completed (indicate after each item the date work is due):

   All coursework must be completed and submitted to the instructor on or before: ____________

   If course work is not completed by the above specified date, this agreement authorizes the registrar to verify the final grade as: ____________

   Marks of “I” are automatically changed to “F” if they are not made up by the last day of the next regular semester (Summer Session excluded).

   Student Signature: __________________________________________ Date: ________________

   Instructor Signature: __________________________________________ Date: ________________

   Instructor email address for correspondence regarding removal of this incomplete grade: ____________________________________________

Policy on Incomplete Grades as Stated in the NSC Catalog 2012/13

"I" is a neutral mark and represents incomplete. An "I" is given when a student is performing passing work, but for some uncontrollable reason is unable to complete the course requirements during the instructional period. "I" mark is excluded from grade point average computation. Nonattendance, poor performance or requests to repeat the course are unacceptable reasons for issuance of the "I" mark. When the student's request for an incomplete mark is deemed acceptable, the instructor is required to indicate the specific work that is necessary to complete the course. Marks of "I" are automatically changed to "F" if they are not made up by the last day of the next regular semester (Summer Session excluded). Students are not permitted to graduate with an outstanding incomplete mark issued under this policy. The extension of an incomplete mark for one semester must be requested and approved by the instructor. The instructor will need to notify the Office of Admissions & Records at least two weeks before the end of the semester in which the approved "I" mark expires. Students may make up incomplete marks by completing outstanding course requirements before the end of the next regular semester. The requirements must be submitted to the student's instructor, who is responsible for reporting the final grade and acquiring the approval of the Academic Director. The written approvals must appear on the Grade Change Form before the form can be filed with the Office of Admissions & Records.

DISTRIBUTION: Original to School of Education Copy to Student Copy to Instructor
GRADE CHANGE / APPEAL or REMOVAL OF I/NR GRADES

~ Please Print in Ink or Type ~

Deadline to remove an “I” or “NR” grades:
The last day of the following semester otherwise the “I” or “NR” changes to an “F” (please refer to the academic calendar for the date)

Deadline for an instructor error or appeal:
Six months after grades are due for that term.

Student ID#: ____________________________ Phone Number: (______) ____________________________

Student Legal Name: ____________________________ Email: ____________________________@

Last ____________ First ____________ Middle ____________

Current Year/Term (circle one): Fall_____ Spring _____ Summer _____ Year Year Year

INSTRUCTIONS TO FACULTY: Grade Changes are made only for an instructor error, an approved appeal by the student, or removal of “I” or “NR” grades. Type or print in ink and use only one form for each grade change.
Grade changes that are not submitted by the deadlines above require a Petition for Exception to Policy.

DO NOT allow students to deliver this form.

Check one:  o Instructor Error
            o “I” Removal
            o Approved Via Appeal Process (Provost’s signature required for appeal)
            o “NR” Removal

► Provost’s Signature for Appeal ____________________________

COURSE AND SECTION (e.g. ENG 101-001) TERMIN YEAR TAKEN ORIGINAL AS CORRECTED GRADE

RECORDED GRADE

If Instructor Error ~ Explain the Circumstances:

► Instructor Signature: ____________________________ Date: ____________________________

OFFICE OF THE REGISTRAR USE ONLY
Processed by: ____________________________
Date: ____________________________
Teacher and Speech Pathology candidates at Nevada State College are expected to demonstrate behaviors that are indicative of the following dispositions characteristic of effective teachers and SLP’s. The candidate shows a disposition toward and commitment to each of the following:

1. Maintains a positive attitude during class, field work, clinical settings and all other educational environments.
2. Is punctual to and attends the duration of class, field work assignments, therapy sessions and scheduled meetings.
3. Is honest, trustworthy, and respectful in communications and interactions with others.
4. Demonstrates ethical behavior and maintains confidentiality regarding student information and communications.
5. Online discourse and participation in classroom discussion are respectful, tolerant of, and responsive to ideas and views of others.
7. Provides equitable learning opportunities for all students, for example, student does not dominate class discussions and/or instructor’s time.
8. Communication and/or actions do not discriminate against any group.
9. Appearance, grooming and personal hygiene are appropriate for working in the school setting.
10. Uses constructive feedback from instructor or peers to improve skills.
11. Appropriate interaction with school age children during field work and student teaching.
12. Uses sound judgment and thoughtful decision making with consideration of the consequences.
13. Collaborates with peers to improve overall learning of students
14. Takes initiative and responsibility for one’s own learning.

I understand that I must adequately and consistently demonstrate these dispositions in order to maintain my good standing in the Teacher Preparation or Speech Pathology Program at Nevada State College.

Printed Name: ____________________________  Student ID #: ____________________________
Signature: ________________________________  Date: ________________________________

Updated 3/1/13