



# SCHOOL OF SOCIAL WORK

# PART-TIME FACULTY HANDBOOK

**2009-2010**

University of Central Florida  
College of Health and Public Affairs I  
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## SECTION VI: Faculty and Staff

### Faculty

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### Staff

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technical difficulties may prevent transfer of the assignment. The School of Social Work office is not able to take faxed student assignments. Assignments graded after the semester ends may be mailed to the student, if the student provides an addressed, self stamped envelope. Additionally, you may make special arrangements to be on campus for one day to return assignments.

## 2. How do PT faculty handle late assignments from students?

As a rule, late assignments should not be accepted. The course syllabus must clearly and explicitly state the policy, including penalties, for late assignments. If you do accept late assignments remember that the same rules must apply to everyone.

## 3. How quickly should PT faculty grade and return assignments?

Generally, it is expected that assignments should be graded and returned students at the next regularly scheduled class session, usually within 1 week. There may be special circumstances that prevent the instructor from returning the assignments within 1 week. In those cases, it is best to communicate to your students as soon as possible.

## 4. Do I need to have my class meet during Finals Week?

Yes, it is university policy that all classes meet during their assigned final exam session. While your class may or may not include a final exam, the class should meet for some constructive purpose (e.g., evaluation, wrap up, termination process, etc.).

## 5. When are grading sheets available?

Starting Fall 2008, grades will be submitted through the MyUCF system. At the end of the semester you will log into MyUCF to enter and submit the calculated grades.

## 6. How do students access final course grades?

- Students can access their final grades through MyUCF.
- Go to [www.my.ucf.edu](http://www.my.ucf.edu) and sign in.
- Go to Student Self Service (click on this)
- Go to Student Center
- Got to Grades/Academic Standing

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## SECTION I: The School of Social Work

### Contact Information

Main Office	407-823-2114
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Ms. Ada Heller Office Manager	407-823-3025 <a href="mailto:aheller@mail.ucf.edu">aheller@mail.ucf.edu</a>
Ms. Zaida Valentin Senior Secretary	407-823-6134 <a href="mailto:zvalenti@mail.ucf.edu">zvalenti@mail.ucf.edu</a>
Ms. Rebekah Hazlett PT Faculty Support Program Coordinator	<a href="mailto:rhazlett@mail.ucf.edu">rhazlett@mail.ucf.edu</a> 407-823-6136

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ISAT	407-823-0112
PT Faculty Office HPA1 255	407-823-6342

- h. To identify the student who may be experiencing difficulties in learning and in professional development.
- i. To assist the student experiencing academic or professional development difficulties through brief, supportive or facilitative counseling or by referral for needed services.
- j. To prepare the student for field education.
- k. To review the student's field application when requested and to make sure that all requirements have been met.
- l. To advise the student concerning career opportunities and to help the student form career goals.
- m. To answer the student's questions about further social work education, including qualifications and opportunities.
- n. To verify the student's completion of the requirements for graduation.

#### Ongoing Professional Advising:

- a. A student's first advising contact with an assigned advisor is usually following the admission to the program. The purpose of this contact is to help the student plan for completing the degree requirements and involves completion of an academic degree plan with the BSW Coordinator.
- b. It is highly recommended and encouraged for students to consult their advisors each semester before registration. This will assist students to ensure they are remaining on track and have enough credit hours for graduation.
- c. At the beginning of the student's senior year, a conference should occur to review the student's completed field application and a review of the student's academic record to make sure that all requirements thus far have been achieved. At this point, the advisor may consult with the Coordinator of Field Education so that a tentative placement plan can be made prior to the Coordinator of Field Education's contact with the appropriate agency.

### Assignments & Grades

#### 1. How do PT faculty members return assignments to their students?

It is best to return assignments in class or through turnitin.com. While some students may wish to use email or fax for assignment submission, both of these methods present problems. Email problems may prevent the student from making the deadline or

## Advising

### 15. What is the role of the faculty advisor at the UCF School of Social Work?

The MSW handbook states:

#### ADVISING/MENTORING

**Advising:** Students will be assigned a faculty advisor. Advisors serve as professional mentors as well as experts regarding the academic program for students. Students are encouraged to meet regularly with their advisors in terms of their course of study as well as for general career planning in social work. Students are required to meet with their advisors in order to complete the Intent to Graduate form. Students must also meet with and obtain the written permission of their advisor if they are going to change their plan of study (for example, change from part-time to full time study).

The BSW Handbook states:

#### ACADEMIC AND PROFESSIONAL ADVISING

**Introduction:** In a professional educational program, the relationship between a faculty member and a student is a critical component. This relationship may be built in many informal and subtle ways, both within and outside of the customary class-room and office contacts. In this relationship, the student may work through personal, professional, and academic concerns. This relationship can be with faculty other than an assigned advisor. This advising process recognizes and permits the growth of natural relationships but still offers sufficient structure so that all students are assured adequate advisement opportunities.

#### Goals of Professional Advising:

- a. To explain the nature of advisement in a professional program.
- b. To contrast academic versus professional programs of education.
- c. To explain the uses of the student handbook.
- d. To explain the personal qualifications necessary for becoming a social worker.
- e. To assist the student in meeting university, college and program requirements.
- f. To insure that each student proceeds through the social work sequence in the proper order.
- g. To assist in the selection of university and social work electives that is relative to the Social Work student's goals.

## School of Social Work Office Hours

### Fall & Spring Semester

Monday through Thursday 8:00 AM – 6:00 PM

Friday 8:00 – 5:00 PM

### Summer & Semester Breaks

Monday through Friday 8:00 AM – 5:00 PM

## Welcome from the Director

Welcome to the School of Social Work! Your role as a part-time faculty member is an important one. Without you the School could not achieve its most important mission, which is to provide high quality educational opportunities to our undergraduate and graduate students. Our part-time faculty members come from a wide variety of backgrounds including clinicians, administrator, and policy analysts. Those backgrounds, along with your teaching prowess, greatly enrich our students' classroom and field education experiences.

We very much want your experience as a part-time faculty member in the School of Social Work to be a positive one. Let us know how we can help. Have a great semester!

*John Ronnau*

John Ronnau, Ph.D., ACSW

student is to slide them under the door. Faculty are **NOT** permitted to remain in the classroom while the evaluations are being completed.

### 11. Are PT faculty required to take attendance at each class session?

It is strongly recommended that faculty take attendance at each class session. Some instructors have students sign an attendance sheet. The School of Social Work has an attendance policy and in some cases instructors count attendance as part of their grading system. It is sometimes helpful to demonstrate the relationship between missed class sessions and grades earned.

