Message from the VPAA and Dean

Welcome to Furman University. We are pleased to have you join in Furman’s most important and celebrated responsibility, teaching our students.

This Handbook for Adjunct Faculty is distributed to assist adjunct faculty members in better understanding existing policies, practices, and requirements related to their employment. Moreover it provides information about routine classroom management procedures, network access, and a host of other activities to facilitate a smooth transition to your new responsibilities.

Your employment represents our confidence in your abilities to be an effective instructor, capable of meeting our high standards for providing a rich educational experience for every student. Among the key strategies for achieving this objective is your understanding of Furman’s philosophy of “engaged learning.” Instructors should develop experiences that actively engage each student in the learning process both in and out of the classroom. Active learning environments should be pervasive, with students applying their knowledge and skills in challenging and participatory activities. Passive learning environments (e.g. lecture only style) should be avoided. Additionally, Furman students respond best when expectations are made clear and the instructor is consistent with the application of those expectations. Careful planning and unambiguous instructions will promote positive outcomes.

Just as we wish for every student to have a successful and rewarding course experience, we have the same desire for each instructor. The University has a large network of support services for both faculty and students. Please make use of these resources. Nonetheless, be mindful that the most important resource for answering your questions will be your department chair. Communicate often with your chair and don’t hesitate to share both the triumphs and tragedies.

Finally, to gain further understanding of Furman’s history, philosophy and values, please take a few moments to read the information found at “Furman at a Glance” www2.furman.edu/sites/planning/Pages/FurmanataGlance.aspx.

I wish you a rewarding experience with your teaching assignment.

John S. Beckford
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**Human Resources**

The Human Resources office is located in the Physical Activities Center (PAC) room 108 and may be reached at 294-2217. They are a valuable resource for questions regarding your employment at Furman.

**Contracts**

The contract lists the name of the course, the term dates, class hours, and salary. Salaries are determined by Furman administration and set based on the time at Furman and type of degree. The contract is contingent upon adequate enrollment (typically, 6 students), and the Department Chair and/or Associate Dean and Registrar will notify you if circumstances necessitate a cancellation. In the fall semester, payment months are August, September, October, November, and December; in the spring, payment months are January, February, March, April, and May. Signed contracts should be returned to the office of the Vice President of Academic Affairs located on the second floor of the Administration Building.

**Employment Forms**

Adjunct faculty are asked to submit an information sheet, W-4, I-9, and direct deposit forms. These forms are available in the Human Resources office located in the Physical Activities Center (PAC). Faculty need to provide appropriate ID (see Appendix for list of acceptable forms of identification) and a voided check.

**ID Cards**

After adjunct faculty have signed their contract, faculty ID cards can be acquired through the Student Business Center located on the ground floor of the Administration Building. The ID card provides access to the Physical Activities Center and the Library. Some buildings also use card access for entry after hours.

**Vehicle Registration**

Furman University parking decals are required on vehicles parked in university parking lots. Vehicle registration is free for faculty and forms may be obtained in the Student Business Center located on the ground floor of the Administration Building.
**Department Chair Review**

Adjunct faculty are reviewed annually by Department Chairs who will provide a written review of performance to the Vice President for Academic Affairs. Department Chairs have access to student opinion forms and are welcome to attend any class for evaluation purposes.

**Instructional Responsibilities**

As an adjunct faculty member, your primary responsibility is the instruction for your classes. Your Department Chair is your primary advisor for identifying your responsibilities in the classroom and the department. In addition, the Department Assistant is a valuable resource for logistical information.

**Academic Calendar**

The academic calendar is posted on the Academic Records website. Fall and spring semesters are scheduled for 14 weeks while summer is divided into two five-week sessions. Courses are expected to meet as scheduled during each semester and faculty should not hold classes during scheduled breaks.

**Class Schedule**

The classroom location and time for each class is provided in the Course Listings posted on the Academic Records website. Faculty should not move classrooms from their scheduled location without first consulting their Department Chair and working with Academic Records for an alternate location that is not currently scheduled. Classes should meet at the scheduled time and for the length of time scheduled. If a faculty member cannot meet on a scheduled class day, they should notify students in advance when possible. In the case of unexpected illness or personal/family emergency, faculty should notify their Department Chair. In some classes, faculty wish to hold extra meeting times outside of class to view movies or have extended activities. These meeting times should be listed on the syllabus whenever possible and should be approved in advance by your Department Chair. In all cases, extra meeting times should be optional or it should be possible for students to complete the work at an alternate time if they have a conflict.
Textbook Orders

Textbooks can be ordered online from the Furman Bookstore website or with the paper form obtained by the Department Assistant. Adjunct faculty should consult with their Department Chair before ordering textbooks to determine if the textbook has already been selected and/or ordered for the class.

