



The University of
Southern Mississippi

Department of History

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New Faculty Tips

Section 1: The Basics

1. The best piece of advice is to **ask** when you have questions. Ask the office manager, Shelia Smith, about most anything – she is the brains of the office. Ask your department chair, Phyllis Jestice. Ask any of your colleagues – we are happy to help.
2. You will receive information from **Human Resources** regarding orientation for new employees where you will sign up for your preferred retirement plan and health care plan, as well as make other similar decisions. Sign up to attend a meeting as early as you can. There will be fewer people there and you will have more of an opportunity to ask questions. It will also end much more quickly. And before you go, take a look at the Fringe Benefits Summary. It's rather complicated but will help you to make a more informed decision.
http://www.usm.edu/hr/onlineforms/Benefit_Summary.pdf
- 2.5 All matters of academic governance and basic procedures for promotion and tenure are found in the university's **Faculty Handbook**, available online at:
<http://www.usm.edu/pubs/factbook/index.htm>. In addition, the **Faculty Senate** is your voice on campus, check their website for updates on pending issues, etc.: <http://www.usm.edu/fsenate/>
3. In the past, the **parking passes** have been picked up by the department, generally the first week of class. You will need to pay online and print out a copy of the receipt. The link for parking passes is here: <http://www.usm.edu/parking/>
4. To obtain your **USM email address**, you will need to personally go by the iTech office. See <http://www.usm.edu/itech/services/email/index.html>
5. **SOAR: The University of Southern Mississippi's Online-Accessible Records.** Much of the information related to class administration is located on SOAR. Access to SOAR requires a login name and password. Login information can be obtained by following the steps below.
Step 1: Get authorization from Human Resources for faculty/staff ID card. Human resources is located on the third floor of McLemore Hall (Room 310), Phone: (601) 266-4050
Step 2: Take card/information to iTech in McLemore Hall (Room 112). This office is also where the help desk is located. If you have any questions, you may visit the office in person or call the help desk at (601)-266-HELP (4357).
Step 3: iTech will provide a "User Name," which is your employee identification number, and a password.

Step 4: Go to The University of Southern Mississippi home page and click onto SOAR (through Registrar), enter user name and password. Please note: You will be required to change your password before logging out of the first session. If you forget the new password, you may get a new password from the *i*Tech Help Desk (**in person**) at their office in McLemore Hall, Room 112 or by calling 266-4357.

Please follow login directions carefully. If the username and password are not accepted by the third attempt, access will be denied and the process for obtaining a user name/ password.

A SOAR cheat sheet is located here: <https://psreports.usm.edu/instructions/index.html>

Tutorials for SOAR are available here: <http://www.usm.edu/lec/index.html>

Schedule of SOAR training classes is here: http://www.usm.edu/ee/ps_schedule/index.php

Basic SOAR functions:

To enter monthly leave:

Self Service > employee> tasks> monthly time & attendance

*fill in **JUST** the month (e.g., 05 = May), then click "search," enter leave taken, or click "no leave taken," be sure to click "save" in the bottom left-hand corner

Most "teaching" functions can be reached this way:

SA Self Service> learning management> home> learning management

Section 2: Course Information

6. **Official Course Registration - Students.** Individuals may not attend classes unless officially enrolled. Documents depicting official class enrollment are distributed by The University of Southern Mississippi registrar before the first scheduled meeting of classes and thereafter on a periodic basis until the close of registration. Individuals attending class yet not appearing on the registrar's enrollment documents must be directed to the Office of the Registrar and readmitted to class only after enrollment is verified.

Audit: There are two ways to audit a lecture course: Pay the full fee for the course or buy a listener's license for \$15 (through the Office of Noncredit Programs and Conferences). The former records the audit on the student's transcript; the latter merely requires the prior permission of the instructor. One of the most frequently misused academic practices is the change from "credit" to "audit." Note that the *Bulletin* specifically prohibits this practice after the last day for adding classes (usually the fifth day of classes). Classroom instructors should enforce this policy.

Nondegree Students: Adults of 21 years may enter the university as non degree students and register for 12 hours, without ACT scores or the high school requirements established by the Board of Trustees (see "Admission Requirements").

Pass-Fail Courses: Courses taken on a Pass-Fail basis award grades of P (passing) or N (failing) and do not affect the grade point average. Such courses may be taken only as electives, since courses for the General Education Curriculum, major, and minor may not be pass-fail. Courses repeated to improve the grade may not be taken pass-fail.

