

COLLEGE OF EDUCATION
FACULTY GUIDE
2002

Greetings From the Dean

Across universities which differ significantly in mission and complexity, one common understanding has served higher education well. That is, the intellectual skills and academic dispositions of the faculty are by far the most important resources universities have. Our faculty and administrators clearly recognize that making good choices in hiring is crucial to accomplishing our long term goals. More recently, we have also come to understand it is equally important to assure our new colleagues are provided the best possible opportunities to succeed.

This Guide is intended to assist all faculty, especially those more recently joining us, with many of the every day policy and procedural details of academic life at K-State. We hope it will contribute to your satisfaction with the KSU environment. The issues addressed are, of course, not as important as your teaching, service, research, and development agendas. However, over time our faculty has identified information which they believe can make the transition to becoming a K-Stater easier and more pleasant.

Perhaps as importantly, especially to those of you who are relatively new to the university and college, this document serves as affirmation of a sincere commitment by the senior faculty and administrative leadership of the College of Education to promote your success. Academic facilities and administration exist largely to act as enablers for the expression of the talents of the faculty. Senior faculty are the most valuable link in promoting the integration of new colleagues into our academic programs and our profession. Please call on us to help you develop throughout your career. Welcome to KSU and the College of Education.

Michael C. Holen, Professor and Dean
College of Education

THE COLLEGE

OVERVIEW AND MISSION OF KANSAS STATE UNIVERSITY

AND THE COLLEGE OF EDUCATION
(1997 College of Education Institutional Report; Revised 2001)

History

By action of the Kansas Legislature on February 9, 1863, Bluemont Central College became Kansas State Agricultural College, the initial institution to meet all requirements of the historic Morrill Act creating the land-grant colleges. In 1931, in recognition of the institution's strengths in engineering, the name was changed to Kansas State College of Agriculture and Applied Science. The growing comprehensiveness of the institution was recognized by the Legislature in 1959 with the approval of university status. Across time, the traditional colleges of Agriculture, Engineering, Home Economics (now Human Ecology), and Veterinary Medicine were joined by Arts and Sciences, Architecture and Design, Business Administration, and Education. In 1991, the Kansas College of Technology was merged into the university, becoming the ninth collegiate unit. The university is one of six higher education institutions under the Kansas Board of Regents, which consists of nine members appointed by the Governor and approved by the Legislature.

Overview and Mission

Kansas State University is now a comprehensive, research, land-grant institution enrolling approximately 22,000 students, with 2,834 unclassified and 2,104 classified employees, and an annual budget of over \$339.9 million. It has become a modern institution of higher education, committed to quality programs, and responsive to a rapidly changing world and to the aspirations of an increasingly diverse society. Kansas State accepts responsibilities for developing human potential, expanding knowledge, enriching cultural expression, and extending its expertise to individuals, business, education, and government. These responsibilities are addressed through an array of undergraduate and graduate degree programs; research and creative activities; and

outreach, extension, and public service programs. The university offers over 200 bachelor's level programs, and about 65 master's and 37 doctoral level programs. Approximately 4,000 degrees are awarded annually, nearly 1000 of which are from the Graduate School.

The university's mission commits us to providing the opportunity for all students to develop the knowledge, understanding, and skills characteristic of an educated person. It also pledges us to prepare students for successful employment or advanced studies through a variety of disciplinary and professional degree programs. To meet these intentions, the institution dedicates itself to providing academic and extracurricular learning experiences which promote and value both excellence and cultural diversity. Kansas State University prepares its students to be informed, productive, and responsible citizens who participate actively in advancing cultural, educational, economic, scientific, and socio-political undertakings. Kansas State is first in the nation of 500 public universities in winning the Rhodes, Marshall, Goldwater, and Udall scholarships. ACT scores average nearly 23 and three-quarters of freshman have high school grade averages over 3.00.

Research and other creative endeavors comprise an essential component of Kansas State University's mission. All faculty members contribute to the discovery and dissemination of new knowledge. These efforts, supported by public and private resources, are conducted in an atmosphere of open inquiry and academic freedom. Basic to the pursuit of this mission is the university's commitment to broad-based programs in graduate education at both the master's and doctoral levels. University research and development efforts generated nearly \$83,000,000 annually in new external funding during FY 2001.

Kansas State University enriches the lives of the citizens of Kansas by extending to them opportunities to engage in life-long learning and to benefit from the results of research. The University addresses this charge through mutually supportive activities on

its Manhattan and Salina campuses, research and extension sites at numerous locations, outreach programs offered throughout the state and nation, and international activities.

The activities of Kansas State University are enhanced by symbiotic relationships among the discovery of knowledge, the education of undergraduate and graduate students, and improvement in the quality of life through research applications.

Coordinated teaching, research, and extension services help develop the highly skilled and educated work force necessary to the economic well-being of Kansas, the nation, and the international community. The university is accredited by the North Central Association of Colleges and Secondary Schools, and 37 separate programs within the university hold accreditation from regional and national professional associations

OVERVIEW AND MISSION OF THE COLLEGE OF EDUCATION

History

Beginning as a Department of Rural and Vocational Education in 1890, professional education evolved into a Department of Education which, for 50 years, offered teacher education course work in the Division of Arts and Sciences. In 1950, the Board of Regents authorized a teacher education program at Kansas State; in 1962, a School of Education, tied to the College of Arts and Sciences, was created. Only three years later the Board authorized the establishment of an independent College of Education, adding approval to offer the Ph.D. in 1968.

Overview and Mission

Today, the college is designated as the unit responsible for all teacher preparation and school certification programs in the university; the Dean of Education has been identified as the single responsible authority for teacher education in the institution. The annual general fund budget for the college exceeds \$7,000,000. The mission of the College of Education is to prepare educators to be knowledgeable, ethical, caring decision makers through excellence in the delivery of exemplary instruction to students

at the undergraduate and graduate levels; production, interpretation, and dissemination of sound and useful research and scholarship; and provision of leadership, collaboration, and service within the profession. The college is accredited by the National Council for Accreditation of Teacher Education and all certification and endorsement programs in the college are approved by the Kansas Board of Education.

