



UTAH VALLEY UNIVERSITY

FACULTY INFORMATION HANDBOOK

2016-2017

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STAFF AND PROGRAM DIRECTORS

Welcome to the Department of Languages and Cultures! If you have any questions, please feel free to contact us.

DEPARTMENT CHAIR

Dr. Jeff Packer	801-863-8626	
Department Chair	packerje@uvu.edu	CB 310b

ADMINISTRATIVE ASSISTANTS

Sally Walker	801-863-7232	
Administrative Assistant III	sally.walker@uvu.edu	CB 306

Amelia Riding	801-863-8518	
Administrative Assistant II	amelia.riding@uvu.edu	CB 306

ACADEMIC ADVISORS

Kyle Hicken	801-863-8047	
Academic Advisor	Kyle.Hicken@uvu.edu	CB 506p

Sarah Lindsey	801-863-7629	
Academic Advisor	sarahL@uvu.edu	CB 506n

PROGRAM COORDINATORS

Dr. Dan Hoffman	VP: 801-921-4371	CB 310f
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ASL Program Coordinator	dhoffman@uvu.edu	
Dr. Alex Yuan	801-863-5199	CB 306f
Chinese Program Coordinator	gyuan@uvu.edu	
Dr. Walter Temple	801-863-7262	CB 306m
French Program Coordinator	walter.temple@uvu.edu	
Dr. Jeff Packer	801-863-8626	CB 310b
German Program Coordinator	packerje@uvu.edu	
Yasuko Saito	801-863-5650	CB 306e
Japanese Program Coordinator	saitoya@uvu.edu	
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Dr. Jeff Packer	801-863-8626	CB 310b
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Dr. Jorge Nisguritzer	801-863-8231	CB 306h
Spanish Program Coordinator	nisgurjo@uvu.edu	

THE DEGREES WE OFFER

The Department of Languages and Cultures offers eight different languages: American Sign Language, Chinese, French, German, Japanese, Portuguese, Russian, and Spanish. We also offer the following degrees:

Majors

B.A. ASL & Deaf Studies Education
B.A. Deaf Studies - General
B.A. Deaf Studies - Interpreting
B.A. Spanish
B.A. Spanish Education

Minors

Deaf Studies
Chinese Language
French
German
Languages*
Latin American Studies
Portuguese
Spanish

The Department of Integrated Studies offers the following languages as emphases: American Sign Language, French, German, and Spanish.

The Department of Interdisciplinary Studies has the following minors available: Chinese Studies, Russian Studies.

*The minor in Languages combines the study of any two languages that we offer.

OUR LANGUAGE DEPARTMENT ADVISORS

Sarah Lindsey advises for the following languages and programs:

Languages

ASL
Chinese
French
German

Majors

B.A. ASL & Deaf Studies Education
B.A. Deaf Studies - General
B.A. Deaf Studies - Interpreting

Minors

Deaf Studies
Chinese Language
French
German

Kyle Hicken advises for the following languages and programs:

Languages

Japanese
Portuguese
Russian
Spanish

Majors

B.A. Spanish
B.A. Spanish Education

Minors

Languages
Latin American Studies
Portuguese
Spanish

Due to the ever changing requirements of the programs and UVU's policies, we ask that instructors **ALWAYS** send students to our Advisors to receive the proper advice regarding any other classes than their own. This ensures that the student receives the most current information on classes and how the class may fit into his/her graduation plan.

UVU EMAIL ADDRESS

As a UVU employee, you are given a UVU employee email address. This is not the same as your *myUVU* email address hooked to your *myUVU* account. **You need to check this official email account through (Outlook) often as it is the ONLY email address the main office will use to contact you and send important information.** Because you do not have an office phone number, this is also the email address we will give out to students who want to contact you and should not contain your UVID number.