7. **Permission to Add Courses.** Students seeking to enroll in courses after the close of registration must secure the pertinent form from the Office of the Registrar and obtain the written permission of instructors of record, departmental chairs, and responsible college deans. Add/drop

forms are also available in each unit. Consider very carefully before allowing a student to add a class that has already met for a period of time.

8. **Permission to Drop Courses.** A student is permitted to drop a course without academic penalty prior to the published deadline. The specific date is always listed in the *Class Schedule Guide*, and many instructors include it in their syllabi. After the specified date, an academic dean may grant a student permission to drop a course under extenuating circumstances, at which time the student will receive a grade of W or F. Add/Drop forms are also available in each unit and must be signed by the instructor director/department chair of the course and dean of the student's college.

9. **Midterm Verification of Enrollment.** At midterm, the registrar distributes official class rosters that indicate a record of enrollment for each class. These documents, which seek verification of class enrollment and solicit midterm grades for all students of freshman status, must be returned to the Office of the Registrar no later than the established date for a given semester. Special attention should be given to students attending class but not listed on the official roster. These students are not allowed to attend class until they can verify their registration in the class. It is also important to make a record of students who are listed on the official roster but not attending class. Careful attention to these details will prevent challenges at the end of the semester.

10. **Reporting Grades.** During the final week of regular classes each semester, grades are reported using SOAR and instructions are provided in the appendix. If you need any assistance at all with this process, simply contact a faculty or staff member.

11. **Changing Grades.** Instructors of record may initiate a change of grade by completing official "Change of Grade" forms and submitting them to their departmental chairs. These forms are maintained by all academic units and specify that instructors of record must provide a brief but succinct statement of the rationale for a change of grade.

Section 3: Instructional Policies

12. **Duration of Classes.** University accreditation is contingent on the maintenance of classroom contact hours calculated on the formula of 37.5 contact hours per three (3) semester hours of academic credit. Contact hours may include field exercises, research, and examination period supervised by instructors of record or their designated representatives possessing appropriate academic credentials.

13. **Office Hours.** All people with teaching responsibility must be available to students to discuss issues related to classes. A general rule concerning office hours for adjunct faculty and graduate students is to maintain one office hour each week for each semester hour taught. For example, if you are teaching a three-hour class, you would schedule three office hours during the week. The times that you are available to meet with students should be clearly communicated and honored. All faculty members at The University of Southern Mississippi are required to post and maintain reasonable office hours and to be available to students during those times.

14. **Syllabi.** Instructors of record are required to distribute written syllabi that include course goals, objectives, the university ADA Statement, class schedule, and the basis for assessing student performance to students enrolled in all credit activities within one (1) week of the initial class meeting.

ADA Statement that must appear on all syllabi:

Students with Disabilities:

If a student has a disability that qualifies under the American with Disabilities Act (ADA) and requires accommodations, he/she should contact the Office for Disability Accommodations (ODA) for information on appropriate policies and procedures. Disabilities covered by ADA may include learning, psychiatric, physical disabilities, or chronic health disorders. Students can contact ODA if they are not certain whether a medical condition/disability qualifies.

Address: The University of Southern Mississippi
Office for Disability Accommodations
118 College Drive # 8586
Hattiesburg, MS 39406-0001

Voice Telephone: (601) 266-5024 or (228) 214-3232
Fax: (601) 266-6035

Individuals with hearing impairments can contact ODA using the *Mississippi Relay Service* at 1-800-582-2233 (TTY) or email Suzy Hebert at Suzanne.Hebert@usm.edu.

15. **Class Absences.** Since courses are widely divergent in nature and content, attendance policy is set by instructors of record.

16. **Grading Standards.** Standards for the award of evaluative grades are within the purview of instructors of record, being subject to review only by the academic units in which academic appointment is held. The instructor of record may determine the basis of grades in all classes, assigning examinations, quizzes, essays, research papers, field exercises, and other graded activities at his or her discretion. Please consult the *Graduate/Undergraduate Bulletin* for details regarding grading criteria.

17. **Academic Honesty.** The following is from The *University of Southern Mississippi Undergraduate Bulletin*:

“When cheating is discovered, the faculty member may give the student an ‘F’ on the work involved or in the course. If further disciplinary action is deemed appropriate, the student should be reported to the Dean of Students. In addition to being a violation of academic honesty, cheating violates the Code of Student Conduct and may be grounds for probation, suspension, or expulsion.” Policies regarding academic dishonesty are presented in the *Student Handbook* as well as the *Undergraduate Bulletin*.