Rosters

Rosters are available in real time on ARMS so faculty can view students currently enrolled in their classes. It is important that faculty check their rosters carefully the first week of class and 1) notify students if they do not appear on the roster so that they can get properly enrolled; and 2) notify Academic Records if students appear on the roster but are not attending class. Accurate rosters are important to the integrity of the registration system.

Faculty may approve to enroll students over the capacity set for the class, but adjunct faculty should consult their Department Chair before approving an override of class capacity.

Office Hours

Adjunct faculty should consult with their Department Chair regarding the use of office space. Faculty are expected to be available outside of class time during posted office hours (Policy 121.1), and these should be posted in your syllabus, outside your office (if one is assigned), and online when applicable. Consult with your Department Chair regarding expectations of office hours and the designated location for holding office hours.

Syllabus

Adjunct faculty are expected to provide students with a course syllabus at the start of the semester, and this syllabus should be reviewed by the Department Chair prior to the start of the semester and kept on file in the department. Faculty may design the syllabus to best meet the learning objectives for the course. However, it is recommended that the following information be included:

- Course prefix and number
- Faculty contact information
- Office hours and location
- Course learning objectives
- Course requirements and grade rubric
- Textbook information
• Additional costs associated with the course (must have prior approval by the Department Chair)
• Extra time outside of scheduled class days (must have prior approval by the Department Chair)
• Academic integrity policy describing penalty for violations
• Attendance policy if it is different from the University policy (see Class Attendance in the Academic Regulations section below)
• Makeup policy for excused absences

Any changes made to the syllabus after the start of the semester should be approved by the Department Chair and distributed to students.

Sample syllabi are included in the Appendix.

**Grading and Incompletes**

University policy (127.8, 128.5, 187.8) requires that instructors provide students a clearly defined grading policy as part of the syllabus prepared for the class and provided to the department chair at the start of the semester. Instructors are also asked to assign and evaluate work early in the semester, especially if there are freshmen in their class (Policy 123.1). Midterm grades are to be recorded in ARMS for freshmen in the fall semester. Final grades must be recorded online in ARMS within 48 hours after the scheduled final exam time. It is suggested that adjunct faculty provide their department chair with records of grades (i.e. attendance records, unreturned graded material, grade book) prior to departure from the University in case students initiate a grade appeal.

If a student is unable to complete work for a class for unavoidable reasons (i.e. illness, death in the family, etc.), the instructor can record a grade of “I” or incomplete for the course. Adjunct faculty should be clear about expectations and deadlines for completing work in these situations, especially if they are not remaining on campus after the end of the semester. Normally, faculty must record a permanent grade within 40 calendar days after the final grade deadline for the semester in which the incomplete was recorded.

Once a grade has been recorded, instructors can request a change of grade if it is determined that the grade was computed incorrectly. Forms for a grade change can be obtained from the VPAA’s office in the Administration Building Rm. 200. Students may appeal grades according to the process in Policy 183.2.

**Final Examinations**

Furman requires final examinations to be given in every course unless permission to exclude the exam has been given by the Department Chair and the Associate Academic
Dean (see Policy 122.3). The final exam schedule is posted on the Academic Records website each semester, and faculty are obligated to administer their exam at that time. Faculty who are unable to administer their exam as scheduled, must notify the Associate Academic Dean at the start of the semester so alternate arrangements can be made. Students who have extenuating circumstances which prohibit them from taking exams at the scheduled time must receive permission from the Associate Academic Dean to take exams at an alternate time. Faculty should not reschedule final exam times without receiving notification from the Associate Academic Dean that the change has been approved. If a professor is teaching two sections of the same class, then students may be allowed to take their final exam with either section at the discretion of the professor, without receiving approval from the Associate Academic Dean. Students with disabilities may require alternate times for final exams if they are testing in Disability Services. The Office of Disability Services will notify you if a student will be taking your exam at a different time.

**Student Classroom Conduct**

Students are expected to conduct themselves with dignity for self and others, including faculty, while in the classroom and on the Furman campus. If there are specific expectations regarding cell phones, restroom breaks, talking etiquette, etc. they should be described in the syllabus. When classroom conduct does not meet expectations, it creates a challenging environment in the classroom, thus stressing the learning environment of the student and others in the class. When faculty encounter behavior difficulties in the classroom, they should first schedule a private meeting with the student outside of class to discuss expectations and specifically how the student is falling short of conduct expectations. If the behavior continues, the faculty member should discuss the situation with their Department Chair for further advice. If a solution can not be found, the faculty member should contact the Associate Academic Dean who will work with the instructor and the student to find a solution.