### 12. What is the process PT faculty should follow if they have a concern about a student?

It is always best to begin by talking with the student. If you feel that the problem or concern continues and cannot be resolved it is helpful to talk with the Lead Faculty member and to also identify (through the main office) the student's Academic Advisor. There are instances where the problem cannot be resolved at the level of the instructor-student and in those cases you should alert the advisor and the BSW or MSW Coordinator.

### 13. Are PT faculty required to give students "make up assignments, tests, etc."?

No and this practice is discouraged unless there are exceptional circumstances beyond the student's control that prevented them from completing the assigned task in a timely manner. However, if you decide to give make up assignments, tests, etc., make sure that your policy is uniform and equitable so that all students are given the opportunity to have make-up assignments or tests.

### 14. What do PT faculty do if they suspect a student is cheating (including plagiarism)?

They should immediately inform the BSW or MSW Program Coordinator, depending on the level of the student. The Coordinators will then discuss with the faculty member what is to happen next.

UCF Faculty Center for Teaching and Learning. The FCTL staff is a valuable resource and they are experienced in providing support for all faculty members and offer periodic workshops on different topics. You can contact the center at <http://www.fctl.ucf.edu>.

**8. Are PT faculty allowed to use guest speakers in the classroom?**

Yes, guest speakers who can provide a different perspective are very valuable; however, you should use these sparingly as a way of enhancing your lecture format. Students look forward to hearing from the instructor and will often voice concerns when too many guest speakers are used.

**9. Are PT faculty evaluated on their teaching?**

Yes, all instructors at UCF are evaluated at the end of the semester by students and the Director for each course.

**Student Evaluation of Instruction:**

Towards the end of each semester the Student Evaluation of Instruction will be placed in the PT faculty mailboxes. Instructions for administering the evaluations are on the outside of each envelope. After the semester ends you will receive the student evaluations for your records.

**Director Evaluation of Instruction:**

Each part-time faculty member is also evaluated by the Director of the School of Social Work using the Adjunct Faculty Evaluation form located on the Provost website. The director completes the evaluation at the end of each term after the review of the student evaluation responses. The evaluation is then mailed to each part-time faculty member for signature & comments. These forms must be returned to the mail office within 30 days of receipt.

**If you do not receive the either evaluation after the semester ends, please contact Sira Ambrosecchia, Coordinator, Administrative Services.**

**10. Are PT faculty required to have course evaluations?**

Yes. As per university policy all faculty are required to complete course evaluations on all courses taught. There is a deadline for when the student course evaluations must be completed. That information is included on the course evaluation envelope. The process is as follows: designate a student to proctor the completion of the evaluations and have them submit them to room 365 (the Administrative office on the third floor). If the office is closed the

## The School of Social Work

### The BSW Program

We appreciate the many important contributions that community professionals make to the School of Social Work. Your experience in the profession of social work and your willingness to work with the School further the education of the students and enriches the educational mission of the School.

The BSW degree program is designed to give students a generalist foundation for entry level social work practice. As a result, it has a broad based curriculum designed to give students the basic entry theoretical knowledge and the analytic and practice skills required for practice with individuals, families, groups, communities, and organizations. The BSW curriculum builds on a liberal arts foundation in the areas of the social sciences (sociology, psychology, economics, and political science), the humanities, the physical sciences, cultural diversity and mathematics.

The content of the social work courses are organized around these essential themes: Systems perspective, Planned change process, Micro, Mezzo & Macro focus, Strengths perspective, Social justice, Diversity, Ethical Practice, Professionalism, Evidence Based Practice and Critical Thinking. These themes are infused throughout the courses in the undergraduate curriculum, although they are addressed in different ways in each of the sequences.

### Human Behavior and the Social Environment

The HBSE courses (Assessing I and II) provide the theoretical framework for understanding and assessing individuals, families, groups, communities, and organizations.

### Policy

The policy courses give students an understanding of the history of social work and social policies as well as examining the efficacy and adequacy of American policies and systems.

### Research

The research courses help students understand how to support practice.

## Practice

The practice courses help students develop the assessment and intervention skills to carryout entry level generalist practice with individuals, families, groups, communities, and organizations. Students learn about the needs and sources of resiliency of various multicultural groups and the implications of social work practice with members of these groups.

## Field Education

This practical experience acts as a mechanism for final curriculum integration. Students participate in a generalist field experience during the final semester of their senior year.

## Electives

Students can also take electives that give them a greater depth of understanding in areas relating to the older adult, children, health care, forensics and other issues.

Issues relating to social work ethics and values, diversity, social and economic justice, and populations at risk are infused in all courses. As a result, readings, class content, and assignments related to these issues are essential parts of the curriculum for each class.

The outcomes expected on the basis of the BSW program are competences in:

- Assessing needs and resources
- Providing resources
- Obtaining resources
- Improving resources

### 3. Do PT faculty receive Instructional Support and Technology (ISAT) training? Do we provide training for PT on smart classrooms?

You can always contact ISAT to receive training for the equipment in the classrooms. Their office hours are Monday- Friday from 8am-5pm in HAP-1 rm. 105. ISAT contact information: 407-823-0112, or [isat@mail.ucf.edu](mailto:isat@mail.ucf.edu). For more info see ISAT's website: <http://www.cohpa.ucf.edu/isat/index.cfm> If assistance is needed after hours, there are instructions on how to contact instructional personnel resources in every classroom.

### 4. How do PT faculty access myucf?

Go to the UCF homepage <http://www.ucf.edu/>, Click on the link MyUCF, then another window opens up, if you don't know your PID, you would click on the link to find that information out. Put in your Social Security Number and birthday. Then it will show your PID and NID number. Return to the login screen and follow the directions. If you still have problems contact the User Services at the Help Desk-407-823-5117.

### 5. How do PT faculty access their class roster?

- Go to [www.my.ucf.edu](http://www.my.ucf.edu) and sign in.
- Click on Faculty and Advisor Self Service.
- Go to drop down list and click on View my Class Roster.
- Select appropriate class.

### 6. What is turnitin.com?

Use of Turnitin.com by social work faculty is optional. Turnitin.com is a website that helps deter plagiarism among students. If you are going to use this service you must state that in the course syllabus that you will do so. The web site is <http://turnitin.com/static/home.html>.

### 7. If a PT faculty member has questions about teaching, teaching styles, student concerns or classroom concerns, etc., who should they go to for help?

