

FACILITATOR HOW-TOs

LIMEX CHANGES FALL 2016

SUMMARY

Beginning this fall, changes to the following will take effect:

1. Where and how to access LIM program materials online
2. The process for completing and submitting course forms
3. Policies and procedures regarding extensions and grades of incomplete (I)
4. MLA style
5. Whom to contact with questions

Read below for details on each of these changes.

1. ACCESSING LIM PROGRAM MATERIALS ONLINE

As a result of the e-submission of course assignments, the location of various publications and resources has been revised:

Material	Location	
	Blackboard https://loyno.blackboard.com/	Documents site https://secure.loyno.edu/lim/extension/documents.php
Course book, syllabus, facilitator manual, media files	✓	
Attendance form	✓	
<i>Guide to Written Theological Reflection</i>	✓	
<i>Policy Manual</i>	✓	
Student end-of-course forms	✓	
Student and facilitator course evaluations	✓	
Course bibliographies		✓
Tuition Schedule		✓
Registration forms		✓

LOGGING INTO BLACKBOARD

Once your group has registered for a course, you will receive a confirmation email from Registration Coordinator Cynthia Lee advising you of your user name and password for the course. Go to <https://loyno.blackboard.com/> and type in that user name and password.

DOWNLOADING COURSE MATERIALS

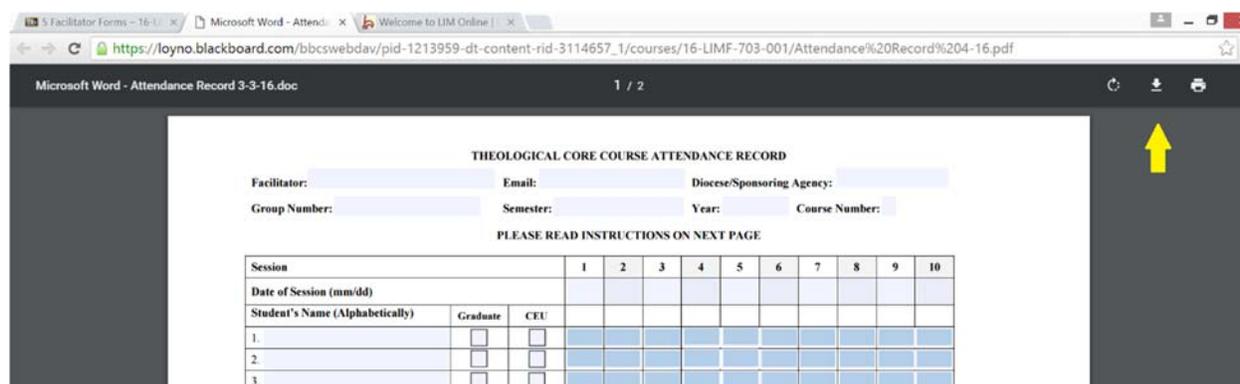
After logging in, look on the far right-hand side of your screen in the column titled "My Courses" and click on the name of the course in which your group is currently registered.

The course opens to an announcement that explains how to access course materials and complete course tasks. All PDF documents can be downloaded.

- The book, syllabus, and facilitator manual are located under the link *1 Access Course Materials*
- The Attendance Record, Mid-Course facilitator forms, and facilitator course evaluation survey, as well as instructions for completing each one, are located under *5 Facilitator Forms*

To download a document or form, navigate to it. Click on the blue link containing the name of the document or form.

The form will open in a web browser. Click on the download button, indicated by the yellow arrow in the image below, to save the document or form to your computer. Forms must be downloaded before they can be completed.



2. THE E-SUBMISSION PROCESS FOR COURSE ASSIGNMENTS

Because students will now submit and receive course assignments electronically through Blackboard, facilitators will no longer be collecting and mailing end-of-course assignments, forms, and evaluations.

Students have been instructed that papers will include a heading on the first page, rather than a cover sheet; see the example below.

Jane Doe, CWID 12345678

Facilitator Jones, Toledo Diocese, Group #917

Introduction to Practical Theology

21 November 2016

Paper: A Critical Reflection on My Teaching Ministry

This page illustrates what a paper in MLA format should look like. The margins are set at 1" on the top, bottom, left, and right. All text is double-spaced. The right margin is left ragged,

Students will submit course assignments by navigating to *Upload Forms and Papers*, then following the instructions on the screen to upload each document. Papers uploaded after the due date of papers will lose 3 points each per day late.

Papers will be returned electronically to students, and they will complete their Feedback to the Adjunct Faculty as a survey in Blackboard.