*Students exhibiting concerning behavior requiring more immediate attention should be reported to the Student Alert System by calling or emailing the Assistant Vice President for Student Life, Jason Cassidy.*

**Library Resources**

The Furman Libraries consist of the James B. Duke (Main) Library, the Robert J. Maxwell Music Library (located in the Herring Music Pavilion), and the Francis Townes Science Library (located in Plyler Hall). Special Collections and Archives (located on the library’s second level) houses unique collections, and the DigiCenter (located on the library’s lower level) creates digital collections for use in the classroom. The libraries have holdings of over 500,000 volumes and 15,000 multimedia items. Access to electronic resources from on
and off campus include over 150 research databases, over 50,000 titles (journals, encyclopedias, etc.) and over 100,000 e-books.

Crucial information for faculty:

- Items can be placed on reserve at any of our three locations.
- Items not available at Furman can be procured through InterLibrary loan or the statewide academic library consortium, PASCAL.
- Each academic department and concentration has a librarian liaison or representative that can be a first point of contact for inquiries. See web site for complete listing.
- Librarians are available to provide course-specific web pages, in-class research instruction, and research assistance.
- Purchase requests should be made through your departmental library representative. See your Department Chair for the name of this representative.

Contact information and additional details on all services can be found on the library web site: library.furman.edu

**Department/Faculty Meetings**

Adjunct faculty should consult with their Department Chair to confirm expectations regarding attendance at department meetings. Attendance at faculty meetings is not expected and must be approved by the chair of the faculty in advance of the meetings.

**Graduation**

Adjunct faculty are not expected to march in graduation but are invited to do so if they own regalia. Rented regalia may be arranged through the University Store. Please contact the VPAA’s office for additional information 294-2214.

**Academic Regulations**

A complete listing of all policies and procedures can be found in the Faculty Handbook online at www.furman.edu/policies. In addition, academic regulations are outlined in the current catalog which can be found online on the Academic Records website. Please contact the Associate Academic Dean at 294-2064 for any questions regarding policies or academic regulations.
**Professional Ethics**

Policy 122.1 requires that faculty are expected to behave professionally and ethically in their classroom and when working with students outside of class. They are expected to act with integrity and to foster academic integrity in their instruction and encourage appropriate discourse for scholarly criticism that shows respect for differing opinions. Professional relationships with students are encouraged but dating and/or sexual relationships between faculty and students are prohibited unless the student and faculty member are married.

**Federal Education Rights and Privacy Act (FERPA)**

The Federal Education Rights and Privacy Act of 1974 prohibits the sharing or distribution of any academic record belonging to a student with anyone other than the student, relevant institutional officials, or persons designated by the student. This includes but is not limited to, calling out exam grades while handing back exams or assignments, leaving a folder of graded assignments in a public location or in a classroom for students to pick up, providing group member grades to anyone other than the student, posting grades on an office door, etc. Students may sign waivers for instructors to share academic information with parents. If a student has signed this waiver, it will be indicated in ARMS on the student background contact information page. Please be sensitive to this policy. If you have any questions concerning the sharing of academic information, please contact the Office of the Associate Academic Dean at 294-2064.

**Students with Disabilities**

Furman University desires to make its programs and facilities available to all students. Accommodations are coordinated through the Office of Disability Services, located in the lower level of the Infirmary Building. Section 504 of the Vocational Rehabilitation Act of 1973, as amended, and the Americans with Disabilities Act of 1990 state that no “otherwise qualified” individuals, solely by reason of their disability, can be denied the benefits of, be excluded from participation in or be subjected to discrimination in any program or activity.

Furman University recognizes a student with a disability as anyone whose impairment substantially limits one or more major life activity. Students may receive a variety of services including classroom accommodations such as extended time on tests, test proctoring, note-taking assistance and access to assistive technology. Students are provided letters from the Office of Disability Services at the start of each semester. Faculty members are asked to read and sign the letters and discuss the accommodations with the student at the start of the semester. If a student is allowed to take tests in the Office of Disability Services, faculty are asked to deliver the exam prior to the test date and pick up
the exam after the test date. Please see the Disability Services website for additional information including a Faculty Guide to Disability Services (http://www2.furman.edu/sites/disability/Pages/default.aspx ). If you have any questions concerning the academic accommodations of a student, please contact the Office of Disability Services at 294-2320.