The college enrolls nearly 2000 majors and about 1000 graduate students annually, and is the largest teacher preparation unit in Kansas with approximately 310 bachelor's graduates (7% of university total), nearly 200 master's graduates (28% of university total), and about 31 doctoral graduates (21% of university total) annually. The college offers certification opportunities in 40 areas, with two undergraduate degree programs, 6 master's degree programs and 9 doctoral degree programs. These efforts are guided by 78 full-time faculty, 30 part-time and temporary faculty, 24 graduate assistants, and 33 clinical instructors. The full-time faculty are assigned, on average, slightly over 60% of their time to teaching, with the remaining 40% dedicated to research, development, and professional service in proportions which range widely among individuals based on their expertise, dispositions, and the needs of the various programs. Of tenured and tenure-track faculty, 97% hold the doctorate and 97% have P-12 experience; in the aggregate they produce in excess of 200 publications annually, serve as officers or board members of about 25 professional organizations, and serve as editors or as editorial board members of at least 13 major journals.

Administrative/Governance Structure

Faculty and programs are organized into 6 departments, each headed by an elected chair: Counseling and Educational Psychology, Educational Administration and Leadership, Elementary Education, Foundations and Adult Education, Secondary Education, and Special Education. In addition to the chairs, administrative support and leadership are provided to the college by a Dean, an Associate Dean, three half-time Assistant Deans, and a half-time Coordinator of Teacher Education. The college has a

governance structure that provides for both faculty and student participation in setting policy. The College Assembly is the policy-making body with authority to determine the college mission, and to establish curricula, academic standards, and degree requirements subject to regulations that apply to all colleges of the university. Three standing committees (Academic Affairs, Faculty Affairs, and Student Affairs) report to the Executive Committee which meets to receive reports from the standing committees and to determine the agenda for the meetings of the College Assembly. Several teacher education programs exist in other Kansas State University colleges. Among these programs are Agricultural Education in the College of Agriculture, Early Childhood Education and Family and Consumer Sciences Education in the College of Human Ecology, and Music Education and Art Education in the College of Arts and Sciences.

Undergraduate students receive advisement and ongoing assistance including graduation checks from the Center for Student and Professional Services. The Center consists of a seven-office complex with a Director, a certification officer, and three pre-education advisor. Graduate students are admitted and tracked through the Office of Graduate Studies, overseen by a half-time Assistant Dean assisted by a full-time secretary and a number of student workers. Faculty efforts are augmented through a Technology Assistance and Instructional Media Services unit (The Catalyst), a Copy Center, and a Center for Extended Services, all internal to the college; outside the college, faculty are assisted by a full-time education librarian, a Graduate School, a Grants and Contracts Pre-award Services unit, a Grants and Contracts Post-award Services unit, and an array of personnel, affirmative action, legal and related services common to large institutions.

Facilities

All regular faculty and academic offices are housed in Bluemont Hall, a five-story, modern, fully accessible building slightly over two decades old. The College of Education has priority over 42,500 square feet of office and classroom space on four floors of the building. Included in this space are one general-use computer laboratory,

two specialty computer laboratories, two mobile computer laboratories, a 5,400-square-foot instructional media/technology support center, and a 1,325-square-foot combination student reading, study, and minority resource library housing over 5000 volumes of the most current literature related to multicultural education, school desegregation, and school equity issues. The college maintains a large and well-equipped media production facility with state-of-the-art editing and quality filming capabilities, and a high-line, multimedia production laboratory. In addition to Bluemont Hall, part of the second floor of the KSU Foundation Building at 2323 Anderson houses COE offices. This office space of over 6,500 square feet houses the National Association for Academic Advising (NACADA), the American Council on Rural Special Education (ACRES), the COE Office of Educational Innovation and Evaluation, and the Center for Economic Education. Other COE centers and externally funded projects may be housed in the Foundation Building at a later date. COE Centers and special offices are described later in this Faculty Guide.

Partnerships

Having numerous public school partners, K-State was an early explorer and developer of the concept of Professional Development Schools. These efforts led to the KSU College of Education and the USD #383 (the Manhattan local district) being nationally recognized as a Learning Laboratory partnership by the National Center for Educational Innovation (National Education Association), one of 25 in the nation and the single one specifically to involve a college of education. In addition, one of the original and ongoing Professional Development School sites (Woodrow Wilson Elementary School) was designated in December, 1996, by the U.S. Department of Education as one of only five exemplary Professional Development School sites in the entire United States. In the 1995 Holmes Group publication, *Tomorrow's Schools of Education*, this partnership with the local Manhattan-Ogden school district was highlighted as an exemplary practice.

Extramural Funding

Externally funded programs, projects, and research have increased greatly over the past six years and in November, 2002, the College of Education was receiving over \$7 million in external funds for grants and contracts written by faculty and staff.

Significant projects include a major multi-year project partnering with the College of Arts and Sciences and the public schools to enhance the preparation of teachers at elementary and secondary levels, several projects for preparing teachers in ESL and bilingual education, and a major project to help faculty re-tool in technology utilization in their teaching.

Faculty in the College of Education are generally expected to develop proposals to seek external funds for their research efforts, to enhance their work as faculty and to further the mission of the college. The Office of Educational Innovation and Evaluation of COE facilitates these efforts by providing assistance in finding and utilizing KSU resources, offering grantwriting workshops, and helping with collaborative efforts within the college and cross-campus.

THE COLLEGE OF EDUCATION'S CENTERS

Center for Extended Services and Studies

The Center for Extended Services and Studies has a long history in the College of Education at Kansas State University. Few records of the original establishment of the Center are available but it was organized in the early 1960's. The Center is specifically charged with the responsibility for coordinating the delivery of services to local school districts and education agencies throughout the state through individual faculty efforts as well as special projects and programs.

Evaluation of the activities provided by the Center are conducted with the school districts or agencies requesting the service. The Director, Barbara Havlicek, has the primary responsibility for the coordination and administration of the Center. The Center reports to Assistant Dean Robert Newhouse.

Two programs within the Center are:

Kansas Foundation for Agriculture in the Classroom. The Foundation is comprised of agricultural organization leaders, farmers, educators, legislators and others who work together to help teach children about the importance of agriculture in their lives. Rather than teaching separate classes, the Foundation helps teachers integrate information about agriculture into regular math, science, social studies, language arts, and other various curriculum. This interdisciplinary approach helps young people have a better understanding of food and fiber sources as well as ensuring a keener awareness of the No. 1 industry in Kansas. Barb Oplinger administers this program and it is part of the Center for Extended Services. Barbara Havlicek is the manager for this program.

