

# AFFILIATE GRADUATE FACULTY RESOURCES

**A Reference Guide  
for New & Current Graduate Faculty**

**Updated June 2017**



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## ***Orientation***

<p><b>Orientation Session (required)</b></p>	<p>The Center for Teaching, Learning and Instructional Resources (CTL) provides an orientation session for both full-time and part-time new faculty. This session will be held on main campus on the lower level of Scarborough Library. You will be paid a stipend for attending. The CTL will notify you of the date and time of this session.</p>
<p><b>Classroom Pass Card</b></p>	<p>Each new faculty member is issued a pass card to access the Martinsburg Center and locked classrooms. Contact the Martinsburg Center Staff to schedule a time to pick up your card. The same process may be followed through facilities for the Shepherdstown campus.</p>
<p><b>Employee Number</b></p>	<p>When you are first hired, you will receive an “Award Letter” which will include your Shepherd ID number (SID). This number can also be found on the back of your Rambler card. You will need this number to access RAIL, the system used to view class rosters, enter grades, etc.</p>
<p><b>Faculty ID/Rambler Card</b></p>	<p>After you have completed HR paperwork (and confirmed that you are in the network), new faculty should go to the bookstore on main campus, located at 301 N. King Street (Shepherdstown, WV), to get a Rambler Card. This is your official university identification card. You may also get this card through the Martinsburg Center. You can add money to the card to purchase products from the vending machines, pay for non-school related copies, etc. For details, go to:  <a href="http://www.shepherdbook.com/ePOS?form=index.html&amp;store=530&amp;design=rambler">http://www.shepherdbook.com/ePOS?form=index.html&amp;store=530&amp;design=rambler</a></p>
<p><b>Mailbox Assignment</b></p>	<p>Each faculty member will be assigned a mailbox located on the first or second floor of the Martinsburg Center. On the main campus, please check with the school or department administrative staff.</p>
<p><b>Office Space</b></p>	<p>Office space (with a desktop computer) will be assigned to new faculty. Contact the Martinsburg Center staff or call (304) 263-3303 to get your office assignment. On the main campus, please check with the school or department administrative staff.</p>
<p><b>Parking Permit</b></p>	<p>A parking permit is required on Shepherd University’s main campus; however, it is not required at the Martinsburg Center. There are metered parking spaces in Shepherdstown; however, parking spaces are not always available. On the main campus, the gates to restricted lots are generally open in the evenings.</p>

<b>Printing Code</b>	There is a printer for your use in designated rooms throughout the campus. To print copies for class use at no charge, you will be given a “printer code”. Contact the Martinsburg Center staff for this code. Students can make copies on the printer in Room 114 for a nominal fee using their Rambler card.
<b>Signed Contract (part-time faculty)</b>	Each term, you will receive a contract for the courses you will be teaching for that specific term. Please promptly sign, scan and e-mail to Amy Speck, the Administrative Assistant for Academic Affairs, at <a href="mailto:aspeck@shepherd.edu">aspeck@shepherd.edu</a> . A delay in the return of your signed contract may result in a delay in receiving your first salary payment.
<b>User Name &amp; Password</b>	Go to <a href="http://www.shepherd.edu/itservices-faqs/">http://www.shepherd.edu/itservices-faqs/</a> to set up your password to access e-mail. Your paperwork must be complete and processed by Human Resources (HR) BEFORE you will be able to access your online accounts. This screen/user name will also be your login for SAKAI.

## ***Human Resources Paperwork***

<b>Direct Deposit</b>	When meeting with HR, take a cancelled check with your account and routing number for your bank WITH YOU so you can have your wages direct deposited in your savings or checking account.
<b>Forms of Identification</b>	<p>Be sure to review the “The New Employee Checklist” found at <a href="http://www.shepherd.edu/ctl/documents/hr_new-employee-checklist.pdf">http://www.shepherd.edu/ctl/documents/hr_new-employee-checklist.pdf</a></p> <p>Take two forms of identification (from the list provided on the checklist) AND a cancelled check with you when you meet with Human Resources (HR). HR is located at 120 Princess Street in Shepherdstown. Limited parking can be found on the left side of the building.</p> <p>New employee information sheet: <a href="http://www.shepherd.edu/wordpress-1/wp-content/uploads/2015/03/NEW-EMPLOYEE-INFORMATION-SHEET.pdf">http://www.shepherd.edu/wordpress-1/wp-content/uploads/2015/03/NEW-EMPLOYEE-INFORMATION-SHEET.pdf</a></p> <p>Another important resource is the faculty handbook: <a href="http://www.shepherd.edu/employees/senate/documents/handbook.pdf">http://www.shepherd.edu/employees/senate/documents/handbook.pdf</a></p> <p>This contains information relevant to both full-time, tenure-track, as well as part-time faculty members.</p>