Class Attendance

The University policy on class attendance is in place unless the faculty member imposes a different attendance policy on the course syllabus. The University attendance policy limits freshman absences to 15 percent of the class meetings and sophomore, junior, and senior absences to 25 percent of class meetings. Students who have missed more than the allowed number of absences will receive a failing grade unless permission for a medical withdrawal is given by the Associate Academic Dean. Faculty who want to deviate from the standard absence policy should carefully describe their attendance policy in their syllabus, including number of absences allowed and any distinction between excused and unexcused absences. Students who have missed a week of consecutive classes without any communication should be reported to the Student Alert System by calling or emailing the Assistant Dean of Advising, Lesley Quast.

The course syllabus should specify how make-up work can be completed, including missed exams, for excused absences. Faculty may request students provide them with appropriate documentation to confirm an excused absence or may consult with the Associate Academic Dean to assist in this confirmation. Students participating in university sanctioned events, such as varsity athletics and professional conferences, will be provided forms confirming their participating and the dates that they will miss class. Faculty should request these forms from students who indicate an absence for these reasons. When presented the form, faculty should clearly communicate how the absence will be managed in the class and expectations for missing work. If you have questions concerning student absences, please contact the Office of the Associate Academic Dean.

Academic Integrity

Academic dishonesty is a fundamental offense against the University as an institution as well as the entire academic community. Students are expected to properly cite any work not their own as well as perform their academic work with integrity at all times. Any student suspected of academic dishonesty should be reported to the Office of the Associate Academic Dean by calling 294-2064. Please consult the Academic Integrity website (http://www2.furman.edu/sites/integrity/Pages/default.aspx ) for information about deterring academic dishonesty in your classroom and for policies and guidelines concerning the reporting of an offense (Policy 121.5 and 190.6). Furman also subscribes to
Turnitin.com. If you would like to use this service, please contact the Office of the Associate Academic Dean.

**Student Opinions of Instruction**

Faculty must provide students the opportunity to evaluate the course and instruction for each class (see Policy 122.2). Adjunct faculty should consult with their Department Chair at the beginning of the semester to determine the type of form to be used in their classes. Once this decision has been made, the faculty member should contact the Office of the Associate Academic Dean (294-2064) to notify them so that the appropriate form can be prepared for the class. When in-class surveys are used, the instructor must follow the instructions printed on the packet, including the requirement that the instructor must leave the room when the surveys are being administered. Faculty will receive copies of their surveys from their Department Chair after they have been processed.

**Copyright Materials**

Faculty are required to comply with the copyright law set in U.S. Code Title 17. Fair use provisions allow reproductions of “small” parts of copyrighted material for educational purposes for teaching, scholarship, and research. When in doubt, faculty are encouraged to consult the actual Title 17 statute and fair use check lists that are readily available on the internet to determine if the copyrighted material would fall under the fair use provisions. Otherwise, all copyright questions may be directed to the University’s Copyright Officer, Caroline Mills, Assistant Librarian.

**Technology Resources**

The Information Technology Services (ITS) department is responsible for managing the technology resources on campus. Please contact the IT Service Center with any questions regarding your access or use of technology at 294-3277 or email help.desk@furman.edu.

**Classroom Technology**

All teaching stations general classrooms are equipped with standard permanent multimedia equipment. Workshops are offered early in the semester on the use of this equipment. For individual assistance contact the IT Service Center (ITS) at 294-3277 or Jean Childress - jean.childress@furman.edu. Faculty who need additional technology resources in the classroom may contact ITS for assistance.
Wireless Networking

Wireless networking is available on much of Furman's campus. Visit the ITS webpage at www2.furman.edu/sites/ITS/Services for additional information about wireless networking including a map of available wireless locations and configuration/connection instructions.

Accounts – NetID and Email

In order to log in to systems on the Furman network you must have a NetID and password. The Information Technology Services Website (its.furman.edu) has much of the information you will need for managing your NetID and Email accounts. Several of the self-help documents require you to authenticate with your Furman NetID, prefaced with “FU\” in the form FU\yourNetID and your network password. If you did not receive Furman account information please contact the ITS at 294-3277. All accounts expire and are deleted the next business day following a contract term. Adjunct faculty with contracts on a single-term basis must contact the IT Service Center at 294-3277 to make arrangements if accounts are required beyond the contract period.

The ITS Self Help webpage (http://www2.furman.edu/sites/ITS/selfhelp) has information for downloading and installing First Class on any system, using the Web client, and configuring First Class for use with Outlook or on mobile devices. The First Class client software may be installed on as many systems as you like. When you use the First Class client, all of your content is stored on the server – none is downloaded or stored on the local system.

