

**Common Department Practices
Department of Kinesiology
August 2018**

- **Administrative**

- Copying – copiers in 237A and the 103/111 office suite are meant for small copy jobs, scanning, and faxing; big copy jobs should go to Copy Center (please plan ahead; see Jody Burdick if you need assistance)
- Mail/mailing – outgoing mailbox is in 238; limited to department/professional business (see Jody Burdick for assistance)
- Purchases – please work closely with Fran Sobotka and/or Lori Wildeman *prior* to purchases and reimbursements
- Absences/travel – instructors should complete a “Disposition of Classes” form (blue card) *prior* to travel (see Jody Burdick)
- Travel and meal reimbursements – complete and submit electronically a travel expense worksheet (new for 2018); *receipts must be itemized originals* (see Fran Sobotka)
- University computer and email use – limit to professional activities; avoid personal use
- Phone use – please limit use of ISU phones to professional business
- Net ID sponsorship requests – these are meant to be used on a limited or restricted basis and for special circumstances that extend beyond convenience
- Computer purchases – all purchases must go through CHS IT (see AI Day for assistance)
- IRB applications – all applications are now submitted electronically using the IRBManager system; student applications require faculty supervisor approval; all applications require department approval; please proofread carefully and ensure all relevant documents (e.g., scripts, flyers, informed consent forms) are included with application
- Lost keys/key replacement – the department is charged for key replacement; part of the cost burden will be carried by “the loser”
- Coffee – if you consume “department” coffee, please support of your habit by contributing to the coffee fund (rough rule of thumb: 25 cents per cup)

- **Academics and student issues**

- Course syllabus required content – see Holly Lipsey, Kinesiology DUGE
- Student evaluations of classes/teaching - all classes are to be evaluated by students at the end of the semester; instructors do not have a choice; Jody Burdick provides staff support for the process
- Dead week and final exams
(<http://catalog.iastate.edu/academiclife/gradingsystem/#examinationsdeadweektext>)
 - Dead week (a brief summary) – a) due dates for mandatory graded submissions of any kind that fall within Dead Week must be listed on the syllabus, b) mandatory final examinations may not

be given during Dead Week, c) no in-class quizzes or exams may be given on the Thursday and Friday of Dead Week

- Final exams (<http://www.registrar.iastate.edu/students/exams>) - final exams must be given according to the schedule established by the University Registrar
- Student issues...
 - FERPA - instructors/staff have a legal responsibility under FERPA to protect the confidentiality of student educational records
 - Student excused absences – students are to be excused for University-sponsored activities
 - Troubled student? – seek assistance
 - Use common sense when meeting with a student – avoid closed doors, don't isolate yourself
 - Office of Student Assistance (4-1020, <http://www.studentassistance.dso.iastate.edu/>)
 - Faculty/Staff resource Guide: <https://www.studentassistance.dso.iastate.edu/faculty-and-staff-resources/guide-to-resources>
 - Student having difficulty with...
 - personal crisis – Office of Student Assistance (4-1020)
 - academic conduct – Office of Student Conduct (<https://www.studentconduct.dso.iastate.edu/>, 4-1020)
 - academic difficulties – academic advisors or Office of Student Assistance
 - mental health challenge – Student Counseling Service (<https://www.counseling.iastate.edu/>, 4-5056)
- **Facilities and technology**
 - Personal and building/office security – please avoid propping open doors; lock doors behind you when leaving a space
 - Forker room reservations – *reserve rooms*; link to “Room reservations” under “Faculty & staff” header on Kines home page (see Jody Burdick for assistance)
 - Bicycles – should remain outdoors; offices and labs are not bike storage areas (you'll be forgiven if an unexpected security need occurs)
 - IT assistance – submit a request for assistance via Kines web site using the following links: “Faculty & staff” (Kines home page) → “Technology resources” “Request → IT assistance” or call 4-4000; please don't email AI Day directly
 - Look behind you! - in general, please try to leave a shared space in the same or better condition than when you entered the space