ADJUNCT FACULTY HOW-TOs LIMEX CHANGES FALL 2016

SUMMARY

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

1. Where and how to access LIM course materials online
2. The process for receiving and evaluating course assignments
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 and changes to MLA format, the design and location of various publications and resources have been revised:

Material	Location	
	Blackboard https://loyno.blackboard.com/	Documents site https://secure.loyno.edu/lim/extension/documents.php
Course book, syllabus, media files	✓	
Guide to Written Theological Reflection	✓	
Assignment Evaluation form	✓	
Feedback to Instructor of Record form	✓	
Course Evaluation Guides		✓

In June, Registration Coordinator Cynthia Lee emailed each of you the procedure for logging into Blackboard, along with your user name and password information. If you did not receive this e-mail please contact Cynthia as soon as possible at limexreg@loyno.edu.

DOWNLOADING AND COMPLETING EVALUATION FORMS

1. After logging in to Blackboard https://loyno.blackboard.com/, look on the far right-hand side of your screen in the column titled "My Courses" and click on the name of the course which you are currently evaluating.
2. When the course opens, click on "6 Adjunct Faculty Forms" in the left-hand navigation pane.

3. A list of forms will appear. To complete a form, you must first download it. To do so, click on the blue link containing the name of the form.
4. 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 form to your computer.
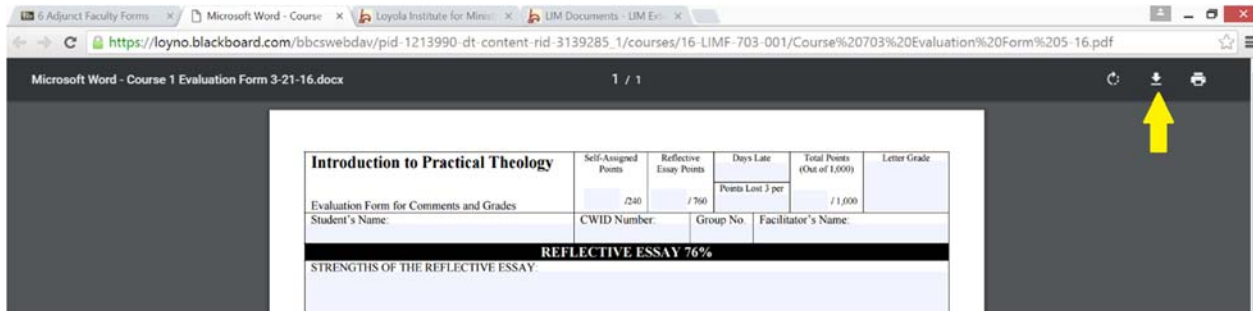
5. Navigate to the place where you saved the form, open and edit it, saving it under a new name. We suggest using the naming convention: Last Name, First Initial, Crs 703, Eval/Paper 1/Paper 2, Fall 2016.
6. You can view a tutorial for downloading forms at http://lim.loyno.edu/onsite/faqs-blackboard-and-esubmission-assignments#adjunct_faculty

REVISED ASSIGNMENT EVALUATION FORMS

The forms for evaluating graduate student work have changed to include a penalty for papers uploaded to Blackboard after the due date of assignments has expired. Papers uploaded after the due date of papers will lose 3 points each per day late.

EVALUATING STUDENT PAPERS

Adjunct faculty will log into Blackboard, download student assignments, and review them, eventually returning electronic copies via email to Loyola. A detailed tutorial on how to download the assignments of students assigned to you is forthcoming; we will notify you once it is available. You may include comments on student papers using tools such as footnotes, comments or track changes; you may even print, handwrite comments, then scan the papers to PDF.

RETURNING EVALUATION MATERIALS TO LOYOLA

Once you have graded the assignments and completed the evaluation form and Feedback to Instructor of Record form, you will return them as email attachments to Evaluation Coordinator Diane Dougherty dmdoughe@loyno.edu.

2. EFFECT OF THE E-SUBMISSION PROCESS ON COURSE ASSIGNMENTS

Because students will now submit and receive course assignments electronically through Blackboard, papers will include a heading on the first page, rather than a cover sheet; see example below.

Doe   1

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,

3. EXTENSIONS

CHANGES TO CURRENT POLICY

One-time extensions for serious and compelling reasons are still 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 have been notified that the timelines related to the incomplete (I) changing to an "F" have been revised in order to bring the policy for all LIM programs in line with one another. In addition, they have been told that

- a fee is no longer 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.

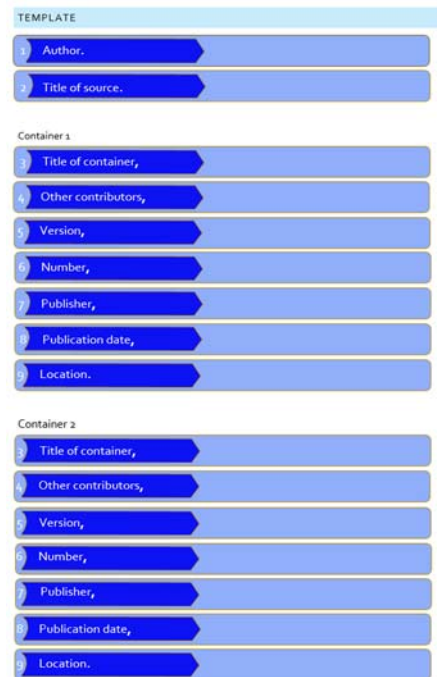## ADJUNCT FACULTY PROCEDURES REGARDING EXTENSIONS

Adjunct faculty do not review the extension forms that students upload to Blackboard. Adjunct faculty must log into Blackboard once the extension due date has expired to retrieve and grade student assignments. Because the group's due date is posted on the Announcement page that opens each course and because an extension due date is eight weeks after that, adjunct faculty can easily determine when the assignments with an extension are due. If the student has not submitted the work by the extension due date, the adjunct faculty should contact the Evaluation Coordinator, Diane Dougherty, at dmdoughe@loyno.edu.

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.

TEMPLATE
1 Author.
2 Title of source.

Container 1
3 Title of container,
4 Other contributors,
5 Version,
6 Number,
7 Publisher,
8 Publication date,
9 Location.

Container 2
3 Title of container,
4 Other contributors,
5 Version,
6 Number,
7 Publisher,
8 Publication date,
9 Location.

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	
Questions regarding MLA style	LIM Writing Consultant limwrite@loyno.edu
Questions regarding administrative process for paper evaluation	LIM Evaluation Coordinator limexeva@loyno.edu