For assistance in resetting your NetID or First Class passwords visit the ITS Accounts and Passwords webpage (www2.furman.edu/sites/ITS/Accounts).

Moodle

Moodle is the Learning Management System used at Furman. By default, a Moodle space is created for each class. Get to Moodle by visiting courses.furman.edu and log in with your NetID and password. If your course is not showing up in Moodle, call IT Service Center (294-3277) for assistance. A Moodle Quick Start Guide is available by contacting the Help Desk. Moodle courses are offered throughout the year by ITS instructional technologists for Furman faculty and individual assistance is available on request. They can assist you with electronic gradebooks, dropboxes, quizzes and other popular features. For current information about Moodle workshops or to request individual assistance contact Jean Childress, ITS Training & Special Events Coordinator (jean.childress@furman.edu).
Advising and Registration Made Simple (ARMS)

All faculty have access to ARMS through the MyFurman portal using their NetID and password. ARMS allows faculty to view class rosters and course listings and to submit midterm grades and final grades.

Blogs and Wikis

Furman has a WordPress blog server available for your use on request. Contact the IT Service Center at 294-3277 to request a blog. Wikis are available on request, hosted on the Furman Confluence server. Contact the IT Service Center at 294-3277 to request a wiki for your course(s).

Voice Messaging

The Meridian Voice Messaging System is available throughout the university. Adjunct faculty assigned to a specific desk or office area will be provided with a telephone extension. This extension may have a voice mailbox associated with it. The Department Assistant will provide adjunct faculty with the telephone extension number and instructions on the use of the voice mailbox when applicable.

Training

ITS instructional technologists and specialists offer training in the use of systems and software on the Furman campus. The schedule for training will be published through Public Announcements at the beginning of the term. For individual assistance on any supported application contact the IT Service Center – 294-3277 or Jean Childress – jean.childress@furman.edu.
Appendix A: Sample Syllabi
Spanish 210: Intermediate Spanish II:
*Questions of Identity in the Spanish-speaking World*
Term, Year

*The limits of my language means the limits of my world.* - Wittgenstein

**Instructor:** Dr. Linda Bartlett, Admin. 206, x2064  
**Office Hours:** M-F, 12-2 (I)  
**E-mail, URL:** linda.bartlett@furman.edu, http://facweb.furman.edu/~lbartlett  
**Course Web Page:** http://courses.furman.edu (Moodle)  
**Texts:**  
- Lorca. *Bodas de sangre.*  
- Rojo/Steele. *Ritos de iniciación.*  
- A good Spanish-English/English-Spanish Dictionary (available in the bookstore)  
- An intermediate Spanish grammar for reference is also recommended

**Other Materials and Resources:**  
- Course materials, assignments, web links, digital learning objects, and other vital information will be accessible via the Moodle course management site  
- The Language Resource Center (LRC) in Furman Hall 226 has DVDs, videos and other materials which students can consult to explore further material covered in the course.  
- DVDs and reading assignments may be placed on reserve in the library.

**Class Description and Course Objectives (II):**
This course offers the intermediate Spanish student the opportunity to improve the four basic language skills (listening, speaking, reading and writing) through reading and discussion of an array of works in various genres (poetry, drama, and prose, both fiction and non-fiction). Readings and other activities are loosely organized around the theme of identity, an important topic in Hispanic studies. Our consideration of these texts will allow us to explore and appreciate the diversity and richness of the language, literature and culture of the Spanish-speaking world, including the contributions of Hispanic artists to the fine arts. We will also pay particular attention to the historical and cultural contexts of the literary texts we will be studying. Finally, the readings and our discussion of them will help students build vocabulary, one of the fundamental goals of the class.

Naturally, this course will be conducted primarily in Spanish. I expect the language of communication throughout the course to be Spanish unless I designate otherwise. While this is not a grammar course *per se,* the quality of your expression in Spanish will be a factor in your final grade.

**Test dates (II):**

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<thead>
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<td>Test 1</td>
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<td>Test 2</td>
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<td>Test 3</td>
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**Final Exam**  
*See [www.furman.edu/registrar/final_exams.html](http://www.furman.edu/registrar/final_exams.html)*

*Dates, with the exception of the final exam, are tentative!*

**Course evaluation (II, III):** Your final grade will be determined as follows:

- Tests (3)  
- Compositions and Quizzes (approx. 4 each; there may also be unannounced quizzes), oral presentation  
- Vocabulary and homework exercises, quality of discussions, daily  

*45%

*20%
preparation and participation, attendance 10%
- Final Exam (IV) 25%

Grading scale (III):
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<th>Grade</th>
<th>Score Range</th>
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<tbody>
<tr>
<td>A+</td>
<td>99-100</td>
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<tr>
<td>A</td>
<td>93-98</td>
</tr>
<tr>
<td>A-</td>
<td>90-92</td>
</tr>
<tr>
<td>B+</td>
<td>88-89</td>
</tr>
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<td>B</td>
<td>83-87</td>
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<td>B-</td>
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<td>D+</td>
<td>68-69</td>
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<td>0-64</td>
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Class Participation (III):
A language class is the ultimate example of engaged learning! Success in a language class requires active participation, both in class (by contributing to discussion, either in a large or small group setting) and at home (by preparing thoroughly). Participation is one of the course requirements and will comprise an important portion of your final grade.