3. EXTENSIONS AND INCOMPLETE GRADES

EXTENSIONS

One-time extensions for serious and compelling reasons are granted by the Institute. Students submit the request in writing, using the Extension Request form found in Blackboard, by 11:59 p.m. on the "due date" of papers.

Students should also be aware that

- a fee is not charged for extension requests.
- when the extension request is received and approved, the student will be assigned an incomplete (I) for the course (see INCOMPLETE GRADES below).
- students with approved extension requests will have 8 weeks (from the original due date) to upload the completed assignment and necessary forms to Blackboard for evaluation.
- students are responsible for uploading course assignments and other materials directly to Blackboard by the extension due date.
- if the assignments are not submitted by the due date, the incomplete (I) will automatically change to an "I/F".
- the resulting grade of "I/F" will be factored into the student's GPA as an F with zero quality points.
- after receiving an "I/F," a student has 2 years from the beginning of the term in which the course was offered to submit the assignment for a grade.

- once the grade is changed, the “F” will continue to appear on the transcript along with the new grade (e.g. F/B+), but only the new grade will be counted in the GPA.

Students with an active extension (incomplete) who request an extension in another course will be blocked from registering for future courses until past due written assignments are successfully completed and the “I” grade is replaced by a letter grade.

This revised policy applies to students beginning courses in August 2016. Courses that began prior to August 1 are not subject to the new extension policy. Therefore, if a student currently has an incomplete(s) in the Spring 2016 or Summer 2016 semester, those will not be changing to I/F, but will change to I/WP.

INCOMPLETE GRADES

A grade of incomplete “I” is assigned when an extension request is processed. If a student is not able to complete the assignments, the student should complete a course withdrawal form or a change of status to CEU to ask for a “withdrawal passing” (WP) for the course. In both cases, a past due incomplete will be changed to a WP. As per Graduate Studies policy, a student with a WP has two years from the course registration term to complete that course without having to re-register and pay to take the course again.

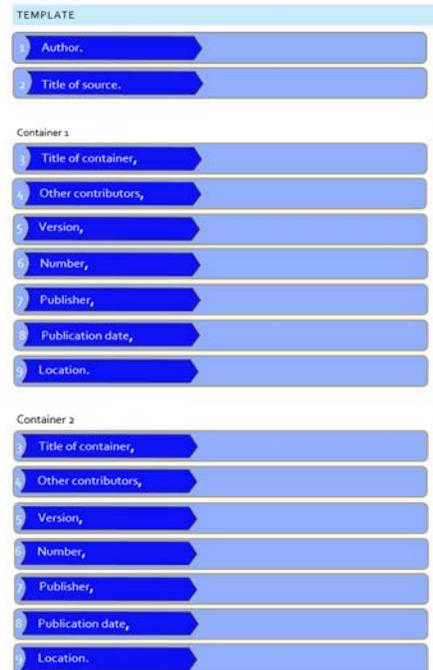
Students who do not withdraw from the university or who have not changed to CEU status and who have two incompletes I/F’s and/or WP’s will be blocked from registering for future courses until the back course work is successfully completed. In these cases, a student’s academic advisor, facilitator, and Loyola administrative liaison will be notified of the student’s academic and registration status

4. MLA STYLE

In March 2016, the Modern Language Association released a revised *MLA Handbook* that provides guidelines that allow for the citation of diverse electronic, as well as print, sources on the Works Cited page; the guidelines for parenthetical citations have remained largely unchanged. The revised *LIMEX Guide to Written Theological Reflection* reflects these changes that ask students to use a template, pictured at right, for setting up Works Cited entries.

The most noticeable changes that will affect Works Cited pages include

- Commas have replaced periods between elements of the entry such as editions, translators, publisher’s name, and copyright date.
- Cities of publication are no longer included.
- Details of the publisher’s name (such as Books, Company, Publishing, & Sons) are now included.



- The abbreviations vol. (for *volume*) and no. (for *number*) are now included in citation of journals.
- The word *page* or *pages* is now included before page numbers included in an entry.
- URLs are no longer set in angle brackets <>.
- URLs are required; the http:// before a www can be eliminated, however.

5. WHOM TO CONTACT

Question or Problem	Whom to Contact
Difficulty logging into Blackboard	LIM Technology Support limtech@loyno.edu
Difficulty downloading documents or forms	
Difficulty streaming course media	
Difficulty uploading documents	
Questions regarding extension policy or procedures	LIM Evaluation Coordinator Diane Dougherty dmdoughe@loyno.edu