Kansas Foundation for Partnerships in Education. The Partnership Program is a cooperative endeavor between a school or other education institution and a business, civic organization, governmental agency, or other entity where a formal arrangement is made to share resources (including human, material, or financial). This program is administered by Barbara Havlicek and is a function of the Center for Extended Services.

Center for Rural Education and Small Schools

The Center for Rural Education and Small Schools was approved by the Kansas Board of Regents and established as a part of the College of Education at Kansas State University in 1978. The Center focuses its efforts upon the improvement of the education of the children and youth of the rural and small schools of Kansas and the regional area served by Kansas State University. The Center holds a yearly conference in Manhattan. Assistant Dean Newhouse is the Director of the Center and the Associate Director is Barbara Havlicek.

Center for Science Education

The Kansas Board of Regents established the Center for Science Education at Kansas State University in 1987. The Center's mission is to improve the quality of science, mathematics, environmental, and technology education throughout the State of Kansas and beyond. Administratively housed in the College of Education, the Center is a university-wide unit of faculty affiliates who share a common commitment to the Center's mission. Faculty affiliates are members of basic and applied science, mathematics, and technology departments in the College of Arts and Sciences, College of Agriculture, College of Education, College of Engineering, College of Human Ecology, and College of Veterinary Medicine. Center staff and faculty affiliates carry out the Center's mission through programs of research, development, teacher education, and service. John Staver is the Director of the Center for Science Education.

Midwest Equity Center

The Midwest Equity Center is housed in the College of Education at Kansas State University. It is one of 10 regional centers in the United States funded by the U.S. Department of Education under Title IV of the 1964 Civil Rights Act. These centers help public school districts promote equal education opportunities in the areas of race, sex and national origin. The Director of the Midwest Equity Center is Charles Rankin.

Center for Economic Education

The Center for Economic Education is jointly supported by Kansas State University and many Kansas businesses and has developed and conducted pre and in-service programs on economic education including consumer economic awareness. Center staff provide consultation seminars, non-credit workshops, and graduate credit course work for schools and educators interested in improving the competence of their students in economic education. The Center has an extensive materials library (free loan basis). Dorothy Soldan directs this Center and reports to Associate Dean Jan Wissman.

National Academic Advising Association

The Executive Office of the National Academic Advising Association (NACADA) is housed within the College of Education at Kansas State University. The Office manages all business and activities of the Association and its 4000 members from across the United States, Canada, and three foreign countries. The Association is governed by an elected Board of Directors representing institutions across the U.S. and Canada.

Activities of the Association include:

continuing professional development of academic advisors to improve the education development of students

the articulation of standards for advisors and advising programs in institutions of higher education

the promotion of advising within higher education

support and recognition of advising through research grants, scholarships,

awards, a consultants bureau, the refereed NACADA Journal, and the Clearinghouse on Academic Advising.

Roberta Flaharty is the Executive Director of NACADA. She reports to Dean Holen and a board of directors.

Council for Public School Improvement

The Council for Public School Improvement (CPSI) is a public school/university partnership between Kansas school districts and the Kansas State University College of Education. CPSI focuses on improving the quality and effectiveness of public school instruction. Membership in CPSI is open to any district superintendent interested in school effectiveness/school improvement issues, resources, programs, activities, or research. Membership is also extended to administrators, classroom teachers, supervisors, curriculum directors, staff development directors, and school board members. The KSU College of Education provides administrative support and office and resource personnel. Barbara Havlicek is the Executive Director of this council and she reports to Dean Michael Holen and to a board of directors.

Office of Educational Innovation and Evaluation

Formed in the summer of 2000, this is the newest entity of the College of Education. Principle work of the Innovation Office includes proposal writing, project development, grant management, and contracted tasks such as program evaluation, project coordination, and consultation services. The Office of Educational Innovation and Evaluation provides service to the College of Education, Kansas State University, and the larger education and human service community by:

- developing, designing, and evaluating collaborative innovative programs and practices for children, families, and communities
- providing leadership for proposal and program development for College faculty and staff
- connecting multiple disciplines and organizations in collaborative program and research endeavors

The Innovation Office assists faculty with activities related to external funds. The staff will help with idea development, proposal development, the development of collaborative projects, and information about campus resources to facilitate writing proposals. In addition, the Office manages several externally funded projects and has

evaluation contracts with schools and externally funded projects in Kansas. The Director of this office is Assistant Dean Linda Thurston.

RESOURCES FOR THE FACULTY

GUIDE TO THE KSU HALE LIBRARY

Commonly Used Phone Numbers

Education Librarian Marsha Stockham	532-7416
Reference (Social Sciences):	532-7421
Circulation:	532-7425
Interlibrary Services (ILS):	532-7440
Hours Information:	532-3014
Classes and Tours	532-7476
Collection Dept.	532-7437
Reference Services	532-6476

A K-State ID is required to check out materials from the library. There is no limit on the number of materials that can be checked out. Faculty can check out most materials for 120 days. Reference materials, current periodicals, and ERIC microfiche are not checked out (do not circulate). Bound journals circulate for 3 days and videotapes circulate for 7 days.

There are over a million items in KSU Libraries. The best way to find out what books, journals, and videos we have is to search our online catalog. The catalog is available from the web at <http://www.lib.ksu.edu/catalog> If you need help searching, ask the Education Librarian.

Some types of items are not in the library catalog. In particular, the microfiche that make up the ERIC Document collection are not in the KSU Libraries online catalog. The library does, however, have all of the ERIC microfiche and these can be requested by their ED# at the microforms desk.

Databases

Electronic databases which can be searched from office computers include the following: ERIC, Education Abstracts, PsycINFO, Lexis/Nexis, and Child Development Abstracts and Bibliography.

Electronic databases that must be searched from the library include the following: Dissertation Abstracts and the Kraus Curriculum Development Library.

Paper indexes in the library include the following: Education Administration Abstracts, Educational Technology Abstracts, Exceptional Child Education Resources, Higher Education Abstracts, and Social Sciences Citation Index.

Visit the following web pages for more information about accessing databases from home or office:

- List of databases: <http://www.lib.ksu.edu/eresources/descriptions/index.shtml>
- Home access infon-nation: <http://www.lib.ksu.edu/eresources/restricted.html>

If students are having trouble

The Education Librarian is available to assist your students. Plan to schedule some time to take your students to the library for instruction related to your assignment. Frequently requested workshops have included classes on the online catalog, ERIC, Education Abstracts, the Kraus Curriculum Development Library; introductory tours of Hale Library and the Curriculum Materials Center; and over-views of library resources involved in the literature review process.