Participation Grading Guide (III):

Excellent: Demonstrates consistent preparedness and willingness to participate in all classroom assignments and activities. Rarely, if ever, misses class. Always arrives on time. Uses Spanish exclusively. Enthusiastically and insightfully contributes to class discussion; takes the lead in group activities. Asks questions. Not only responds when called upon, but routinely volunteers answers and opinions.

Good: Demonstrates regular preparedness and willingness to participate in classroom assignments and activities. Rarely, if ever, misses class. Always arrives on time. Uses Spanish the majority of the time. Asks frequent questions. Enthusiastically contributes to class discussion and group activities. Not only responds when called upon, but volunteers answers and opinions with frequency.

Fair: Demonstrates a superficial level of preparedness and willingness to participate in classroom assignments and activities. Inconsistent attendance. Has a tendency to arrive to class late (even by a few minutes). Asks few questions; cannot always respond when called upon. Contributes minimally to class and group discussions and activities. Uses Spanish inconsistently.

Poor: Regularly unprepared and unable to respond to direct questions about the material. Rarely, if ever, volunteers answers or opinions. Asks few if any questions. Demonstrates a very low level of contribution to group and class activities and discussions. Frequently absent or tardy.

Class Preparation and Assignments (III):
For this course you will have a significant amount of reading for each class meeting. Students are generally expected to spend twice as much time preparing material out of class as they spend in class. Therefore, you should plan to spend a minimum of six hours per week in class preparation.

You must complete the reading assignments and vocabulary exercises before the day they are due so that you are prepared to discuss the contents of the assigned material in class. You should take notes on your reading, answer the questions I assign, and write down any questions you might have and bring them to class. You should also reflect carefully on the topic for discussion and come ready to express your opinions! We will devote some of our time each day to reviewing the basic ideas of the reading to verify that you have come prepared, as well as to clarify any doubts you have about the material. As stated above, your
class participation grade will be based on how consistently prepared you are and on the quality of your contribution to the small-group and large-group class discussions.

Homework assessment (III):

It is unlikely that I will collect your homework at each class meeting. However, you should always prepare your homework and be ready to turn it in if asked. Homework credit will be assessed according to the following scale:

Full credit: All questions answered thoroughly and mostly correctly; work neat and legible.
Partial-credit+: An acceptable, although not outstanding, level of thoroughness and correctness. Work acceptably neat.
Partial-credit: A superficial treatment of the assignment. Work presentation bordering on the unacceptable.
No credit: Assignment not turned in, or not completed in a timely fashion.

General Considerations (II, III, IV):

• Make sure you do not write class notes on any assignment to be turned in at the end of class.
• Prepare a special notebook, or section of your notebook, in which to keep a list of your newly acquired vocabulary words. You should refer back to this list frequently throughout the term in order to truly build your vocabulary base.
• You will be allowed to make up a test or quiz only if you are able to provide evidence that your absence was due to serious illness or providential reasons (death in the family, personal tragedy, etc.). Otherwise, a grade of "O" will be recorded. I will accept late work up to two class days past the due date. All late work will be subject to significant grade reductions. After two class days, no work will be accepted and a grade of "O" will be recorded.
• Arrive on time! Punctuality is a sign of respect—for the professor, for other students, and for the educational experience.
• Mark the course final exam time on your calendar now. Students and faculty may not reschedule final exams without permission from the Associate Academic Dean. Exceptions to the schedule are granted only if there are documented, extraordinary extenuating circumstances which prevent the student from taking the exam as scheduled.