	<p>The HR office is open from 8:00 – 4:30 p.m. Monday through Friday (closed 12:30-1:30 for lunch, and can be reached at (304) 876-5299 or (304) 876-5288. You must complete an I-9 form within three business days of the date your employment begins, AND must sign the form in front of someone in HR. The I-9 form is used by employers to verify an employee’s identity and to establish eligibility to accept employment in the U.S.</p>
<p><b>Original College Transcripts</b></p>	<p>The university requires “original transcripts” from any university which new faculty have attended. Have each university which you attended, especially in relation to your terminal degree, send your transcripts directly to Amy Speck, Administrative Assistant for Academic Affairs, at:</p> <p>Office of Academic Affairs  Shepherd University  P.O. Box 5000  Shepherdstown, WV 25443</p> <p>Amy’s FAX number is 304 876-5038. If you have questions, you can contact Amy at <a href="mailto:aspeck@shepherd.edu">aspeck@shepherd.edu</a> or by calling (304) 876-5176.</p>
<p><b>RAVE Alert</b></p>	<p>To sign up for notification of school closures due to inclement weather and emergency announcements, go to:  <a href="http://www.shepherd.edu/university/rave/">http://www.shepherd.edu/university/rave/</a></p>
<p><b>W-2</b></p>	<p>To get a copy of your W-2 form, click the link to the West Virginia State Auditor’s website at <a href="https://www.wvsao.gov/">https://www.wvsao.gov/</a></p>

## *Administration*

<p><b>Adding a Student to a Course</b></p>	<p>The student still bears the responsibility of entering RAIL and registering for the course. Please remind your approved students of the need to register promptly, before the deadline for extended adds. Students who incur tuition and fee charges as a result of this new registration will be expected to pay for the course immediately. If you have questions, contact Tracy Seffers, Registrar, at <a href="mailto:tseffers@shepherd.edu">tseffers@shepherd.edu</a> or call (304) 876-5463.</p> <p>Deadlines are posted on the registrar’s website calendar page:  <a href="http://www.shepherd.edu/academic-calendar">http://www.shepherd.edu/academic-calendar</a></p>
<p><b>Assigning an Incomplete Grade</b></p>	<p>Incomplete grades are issued on a case-by-case basis when a student cannot complete the assigned work and/or final examination due to unforeseen circumstances, e.g., illness, natural disaster, or family catastrophe. A grade of “I” is issued in lieu of an actual grade for the course. To secure permission for</p>