When materials are not available at Hale Library

Interlibrary Services (ILS) can get books and articles from other libraries and/or assist in getting journal articles faxed directly to faculty via UnCover. Call ILS or the Education Librarian to receive assistance in setting up your UnCover account. A dedicated line for a fax is required.

To find out more about the library's materials and services

- Check out the KSU Libraries' web site at <http://www.lib.ksu.edu> and the Education Subject Guide at <http://www.lib.ksu.edu/subguides/education/educ.shtml>

USEFUL KSU WEB SITES

KSU College of Education Home Page

<http://www.educ.ksu.edu/>

KSU Home Page

<http://www.ksu.edu>

Board of Regents' Home Page

<http://www.cc.ukans.edu/~kbor>

Catalogs:

Undergraduate

Graduate

Course Schedules

<http://www.ksu.edu/courses>

Department Head's Manual

<http://www.ksu.edu/uau/depthead>

Faculty Senate

<http://www.ksu.edu/facsen>

Faculty Handbook

<http://www.ksu.edu/uau/fhbook>

University Committee Handbook

<http://www.ksu.edu/uau>

Graduate School Handbook

<http://www.ksu.edu/grad/policy.htm>

Graduate School Home Page

<http://www.ksu.edu/grad/geninfo.htm>

Graduate Education

<http://www.ksu.edu/grad/index.html>

Information Technology

Services and Resources

Information Technology Assistance

Year 2000

Departments/Services

<http://www.ksu.edu/InfoTech>

Intellectual Property

<http://www.ukans.edu/~kbor/ipdraft.html>

Office Directory
<http://www.ksu.edu/dir/offices.html>

Office of International Programs
<http://www.ksu.edu/oip>

Planning and Analysis; Fact Book
<http://www.ksu.edu/pa>

Provost's Home Page
<http://www.ksu.edu/provost>

Registrar's Office
<http://www.ksu.edu/registrar>

Research and Graduate School
<http://www.ksu.edu/research/main.htm>

Unclassified Affairs and University Compliance Page
<http://www.ksu.edu/uau>

University Calendar
<http://www.ksu.edu/calendar> University General

Education Courses
<http://www.ksu.edu/registrar/enroll/gened.html>

University General Education Proposals
<http://www.ksu.edu/educady>

Kansas Department of Education Home Page
<http://www.ksbe.state.ks.us/Welcome.html>

RESOURCES FOR STUDENTS

COE HONORS PROGRAM

The College of Education has an undergraduate Honors Program to recognize students for outstanding achievement and to foster an appreciation of, and encourage participation in, research in all facets of education. Benefits include interaction with faculty and graduate students for information about research, graduate study, and careers, eligibility for honors sections of courses, information about national scholarships, scholarly paper competitions, and special seminars/speakers, interaction with honors students from other Colleges in courses, lectures, and convocation activities, Participation in the Honors Program is designated on transcripts each semester, as well as on each participant's diploma upon completion of all Honors Program requirements.

Entering Freshman must have an ACT Composite score of 28 or higher and transfer students must have a minimum cumulative GPA of 3.50 after at least 12 graded semester hours at KSU in order to be eligible. Students must complete at least 2 topical honors seminars in the College of Education and successfully complete a 2 credit independent project or research problem. Students in the College of Education Honors Program are required to complete a 2 credit Honors Research Project as a junior or senior. The independent study may involve extensive reading in a selected area, field study, and experience with a research project, or participation in an academic activity which will significantly increase the student's knowledge in a particular field represented in the College.

For more information, contact Associate Dean Jan Wissman (785) 532-5765.

COLLEGE OF EDUCATION DIVERSITY FOR COMMUNITY COMMITTEE

The College of Education is committed to diversity in the broadest sense of the term. The COE conceptual framework, internal review documents, and the Principles of Community adopted by K-State and the college represent guiding principles related to diversity and community for the college. In recognition of this commitment, a “Diversity for Community” committee has been established. This committee demonstrates the consistency and permanency of our commitment to diversity, caring, and ethics that are part of the vision and mission of the College of Education. The purpose of the Diversity for Community Committee is to address matters pertaining to diversity issues (using the term diversity as defined in the Principles of Community adopted by the university and college). The committee uses these Principles and the conceptual framework as its guiding documents. Areas of responsibility for the Diversity for Community Committee include, but are not limited to, setting priorities for COE diversity initiatives; working with college committees on issues that have college-wide implications; providing leadership and policy recommendations in diversity matters; and acting as liaison on university wide committees addressing diversity, when requested or appointed. The committee reports to the COE Executive Committee.

STUDENT ORGANIZATIONS IN THE COE

UNDERGRADUATE STUDENTS

College of Education Student Council

The student council for the College of Education is called the Education Council. The purpose of the COE Education Council is to further the best interests of the College of Education, to maintain and support all student activities of the College of Education, to provide improved relationships between students and the College of Education faculty and administration, and to conduct such business as may come before the students in Education at Kansas State University. Education Council is composed of fifteen elected members, three College of Education Senators, and two faculty advisors.

National Education Association-Student Program (KNEA-SP). Students in the teacher education program may join KNEA-SP. Members receive several monthly publications from the national and state offices. Members are also covered by liability insurance when they are in the schools observing or working with students.

HONOR SOCIETIES FOR UNDERGRADUATE STUDENTS

Kappa Delta Pi. Membership to Kappa Delta Pi is offered to students in the College of Education with junior standing (60 or more credit hours) and a GPA of 3.3 or better.

Pi Omega Pi. This is the National Business Teacher Education Honor Society. It promotes fellowship and scholarship in business education and encourages civic responsibilities and service.

College of Education Ambassadors. This organization is the host group for prospective student events sponsored by the College of Education. It is composed of 20 members selected through an application process each spring semester.

Student Council for Exceptional Children (SCEC). The purpose of SCEC is to provide students with information and resources for teaching students with special needs. Meetings are held once a month.

GRADUATE STUDENTS

Education Graduate Students (EGS) EGS is the all encompassing graduate student organization in the College of Education. Its membership includes graduate students in all the College's graduate programs of study and faculty members (who are honorary members). The organization is open to any graduate student currently enrolled in the College of Education - including off-campus and part-time students.