Class Attendance (V):

Simply put, you cannot expect to improve your listening and speaking skills if you don’t practice these skills. And this requires class attendance! In order for the class to be an educational experience for everyone, all students are expected to attend every class session. And apart from missing out on the classroom experience, there’s a price to pay for excessive absences. Read carefully: a student who has more than three unexcused absences during the term will have his/her grade lowered significantly. It is the responsibility of the student to present, in a timely fashion, evidence of illness or any other providential reason for missing class. Every absence after the first three must be excused. However: A freshman who exceeds six absences or an upperclassman who exceeds ten absences for any reason (excused or unexcused) will be in violation of the maximum established by the University (p. 40 of the Furman University Catalog) and will be dropped from the course with a grade of “F.” If you have any special situation which will require you to miss several classes you should come to talk to me as soon as possible so that we can deal with it before the end of the
term. Attendance will be noted daily. Special note: If you miss class, it is your responsibility to find out the next assignment and have it ready for class.

E-mail: If you do not have an e-mail account, you must acquire one (contact the Help Desk, x3277).

*Important Note (VI):
Students with documented disabilities who need academic accommodations should contact Ms. Gina Parris, Disability Services Coordinator, ext. 2320, early in the term. You should contact me during my office hours after meeting with her. I will need plenty of advance notification about any academic accommodations you are eligible to receive.

*Finally, a word about academic integrity! (VII)
Integrity gives the educational enterprise its legitimacy. Honesty, respect, and personal responsibility are principles that guide academic life at Furman, in and out of the classroom. Academic misconduct in any form (plagiarism, cheating, inappropriate collaboration, and other efforts to gain an unfair academic advantage) threatens the values of the campus community and will have severe consequences, such as failure in the course, and/or suspension or dismissal from the university.

As part of our effort to protect academic integrity at Furman, the University now subscribes to Turnitin.com, an online plagiarism detection service. In this course I will utilize this service either by submitting your papers electronically to Turnitin.com and/or by asking you to do so. In turn, I will receive an "originality report" highlighting matches between words or strings of words in the submitted papers and sources found on Turnitin's extensive database. Your papers, like all materials submitted to Turnitin, will be stored on the service's restricted access database for the sole purpose of detecting possible plagiarism of such documents. For more information about Turnitin, refer to www.turnitin.com.

Below are some specific expectations and policies regarding academic integrity that apply to this course. Additionally, if you have any question about what constitutes plagiarism or any other form of academic misconduct, it is your responsibility to consult with me so that you will fully understand what I expect of you in this course. If you have any doubts, ask!

- It is expected that the work you represent as your own will, in fact, be your own. For example, no one should proofread or assist you with your compositions or help you with your homework. I'll be glad to discuss your assignments with you, but you may only collaborate with other students when it is expressly permitted.
- It is expected that you will read the assignments in Spanish, and that you will not use available translations of the texts (this includes Internet assignments).
- The use of translation software is prohibited, for obvious reasons.
- To ensure the integrity of the examination process, you will not be allowed to leave the room during the administering of a test or quiz.
- While I hope we will have a lively class, it is important to respect the opinions of others.
- Review this syllabus for further examples of mutual expectations that reflect our commitment to academic integrity.

You should also be familiar with the academic integrity information available for students at www.furman.edu/integrity. Furman's policy on academic integrity can be found at this same site.
Dr. Paula Gabbert  
Office: ADM 206  
Phone: 294-2064  
Email: paula.gabbert@furman.edu

Office Hours:  Tu 9:45-10:45am, W 2:00-3:00pm  
By Appointment

Class Hours:  T,Th 8:30-9:45 am  
Website: courses.furman.edu

**Required Texts:**


This course investigates a variety of topics within Discrete Mathematics including logic, sequences, sets, probability, functions, recursion, relations, graphs, and trees. Specific focus will be given to topics in computer science and elementary proof techniques. The course provides students with skills in abstract thinking that will enable them to further develop their analytical capabilities throughout the remaining CS curriculum. In addition, the discrete structures introduced will provide the conceptual framework for future exploration in these areas.

Discrete Mathematics is a study of topics that use individual, distinct mathematical objects. This can be contrasted to the study of mathematically continuous objects that are investigated in Calculus. Although the topics in this course will often seem disparate, they are unified by their focus on discrete objects. Discrete objects are essential to the study of computer science because of the discrete nature of computing. Discrete Mathematics courses are recommended for all computer science majors by the ACM curriculum guidelines.

The course material will be explored through lecture and problem solving. Because this course is predominately a math course, completing problem sets is critical to learning. Both individual and group learning opportunities will be available. This course will necessitate a new way of thinking and may be somewhat disorienting at times. Success in this course will depend upon self-motivation, class participation, and diligent study practices. Only through practice can these new ways of thinking become natural.