	<p>an incomplete grade, the student and faculty member must file a form with the Registrar's Office clearly stating the reason for the incomplete, the work to be completed, and the due date. Supporting documentation may be required. A grade of "F" will automatically be assigned to the course if the student fails to complete the work by the agreed upon completion deadline. For a copy of the form, contact Sherry Donovan at <a href="mailto:sdonovan@shepherd.edu">sdonovan@shepherd.edu</a> or by calling ((304) 876-5313.</p>
<b>Calendar</b>	<p>The Martinsburg Center will be closed on all Shepherd University observed holidays; however, the instructor has the option of conducting class online during that time. Because of the compressed format of part-of-term classes, graduate classes are held during main campus breaks. The main campus calendar can be found at: <a href="http://www.shepherd.edu/academic-calendar">http://www.shepherd.edu/academic-calendar</a></p>
<b>Classroom Assignment</b>	<p>Each term, classroom assignments can be found under <a href="#">RAIL&gt;Faculty and Advisors&gt;Faculty Detail Schedule</a>. Use your faculty ID, the nine digit number printed on the back of your Rambler card, to access RAIL.</p>
<b>Confidentiality of Student Records</b>	<p>"All practices concerning student records shall respect the privacy of individual students". Do NOT discuss any student information with anyone other than the student and authorized university personnel. For further details, go to: <a href="http://www.shepherd.edu/safweb/judicial/billofrights/default.html">http://www.shepherd.edu/safweb/judicial/billofrights/default.html</a>. For information about FERPA (the Family Educational Rights and Privacy Act) go to: <a href="http://www2.ed.gov/policy/gen/guid/fpco/ferpa/index.html">http://www2.ed.gov/policy/gen/guid/fpco/ferpa/index.html</a></p>
<b>Course Assignment/Schedule</b>	<p>For a list of your assigned courses with the start and end dates of the course, time of the class, day of the week that the class meets, and room assignment, go to: <a href="#">RAIL&gt;Faculty &amp; Advisors&gt;Faculty Detail Schedule&gt;Term</a></p>
<b>Course Evaluation by Students</b>	<p>The completion of course evaluations by students is required at the end of each term. Several weeks before the end of the term, you will receive a packet in your mailbox with the course evaluation forms and instructions. If your course is taught entirely online, your students will be able to access the course evaluation form via RAIL. For more information about the evaluation process, go to: <a href="http://www.shepherd.edu/institutional-research/ir-course-evaluations">http://www.shepherd.edu/institutional-research/ir-course-evaluations</a></p> <p>If you have additional questions, contact Sara Maene at <a href="mailto:smaene@shepherd.edu">smaene@shepherd.edu</a> or by calling (304) 876-5112.</p>
<b>Faculty Handbook</b>	<p>A copy of the faculty handbook can be found at: <a href="http://www.shepherd.edu/employees/senate/documents/handbook.pdf">http://www.shepherd.edu/employees/senate/documents/handbook.pdf</a></p>
<b>Format of Syllabus</b>	<p>You are required to submit a copy of your course syllabus to the appropriate graduate program coordinator and graduate dean no later than the end of the first week of class. For a template of a syllabus, go to the <a href="#">CTL website&gt;Faculty</a></p>

	<p><a href="#">Support&gt;Teaching Tools&gt;Syllabus Template</a>. If this is the first time that you will be teaching a specific course, Graduate Program Coordinators can supply a copy of the syllabus used by faculty who taught this course in the past. CTL Website: <a href="http://www.shepherd.edu/ctl/">http://www.shepherd.edu/ctl/</a></p>
<b>Hybrid Course Format</b>	For each part-of-term course designated as “hybrid,” the course should include no more than four completely online sessions.
<b>MFT Exam (MBA program) &amp; other standardized tests</b>	All graduating MBA students are REQUIRED to take the MBA Major Field Test (MFT) exam. This is generally taken during their Capstone Class (MBA 590 or 591). Each student must register with Sherry Donovan in the Graduate Studies Office prior to taking the exam. It’s given at the Martinsburg Center. <a href="#">Sherry</a> can be reached at <a href="mailto:sdonovan@shepherd.edu">sdonovan@shepherd.edu</a> . or by calling (304) 876-5313. Students in other graduate education and nursing program should check their program requirements for other required standardized tests.
<b>Safety/Security</b>	Any time that the Martinsburg Center is open, a security guard will be on duty to assist you in case of an emergency. The security guard can be reached at (304) 263-3311. For additional information on recommended safety procedures, go to: <a href="http://www.shepherd.edu/facilities/safety/">http://www.shepherd.edu/facilities/safety/</a>
<b>Student Withdrawal from a Course</b>	It is the student’s responsibility to complete the necessary paperwork with the Registrar’s Office to withdraw from a class. The appropriate form can be found at: <a href="http://www.shepherd.edu/registrar/registrar-forms">http://www.shepherd.edu/registrar/registrar-forms</a>
<b>Textbook Ordering Process</b>	To place the textbook order for your course, go to Bookstore>Faculty (left column)>”Click Here to Get Started”>Login. Wait until your receive an e-mail from Julie Rohlf’s or Tina Miller before you try to enter your textbook request. Contact info: <a href="mailto:jrohlf@shepherd.edu">jrohlf@shepherd.edu</a> or by (304) 876-5219; <a href="mailto:tmiller@shepherd.edu">tmiller@shepherd.edu</a> or (304) 876-5587.
<b>Research Opportunities</b>	<p>The West Virginia Graduate Research Day is an event featuring research from graduate students across the state in all disciplines. All graduate students are encouraged to participate. This event is held in the Spring of each year.</p> <p>Students should also check the graduate studies web pages for special events, including research opportunities: <a href="http://www.shepherd.edu/graduate-studies/graduate-upcoming-events-2">http://www.shepherd.edu/graduate-studies/graduate-upcoming-events-2</a></p>