How to access your UVU email:

1. Go to www.uvu.edu
2. Click on the icon **UVU MAIL**
3. Under **Email Services** click on **Outlook Web Access**
4. **Log in** (same as *myUVU*)

The default email address is your UVU ID number (ex: 10000000@uvu.edu). You will need to change your address to one of the options given to you by following the steps below:

How to change your UVU email address:

1. Go to www.uvu.edu
2. Click on **UVU MAIL**
3. In the left column under **Employee Email Services**, click on **Personalize Your Account**
4. Click on **Change Your Email Address** and follow the instructions listed.

If you need technical support, please contact the IT Service Desk at 801-863-8888.

OFFICE MAILBOX

You will be given a mailbox (which is really just a hanging file in a file cabinet) in the workroom, located in CB 306a. This is where we will leave mail for you, information from the department, and where students are able to leave assignments for you if needed. Please check it often.

UVU PARKING

Parking Pass

To park on campus you must have a parking permit. Adjuncts are required to renew their parking pass each semester (including summer semester). This is available three weeks before the semester begins and can be done online here: www.uvu.edu/parking/permits/employee.html.

Parking Map www.uvu.edu/parking/permits/maps.html

You can find the UVU parking map at the website above. You are allowed to park in any green, yellow, or purple stall that is not designated for special vehicles (example: handicap stall, service vehicle, UVU license plate stalls, etc.) The department will not pay for any parking violations received.

If you have any questions you can contact Parking Services directly:

Email: parking@uvu.edu Phone: 801-863-8188
Office: FC Building

APPLICATION FOR NEW ADJUNCTS

Adjunct Application instructions

1. <https://www.uvu.jobs>
2. Click on **Search Jobs**
3. To search, choose **2GG-Languages** in the Department drop down
4. Click on **Search**

As of February 2017, returning Adjuncts will not be required to submit a new application as in years past. You will need to create an account if you have never applied before, otherwise, you will need to sign-in using the same sign-in as you did the previous year. This is not linked to your UVU sign-in account. It is the sign-in you set up when you first applied to UVU. If you have problems signing in, please contact UVU Human Resources and they will reset your password and remind you of your user name.

REFERENCES-TEACHING LANGUAGES

Below are a couple websites related to teaching languages that you might find helpful:

ACTFL World-Readiness Standards for Learning Languages

<http://www.actfl.org/sites/default/files/pdfs/World-ReadinessStandardsforLearningLanguages.pdf>

ACTFL Can-Do Statements

http://www.actfl.org/sites/default/files/pdfs/Can-Do_Statements.pdf

UVU RESOURCES & CAMPUS BENEFITS

- There are many benefits and resources on campus for our instructors. Below is a list of some of them.
- There is a U.S. Post Office in the student center
- There is a food court and cafeteria both available in the student center.
- Student Life and Wellness gym memberships are available. Visit the website at www.uvu.edu/slwc for more information.
- There is a Utah Community Credit Union in the student center.

➤ **Tuition Waiver**

Adjuncts are eligible for a tuition waiver equal to the amount of credits they are currently teaching and/or the number of credits they taught one semester previous (including Summer semester). Full-time instructors are eligible for full tuition and general fees waiver.

To submit a waiver follow the instructions below:

1. Access myUVU at <https://myuvu.edu>
2. In the left column, click on the **Employees** tab
3. Under the Employee tab, click on **Benefits Service Center**
4. Click on the box titled **Tuition Waiver**
5. Click on the green square, **Tuition Waivers** on the right
6. Here you will see the waivers available for you.

***Note that in order to take classes, you must register & become a student.** Please contact the Admissions Office at 801-863-8466.

➤ **Office of Teaching and Learning**

The Office of Teaching and Learning (OTL) is a great resource for Instructors. Please visit their webpage at www.uvu.edu/otl/. Please check your UVU emails for invitations as well as the main office for flyers.

➤ **Pay Calendar**

To view your pay dates for the semester, click on Adjunct Pay Calendars in the following website: www.uvu.edu/payroll/

➤ **Department Workroom**

Our workroom is located in CB 306a. Our department copy machine is located here for you to use. There are other amenities such as: white and colored paper, card stock, 11x17 poster paper, cutting boards, three hole punch, office supplies (paper clips, red pens, expo markers, etc.) Please feel free to use anything you need for your class. Contact the Admins. to order instructional supplies you need if we do not have it in stock. There is also a fridge and microwave available for your use. Please remember to clean up after yourself.