One key purpose of EGS is to assist in the development and promotion of graduate programs and activities within the College of Education. This is done through workshops and seminars designed to promote a strong understanding of the various needs and issues related to today's graduate programs. As an organization, EGS offers opportunities for professional service and leadership development for graduate students with representation on the major College committees. Also, while enhancing the understanding and relationship between graduate students and faculty, EGS sponsors a number of social and educational symposia open to the entire College community, (e.g., the Graduate Research Forum is their major activity Spring semester).

THE DEPARTMENTS

The College of Education is composed of six departments. These include Counseling and Educational Psychology, Foundations and Adult Education, Educational Administration and Leadership, Elementary Education, Secondary Education, and Special Education. Detailed information about the departments, programs, and degrees in the College can be found in the KSU Catalog and in program materials available from each departmental office. In addition, the KSU Graduate Catalog and the Office of Graduate Studies in the College (BH 02) have comprehensive information about graduate programs and degrees.

Degrees and Program Areas

Each of the six departments provide faculty and coursework to support the two undergraduate degrees offered by the College of Education: Bachelor of Science in Elementary Education (K-6) and Bachelor of Science in Secondary Education (7-12). An overview of the professional education programs in the college is contained in Appendix B.

Graduate Degrees are offered within the six departments. There are six Master's degrees offered by the College of Education: Adult, Occupational and Continuing Education, Educational Administration and Leadership, Elementary Education, Secondary Education, Special Education, and Student Counseling/Personnel Services. The Doctoral degrees offered are an Ed.D. and Ph.D. in Adult, Occupational, and Continuing Education, an Ed.D. and Ph.D. in Curriculum and Instruction, an Ed.D. in Educational Administration and Leadership, Educational Psychology, an Ed.D. and Ph.D. in Student Counseling/Personnel Services, and an Ed.D. in Special Education.

OVERVIEW OF COLLEGE OF EDUCATION DEPARTMENTS

Counseling and Educational Psychology

The Department of Counseling and Educational Psychology in the College of Education at Kansas State University has three components; Counselor Education, Educational Psychology, and Student Personnel services in Higher Education. These components have a mission of preparing knowledgeable, ethical, caring decision-makers who demonstrate inclusive perspectives toward the context of groups and institutions, student development and learning, teaching and guidance; inquiry and research methods; and research enlightened clinical application, consultation, and practice. Faculty in Counseling and Educational Psychology serve the Department's mission in three areas of professional commitment;

- Delivery of exemplary instruction to undergraduate and graduate students;
- Production, interpretation , and dissemination of sound and useful research, scholarship, and other creative works.
- Provision of leadership, consultation, collaboration, and service within the profession.

Educational Administration and Leadership

The Department of Educational Administration and Leadership in the College of Education at Kansas State University offers a variety of program and emphasis under a broad leadership umbrella. At the undergraduate level, the department houses an undergraduate interdisciplinary minor in leadership studies. The Department provides a set of core leadership courses and collaborates with 63 other departments on the university campus to provide additional courses relevant to the student's major field. At the graduate level, the programmatic focus is on developing leaders in educational settings, with an emphasis on P-12 settings. Program focus is exemplified by coursework

in: school improvement, staff and curriculum development, policy analysis, educational technology, research seminars, school finance, school law, personnel administration, educational politics, school facilities, and problems-based leadership focus.

Elementary Education

The focus of the Department of Elementary Education in the College of Education at Kansas State University is the preparation of undergraduate and graduate students to teach students in kindergarten through ninth grade. The program includes three areas:

- General Education—Courses in the communications, humanities, social sciences, mathematics, and natural sciences that provide prospective elementary teachers with broad content background
- Area of Concentration—A group of courses with related content which will enhance teaching in elementary/middle school classrooms. Areas concentration that are listed at the end of this section of the Faculty Guide.
- Professional Education—Courses in human growth and development, educational psychology, foundations of education, teaching in a multicultural society instructional media, exceptional children, and methods of teaching the many different subjects covered in the elementary classroom.

Foundations and Adult Education

The Department of Foundation and Adult Education in the College of Education at Kansas State University offers a professional program focusing on the development of individuals involved in the education of adults. This development stresses both professional advancement and a greater understanding of the philosophy, scope, and nature of adult education. Students acquire a wide variety of professional and practical research skills through traditional courses, self-directed learning opportunities, and distance education offerings. The curriculum provides the innovative knowledge and

practices necessary to develop competencies in a constantly evolving field. The major areas of emphasis in Adult and Continuing Education include the following: Human Resource Development/Training, Extension Education, Community Education, and Continuing Professional Education.

Secondary Education

The focus of the Department of Secondary Education in the College of Education at Kansas State University is the preparation of students to teach grades 7 through 12.. Secondary educators teach in high schools, junior high schools, and middle schools. Secondary teacher prepare to teach in one or more content areas which are listed at the end of this section of the Faculty Guide. The curriculum has three parts:

- General Education—Courses in the communications, humanities, social sciences, quantitative sciences, and natural sciences.
- Teaching Field(s)—In-depth preparation in one teaching field (subject area) are listed at the end of this section of the Faculty Guide.
- Professional Education—Courses in teaching such as human development, educational psychology, methods of teaching, foundations of education, exceptional children, and multicultural and interpersonal relations.

Special Education

The Department of Special Education in the College of Education at Kansas State University prepares knowledgeable, ethical, caring decision-makers with special educational needs in the context of diverse and inclusive social groups, communities, families and students. To accomplish this students are prepared through assessment and intervention, leadership and collaboration, clinical application, research and practice. Endorsement areas offered in this department include early childhood special education, mild-moderate, learning disabilities, mental retardation, emotional and behavior disorders, and supervisor.

The special education program at Kansas State University serves three purposes:

- to prepare undergraduate education students for working with exceptional students in the regular classroom
- to prepare teachers at the graduate level for teaching exceptional children and youth in special education programs
- to prepare personnel for special education administration and/or coordination of special education program.

ADDITIONAL DEPARTMENTAL INFORMATION

College Meetings

Time has been set aside for the following meetings:

Tuesday

2nd - Executive Committee of the College

4th - Faculty of the College

Thursday

1st - Academic, Faculty, and Student Affairs Committees

2nd - Department Committees

3rd - Departments

4th - Other Committees

Departmental Resources

In the College of Education, the departments provide resources for faculty in similar ways, yet departments may have slight variations in procedures. In general, the procedures for the day-to-day tasks are listed below. Check with your department chair or departmental secretary.

Business Cards

Faculty may request business cards through the department secretary.