As soon as you are assigned a course, you should contact your Lead Faculty member for that course. That person will act as a resource to you on course content, understanding the syllabus, assignments, etc. If you have a concern about a specific student you can also consult with the Lead Faculty and more than likely will wish to also involve the student's academic advisor and the BSW or MSW Coordinators. The office staff can tell you which academic advisor to contact. Concerns about teaching styles are also addressed by the

## 9. Do PT faculty have an Office Space

Yes, PT faculty will have access to HPA1 254 to use as an office space. The room is equipped with a computer station and a phone 407-823-6342. Keys to the room will be issued to all PT faculty. This room is used by multiple people therefore if you would like to schedule a recurring time to use the office, please access the PT Faculty Office Schedule on the O drive. To access this you will access: My computer--> School of Social Work Shared Drive (O:) -> Public Folder --> Office Schedule- HPA I Room 254 (PT Faculty) Folder. This schedule will also be posted in HPA I 254. **All keys must be returned at the end of each semester.**

### Instructional

#### 1. Who manages textbooks and syllabi for the SSW?

Ada Heller, Office Manager handles textbooks and syllabi. She is located in the Social Work Office, Rm. 204. Her email address is [aheller@mail.ucf.edu](mailto:aheller@mail.ucf.edu). Once the course has been assigned to you, please check with the lead instructor to discuss syllabus and textbooks. PT faculty MAY NOT make any changes to the syllabus or textbooks. Assignments may be revised after consulting with lead faculty. This ensures continuity and that the objectives for the course are continuing to be met. All recommended changes to the textbook are required to go through the lead faculty, the Sequence Committee and the School's Curriculum Committee. Supplemental readings may be added at your discretion in keeping with the course objectives. We welcome your thoughts and suggestions for improving courses. Please submit them to the lead faculty member.

#### 2. Do PT faculty have access to videos to supplement their class content? If so, where are they kept and how do they access those videos?

Yes, there are some videos available for class use. Videos and other supplementary class materials should be used as part of the overall class plan. The videos are located in 237 and the key should be found hanging in the supply cabinet in Rm 234. Please make sure to tell Ada Heller what you are checking out. Also, as a courtesy to the rest of the faculty, please return the videos in a timely fashion. You should also check with the UCF library for additional videos that can be checked out.

## The MSW Program

The MSW degree program is designed to prepare students for entry level community-based clinical practice.

### Year One

The first year of the MSW program is the foundation year. It provides the generalist framework of knowledge and skills for the advanced community-based clinical practice curriculum. The foundation year MSW program is organized around the following themes:

- Strengths perspective
- Systems perspective
- Micro-Macro perspective
- Relating to diversity
- Ethical practice
- Planned change process
- Social justice role
- Competing perspectives.

The foundation year includes courses in five sequences.

### Human Behavior and the Environment

HBSE I (human development, theories of individual development) and Human Behavior and the Environment II (theories that help understand families, groups, organizations, and communities)

### Policy

The policy sequence includes Social Welfare Policies and Services that gives students the basic understanding of social policy both historically and currently.

### Research

The research sequence includes two courses: Social Work Research that prepares student to use and conduct basic research and Social Work Evaluation that prepares students to evaluate practice and programs.

### Practice

The Practice sequence includes Practice I and II that give students the theoretical knowledge and skill for working with individuals, groups, families, communities, and organizations.

## Field Education

Students participate in a generalist field experience. Issues relating to the strength perspective, social work ethics and values, diversity, economic and social justice, and populations at risk are infused in all courses. As a result, readings, class content, and assignments pertaining to these issues are part of the curriculum of every course.

The outcomes expected as a result of the foundation year are:

- Ability to critique theory and practice
- Generalist skills of:
- Assessing resources
  - providing resources and services
  - obtaining resources and services
  - providing resources and services

## Year Two

The second year of the program includes the advanced curriculum that prepares students for community-based clinical practice. Community-based clinical practice takes into consideration the resources and strains present in the community (defined in terms of geographic neighborhood as well as other relevant community entities—church, employment, school, etc). Building on the themes of the foundation year, the advanced curriculum incorporates the following themes: Community-based practice, empirically based practice, Generalist perspective, and Critical thinking. It incorporates these issues in the assessment and intervention process.

Building on the foundation curriculum, students learn the theories and skills necessary for working with individuals, families, and groups (Clinical practice with individuals, Clinical practice with families, Clinical practiced with groups). They also learn how to analyze and influence agency policies (Policy analysis and social change). They learn how to assess individuals using DSMIV and other methods (Psychosocial pathology). They conduct a research project that not only helps students refine their skills in research but also to examine how issues relating to policy and practice are pertinent to preventing and addressing problems related to social work (Research project). They also expand and deepen their knowledge through electives. Readings and class assignments are used to help students develop competence in assessment, treatment, and prevention in community-based clinical practice. Issues relating to social work ethics and values, diversity, economic and social justice, and populations at risk are to be infused in all courses. As a result, readings, class content, and assignments pertaining to these issues are part of the curriculum of every course.

### 5. Do PT faculty get mailboxes at the SSW? Where are they and how do I get one assigned to me?

Yes PT faculty are assigned mailboxes at the start of each semester. Mailboxes for part-time faculty are located in HPA I, Room 234. There are mailboxes on the right hand side of the room as you enter and each has a name. Please make sure to check your mailboxes regularly for important notices, communications from students, etc.

### 6. Do PT faculty have access to a copier?

Yes, each part-time faculty member is assigned a code by Coordinator of Administrative Services, Sira Ambrosecchia. The copier is located in HPA I, Rm. 234. Each PT faculty will receive a key to this room.

### 7. Do PT faculty receive a library card? If so how?

The library card is part of the UCF ID card. Once a part-time faculty member is hired (and completed hiring paperwork) they can go to the UCF Card Services Office and obtain one. You may request a UCF Identification Card at the UCF Card Office located in the John T. Washington Center Building 26, Room 104, across from the UCF bookstore. You will be required to show a copy of your employment contract with UCF and another form of photo ID. The first card is free, replacements cost \$15. The UCF Card entitles you to discounts at the UCF Bookstore and some of the dining facilities. Please see Sira Ambrosecchia, Coordinator Administrative Services if you need assistance.

### 8. Do PT faculty receive access to supplies such as pads, pens, pencils, etc.? How do they access this?

Office supplies are located in Room 234, to which you will receive a key. There are pens, paper, pencils, dry erase markers, etc in the unlocked cabinet located next to the mailboxes. The workroom also has electronic hole-puncher, staplers, pencil sharpeners, a large shredder, job postings, a fridge and microwave.

## SECTION V: Frequently Asked Questions (FAQs)

### Administrative

1. **Who is the staff in the Social Work office and what are their roles pertaining to PT faculty?**

Sira Ambrosecchia, Coordinator Administrative Services: 407- 823-2926 or [sira@mail.ucf.edu](mailto:sira@mail.ucf.edu) ---Faculty hiring, payroll, budget, keys

Ada Heller, Office Manager: 407-823-3025 or [aheller@mail.ucf.edu](mailto:aheller@mail.ucf.edu) --MSW program, travel, course scheduling, textbooks

Zaida Valentin, Senior Secretary: 407-823-6134 or [zvalenti@mail.ucf.edu](mailto:zvalenti@mail.ucf.edu)--BSW program, office supplies, property, mail

2. **Are PT faculty members informed about faculty meetings, school functions, announcements, etc.? Are they invited to attend these meetings?**

Yes! Our PT faculty are invited and encouraged to attend these School gatherings. They will receive emails about faculty meetings, school functions, announcements and any other important information.