➤ **Accessibility Services**

The Office of Accessibility Services is available to students who need accommodations. They can be reached at asd@uvu.edu, 801-863-8747, or in LC 312. If a student brings a letter from the ASD office you are required to make the needed accommodations.

ADJUNCT SUITE

The department has allowed adjuncts to use the Language Lab for work space in the past. Now that we have adjunct space in the new classroom building (CB 403 and CB 503), adjuncts are expected to utilize the new space and not take up student room in the Language Lab.

Adjunct Suites are located in the Classroom Building: CB 403 and CB 503

There are two rooms in the Classroom Building that are designated work spaces for adjuncts: CB 403 and CB 503. There are cubicles for privacy and computers to work on. CB 403 has designated cubicles (G,H,I,J) for Languages & Cultures, but you are welcome to use other cubicles in CB 403 or in CB 503 if needed. These cubicles provide spaces that can be used to meet one-on-one with students or to prepare lesson plans. The room is off-limits to students unless invited by an adjunct to meet with them.

Printing/Copying in the Adjunct Suite: The computers in CB 403 in cubicles G, H, I, and J have been set up to print directly to the copy machine in our department workroom. You will be prompted to put in your copy code to print to the workroom copy machine. If you use a computer not in one of the cubicles mentioned, you will not be able to print.

Locked cabinets in the Adjunct Suite: The cubicles in these rooms include locked cabinets. The Department of Languages and Cultures were given a portion of them to assign to our adjunct faculty members (in CB 403). If you are interested in having a locked space, please contact the coordinator of the language you teach to see if they have one available for you.

Adjunct Faculty Lounge in the Library

There are many great areas in the library to use as work space. One area is the Adjunct Faculty Lounge on the first floor. It has computers and a printer/copy machine available for you to use that currently is not charged to the department. The set-up is tables, not individual cubicles like the adjunct suite in the Classroom Building.

PRINTING AND MAKING COPIES

Please always be conscience of the amount of copies you make, as this can add up to be a large expense for the department. Below are options for reducing the number of copies and saving printing expenses. They are listed in order of preference.

1. Use Canvas to distribute documents electronically

Many things that get copied for students can actually be uploaded to canvas and students can then choose to use the electronic copy, or print the page themselves. Students are given print credit in the open labs every semester.

2. Show electronic versions in the classroom instead of handouts

Almost every classroom on campus has a projector or TV screen to show information to students during class time.

3. Copy machine in the workroom, CB 306a

This copy machine costs the department less than one cent per copy. Every instructor is given a copy code to be able to use this copy machine. If you do not remember your code, ask Amelia or Sally in the main office. *[If your classroom is located in the GT building area, you may ask to be given permission during the semester to use a copy machine in that area. The machine must be specially programmed with your code for this option and only during this semester.]*

4. Sending Jobs to Printing Services

If you use the Copy Center (located in the Student Center) or Printing Services (located in the GT building), you must first call the office to get an Index Number to charge the copies to, then you MUST return a receipt to Sally of the order you requested with the total charged. To send requests via email: copy.center@uvu.edu. This option should only be used for large projects and needs to be approved prior to sending a request. The specific description of the project MUST be in the subject – such as the class it is being used for. (Example: SPAN 1010-001 Syllabus)

INSTRUCTURE CANVAS

Instructure Canvas (Canvas) is a technology program you can use for your class. This is a good place to upload documents you want to use for the class, post grades for students, upload exams/quizzes, etc.

To access your canvas account:

1. Access myUVU at <https://myuvu.edu>
2. On the top right, under your name, you will find a button for **Canvas**, click here.
3. Click on **Courses** in the left column and choose your class.

You can also access Canvas directly at www.uvu.instructure.com .