E-mail Account

An e-mail account can be established 313 Hale Library. Dial-in accounts can be set up through K-State Telecommunications, 109 East Stadium (532-7300, <http://www.telecom.ksu.edu>, telecom@telecom.ksu.edu). Laptops can be used at Hale Library. For ethernet connections, contact The Catalyst.

Faculty ID

A picture faculty ID may be obtained in the K-State Student Union. You will need to bring proof of your appointment. The ID is used for such transactions as borrowing books from the library.

Keys

A room key, desk key, departmental office key, and/or building key may be ordered through the department secretary. The person requesting the key must pick the key up at Dykstra Hall and sign for the key. You must bring faculty ID or appointment papers with you.

Maintenance

Trash is emptied daily. Other maintenance of the office is the inhabitant's responsibility. If you have special maintenance needs (e.g., light bulbs), contact the departmental secretary to report the problem. Check with your department chair before painting your office.

Parking

Parking permits are available through Parking Services. A staff permit allows parking in designated parking lots. Reserved parking is extremely limited.

Phones

Each office is equipped with a phone. This phone will transfer calls to the department secretary in your absence. Some departments use AUDIX, allowing callers to leave voice mail. If a personal phone with an answering machine is used, the message should include the secretary's phone number as well as the faculty phone number so the caller may contact the department if needed. For long distance calling out of the office, check with the department chair regarding the possible use of a KSU Calling Card.

Secretarial Support

The department secretary will be a resource for many of your needs from ordering supplies to submitting travel expenses for conferences and off-campus teaching. For questions about the

University's policies and procedures, the secretary has or will be able to find out the answers. For example, if you need to reserve a room, you may coordinate this with the department secretary.

Student Employees

Departments with student employees may make them available to help with some tasks. Requests for student assistance must go through the department secretary or the department chair.

Supplies

The department office usually will have envelopes, paper, pencils, pens, file folders, and note pads. It is appropriate to use department or college letterhead and materials for university-related activities, but not, of course, for personal matters. If/when this distinction is unclear, discuss it with your department chair.

Teaching Materials

Department chairs can be contacted about the availability of funds for textbooks, videos, etc. Special consumable supplies (e.g., chart paper and markers) for teaching may be ordered through the department secretary.

Travel Funds

The department chair usually designates the amount of travel money allotted for professional meetings and conferences. Faculty members are usually allotted several hundred dollars each year for out-of-state travel-this can be supplemented with other money. The department secretary, through the State-approved travel agency, makes the travel arrangements. Food expenses are reimbursed on a per diem rate if you stay somewhere overnight; other expenses require receipts. Travel requests should be submitted as early as possible: it may take several weeks to be approved for out-of-state travel. Reimbursement for travel expenses usually takes at least one month, and may take as long as six weeks.

THE FACULTY

FACULTY RESPONSIBILITIES IN THE COLLEGE OF EDUCATION

Teaching, Supervising, & Advising

“Teaching includes communicating knowledge to students and developing the intellectual foundation necessary to prepare students to continue learning for themselves. Teaching also involves preparing students for entry into the professional and scholarly disciplines. Effective teaching is based upon sound scholarship and continued intellectual growth. The excellent teacher arouses students to discover new ideas. The excellent teacher exhibits enthusiasm and commitment which in turn promotes student desire for learning. Faculty members should be able to arouse curiosity, stimulate creativity, develop and organize intellectual materials, and assess student achievement. Excellence in teaching is a primary criterion by which some important constituents (e.g., students and parents) judge the stature of a University” (Effective Faculty Evaluation, p. 3).

A faculty member’s teaching assignment, or teaching load, will vary both across and within departments in the college. For example, in the Department of Elementary Education, a full teaching load is currently defined as nine hours per academic semester. Such an assignment could be comprised of one undergraduate course, one graduate course, and practicum/student teacher supervision. In some departments, such as Foundations and Adult Education, faculty may teach only graduate courses. Here a typical graduate course load would be fifteen hours per academic year, e.g., nine hours in the fall and six hours in the spring semesters. Courses may be taught on campus or off campus through the Division of Continuing Education. Schedules of course offerings are determined in advance by the faculty in each department, in consideration of student needs and other faculty assignments.

Advising, supervising, and mentoring students is an important faculty responsibility. The number of undergraduate and/or graduate advisees assigned to a faculty will vary both across and within departments. Work with undergraduates typically consists of enrollment advising and office appointments associated with the student's undergraduate curriculum. The Center for Student and Professional Services advises undergraduate elementary and secondary majors prior to their admission to teacher education. Once admitted, students are then assigned to faculty with expertise in the various teaching fields and areas of concentration, such as English, Science, Social Studies, and Math.

To advise graduate students, one must be formally admitted to the KSU Graduate Faculty. The process of attaining membership requires evidence of research productivity in the form of publications, grants, fellowships, or other scholarly activity. Election to the Graduate Faculty at the departmental level and progresses through the Graduate Council.

Graduate advising engages the faculty as mentor in a variety of student-centered activities such as: planning a program of study; choosing a committee; developing the prospectus for a master's thesis or doctoral dissertation; supervising research; coordinating master's orals and PhD/ EdD preliminary examinations; directing the dissertation; chairing the final defense.

Research & Other Creative Endeavors

"Research and other creative endeavors encompass a broad spectrum of scholarship and other activities that require critical analysis, investigation, or experimentation. These endeavors are directed toward discovery, interpretation, or application of knowledge and ideas. Creative activities also include innovative works in the fine arts, performing arts and design professions. The results of research, scholarship

and other creative activity should be shared with others through publication, performance, or other media appropriate to the discipline.” (Effective Faculty Evaluation, p. 3).

There are many ways to document one’s research, scholarship, and creative endeavors. The following are some examples:

- **Publications.** Publishing your work is one of the most classic activities associated with being a university professor. Published works may be refereed, unrefereed, or invited. Examples of typical publications include but are not limited to the following:
 - Journal articles
 - Books
 - Monographs
 - Journal Columns or Feature Articles
 - Newsletter Articles
 - Book reviews
 - Papers published in conference proceedings/yearbooks
 - Grants/contracts
- **Presentations.** Professional Conference Paper, Panel, and Round table Presentations given at Local, State, Regional, National, and International Conferences. Papers presented at professional conferences often form the basis for articles later submitted for publication. Active participation in the professional organizations of one’s discipline provides the academic with a powerful resource for professional development, as well as net-working capabilities.
- **Productions.** Evidence of scholarly activities may also be presented through innovative techniques, often in the context of technology. For example:

- Videotapes: Lectures, Demonstrations, Model Lessons
- HyperCard Stacks
 - CD ROM Productions
 - Interactive Computer Programs
 - Multi-media Presentations
 - Web Pages

Service

Directed. Directed service refers to service to the department, the university, or the public at large that "is explicitly delineated in a faculty member's position description, requires academic credentials and/or skills, and is often routinely and explicitly scheduled in terms of time and place. This service furthers the mission and is central to the goals and objectives of the unit" (Effective Faculty Evaluation p. 4). Examples of directed service include academic program directors or coordinators in departments.