3. **Do PT faculty have to purchase a parking permit? If so how and where do they do this?**

Yes, PT faculty must purchase a faculty parking decal from parking services. <http://parking.ucf.edu/Online.html>. You may obtain a two week temporary pass with your signed contract. If you do not purchase a decal please note that you must pay a \$5 daily parking fee. Also, allow plenty of time to find a parking spot, at least 30 minutes.

4. **Do PT faculty get keys to classroom? How do they access their classroom?**

PT faculty will receive keys to their classrooms (we can only give keys to HPA 1 207, 246, &272. If PT faculty members' class is in another building, the room should be unlocked); however, all regular classrooms are unlocked between regular business hours. The ISAT labs (computer labs) ARE locked. If you need to use one of these rooms, please make arrangements in advance with ISAT to pick up the key before 5pm. Please see Sira Ambrosecchia, Coordinator Administrative Services for any information on keys or classroom access. **All keys must be returned at the end of each semester.**

## The Field Education Program

Field education is a central component of the BSW and MSW curriculum. Field provides the necessary opportunity for students to apply and integrate classroom learning with actual practice. It provides students with a range of learning opportunities in order to facilitate their application of theories and skills in a supervised agency setting.

The School of Social Work has affiliation agreements with over 500 agencies throughout Central Florida as field placement sites. The Field Education Office of the UCF School of Social Work coordinates all BSW and MSW field internships. Students complete a field application prior to commencing their field experience and are matched with a community agency by the Field Education faculty. Sites for internships are approved by the Field Education Office. Students are to channel all requests for internship through the Field Education Office and are not to develop their own placements.

**BSW Field Education** is a generalist field placement for undergraduate students. It enables students to achieve the following learning outcomes: (1) assessing people and resource systems; (2) providing services and resources for people in need; (3) obtaining services and resources for people in need; and (4) improving services and resources for people in need.

**MSW Generalist Field Education** is a generalist field placement for first year graduate students. It enables students to achieve the following learning objectives: (1) assessing people and resource systems; (2) providing services and resources for people in need; (3) obtaining services and resources for people in need; and (4) improving services and resources for people in need.

**MSW Clinical Field Education** is a clinical field placement for advanced standing and second year graduate students. It enables students to achieve the following learning outcomes: (1) clinical practice with individuals; (2) clinical practice with families; and (3) clinical practice with groups.

BSW and MSW students receive weekly supervision (one hour) from their agency field instructor throughout the course of their field education experience and attend field seminar classes. All students are assigned a field liaison faculty member who will monitor and evaluate student progress and performance, make agency visits and assist with problems that may arise with the placement. More detailed information about field education is available on the School of Social Work website.

## **Council on Social Work Education and UCF Institutional Assessment Plan**

The school conducts an internal evaluation of its programs in compliance with the Council on Social Work Education and UCF institutional assessment plan. The purpose of this assessment process is to enhance the quality of the BSW and MSW educational programs, including the field as well as classroom components. Part-time faculty members play a critical role in ensuring the quality and integrity of our educational programs, both through instruction and as part of our educational outcome data collection team. All faculty members, full- and part-time are requested to provide data on designated assignments in core courses. The school will contact such faculty members, providing a simple data collection form and instructions. The school will also collect the data at the semester's end. Key personnel in the school's data collection and analysis process are the curriculum committee chair, associate director for research, BSW, MSW and Field Coordinators. Information is shared for change/action steps with the sequence and curriculum committees and the faculty as a whole. You will receive more specifics about this process as you participate in the data collection process.

**Please ensure the timely return of evaluation tools required of your classes to Dr. John Bricout, Associate Director for Research.**

## **University Writing Center (UWC)**

<http://www.uwc.ucf.edu>

Located in Module 608 behind the Communications Building.

The UWC is a free service offered to all UCF students. In addition, the UWC has services that support faculty in creating written projects and assessing writing. All undergraduate and graduate writers, faculty, staff, and UCF alum who have graduated within the year are welcome to bring their work to the UWC. Consultants work with individuals to improve papers in all disciplines, as well as out-of-class writing projects such as scholarship application essays, business memos, reports, newsletters, etc.

## Computer Labs

Computer labs are available for student, staff, and faculty throughout the campus.

### Locations:

Main Lab West (CCII – 104)	407-823-2129
Business Lab (BUS1 – 148)	407-823-5878
Classroom (CL1 – 101)	407-823-4141
SGA LAB (Student Use)	407-823-6413
Library	407-823-2580

## Faculty Center for Teaching and Learning

<http://www.fctl.ucf.edu/>

The Faculty Center for Teaching and Learning supports excellence in teaching and learning, successful research, creative endeavors and the professional fulfillment of faculty and staff in the local and global environment. The FCTL sponsors workshops, discussions, forums, and symposia to help faculty explore and evaluate new teaching, learning, and assessment strategies and tools as well as provides support for curriculum innovation and instructional research projects. The FCTL is located in Classroom Building I, Room 207. Please visit their website for more information about how this Center can support you.

### Office of Disability Services

<http://www.sds.ucf.edu/>

Students registered with the Student Disability Services office can use those facilities for assignments and tests. Faculty members are encouraged to work closely with students and the Office of Student Disability Services to ensure students receive the accommodations to help ensure a good educational experience. It is the responsibility of the student to provide the Student Disability Services Office with documentation regarding any disability(ies). The student must also inform the instructor that he/she has registered with the Student Disability Services Office.

## Course Syllabi & Teaching Methods

### Syllabi

The class syllabi for each course contain the agreed upon course description and the goals and objectives of the course. The basic textbook and required readings are selected by the full-time faculty members who are teaching the course. Part-time faculty members can add additional readings. The full-time faculty members have also developed assignments that help students develop the required skills. Part-time faculty members must discuss substitutions with the full-time faculty member in charge of the course to ensure that these new assignments will also meet these learning objects. If Part-time faculty members are teaching a course in which there are no full time faculty members teaching the course, changes in text, basic readings, and assignments should be discussed with the sequence chair or the coordinator of the respective program. This procedure will enable the curriculum to adapt to changes in the profession and yet be integrated into the program.

Students are to be given information about the course expectations, including grading procedures, assignments, and attendance policy in the syllabus and other written materials.