Scanning and uploading documents, quizzes, pictures, etc. to Canvas is an excellent way to make resources available to students without incurring the cost of printing copies for each student. You can even have the staff in the innovation center scan items and upload them to Canvas for you! If you give them dates to upload the items, they will upload quizzes and other items exactly on the dates you submitted! You can submit a whole semester of items at one time with the date of when each item needs to be posted and it will be scanned posted on that date by the innovation center. They are a fabulous resource for instructors!

Canvas Training

You can find Canvas help online at www.uvu.edu/canvas. You can also get hands on help. Just contact the Innovation Center directly (*see information below*).

Troubleshooting Canvas

If your students are not able to see the class on Canvas, a common mistake is that you have not published the course. You are able to upload documents and things before allowing your students to see the information when getting the course ready for the semester. When you are ready for students to view the course on Canvas – make sure to publish it!

If you have any questions, you can contact the Innovation Center directly:

Email: ICENTER@uvu.edu

Phone: 801-863-6127

Office: LI 515

SYLLABI & CLASS INFORMATION

Syllabi

Please submit an electronic copy of your syllabus to the main office each semester. The disability and academic honesty statements below are REQUIRED in your syllabus. Please ask your language director for a syllabus to use.

Disability statement

If you have any disability that may impair your ability to successfully complete this course, please contact the Accessibility Services Department (LC 312; tel. 801.863.8747). Academic accommodations are granted for all students who have qualified documented disabilities. Services are coordinated with the student and instructor by the Accessibility Services Department.

Academic Honesty

Plagiarism, cheating, and other forms of academic dishonesty are not allowed. For definitions and examples, please refer to the course catalog in the Student Rights and Responsibilities under Academic Responsibilities.

Cancelling Class

Teaching is a super flexible job, except when it isn't. You are expected to teach your class and be on time on days and times when it is scheduled. **DO NOT** cancel the day before holidays. Do not schedule a family vacation during instruction days. If you cannot teach a class period, please contact your language director about the situation. Send notification to your students of the cancellation through Canvas. You are responsible for finding your own substitute.

Classroom

It is important for UVU to know where you are holding class for student safety. You are required to use the classroom in which you have been assigned to teach. If you are in need of changing your classroom, please contact the department scheduler, Sally Walker, to see if there is a different room available to you and she will have the room officially changed. If you have planned to hold class in a different room for a particular lecture, for example, in the Language Lab, please let the main office know so that we are able to contact a student if needed.

Final Exam

You are required to hold the final exam for your class at the assigned day and time. To know when your exam has been scheduled, visit this webpage: www.uvu.edu/asc/exam_schedule.html. The day and time is scheduled from before the first day of class. **Plan accordingly.**

Student Conduct

If you encounter a student that seems dangerous, please contact campus police at 801.863.5555. If the student is not dangerous, but suicidal or experiencing other mental health issues, contact Student Health Services at 801.863.8876.

Technical Support for Classrooms

Most classrooms are equipped with a computer, projector, and screen for your use. Your log-in to the panel is your UVU ID number and your log-in to the computer is the same as myUVU. If you have any problems with the media, you can call Classroom Media at 801.863.1111.

Testing Center

Because of the expense to the department (*almost \$3.00 per student*), the testing center should only be used for accommodative testing when needed. Make up exams or accommodative testing may also be done in our Language Lab if needed.

LATE ADD PROCESS

You may have students come to you requesting to add your class after registration has closed and classes have started (late). There are three add processes. They are listed below in the order that they are to be followed.

To see official timeframes of the processes below, please refer to the student timetable, to be found at www.uvu.edu/schedule/.

1. Waitlist Process – week 1

If your class enrollment has reached capacity, students will be able to register in the class waitlist. If/when a seat becomes available, due to a student leaving the class, the first student on the waitlist will be notified and given 24 hours to officially register for the course. If the 24 hours pass and the student does not register, they lose their spot and the next student on the waitlist will be given the opportunity to register. This process is required to be followed and is honored through the first week of the semester.