Non-directed. "Non-directed service is often referenced by the generic term 'service.' It is non-directed in the sense that specific expectations are not usually delineated in job descriptions and much latitude exists for faculty members to choose how they will fill some obligation for non-directed service" (Effective Faculty Evaluation, p. 4). Service activities may be in relation to the department, the college, the university as a whole, the profession, and to the public at large.

The faculty of our college participate in a wide range of services, such as the following:

Service to the department:

- Committee chair or membership
- Director or coordinator of some aspect of the program
- Course & Curriculum Development--In relation to program development, State and NCATE review process, etc.

Service to the college:

- Task force chair or membership
- Committee chair or membership
- Student organization advisor

Service to the university:

- Task force chair or membership
- Committee chair or membership
- Faculty senator
- Presidential lecturer

Service to public and private schools and the community:

- Presentations
- Workshops
- Consulting
- Committee or board officers or members

Service to the profession:

- Journal editor
- Journal consulting editor
- Editorial review board
- Board of directors, officer, etc.
- Committee chair or membership (i.e., conference planning)
- Book review for publisher
- Presider at conference presentation

EXTRAMURAL FUNDING

Writing proposals for outside funding for research, development, and other educational activities is strongly encouraged in the College of Education. Although funding is more readily available in some fields than others, collaborative work with other departments in the college and university is often successful.

You can obtain information about available funds from the Research Funding and Information Office in Fairchild Hall, which distributes a monthly newsletter. Call them to get on the mailing list. You can also go to their office and peruse their files. Preaward Services, in the same office, will help you with budgets, university regulations and protocols, and other information you might need to prepare a grant proposal in response to a Request for Proposals (REP).

The KSU Policies and Procedures Manual (on the KSU website: www.ksu.edu/policies/ppm/7010.html) has important information for those faculty interested in pursuing external funding and writing proposals. Important numbers, support services, legal issues, information about routing, time required for the process, and budgets are all part of this excellent resource.

The KSU website for Research and Graduate Studies (www.kstate.edu/research/funding.opportunity/index.html) is also very helpful. It has information about funding sources that can be accessed directly from this website. In addition, the Office of Educational Innovation and Evaluation of the College of Education can help faculty find information and resources about finding funding and writing proposals. They have model proposals, grant-writing packets, and a video of a grantwriting workshop.

In the College of Education, Virginia Mixer and Lois Brunmeier (both in the Dean's office) should be kept apprised of your proposal writing. Virginia will work with you to prepare budgets and Lois helps with the cover sheets and getting required forms

signed by the right people. The time needed to secure proposal approvals varies by complexity of the proposal and even the time of year; check with Lois about how many days before the printed deadline you must have the proposal completed.

Obtaining funding for sponsored projects allows you to develop specific programs of research or development. Remember, however, that managing a project takes your time and energy; you should include enough support in the proposal to release you from your normal assignments in proportion to the time needed for the project. Depending on the nature of the proposal you will be taking on new sets of responsibilities; there sometimes are different rules for expending moneys. Faculty who already have sponsored projects, the Dean's office, and Preaward Services in Fairchild Hall are important resources for helping you "learn the ropes" as you manage grants.

Interdepartmental and inter-college projects are extremely valuable and contribute to our fields, but you should consider that such efforts are often difficult to manage because of differences in faculty requirements, time for collaboration, and funding issues. When you propose such projects be sure to consider realistically how much of your time should be funded by the grant agency.

In summary:

- There are resources in the COE and the university to help you get information about sources of funds and to assist you in writing a proposal.
- Keep close contact with these resources as you prepare your proposal.
- Managing a grant must be mixed with other commitments you commonly have as a faculty member. You should be prepared for a shift in responsibilities.
- Use experienced grant-getters and the Preaward Services in Fairchild Hall to help with grant management.

Reference

Effective Faculty Evaluation: Annual Salary Adjustments, Tenure, and Promotion
(1992). A report developed by the University Task Force on Faculty Evaluation and the University Task Force on the Impact of Tenure and Promotion Practices Upon Excellence.

THE NEW FACULTY MEMBER

The Mentoring Program

The College of Education has a formal Faculty Mentoring Program that was designed and piloted in 1999-2000. The program is directed by Assistant Dean Thurston and a Mentoring Committee which is a sub-committee of the Faculty Affairs committee of the college. The Mentoring Program includes formal mentor-mentee matches, monthly lunches, and other activities. Mentees are new tenure track faculty. After an interview and discussion with the Director and/or the Mentoring Committee, matches are made. Mentoring may be done in pairs or triads. Often, mentees may also be involved in special groups such as an interest group in a specific research areas. The mentoring relationship may be as formal or as informal as developed by the pairs/triads. Ongoing evaluation is a part the Mentoring Program.

Mid-Probationary Review

The *KSU Faculty Handbook* (Section C92.1 and C92.2) requires a mid-probationary review at the departmental level. In the College of Education, it will also be required at the college level using the normal promotion and tenure procedures and the College of Education Promotion and Tenure Committee.

The purpose of the mid-probationary review is to provide substantive input to the candidate with critical feedback on strengths, areas to develop, and recommendations and advice regarding progress toward tenure. Further, the review is to provide the candidate greater breadth of feedback than may be available at the departmental level and to simulate the final promotion/tenure review process.

The mid-probationary review will be conducted during the third year of appointment in a tenure track position. The mid-probationary review will include the cumulative efforts and record of the applicant with an emphasis on KSU activity. This review will be separate from the merit and reappointment process. Comments and recommendations of the Promotion and Tenure Committee do not constitute approval or binding indications of approval or disapproval.