### Teaching Methods

Social work education includes both cognitive and affective dimensions in order to help students understand and internalize their knowledge base of social work and to develop into effective social work practitioners. As a result, teaching techniques include transmission of didactic information through lectures, videos, guest lecturers, group presentations, and other means. Teaching also includes means to help students reflect on the content of the course through assignments that enable students to see linkages between class and their experience in the field or life, that enable students to critically reflect on the course content. While group presentations by students can be valuable learning experiences, instructors are cautioned not to rely unduly upon this form of teaching.

Experiential exercises can include role playing and other simulations. In designing these exercises it is important to remember that students are students and thus should not be placed in situations where they are asked to engage in experiential exercises that do respect this role. In assignments that ask students to discuss personal material, it is important to remind them that they should include only the information that they feel comfortable sharing with others. Students may not always be sensitive to the boundaries of being a student and their own personal

life issues and it is the responsibility of faculty members to help maintain these boundaries.

Course assignments should be designed to help students integrate their field experience with the theoretical knowledge presented in the classroom. These include such assignments as: assess a client, develop a treatment plan for a client using a community-based approach to clinical practice, identify potential ways to prevent problems, assess issues within an agency, evaluate practice, and conduct a research project on a field related issue. Classroom discussion is another valuable mechanism for integrating field and classroom.

## Course Related Policies and Procedures

### Incompletes

Incomplete grades should only be given on those rare occasions when students are not able to complete the course assignments due to extraordinary circumstances. This does not include situations where students cannot meet deadlines due to poor time management. If an incomplete grade is to be given the student and the instructor must develop a plan that includes (a) the specific assignment due, (b) the due date and (c) the consequence for not meeting that due date. This plan should be recorded on the incomplete grade contract forms available in the main Social Work office. Instructors should be aware that “incomplete” grades recorded on a final grade roster must be accompanied by this paper work. It is always recommended that the due date for incomplete grade assignments not exceed one semester. Please consult with the office staff for further information.

### Grade Changes

Grade Change forms are available in the School of Social Work office. These require approval at the departmental and college level and a reason for the change must be stated. A grade change can be done up to one year following a student taking a course; however, faculty and students are encouraged to complete this as soon as possible following the submission of the original grade.

### Returning Student Papers

Papers of students are protected by laws of privacy. They should not be placed in open boxes. If students want papers returned outside of the class time, students should make special arrangements to pick up the paper or provide you with a stamped, self-addressed envelope. Since the office staff gets very busy and cannot guarantee that the appropriate student is picking up the paper, student papers **cannot** be left in the main office.

## Putting Items on Reserve

A variety of materials can be placed on reserve by a professor for student review either in the library or on the internet via the Course Reserves website. Copyright restrictions prevent all materials from being available electronically. Reserve materials may include:

- Books from the Library’s collections
- Faculty member’s personal copy of books or journals
- Folders containing photocopies of specific journal articles or book chapters provided by the faculty member
- Photocopies of non-copyrighted materials such as class notes, tests, etc
- Audiovisual materials (Contact Media Services for Information)

## Video Tape Collection of the School of Social Work

The School has a small collection of video tapes on many different topics. These videos can be checked out for your use to review and use with your students by filling out a work request form. They are in the locked cabinets in the micro skills labs. See the front desk for assistance.

## Internet and World Wide Web

Students have computer accounts that give them access to email. Faculty members can communicate with students through e-community and with other faculty members through Groupwise.

## Micro Lab

The micro and macro labs have video cameras that can be used by students and faculty to video tape interviews and other learning experiences. There is also a one way mirror between the rooms.

**Students will need to have an empty usb (thumb drive) device to record using the micro lab equipment. Please remind students to see the front office to schedule a time to use the micro lab. You will also want to remind students to test equipment prior (cameras, usb, sound) prior to recording.**

## SECTION IV: Campus Resources

### University Testing Service

The University Testing Center (UTC) is a department within the Student Success Center (SSC) located on the first floor of Howard Phillips Hall in room 106. The Center offers a secure and comfortable environment that includes a technologically advanced computer testing lab with 29 testing stations and a traditional paper-and-pencil testing facility. UTC strives to meet the needs of UCF students, prospective students, alumni, and the greater Orlando metropolitan area by providing a wide-variety of testing services such as ACT, CLAST, CLEP, FTCE, LSAT, MCAT and many others in order to foster excellence in higher education and create opportunities for success.

### Library

[www.library.ucf.edu](http://www.library.ucf.edu)

UCF has a library that contains many journals, books, and government documents relevant to social work. Students can use data searches including: Social Work Abstracts, Psych Abstracts, Med-line, Eric, Social Science Index, Wilson Humanities, Lexus Nexus, that are helpful in finding sources of information. Faculty are encouraged to develop assignments that help students develop appropriate skills in using the professional literature. With advanced arrangements, library faculty will also meet with classes to help students develop appropriate library research skills. See the library social work information sheet for further information about library resources. This information is available for all students in the library. The reference desk staff in the library can be very supportive in helping students find materials they may need.

Reserve readings can be placed in the library once without copyright approval or fees assuming that the article/book has not been previously assigned as a reserve reading for that course. **It is best to consult with your Lead Faculty member and the library prior to placing any readings on reserve.** There is a reserve reading form that can be accessed through the Social Work main office. The library also contains a collection of video tapes that can be used by faculty members and students. These video tapes can be placed on reserve.

### Grievance Policy

There is a grievance policy that students can follow if they believe that they are being unfairly treated or graded. Policies are on student grievances in the BSW and MSW Student Handbooks.

### Work Requests

The office staff is available to help faculty members with their courses. Faculty members are to complete a work order to have clerical work done for course related materials. The work order should be submitted to Ada Heller, Office Manager. If faculty members plan to make more than 20 copies of an item they are requested to permit adequate time to have this work be completed by the print shop. Part-time faculty should use their assigned copy code to make copies in the work room. **Faculty members should not make any copies of copyrighted materials** and they are encouraged to use overheads, reserve readings, and other such means, rather than distributing large sets of handouts.

Work requests can be submitted for clerical assistance to the main office (typed letters, etc.). Completed work will be placed in faculty mailboxes.

### University Testing Service

The university has a testing service that will electronically grade tests that use scantrons. The protocol for using scantrons is as follows:

- Students are expected to purchase and use reddish colored scantrons.
- Instructor fills out a scantron to accompany those completed by students.
- The word KEY goes on the name line.
- The course name and section number is written on the subject line.
- The number of test items is bubbled in the item box.
- The ID number is written and bubbled in as NINE ZEROES.
- The appropriate answers are then fully bubbled in.