18. **Final Examinations. In-class final examinations for a class must be administered at the time designated for that class on the university calendar.** The instructor of record has the option of administering a takehome final examination in lieu of an in-class final examination, and indeed, may waive the final examination at his or her discretion and under conditions specified in the class syllabus.

19. **World History Courses (HIS 101 & HIS 102)**

All HIS 101 & HIS 102 courses use the same primary textbook and document reader that is ordered automatically by the department and available for student purchase through the Barnes & Noble Bookstore on campus. Desk copies are available to instructors through the department, see Shelia.

Textbooks:

Upshur, Jiu-Hwa L, et. al. *World History*. Compact fourth ed., Belmont, CA: Thompson Wadsworth, 2005.

USM History Department. *Envisioning World Civilizations*. Thomson-Wadsworth Custom Publishing, 2006.

Section 4: Resources

Ordering Textbooks

Online: <http://www.usm.edu/bookstore/>

Instructors must order their own desk copies of textbooks, except for HIS 101 & HIS 102.

Library Services

Cook Library. Cook Library is centrally located on the Hattiesburg campus of The University of Southern Mississippi. It contains the principal collections of books, periodicals, microforms, and other materials that directly support the instructional programs of the university. The library collections are arranged according to the Library of Congress Classification System. Unbound periodicals are located on the second floor in the Reading Room. All bound volumes are intershelved with books by the Library of Congress call number.

Gulf Coast Library Units. Gulf Coast Library (GC) is located on the Mississippi Gulf Coast on Highway 90 in Long Beach on the original Gulf Coast campus. The library in Gulfport is at the Gulf Coast Student Services Center (GCSSC) Library, created after Hurricane Katrina as a teaching site. In addition, there is the Gunter Library at the Gulf Coast Research Center and a small library at the Jackson County Teaching Site.

McCain Library. McCain Library contains special collections and resources and is located just south of Cook Library on the Hattiesburg campus. McCain Library and Archives is home to the USM Libraries Special Collections Department. Special collections include the university archives, Mississippiana, the de Grummond Children's Literature Collection, the Walen Civil War Collection, the Woods Rare Books Collection, and other print and digital materials. Visitors should go to the Cleanth Brooks Reading Room in McCain 305.

Assistance for Access to Library Holdings. All university students, faculty, and staff have access to library holdings in any of the three campus libraries or through electronic holdings and databases. In order to qualify to use the libraries, students, faculty, and staff must present a valid

The University of Southern Mississippi identification card. Tutorials for use of the library cataloging systems and electronic databases are easily accessible on the Web.

- Tutorials and assistance with databases and electronic media can be found at

<http://www.lib.usm.edu/help/tutorials.html>

- Information regarding online access to the ANNA Catalog and Library Operated Databases: E-struction is a series of lessons or tutorials sent via e-mail upon request. That link is <http://www.lib.usm.edu/legacy/estruction/>. But perhaps the better link is to the general library help page at <http://www.lib.usm.edu/help.html>.

Reserving Library Items. Items may be placed on “Reserve” at Cook Library for use by students. The professor designates the amount of time for each item to remain available to students. Reserve loan periods are 3-hour, overnight, 3-day, and 7-day. In order to reserve an item, the proper form must be completed and returned to the library along with the item to be reserved. Reservation forms can be picked up at the “Reserve” and “Circulation” desks on the first floor of Cook Library or may be downloaded from the library Web site at: The link to the reserve form is <http://www.lib.usm.edu/legacy/reserves2.php>.

Special requirements apply to electronic or “E-Reserve.” Information regarding all reservations can be found at the library Web site or can be obtained by calling the Circulation and Reserve Desks at (601) 266-4250. At the Gulf Coast Library, Pat Rogers is the contact for reserves: phone 228-865-4540 or e-mail pat.rodgers@usm.edu.

Information Technology

The mission of Information Technology (*iTech*) at The University of Southern Mississippi is to provide information technology services to the Southern Miss community in a cost effective, efficient, and proactive manner. iTech works with university customers to determine their needs, establish expectations and provide solutions that enable the university to fulfill its mission and reach its goals. Questions regarding the many services provided by iTech can be directed to the Help Desk at 601-266-HELP (4357) or visit the iTech Web site at <http://www.usm.edu/itech/>.