Suggested Procedures for Mid-Probationary Review

1. As indicated on the College of Education academic calendar, the candidate's documents will be forwarded to the Promotion and Tenure Committee by the chair of the candidate's department.
2. The Promotion and Tenure Committee will review the materials individually and will convene to discuss the materials and make recommendations regarding strengths and areas needing development. The candidate's department chair may be invited to attend the discussion meeting. Additionally, the candidate may attend and/or invite a department member to attend the meeting.
3. The committee may choose to have a preliminary meeting with the candidate and/or to meet with the candidate to discuss the review.
4. The focus of the review will be that of a mentoring relationship. Discussion of the results with the candidate is recommended. The candidate may ask questions and request interaction with the committee.
5. The review discussion will be documented and the recommendations to the candidate will be written in a letter by the chair of the Promotion and Tenure Committee or a designee. The letter will summarize the discussion of the candidate's materials.
6. This letter will be sent to the candidate with copies to the candidate's chair and the Dean.
7. If needed or desired, the candidate may confer with the chair and the Dean. Also, follow-up dialog with the chair is suggested as may be appropriate.
8. Strictest confidence will be observed by all committee members at all times.

Consulting Activities and Outside Work

Faculty members are expected to give full professional effort to their assignments of teaching, research, extension, and service. Therefore, it is inappropriate for faculty members to engage in other gainful employment that is incompatible with the University's mission, requires substantial time away from the University, or interferes with the faculty member's designated professional responsibilities. Personal business unrelated to the University may not be transacted from a University office.

Faculty members are encouraged to accept outside consulting assignments that support professional growth, as long as the assignments do not interfere with the effective discharge of University responsibilities. Faculty members who perform consulting services outside the University must obtain prior approval of their department head and dean. Such outside activities are to be reported in writing for inclusion in personnel files of the appropriate department head and dean, and in the provost's office. Normally, faculty members are allowed two working days per month on the average to participate in consulting activities. Regular instructional service to other educational institutions while fulfilling contractual responsibilities to Kansas State University normally is not considered an appropriate consulting activity.

Consulting by faculty members and employees of institutions under jurisdiction of the Board of Regents for another institution under the jurisdiction of the Board, as well as consultation for other state agencies, shall be approved in advance by routine minute. Such action shall be initiated by the institution or agency seeking these services and approved by the Chief Academic Officer (Provost) of the faculty member's home institution.

Modes of Travel

State owned vehicles should be used when available and when they are the most economical mode of travel. State vehicles driven within the scope of the authority

granted by the University are covered by liability, property damage, and medical-payment insurance.

When the use of a personal car on University business is necessary for in-state travel, or to border cities, the owner of the vehicle is entitled to the current mileage allowance plus road and bridge tolls and parking fees at terminals while continuing the trip. No other expenses are reimbursed. On out-of-state trips, the driver (as single occupant) of a private car is reimbursed for the lesser of the mileage and toll fees or economy air fare to and from the terminal nearest his or her destination with subsistence based on time needed for fastest public transportation available. If there are two or more official travelers, the driver (owner) is entitled to current mileage allowance plus toll fees, with subsistence based on time needed by car via usually traveled route.

Any student, faculty member, or employee operating a private car or other private vehicle, including boats, airplanes, motorcycles, or other type of motor vehicle, on official business must have in force liability insurance for personal injury with coverage of at least \$100,000 per person and \$300,000 per accident.

Travel by airplane is limited to economy or tourist classes. Reimbursement for more expensive accommodations requires a statement from the airline or travel agent that less expensive accommodations were requested but were not available. A chartered airplane is approved only when it can be shown that it is more economical than alternative modes of travel.

Office Hours

Individually, faculty members are unclassified, professional employees of the State of Kansas. Assigned duties vary but traditionally a portion of most faculty appointments entails self-generated creative activity. Faculty members are expected to establish an appropriate work schedule which will allow them to accomplish all of these assigned duties, including classes, meetings, and posted office hours. When absences can be

anticipated, arrangements for another faculty member to assume scheduled duties should be made by the faculty member concerned.

Advising

The advisory program within each college is the direct responsibility of the college dean, although most advising is done at the departmental level. Advising students is one of the most important responsibilities of the teaching faculty. Moreover, they are expected to act as more than mere guides through routine scheduling difficulties, such as signing forms in order to drop and add classes, and are to serve as a direct link between the students and the University. Furthermore, it is assumed that they will assist an individual student throughout the student's entire undergraduate academic career.

Therefore, in order to fulfill their duties, advisors must:

- Make themselves familiar with the curriculum and courses necessary to meet the program requirements within the college.
- Become acquainted with the various resources available under the Student Services program and elsewhere within the University organizations.
- Maintain and post reasonable office hours during which students may meet with them, as and when required, to discuss any aspect of their scholastic career, especially issues related to the student's progress and plans for subsequent work.
- Familiarize themselves with administrative, University, and departmental regulations, procedures, and scheduled activities relating to the advising process.

Notes on Merit Salary Evaluations

Unlike most public schools in Kansas, Kansas public universities do not have set cost of living or step salary schedule increases. Each year all faculty submit summaries of their professional endeavors (teaching, scholarly and creative activities, and service)

from the previous calendar year for review for merit salary increases (this is usually done soon after the first of the year). All salary increases are given on the basis of meritorious effort and production. Each academic department conducts merit salary reviews a little differently so check with your department chair and colleagues to make sure you follow the correct procedures and timelines for your department. For example, some departments request faculty use the format used for promotion and tenure, while others request a summary of activities and a current vita. Departments also differ on the amount of documentation to be included with the yearly summary. Some departments expect that each entry be accompanied with some type of evidence (e.g., IDEA teaching evaluation summaries, a letter from a journal editor congratulating you on the acceptance of an article, or an announcement advertising an inservice presentation you did). Other departments do not require the submission of evidence for each item in the summary, but expect that the faculty member would be able to produce documentation if requested to do so. In either case, it is a good idea to keep a file containing documentation of everything you do professionally. Keep these yearly files to use for your midprobationary review during your third year reappointment, and for promotion and tenure.

Preparing Syllabi

Course syllabi should communicate to students more than just basic class information like meeting times and required texts. In the College of Education, syllabi should also reflect how course objectives align with the College Conceptual Framework, and include class assessment strategies, bibliographic information, and statements regarding KSU Academic Honesty Statement, Accommodations for Disabilities, and Honor Code. See Appendix A for a Checklist for Preparing Syllabi.

Campus Police

Campus police may be reached at 911 for emergencies, and 532-6412 for non-emergencies. Their email is police@ksu.edu.