## ***Policies***

<p><b>Accreditation</b></p>	<p>Shepherd’s institutional and programmatic accreditations are listed in the catalog and also here:</p> <p>Accreditations: <a href="http://www.shepherd.edu/accreditations/">http://www.shepherd.edu/accreditations/</a></p> <p>Consumer Information Page: <a href="http://www.shepherd.edu/consumer-information/">http://www.shepherd.edu/consumer-information/</a></p>
<p><b>Attendance at Faculty Meetings</b></p>	<p>Faculty meetings for specific graduate programs are held periodically during the academic year, including the summer. Faculty should attend faculty meetings to keep abreast of changes to the program and to provide input and feedback.</p>
<p><b>Attendance at Open Houses</b></p>	<p>Faculty are encouraged (but not required) to attend open houses, meet-and-greets, forums, and other graduate studies sponsored activities at the Martinsburg Center and on the Shepherdstown campus.</p>
<p><b>Cell Phones &amp; Other Electronic Devices in the Classroom</b></p>	<p>Inform students that all cell phones and other electronic devices, except laptop computers, should be powered off or placed on “vibrate” prior to the start of class.</p>
<p><b>Class Cancellation</b></p>	<p>If you need to cancel class for any reason, please contact Sherry Donovan at (304) 876-5313 or your graduate program coordinator as soon as possible. You are responsible for notifying the students in your class. You can use the “email class” option on RAIL or SAKAI.</p>
<p><b>Class Size</b></p>	<p>To determine your class size, log into <a href="#">RAIL&gt;Faculty and Advisors&gt;Faculty Detail Schedule&gt;Enrollment</a>. Here you will find your maximum allowable enrollment; your actual enrollment; and, the number of seats still available. You have the option of allowing additional students to enroll in the course with permission of the graduate program coordinator and dean.</p>
<p><b>Classroom Attendance Policy</b></p>	<p>Students are expected to attend all class sessions. Encourage students who have to miss two or more classes to drop the course and register for it when they can attend all sessions. If a student does miss a class, it is his/her responsibility to get a copy of class notes and complete all assignments on time. Students should notify the instructor BEFORE missing a class. The attendance policy should also be on your class syllabus.</p>

<p><b>Grading Scale</b></p>	<p>The standardized grading scale for graduate programs and the university is:</p> <p>90 - 100 = A      I = Incomplete  80 - 89 = B      W = Withdrew (before completing the course)  70 - 79 = C      IF = Irregular Attendance/Not Completing  60 - 69 = D      Assignments  Below 60 = F</p> <p>Please note that there are no "+" or "-" grades on official transcripts or in RAIL.</p> <p>For further details about assigning an "I", "W" or "IF" grade, contact the Registrar's Office at <a href="http://www.shepherd.edu/registrar">http://www.shepherd.edu/registrar</a> or by calling (304) 876-5463.</p>
<p><b>LEAP Goals</b></p>	<p>The university has adopted the LEAP (Liberal Education America's Promise) standards, developed by the American Association of Colleges and Universities, to develop and enhance each student's learning outcomes. For more details, see: <a href="http://www.aacu.org/leap/essential-learning-outcomes">http://www.aacu.org/leap/essential-learning-outcomes</a>. Please include a summary of the LEAP goals in your course syllabus, where relevant to your graduate program. Accrediting bodies for business, nursing and education may also have specific programmatic outcomes that must be addressed in course syllabi.</p>
<p><b>Plagiarism &amp; the Honor Code</b></p>	<p>The Honor Code at Shepherd University is based upon the integrity of each student, and provides that a student shall act honorably in all facets of academic life. "Participating in behavior that violates academic integrity, e.g., unauthorized collaboration on assignments, plagiarism, cheating, fabricating information, multiple submissions of the same assignment, helping another person cheat, altering or destroying the work of others, fraudulently altering academic records, may result in academic discipline including: receiving a failing grade on an assignment, an exam and/or the course; or, being suspended from the University. Please see the Shepherd University Student Handbook found at <a href="http://www.shepherd.edu/wordpress-1/wp-content/uploads/2016/02/Honors-Handbook-2015-2016-final.pdf">http://www.shepherd.edu/wordpress-1/wp-content/uploads/2016/02/Honors-Handbook-2015-2016-final.pdf</a> for more specific guidelines regarding academic integrity.</p>
<p><b>School Closings</b></p>	<p>Go to <a href="http://www.shepherd.edu/university/rave/">http://www.shepherd.edu/university/rave/</a> to sign up for RAVE alerts to be notified of school closings. Be sure to contact the students in the class if your class has been cancelled for ANY reason.</p> <p>Radio and television stations carrying emergency announcements include: Martinsburg; WMRE (1550 AM), WUSQ (102.5 FM), WFQX (99.3 FM), WKSI (98.3 FM), WINC (92.5 FM), Winchester; WDHC (1010 AM, 92.9 FM), Berkeley Springs; WJEJ (1240 AM), WWMD (104.7 FM), WHAG-TV Ch. 25, Hagerstown; West Virginia Public Radio; and WUSA-TV Ch. 9, Washington, D.C.</p> <p>Announcements of school closings are also available by calling (304) 876-5000; on the Web at <a href="http://www.shepherd.edu">www.shepherd.edu</a>; on Facebook at <a href="https://www.facebook.com/MartinsburgCenter">https://www.facebook.com/MartinsburgCenter</a>; or, by signing up for the Rave text-messaging notification.</p>