After the test, a Request for Test Scoring Request form, found in the Social Work office, must be completed by the instructor. This form is stapled to a large envelope in which the completed test scantrons have been inserted.

## Book Collection

The School of Social Work also has a collection of recent books that have been supplied by several textbook companies. You are welcome to examine and use these as supplements for your teaching purposes. These books can be accessed through Ada Heller, Office Manager. Under no circumstances should a text book be required of the students without approval of the appropriate Sequence (Practice, Research, HBSE, Policy or Field Education and Curriculum Committees.

According to the Golden Rule a student academic appeal is typically limited to final grades resulting from three types of instructor behaviors.

- Alleged deviation from established and announced grading policy
- Alleged errors in application of grading procedures
- Alleged lowering of grades for non-academic reasons including discrimination

Please note: *“The professional judgment exercised by an instructor in assigning a specific grade or in conducting a class is excluded from the provisions of this rule except as noted above.”*

## Policies for Admission, Retention & Dismissal

Policies are located in the BSW and MSW Student Handbooks.

## FERPA, Confidentiality, Student Records, and Student Papers

The Family Educational Rights and Privacy Act (FERPA) of 1974 is a United States federal law protecting student records privacy review and disclosure rights. The law guarantees these rights for both current and former UCF students. The university is authorized by FERPA law to classify certain student information as “directory information,” which means that it may be released to anyone upon request unless the student has submitted a written “hold barring release.” Please do not release student information to any person. **Any university employee responsible for violating student record confidentiality may be subject to immediate discharge.** Papers that are submitted by a student are protected by laws of privacy. They should not be placed in open boxes. If students request that papers be returned outside of class time, they should give you a stamped, self-addressed envelope for mailing.

effectively check all of your students' work in a fraction of the time necessary to scan a few suspect papers using a search engine. Every paper submitted is returned in the form of a customized Originality Report. Results are based on exhaustive searches of billions of pages from both current and archived instances of the internet, millions of student papers previously submitted to Turnitin, and commercial databases of journal articles and periodicals. If you are interested in using this system please contact the Office of Student Rights and Responsibilities at (407) 823-6960 to get more information.

### American Psychological Association (APA Style)

<http://www.apastyle.org/elecref.html>

BSW & MSW student work requires that grammar and spelling be correct and that the individual knows the style format required by the particular paper. In the School of Social Work we require APA style be used in all academic work. Please refer to the APA style guide for formatting. It is often useful to refer students to APA sources early in the semester.

### Student Academic Appeals

Grade appeals most often happen when the syllabus is vague about expectations. It is very important that the syllabus be specific. Students will sometimes appeal their grades. It is very important that you keep good documentation on the assignments you give, your assignment grading criteria and individual student assignment grades used to calculate the course grade. The School of Social Work uses a plus (+) and minus (-) grading scale that is already included on your syllabus. Another reason that students appeal grades is that they feel that they have not had their concerns addressed by the instructor. It is the expectation of the School's Director that you will work to resolve the issue or concern with the students by meeting with them and responding to their communications in a timely and respectful manner.

If the concern cannot be resolved at the instructor-student level, please consult with either the BSW or MSW Coordinator. At that time a decision on including the student's faculty advisor (if necessary) may be made. Concerns not resolved at the BSW or MSW Coordinator's level will be discussed with the School's Director and if necessary the College Dean's office. Please note that the Field Education office also has specific policies for addressing any student concerns related to the field.

## SECTION II: Getting Started

### Orientation

An orientation for part-time faculty will be held approximately three weeks before the semester begins. The session will be scheduled and you will be sent the date and time. If you cannot attend, contact the PT Faculty Support Coordinator (Rebekah Hazlett @ 407-823-6136 or rhazlett@mail.ucf.edu), or the Administrative Services Coordinator (Sira Ambrosecchia @ 407-823-2926)

### Human Resources Information

#### Required New Hire Information

If you are being newly hired, you need to complete/provide:

- Applicant Affirmation Form
- Faculty Disclosure and Release of Information Authorization Form (a.k.a. background check form)
- The I-9 Employment Verification Form
- The Loyalty Oath (notarized)
- The W-4 Form
- The Direct Deposit Form (requirement of hire at UCF) and account verification documentation
- The Personal Data Sheet
- Confidentiality Form

Forms can be located on the Human Resources website <http://www.hr.ucf.edu>.

In addition, you must submit:

- Appropriate **original** I-9 documentation
- An **original** Social Security Card (The original must be viewed by office staff who will then make a copy and return the original to you)
- Three Letters of Reference
- Official Transcripts (highest degree earned only)
- Current Curriculum Vitae, must match items on application

Returning & New Part-time faculty:

A **contract** will be issued for each semester referencing the course(s) the part-time faculty have agreed to teach.

**All items listed must be submitted to Human Resources as one packet. There for, delays in submitting paperwork and/or failing to schedule a hiring appointment with the Coordinator, Administrative Services (Sira Ambrosecchia) may result in a delay in hiring packet/contract submission to Human Resources, and an untimely paycheck.**

### Pay Procedure

Part-time faculty are paid in equal installments determined by the semester. Medicare and FICA deductions are withheld from each pay warrant. Additional information regarding your paycheck and/or deductions may be found on the UCF Human Resources website at <http://www.hr/ucf.edu/payroll>.

### Timesheets

Part-time instructors are **not** required to submit timesheets.

### Viewing Your Paycheck

- Go to <http://www.ucf.edu> (enter)
- Click on “My UCF”
- Enter your PID (tab)
- Enter your password, click on “sign on”
- Click on MyUCF Employment Self Service
- Scroll to bottom of page
- Locate “Payroll, Taxes, and Salary”
- View Paychecks

Please view your paycheck your first payday to assure that all of your paperwork reached Human Resources and has been processed. If you encounter a problem, please contact Sira Ambrosecchia by email [sira@mail.ucf.edu](mailto:sira@mail.ucf.edu) or by phone (407-823-2926) immediately.

- Plagiarism where another's work is used without any indication of the source, thereby attempting to convey the impression that such work is the students
- Students who knowingly help another violate academic behavior standards

The second is **Falsification of University Records**. This refers to students withholding important information, forgery, and purposefully giving false or misleading information.

The third is **Disruptive Conduct**, which intentionally impairs or interferes with the orderly conduct or functions of the university.

The forth is **Personal Abuse**, which can be either written or verbal abuse of any person including lewd, indecent or obscene expressions. This should also include physical abuse, harassment, and/or retaliation.

Other forms of behavior cited in the Golden Rule, include **larceny or property damage, hazing, unauthorized entry, unlawful possession of controlled substances, the use or sale of alcohol on campus, the unauthorized possession or use of a firearm or dangerous material, instigation of group disturbances, gambling, commitment of a misdemeanor felony**. Please review the formal definition of cheating and plagiarism in your syllabi along with the consequences. Not all students understand that using information from an article without citing a source is plagiarism. This becomes an issue if you use *turnitin.com*.