2. \$10.00 Late Add Process

After the first week of classes, the waitlist period ends. The add process then becomes a first-come, first-served process. You are **not required** to allow a student to register for your class at this point. However, if a student comes to you and would like to add your class, and you are willing, YOU need to send an email to the appropriate advisor with the following information (refer to page 4 for the advisor's email information):

- Student name
- Student UVU ID number
- The course and section you are allowing the student to register for (example: SPAN 1010-001)

This information MUST come from your UVU email address in order for the advisor to accept it as a request from the instructor. The advisor will then put in an override for the student to be able to register for the course. Students should allow up to two business days for the override approval to be in place before they can register. They will be charged \$10.00 late registration fee for each class added late.

3. Late Add Exception Process

After the \$10.00 Late Add Process ends, *registration should be closed*. However, there is a late add exception process. Again, you are **NOT REQUIRED** to allow a student to add your class at this point. If a student comes to you and would like to add your class, and you are willing, send them to the main office to obtain a "Late Add Exception Form". Your signature will be required on this form, and will serve as your approval. The student will be required to obtain signatures from the department chair and dean. A \$30 late registration fee will be charged for each course added by exception. An override is made and the student is allowed to register for the class.

GRADES

- ❖ Except for computer-generated withdrawal or audit, instructors are responsible to record a letter-grade for each student whose name is listed.
- ❖ Enter a letter grade for each student in GRADE column. You do not need to enter a grade if a W or an AU grade already appear in the Grade on Record column.
- ❖ Indicated LAST DAY OF ATTENDANCE for all UW grades (MMDDYYYY) if student never attended, enter NA or check box if attend date unknown.
- ❖ Enter only valid grades.

Grades need to be submitted in myUVU. Final grades posted in Canvas are not a submission of final grades and do not post to the students' academic transcript.

Follow the instructions below to enter **Mid-Term grades:**

1. Log into myUVU at <https://my.uvu.edu>
2. Click on the Faculty Tab in the left hand column.
3. Go to Banner Services in the left column under Selected Menu
4. Choose the Faculty and Advisor Services Folder
5. Click on Mid-Term Grades.
6. Select Term
7. Select the Course
8. Enter Grades.
9. Click the Submit button at the bottom of the page.

Important: Grades for each individual page must be submitted BEFORE continuing on to the next page.

10. After you enter in all the grades, there is a "submit" and a "confirm" button. When you click on the "confirm button", there is a "**SEND EMAIL**" button above the grades. Click that button.
11. The grades will be sent to your UVU email.
12. You are required to turn in the final grades submitted to the Department. Please forward the attachment you receive (sent to your UVU email address) to Amelia (amelia.riding@uvu.edu).

Follow the instructions below to enter **Final grades:**

1. Log into myUVU at <https://my.uvu.edu>
2. Click on the Faculty tab in the left hand column.
3. In the drop-down click on My Classes
4. Click on Banner XE Grading or Final Grades (right hand side of page)
5. Click on Term Selection and choose the term to be graded
6. Click on the Title of the course and enter grades.
7. **A LETTER GRADE MUST BE ENTERED FOR EACH STUDENT.*** Enter grades and last attend dates. Last attend dates are only required for UV grades.
8. After you enter in all the grades, there is a "submit" and a "confirm" button. When you click on the "confirm button", there is a "**SEND EMAIL**" button above the grades. Click that button.
9. The grades will be sent to your UVU email.

10. You are required to turn in the final grades submitted to the Department. Please forward the attachment you receive (sent to your UVU email address) to Amelia (amelia.riding@uvu.edu).

If you have questions about grading, visit the website here: www.uvu.edu/oit/training/grading/html.

**Note: If a student has Never attended, you must first give a grade such as UW (unofficial withdrawal) and then enter NA in the last date attended box. NA is NOT a valid grade and the system will continue to give the Missing Grade error if a valid grade is not entered along with the NA.*

FAQ's

Some common grading questions come from deciding when to assign the following: "UW", "E", "I".