<b>Submission of Grades</b>	To submit grades, log into <a href="#">RAIL&gt;Select Term&gt;Submit CRN&gt;Enter Grades</a> . You have 72 hours after the last day of finals week to submit your grades. This is especially pertinent for students who plan to graduate at the end of that term. You are required to submit a midterm grade on RAIL for each student.
<b>Writing Format (APA)</b>	The APA format is the standardized writing style used by the MBA Program. For details, go to the Library website>Research Assistance>Citation Style Guides>APA found at <a href="http://libguides.shepherd.edu/citationguide">http://libguides.shepherd.edu/citationguide</a>

## ***Faculty Support Services***

<b>Classroom Facilities</b>	<p>Classrooms at the Martinsburg Center are equipped with a desktop computer, projector &amp; screen and a SMART Board. To see photos of a typical classroom, go to:  <a href="https://www.flickr.com/photos/shepherdu/sets/72157634342299562/">https://www.flickr.com/photos/shepherdu/sets/72157634342299562/</a></p> <p>If you would like training on how to use the SMART Board or other classroom technologies, go to the <a href="#">CTL website&gt;Instructional Technology (located at the bottom of the home page)&gt;Classroom Tech</a>. CTL also offers regularly scheduled training sessions on the SMART Board and other classroom technology.</p>
<b>Conference Rooms</b>	Stop by the Front Desk to check availability of Conference Rooms at the Martinsburg Center.
<b>ESL</b>	<p>ESL is available at the Martinsburg Center from 10:00 – 3:00 p.m. Monday through Thursday. This is one-on-one tutoring, focusing on the needs of the individual student, including conversation, reading, writing, listening and speaking. All sessions are free, except for a one-time charge of \$15.00 for a textbook. To set up an appointment, call Whitney Jones at (304) 707-7885 (available on Monday and Wednesday) or Naomi Rohrer at (304) 671-9913 (available on Tuesday and Thursday).</p> <p>The Blue Ridge Community College offers ESL courses for international students as well. It is located at 13650 Apple Harvest Drive in Martinsburg, WV. For more information, call (304) 260-4380.</p>
<b>Social Media</b>	Most graduate programs have their own Facebook page, as does the division of graduate studies. These social media outlets allow for increased contact for faculty and students to be aware of events, deadlines and to have additional exchange of ideas and relevant information.