### Non-registered Persons in the Classroom

Per university policy (UCF 4.0006) only students registered for a class may be in attendance within the classroom or instructional area, unless permission of the instructor is given. While situations within the classroom may arise in which it is a convenience for students, or even the faculty, to allow non-registered persons (friends, family, or children within their care) to accompany them into the classroom students and faculty should refrain from doing so when at all possible. Faculty should discuss with students that allowing non-registered persons attend class is undesirable for safety and classroom continuity reasons.

### Turnitin.com

UCF continues to offer access to turnitin.com *FREE* to faculty via the school's site license with Turnitin.com. Turnitin.com is an automated system which instructors can use to quickly and easily compare each student's assignments with billions of web sites, as well as an enormous database of student papers that grows with each submission. Used by thousands of institutions in over eighty countries, Turnitin's comprehensive plagiarism prevention system lets you quickly and

## Cancelled Classes

Canceling a class is the least desirable option; however if it is absolutely necessary, you must first confer with the Program Coordinator (Ms. Robin Kohn-BSW or Mr. Estelli Ramos-MSW) to see if someone else can cover your class. If you and the Coordinator decide that your class must be cancelled, then, you must contact Ada Heller, Office Manager by email [aheller@mail.ucf.edu](mailto:aheller@mail.ucf.edu) or phone (407) 823-3025 to inform her. She will need to know:

- The class number and title (Ex: SOW 4730 : Social Work Documentation)
- Location of your classroom (building and classroom number)
- Time and days your class is held
- How long you expect to be out

Ada will create a sign and ensure that it is posted on the door of your classroom prior to the time it meets. If possible it is also desirable to email your class as soon as possible to let them know that class is canceled.

## Developing & Submitting Your Syllabus

Your Lead Faculty is responsible for developing the Master version of your course syllabus and getting that to you. You can then include your identifying information and make class session date changes and submit this electronically to Ada Heller, Office Manager. All social work syllabi are developed using a template to ensure uniformity and compliance with CSWE standards.

## Student Rules of Conduct

Under the Rules of Conduct (E) in the *Golden Rule* there are several described areas of conduct for which disciplinary action may be taken. See The Golden Rule at [www.ucf.edu/goldenrule](http://www.ucf.edu/goldenrule).

The first is **Academic Dishonesty / Cheating** and the common forms of cheating are:

- Unauthorized assistance in the form of communication in written, verbal, or visual format
- The use of information procured by someone else
- The unauthorized possession or use of an examination or related course materials
- Commercial use of academic materials, such as selling notes, handouts, etc without the permission of the university or the instructor

## Changes to Personal Data

Personal information may be updated in MyUCF → Employee Self-Service. In addition, please contact the Administrative Services Coordinator, Sira Ambrosecchia, by email [sira@mail.ucf.edu](mailto:sira@mail.ucf.edu) or by phone (407-823-2926) so your information with the School can also be updated.

## Benefits

Part-time faculty are fully covered for workers' compensation benefits for job-related injuries. Additionally, part-time employment is fully participative in Social Security benefits with UCF matching the employee's contribution. After working 12 months (they do not need to be consecutive), part-time faculty are eligible under the Family Medical Leave Act (FMLA).

## PT Faculty Support

Ms. Rebekah Hazlett, a Doctoral Student and PT Faculty member herself, will be your key contact person for any problems or questions. Ms. Hazlett will periodically check in with you to ensure that you have the resources you need to be successful in your teaching activities and she can be best reached by email at [rhazlett@mail.ucf.edu](mailto:rhazlett@mail.ucf.edu)

## Additional Information

### Book Orders

Each semester, faculty members will be required to submit textbook orders. Your Lead Faculty member will work closely with you to inform you of the current textbook for each class you are assigned. You may also check with Ada Heller by email [aheller@mail.ucf.edu](mailto:aheller@mail.ucf.edu) or by phone (407-823-3025) to obtain a desk copy of your course textbook. All course materials must be sold through the UCF bookstore; no material may be sold directly to the students in the classroom. Do not make copies of articles or book chapters for students since this violates the UCF copyright laws.

Students may purchase books directly through the publisher, online or from the bookstore.

### UCF Identification Card

You may request a UCF Identification Card at the UCF Card Office located in the John T. Washington Center (across from the Bookstore). You will be required to show a copy of your employment contract with UCF and another form of photo ID. The first card is free, replacements cost \$15. The UCF Card entitles you to discounts at the UCF Bookstore and some of the dining facilities. <http://www.ucfcard.ucf.edu>

## UCF Suggestion Awards Program

UCF has a Suggestion Awards Program for submitted tangible ideas that result in savings or generate additional income and for intangible ideas that improve morale, communications, work conditions, safety, or public relations. For additional information, call (407) 823-2771. Submission forms are available online at <http://www.hr.ucf.edu>

## GroupWise

The School communicates with faculty, staff, students, partners, and the community of our activities primarily through email. It is therefore important that you provide the School with your correct email address. A university GroupWise email account may be requested by contacting Sira Ambrosecchia Administrative Services Coordinator (407-823-2926).

## Accessing GroupWise Email

To access your GroupWise Email account:

- <http://web.mail.ucf.edu>
- Enter your user name.
- Enter your password. The first time on GroupWise, enter the default password – your birth date as yymmdd.
- Click on “login”.
- You should now be viewing your email.

GroupWise manuals can be located on the GroupWise Support Website: <http://support.mail.ucf.edu/>

## UCF Federal Credit Union

As a UCF part-time faculty member, you and your family members are eligible to join the UCF Federal Credit Union. The main office is located at 12253 Challenger Parkway Orlando, FL 32826, and there is a satellite office on campus in the John T. Washington Center (across from the bookstore). To join, you will need to submit your UCF ID card and another valid picture identification document. <http://www.ucffedcu.org/>

## Parking and Transportation

Parking Services provides safe parking and transportation as well as assistance to distressed motorists. You may purchase a UCF Parking Permit online at <http://www.parking.ucf.edu> using a major credit card (Visa, MasterCard, and American Express) or pay in person at the parking services office (South Garage). You may also request that your permit be mailed to you or you may pick-up your permit at the parking services office. The permit is not considered valid unless it is suspended,

## Accessing a Copy of Your Class Roster

- Go to <http://www.ucf.edu> (enter).
- Click on “My UCF”.
- Enter your PID (tab).
- Enter your password.
- Click on “sign on”.
- Click on Polaris Academic Self Service.
- Scroll to bottom of page.
- Locate “Instructors and Advisors” (right hand side).
- Locate “Your Class Roster”.