- **"W"** – Official Withdrawal by Student. Instructors are not authorized to give a grade of W.
- **"UW"** stands for unofficial withdrawal. (UVU Policy 503) If a student stops attending class and completing work BEFORE the last day to withdraw, a 'UW' should be given in place of a grade. To find the last day to withdraw, please refer to the student time table at www.uvu.edu/schedule/. The assumption is that the student did not realize the necessity to physically withdraw or made an error in this process, but all intentions of the student were to withdraw from the class prior to the withdrawal deadline. *Student Petition to change UW to W: For "extenuating circumstances" students can request a "Petition for Exception to Academic Policy" form from the Registrar. They need documentation for their claim. They can drop off the completed form at the Registrar's Office – BA 106.*
- **"I"** stands for incomplete grade. Given when a student was passing the course and has completed 70% of all course work but was unable to complete because of extenuating circumstances such as incapacitating illness, death of the immediate family, change in work schedule as required by employer, or other similar emergencies and has communicated with the instructor prior to the end of the semester. The student may petition the instructor for time beyond the end of the semester to finish the work. If the instructor agrees, an "I" grade will be given. An **"Incomplete Grade" Form** (completed online; see link below) indicating work completed and work to be completed MUST be signed by the student, the instructor and the department chairperson, and turned into the Registrar's Office at the end of the semester. Not to be given for lack of completion of work because of procrastination or dissatisfaction with the grade earned. Coursework must be made up within one calendar year or the Registrar shall automatically change the "I" grade to an "E" grade on the student transcripts. When a student completes work required to change an "Incomplete" to a Standard Letter grade, the instructor will submit a *"Change of Grade" Form* to the Registrar's Office. <http://www.uvu.edu/canvas/faculty/incompletegrades.html>
- **"E"** is a failing grade. Where "EW" or "I" do not apply, but the student has not completed work to complete/pass the course, give the grade of "E". "E" indicates inadequate mastery of pertinent skills or repeated absences from class. If a student stops attending class AFTER the last day to withdraw, an "E" grade should be given. To find the last day to withdraw, please refer to the student time table, www.uvu.edu/schedule/.

Submitting a grade change:

If you find you have made a grading error, or have other reasons for needing to make a change to a student's grade, first check to see if you are still able to submit a final grade like normal. If the deadline has passed, and access to final grading is closed, you will need to go through the grade change process by following the instructions below:

4. Access myUVU at <https://myuvu.edu>
5. Choose the Faculty tab, in the left hand column
6. Click on Banner Faculty Services
7. Click on Grading
8. Click on Grade Change (instructor)
9. Select Term
10. Enter student UVU ID number, or first and last name and Submit
11. Verify Student and click Submit
12. Click on the Select a Section drop down and choose the course
13. Click on the Select a Grade drop down and choose the grade
14. Click on the Select a Grade Reason drop down and choose a reason
15. Click on Submit at the bottom of the page
16. You will receive a verification of the grade change shortly by email.
17. Forward that email to Amelia (Amelia.Riding@uvu.edu) so she can add it to your previously submitted grades.

LANGUAGE LAB

The Language Lab is a great place for students to study, work on computers, and receive tutoring. This is the first priority of the Language Lab. The department has allowed adjuncts to use the lab for work space in the past. Now that we have adjunct space in the new classroom building (CB 403), we will expect adjuncts to utilize the new space and not take up room in the lab.

Lab Orientation

The Language Lab offers orientation which is great for beginning students to become familiar with the resources available to them. You can schedule with the lab to bring your class down for a short 5 minute orientation at the beginning of the semester. Call to schedule: 801.863.7257

Tutoring

Tutors are available in every language we offer. The tutors will come around to the classes at the beginning of the year to introduce themselves to your students and let them know the hours they are available in the lab for help. Please encourage your students to utilize our wonderful tutoring services. Appointments can be made by calling the language lab at 801.863.7257, in person in the language lab at LA 003G, or online www.uvu.edu/lang/lab/ Tutors will be available for one-on-one tutoring and will also conduct small group conversation practice. Students should bring any relevant materials, such as text books, worksheets, notes, handouts, or other supplies that may be problem areas to focus on during the half hour tutoring session. One-on-one appointments are limited to one hour per week per student.