Instructional Technologies. Most equipment that you will need is available in the classroom already or in the department. Equipment Services also provides audio/visual equipment for the university community through a centralized equipment pool. Available equipment includes

Video/Data Projectors

LCD Panels

High-Lumen Overhead Projectors

Video Monitors, Cassette Recorder/Players

Computer/TV Scanner Converts

35mm Slide Projectors

Audio Cassette Tape Recorder/Players

Screens

Opaque Projectors

Tabletop PA Systems

Dissolve Units

Laser Pointers

Reservations for equipment.

From the history department: see Shelia.

From Instructional Technologies: Please make reservations a minimum of 48 hours in advance by calling (601) 266-4364.

Availability. Equipment rentals are subject to the availability of equipment at the time of the request.

Section 5: Tutorial Services

General Tutorial Services. General tutorial services are provided free of charge to students at The University of Southern Mississippi campus. However, not all students are eligible for these services. Because the tutorial services fall under a federal grant for economically disadvantaged students, financial need is required. Students who require educational assistance are asked to visit the Student Support Services Program Office (SSSPO) regardless of financial need. At this office, students will be assessed for educational as well as financial need. Regardless of financial limitations, Student Support Services will make every effort to assist any student with educational assistance. The Student Support Services Program Office is located in a modular unit behind Vann Hall. Students requesting services will be asked to meet with SSSPO personnel for five to 10 minutes for initial assessment. If students have questions regarding the types of services offered by SSSPO, they may contact the office at **(601) 266-6910**.

Writing Skills Assistance. Students who need extra help with their writing skills can visit the Writing Center on the Southern Miss campus, which is located on the second floor of the Liberal Arts Building (Room 218). Students are asked to call **(601) 266-4821** for an initial appointment.

English Language Institute. The English Language Institute is provided for students who need assistance with English as a second language. The ELI is located in the International Center on North 31st Ave. For more information regarding the services provided, please call **(601) 266-4337**.

History Writing Lab

History students at USM have a special opportunity to get help writing history papers, studying for history exams, and/or doing historical research. The History Department, relying on student lab fees, sponsors a History Writing Lab (HWL). The HWL is staffed by advanced graduate students who can assist at any stage of studying or writing history, from generating ideas to polishing final drafts, and with any type of history writing project, from book reviews to research papers to preparing for exams. Be aware, the HWL does not provide an editing service where the consultants only correct grammatical errors and typos—the goal of every consultation is to help students become better writers, a process that happens gradually and that occurs through the active participation of students in consultations. If you need some help or guidance, call or email to make an appointment or just stop by for a free, friendly consultation

Location: Room 464, Liberal Arts Building (LAB)

Phone: 601-266-4086

Email: historywritinglab.usm@gmail.com.

Web: <http://www.usm.edu/history/writinglab.html>

Section 6: Important Contact Information

Campus Safety and Police

Location Bond Hall, 1st Floor

Emergency Phone Number: (601) 266-4911

Nonemergency Phone Number (601) 266-4986

Campus Operator

Phone (601) 266-4111 or 0

Office of Noncredit Programs and Conferences

Location International Center, 5th floor

Phone (601) 266-4330

Learning Enhancement Center

Location International Center, Room 315

Phone (601) 266-6199

Human Resources

Location McLemore Hall, Room 307

Phone (601) 266-4050

The Office of Graduate Studies

Location McCain Library

Phone (601) 266-4061

Information Technology

McLemore Hall, Room 112

Customer Service/Help Desk (601) 266-4357

Instructional Media Unit (601) 266-6633

Office of the Registrar

Location Kennard-Washington Hall

Phone (601) 266-5006

Department of Marketing and Public Relations

Location College Hall, Room 210

Phone (601) 266-4492

The Payne Center

Location East of Reed Green Coliseum

Front Desk/Information (601) 266-5405

Publication and Printing Services

Location North of Cook Library

Printing (601) 266-5397

Copy Center (601) 266-5310

Barnes & Noble Textbook Center

Location Student Union

Phone (601) 266-4390

The University of Southern Mississippi Libraries**Cook Library**

Administration (601) 266-4241

Library Hours (after hours) (601) 266-4250

Circulation (601) 266-4250

Reserve (601) 266-4250

Interlibrary Loan (601) 266-4410

Music Resource (601) 266-5308

Information Services (601) 266-4249

Reading Room (601) 266-4253

McCain Library

Circulation (601) 266-4345

Cox Library

Library Hours (228) 867-8761

Circulation (228) 865-4510

Music Resource (228) 865-4543