## Pre-semester Room and A/V Check

Check your assigned classroom before the semester begins and request room assignment changes then. Most classrooms are equipped with state-of-the-art audiovisual equipment. They accept thumb drives, CD, DVD, and VHS. They do NOT accept floppy disks. The exact equipment varies depending on the classroom. You are encouraged to check out the equipment in your assigned classroom before the semester starts since audiovisual resources vary. If you are in an HPA classroom and experience dysfunctional audiovisual operation, please contact Instructional Technology and Support (ISAT) at 407-823-0112.

The Instructional Support and Technology (ISAT) department at the College of Health and Public Affairs was founded on the premise that technology should be available to the faculty and staff. It was not enough, however, to just make that technology available. It also needed to be supported by a team of professionals, be reliable, relatively easy to use, and relevant. With this in mind, ISAT was founded in early 1994.

The function of ISAT includes: maintaining servers (WWW, LaserFiche, Exchange, etc.), supporting faculty/staff and lab computers, computer-related training, multimedia classroom support, and advice on the purchase of technology. It is also possible to borrow portable multimedia equipment from the ISAT office in HPA1-105 (3-0112). Calling this office is also a way of finding the answers to emergency computer-related questions.

Basically, ISAT is here to help with most computer-related problems and to attempt to avoid such problems in the future. Even when they are not responsible for the subject of a question (e.g., GroupWise), they can quite often help. ISAT should be your first line of defense against the terrors of technology.

## Academic Freedom

Employees shall have freedom to present and discuss their own academic subjects, frankly and forthrightly, without fear of censorship, and to select additional instructional materials and determine grades in accordance with university policies. However, in order to comply with the Council on Social Work Education (CSWE) standards, part-time faculty are asked NOT to change the syllabus. Always consult with your Lead Faculty member about proposed changes. Objective and skillful exposition of subject matter, including the acknowledgment of a variety of scholarly opinions, is the duty of every such employee. Academic freedom is accompanied by the corresponding responsibility to:

- Observe and uphold the ethical standards of their disciplines in the pursuit and communication of scientific and scholarly knowledge;
- Adhere to their proper roles as teachers, researchers, intellectual mentors, or counselors;
- Respect students, staff, and colleagues as individuals; treat them in a professional manner; and avoid any exploitation of such persons for private advantage.
- Respect the integrity of the evaluation process, by evaluating students, staff, and colleagues fairly according to the criteria the evaluation process specifies;
- Contribute to the orderly and effective functioning of their academic unit i.e., program, department, school and/or college and/or the university;
- Observe the regulations of the university;
- Be forthright and honest in the pursuit and communication of scientific and scholarly knowledge; and
- Indicate when appropriate that one is not an institutional representative unless specifically authorized as such.

face out from the rear view mirror on the inside of the vehicle (if a hangtag) or affixed to the driver's side rear window or bumper (if a decal). Parking "crunches" are usually between 9:00 a.m. and 2:00 p.m. Monday through Friday. A parking permit, unfortunately, does not guarantee you a specific parking space on university property or in a specific area on the campus. It provides only the opportunity to legally park on the campus within an area designated for the particular permit type. The lack of an available parking space in a desired area, the existence of inclement weather while parking, or other conditions or circumstance, do not justify parking illegally or counter to the university's existing rules and regulations.

## Campus Map

<http://campusmap.ucf.edu/>

An interactive campus map may be found at the website shown above. The map is on the left. If you click on the map, it will open a window to the right that gives you search capabilities for any building on the UCF campus. Under the key for "Building Info" you can look up your building alphabetically, or you can click on "Search" and type in the name of the building you need. The map will then direct you.

## SECTION III: In the Classroom

### Campus Safety

**IF THERE IS A POLICE OR FIRE EMERGENCY ON CAMPUS, IMMEDIATELY CALL 9-1-1.**

EMERGENCY                      9-1-1\*

(Call if there is an immediate threat to the safety of people or property)

NON-EMERGENCY              407-823-5555

If in doubt, call the police. They will make the decision as to whether or not they are the correct resource for the problem.

\* Calls are directed to the UCF Police Department <http://police.ucf.edu/>. Ask someone else to place the call if dealing with an emergency; e.g., an ill student

For assistance with a disabled vehicle on campus or for non-emergency inquiries, please call the police business number at (407) 823-5555.

### Steps to Ensure Your Safety

- Safeguard your personal property by never leaving it unattended in a classroom, your work area, or your vehicle.

### If confronted by an angry student

- Never confront an angry student alone. Set appointments and have a colleague or dean sit in OR request that police intervention be available at a meeting.
- Remain calm: Do not react at his/her level
- Attempt to have a colleague present
- Determine the severity of the situation. Is it emergency or non-emergency? You have the right to ask him/her to leave!
- Document the incident.
- Report the incident to your supervisor. Faculty and staff members may also submit an Incident Report Form [www.goldenrule.sdes.ucf.edu/cgiform](http://www.goldenrule.sdes.ucf.edu/cgiform) to the Office of Student Rights and Responsibilities.

### Student Escort Patrol Service

The Student Escort Patrol Service (S.E.P.S.) has part-time student workers, hired and trained by the UCF Police Department, to provide an Escort Service to anyone on campus during the evening hours (6:30 PM - 12:30 AM) Sunday through Friday. The S.E.P.S. Wear yellow shirts with the insignia S.E.P.S. on it and carry radios that are in direct communication with the police dispatchers. Besides providing safe escorts for people, the S.E.P.S. escorts are also trained as Crime Watchers. For S.E.P.S. escorts call **407-823-2424**. If the S.E.P.S. escorts are off duty, please call **407-823-5555** and a police officer will be dispatched to assist you. Safe escort is offered on campus 24 hours a day

### Emergency Blue Phones

- **Blue light phones** are located throughout the UCF campus. They are connected directly to the UCF Police Department and may be used in the event of an emergency.
- **UCF Victim Services** [victimservices.ucf.edu](http://victimservices.ucf.edu)  
University Towers, 12201 Research Parkway, Suite 450  
Monday – Friday 8:00 a.m. to 4:30 p.m. (407) 823-2425  
After hours, call UCF Police at (407) 823-5555

Victim Services provides free services to all UCF students, faculty, and staff who have been a victim or exposed to violence or abuse. The Victim Advocates provide information and support to individuals in need of assistance while maintaining strict confidentiality.

### Faculty 911 Guide

All faculty receive the *Faculty 911 Guide*. This guide, developed by Student Development and Enrollment Services, is a reference tool when, and if, you encounter students in distress or students exhibiting disruptive behavior in the classroom. If you have not yet received your copy, please contact Sira Ambrosecchia.