Language Lab Reports

Language Lab reports are now tracked in a program called Que Tutor Reporting. Instructors have the ability to log into this program and pull a lab report whenever it is convenient. Below are instructions on how to access reports for your classes (reports can only be accessed on campus):

Instructions how to access Language Lab Class Reports (*from campus only*):

1. www.uvu.edu/lang/lab
2. Look for the **Links for Teachers** area - middle column, bottom of page.
3. Click on "**Lab Hour Report by Class**" under the title
4. Log in – same as myUVU log-in
5. Choose the Course and enter the Start Date and End Date.
6. Click Update.

Testing in the Lab

Using the lab for testing purposes: If you use the language lab for testing, please be aware that no proctors are available to monitor your class or student. Students will not be monitored during the test by office staff and therefore may possibly use online or other resources. The office cannot keep personal items such as backpacks in the office therefore the student will have his/her backpack with him/her. It is the instructor's responsibility to either monitor the class/student during testing or trust that the class/student will not cheat without observation.

Contact

If you have concerns about the lab, or lab employees, please talk directly with Travas Young and NOT the Language Lab office assistants.

Language Lab located in LA 003G:
801.863.7257
LanguageLab@uvu.edu
<https://www.uvu.edu/lang/lab/>

Travas Young, Language Lab Supervisor:
801.863.5649 CB 310H
tyoung@uvu.edu

Language Lab Hours

The Language Lab is open during the following hours:

Monday	8:00am – 7:00pm
Tuesday	8:00 am – 9:00pm
Wednesday	8:00am – 9:00pm
Thursday	8:00am – 9:00pm
Friday	8:00am – 7:00pm
Saturday	9:00am – 2:00pm

* Tutors are not necessarily available every hour for every language and not at all on Saturdays. Students will need to check the availability of the language tutor they are in need of. Schedule appointment early as they fill up quickly for the following week.

Finals Week

During finals week, tutors will ONLY be available to meet with students if an appointment is made the week before. There are no walk-ins available during finals week.

FINALS WEEK SCHEDULE

Monday	8:00am – 7:00pm
Tuesday	8:00 am – 9:00pm
Wednesday	8:00am – 9:00pm
Thursday	8:00am – 5:00pm
Friday	CLOSED
Saturday	CLOSED

Student Rating of Instruction (SRI)

Done at the end of fall and spring semesters

INSTRUCTIONS FOR DEPARTMENT SRI

- Instructor: Please choose a student in your class to conduct the SRIs, and then **leave the room**.
- Student: The instructor must not be in the room while the SRIs are being filled out. When all the SRIs have been collected, please place back in envelope and return them to the Department of Languages and Cultures office: CB 306 (3rd floor of the Classroom Building).

Thank you for your help.

In addition to the institutional online student evaluations, Student Ratings of Instruction (SRIs) are done by hand in our department and are required for each class you teach. They are usually conducted in October and March. Summer semester is excluded from this process.

You will receive an email from the main office informing you of when the SRIs will begin and end. You are required to pick up your SRI packets from the department office, CB 306. This is a very confidential process, so please read the instructions above so you are familiar with the process. You will not be given the SRI results until after the semester is over and the final grades have been posted for your class.

Students are also able to submit UVU Institution SRIs online. This is available every semester, including summer. You can find these online SRI results following the instructions below:

To access online SRIs:

1. www.uvu.edu
2. Log in to myUVU
3. Choose the Faculty tab from the options in the left column
4. Click on My Classes
5. Under End of Term click on SRI Count
6. Choose a term from the drop down menu and submit
7. Click on the link, Course evaluation report
8. Click on the number next to your name under the heading, Evals Taken
9. Here you will see the evaluation given for your class.