<b>Flu Shot</b>	<p>Flu shots are NOT given at the Martinsburg Center, but are available at the Health Center located in Gardiner Hall on main campus. If you would like a flu shot, call (304) 876-5161 to schedule an appointment. Flu shots are \$15.00, but may be covered by your insurance. For further details, go to: <a href="http://www.shepherd.edu/healthcenter/">http://www.shepherd.edu/healthcenter/</a></p>						
<b>IT Support</b>	<p>For IT support, contact IT user support, the Martinsburg Center Staff or Joey Dagg, Director of IT services at: <a href="mailto:jdagg@shepherd.edu">jdagg@shepherd.edu</a>. These staff members can assist with IT related issues, including (but not limited to) help configuring personal devices, e.g., laptop, tablet, smartphone; for access to the network; basic support for RAIL, Sakai, and e-mail; and, classroom technology support.</p>						
<b>Job Postings Board</b>	<p>A job postings board is available to students in the hallway between Rooms 103 and 104 at the Martinsburg Center. For more job and career search information, visit the Career Services website at <a href="http://www.shepherd.edu/career-center">http://www.shepherd.edu/career-center</a></p>						
<b>Laptops</b>	<p>There are 35 laptop computers that can be checked out at the Front Desk by you or your students until 7:00 p.m. Monday through Thursday. Laptops can only be used on-site at the Martinsburg Center. There is a desktop computer and printer in Room 114 available for short-term use by students (15 minutes or less).</p>						
<b>Library Resources</b>	<p>Martinsburg Center faculty and students may access the Scarborough Library Services via the link on the Martinsburg Center’s home page at: <a href="http://martinsburgcenter.info/">http://martinsburgcenter.info/</a> through its website at <a href="http://shepherd.edu/libweb/">http://shepherd.edu/libweb/</a></p> <p>The Scarborough Library is open during the regular term from:</p> <table data-bbox="516 1360 1237 1465"> <tr> <td>Monday – Friday</td> <td>8:00 a.m. to 5:00 p.m.</td> </tr> <tr> <td>Saturday</td> <td>10:00 a.m. to 5:00 p.m.</td> </tr> <tr> <td>Sunday</td> <td>Noon to 11:00 p.m.</td> </tr> </table> <p>Faculty and students can access the online catalog, electronic resources and full-text articles online. Enter your campus ID and password for access. Instant messaging research assistance termed “ASK US”, and other library services, such as interlibrary loan and Fetch (for students requesting book delivery to the Martinsburg Center), are available as well.</p> <p>To access Fetch, go to <a href="http://www.shepherd.edu/libweb/libservices/fetch.html">http://www.shepherd.edu/libweb/libservices/fetch.html</a> and select from the “Library Services” drop-down menu. Students should select “Martinsburg Center” if you wish to have materials delivered to the Martinsburg Center. Go to the Front Desk at the Martinsburg’s Center to pick up or return library materials. Materials can also be returned to the Scarborough Library on main campus in Shepherdstown. Materials can be returned to the Front Desk of the</p>	Monday – Friday	8:00 a.m. to 5:00 p.m.	Saturday	10:00 a.m. to 5:00 p.m.	Sunday	Noon to 11:00 p.m.
Monday – Friday	8:00 a.m. to 5:00 p.m.						
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Sunday	Noon to 11:00 p.m.						