**Tentative Schedule:**

Week 1-3: Chapters 1-2: Propositional Logic, Predicate Logic
Week 4-6: Chapter 3-4: Elementary Proof Methods, Sequences & Induction
Week 6-8: Chapters 5-6: Set Theory, Counting, Midterm
Week 9-11: Chapters 7,9: Functions, Algorithm Analysis
Week 12-13: Chapter 10: Relations, Thanksgiving Break
Week 14: Chapter 11: Graphs and Trees
**Grading Policy:**

Attendance is expected. Grading will be assigned using the standard +/- scale as follows:

- **Midterm**\(^1\) 30%
- **Final Exam**\(^2\) 30%
- **Individual Assignments**\(^3\) 20%
- **Participation**\(^4\) 20%

\(^1\) The midterm is scheduled for Thursday, October 21\(^{st}\) in class. It will be closed book and notes.

\(^2\) The final is scheduled for Thursday, December 9\(^{th}\) from 8:30-11:00am. It will be closed book and notes.

\(^3\) There will be several in class and out of class assignments. You may ALWAYS use your textbook and notes to complete assignments, but assignments are ALWAYS individual efforts. Students should not use tutors or other students to complete assignments. You may come to me for assistance on assignments. Think of these as “open book quizzes”.

\(^4\) You may participate in class in a variety of ways including:
  - Attending class – it is difficult to participate if you aren’t in class
  - Completing group quizzes
  - Asking questions about practice problems
  - Presenting practice problems on the board
  - Completing online practice problems

Answers to practice problems are provided in the back of the textbook. You may use your textbook, notes, tutors, other students in the class, or me for completing these problems. You should bring your completed practice problems to class every day. The practice problems will be the primary means for your learning the course material so you should be careful to complete all problems and present them to the class when given the opportunity.

Coming to class every day and doing nothing else will earn a 70% for participation. Your participation grade will be lowered 10% for each unexcused class absence.

*Any appropriate documentation supporting special arrangements necessary for taking exams must be given to me within the first week of class.

**Academic Dishonesty and Plagiarism:** It is expected that students will complete exams and assignments individually. If a student is found to be using outside help for completing assignments, he/she will receive a 0% for the Individual Assignments portion of the final average. If a student is found cheating on an exam, he/she will receive an F in the course.
Appendix B: Valid Identification
# Lists of Acceptable Documents

All documents must be unexpired

**List A**
Documents that Establish Both Identity and Employment Authorization

| 1. | U.S. Passport or U.S. Passport Card |
| 2. | Permanent Resident Card or Alien Registration Receipt Card (Form I-551) |
| 3. | Foreign passport that contains a temporary I-551 stamp or temporary I-551 printed notation on a machine-readable immigrant visa |
| 4. | Employment Authorization Document that contains a photograph (Form I-766) |
| 5. | In the case of a nonimmigrant alien authorized to work for a specific employer incident to status, a foreign passport with Form I-94 or Form I-94A bearing the same name as the passport and containing an endorsement of the alien's nonimmigrant status, as long as the period of endorsement has not yet expired and the proposed employment is not in conflict with any restrictions or limitations identified on the form |
| 6. | Passport from the Federated States of Micronesia (FSM) or the Republic of the Marshall Islands (RMI) with Form I-94 or Form I-94A indicating nonimmigrant admission under the Compact of Free Association Between the United States and the FSM or RMI |

**List B**
Documents that Establish Identity

| 1. | Driver's license or ID card issued by a State or outlying possession of the United States provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address |
| 2. | ID card issued by federal, state or local government agencies or entities, provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address |
| 3. | School ID card with a photograph |
| 4. | Voter's registration card |
| 5. | U.S. Military card or draft record |
| 6. | Military dependent's ID card |
| 7. | U.S. Coast Guard Merchant Mariner Card |
| 8. | Native American tribal document |
| 9. | Driver's license issued by a Canadian government authority |

**List C**
Documents that Establish Employment Authorization

| 1. | Social Security Account Number card other than one that specifies on the face that the issuance of the card does not authorize employment in the United States |
| 2. | Certification of Birth Abroad issued by the Department of State (Form FS-545) |
| 3. | Certification of Report of Birth issued by the Department of State (Form DS-1350) |
| 4. | Original or certified copy of birth certificate issued by a State, county, municipal authority, or territory of the United States bearing an official seal |
| 5. | Native American tribal document |
| 6. | U.S. Citizen ID Card (Form I-197) |
| 7. | Identification Card for Use of Resident Citizen in the United States (Form I-179) |
| 8. | Employment authorization document issued by the Department of Homeland Security |

For persons under age 18 who are unable to present a document listed above:

- School record or report card
- Clinic, doctor, or hospital record
- Day-care or nursery school record

Illustrations of many of these documents appear in Part 8 of the Handbook for Employers (M-274)