	<p>library by 7:00 p.m., Monday through Thursday, and by 4:00 p.m. on Friday.</p> <p>For interlibrary loan services, go to:  <a href="http://www.shepherd.edu/libweb/libservices/ill/ill.html">http://www.shepherd.edu/libweb/libservices/ill/ill.html</a>  For materials that cannot be delivered electronically, such as books or other items, students may request that it be delivered to the Martinsburg Center. Please select “Martinsburg Center” from the online drop-down menu when asked “Where do you want to pick up the article(s)/books?” Please note, drop-off and return services will be provided on an “as needed basis”.</p>
<p><b>Program Websites</b></p>	<p>Individual program websites may be accessed through the graduate studies web pages <a href="http://www.shepherd.edu/graduate-studies">http://www.shepherd.edu/graduate-studies</a>, by clicking on “degree programs.”</p> <p>DNP: <a href="http://www.shepherd.edu/dnp">http://www.shepherd.edu/dnp</a>  MACI: <a href="http://www.shepherd.edu/maci/">http://www.shepherd.edu/maci/</a>  MBA: <a href="http://www.shepherd.edu/mba/">http://www.shepherd.edu/mba/</a>  MAT: <a href="http://www.shepherd.edu/mat/">http://www.shepherd.edu/mat/</a>  MCSDA: <a href="http://www.shepherd.edu/macsda/">http://www.shepherd.edu/macsda/</a>  Appalachian Studies: <a href="http://www.shepherd.edu/appalachian/">http://www.shepherd.edu/appalachian/</a></p>
<p><b>RAIL</b></p>	<p>RAIL is the online system where students can register for classes, check grades, request a copy of their transcript, verify their financial aid status, and review their accounts. Faculty can view class rosters, access student records, enter grades, check schedules, and manage their accounts, including (but not limited to) their profile, contact information and PIN number.</p> <p><a href="http://www.shepherd.edu/rail">http://www.shepherd.edu/rail</a></p>
<p><b>Rubrics</b></p>	<p>Rubrics are used to assess student learning, and measure and evaluate student performance. Rubrics can be a powerful tool to provide clear expectations for assignments and detailed feedback to students. Rubrics can provide a more objective and consistent assessment. For each assignment, a rubric should be created so students’ are informed of the grading criteria.</p> <p>For training on how to create rubrics, go to the <a href="#">CTL website&gt;Faculty Support Teaching Tools&gt;Sample Grading Rubrics</a>. Individual programs may have rubrics that address specific student outcomes and accreditation requirements.</p>
<p><b>Sakai</b></p>	<p>SAKAI is the university’s learning management system (LMS). Sakai is the tool to use to post the course syllabus, announcements, assignments, PowerPoint slides, tests and classroom support materials. You can conduct online “discussions” and get feedback.</p> <p>For training to use Sakai, go to: <a href="#">CTL website&gt;Faculty Support&gt;Sakai</a>. <a href="#">If you would like in-person training, click Workshop&gt;Training &amp; Support&gt;TechShops&gt;Click Here</a>.</p> <p>You should activate your course in Sakai at least one week before classes begin.</p>

<b>Skype/Video &amp; Teleconferencing</b>	If you would like to use Skype in your classroom, IT through the Martinsburg Center Staff. There is a camera you can use for video conferencing. There is also teleconferencing equipment in Room 204 for classroom use. Contact the MC staff to schedule the use of this equipment.
<b>Students with Disabilities</b>	If you have a student who has special needs or requires accommodations, have the student contact Disability Support Services at <a href="http://www.shepherd.edu/disability">http://www.shepherd.edu/disability</a> or by calling (304) 875-5689. The student will be required to supply documentation to support the need for accommodations.
<b>Training</b>	The Center for Teaching, Learning and Instructional Resources (CTL) provides ongoing in-person training for faculty, including topics such as the use of Sakai, Turnitin, and SMART technology, including SMART Boards, clickers and Airliners. Additional online tutorials can be found at <a href="http://www.shepherd.edu/ctl/fosl.html">http://www.shepherd.edu/ctl/fosl.html</a>
<b>Turnitin</b>	Turnitin, a leading academic tool used to detect plagiarism, is now linked to SAKAI. When students submit assignments online, you will be able to use Turnitin software to scan their papers. For more details, go to the <a href="#">CTL website&gt;Instructional Technology (bottom of the home page)&gt;Turnitin</a> .
<b>Wellness Center</b>	As a faculty member, you are eligible to join the Wellness Center located on main campus at 164 University Drive (Shepherdstown, WV) at the faculty rate. This facility offers weight equipment, a swimming pool, and exercise classes. For more details, go to: <a href="http://www.shepherdwellness.com/">http://www.shepherdwellness.com/</a>
<b>Writing Assistance/ Tutoring</b>	The university believes that communication skills (including both written and oral communication) are critical. This includes grammar, punctuation, sentence structure, spelling, and organization. If a student needs writing assistance or tutoring, he/she may access online tutoring at: <a href="http://home.brainfuse.com/higher-ed/helpnow">http://home.brainfuse.com/higher-ed/helpnow</a> .
<b>Writing Assistance/ Tutoring</b>	Each student is allowed up to three submissions to the writing lab.  If the student would like additional assistance, for a fee, he/she can hire a tutor. For a list of available tutors, contact Jim Klein at <a href="mailto:jklein@shepard.edu">jklein@shepard.edu</a> .



## *Martinsburg Center Faculty & Staff Directory*

Martinsburg Center staff include:

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MARTINSBURG CENTER (304) 263-3303.

Pertinent main campus support staff include:

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