

Fort Hays State University

Operations Manual for Faculty and Staff at Chinese Partner Schools

2013-2014

Office of Strategic Partnerships

Updated July 18, 2013
Approved by Provost Council – October 18, 2011

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Faculty Information

Training

All faculty are required to attend training in Hays prior to the start of the Fall semester. This training is generally held mid/late August.

All faculty are also required to attend training held at the partner school prior to the start of the Fall semester. This training is generally held one week prior to the start of classes immediately following the FHSU training in Hays.

The purpose of faculty training is to prepare instructors to teach at the Chinese partner school and inform instructors of the policies and procedures of both FHSU and the partner school.

Meetings

All faculty are expected to attend required faculty and administrative meetings held by the partner school's leadership and administration during the school year.

The purpose of faculty meetings is to provide faculty with information related to the university.

Requesting Leave

Sick – When faculty members are ill and cannot meet with their classes, the FHSU department chair/international coordinator and partner school dean should be notified as soon as possible to arrange make-up classes.

Vacation/Personal – Faculty are not permitted vacation/personal days during the academic year. If faculty have a special situation that requires missing class, this must first be approved by the FHSU department chair/international coordinator, followed by the partner school dean. Classes must be made up.

Conferences – If FHSU requests that a faculty member attend a conference, FHSU administration will notify the partner school and missed classes will be made up. In special circumstances, colleagues may help to cover missed classes.

Travel

Flights – FHSU provides: 1) flight to Hays for training, 2) flight to China immediately after training. FHSU provides faculty members \$2,000 for return travel to the United States at the conclusion of the academic year and contract. Faculty members are responsible for arranging their own flights home. *In order to receive the \$2,000 travel stipend, the employee must: 1) be full-time faculty, 2) complete one-year contract, and 3) attend training in Hays prior to the start of Fall classes.*

Working and Communicating with Partner School Administration

Partner administrators will observe teaching and will give comments to both teacher and FHSU administration. FHSU faculty should be respectful of partner school faculty, staff, and administration.

Course Load and Office Hours:

Course load will be determined by the FHSU department chair/international coordinator. The semester schedule will be determined by the partner school with approval by FHSU.

All faculty are expected to hold regular office hours at regularly scheduled times. The number of hours and designated times should be submitted to the FHSU department chair/international coordinator and partner school dean prior to the start of classes each semester and should also be included in the syllabus.

Textbook and Course Curriculum

Curriculum materials including textbooks are chosen by the department chair/international coordinator with consultation by faculty. FHSU department chair/international coordinator will provide required materials prior to the training in Hays. Questions about appropriate course sequencing, assignments, and assessment strategies should be directed to the FHSU department chair/international coordinator.

OSP maintains the complete list of textbooks used at our partner schools. This list can be found here: <http://www.fhsu.edu/osp/resources/>

Department Chairs/international coordinators must approve all textbooks used by the department's courses. To keep cost low for the students, the selected textbooks must be used for at least 2 years before selecting a replacement book. Exceptions to this policy can be made if the textbook goes out of print during the 2 year period and additional books cannot be ordered.

Syllabus

The course syllabus provides students with a road map for the course in which they are enrolled. It also provides students with relevant university policies and with additional policies followed by individual instructors. Each instructor should consult with his/her department chair/international coordinator to create a syllabus that aligns with the department's standards.

Partner school administrators have requested that the syllabus be specific about how grade reductions be handled. This includes submitting assignments late, attending class late, not participating in group work, etc.

Health Insurance

Fort Hays State University currently allows employees to choose a provider from an approved list provided by State of Kansas. BlueCross BlueShield has approved hospitals and physicians located in

Zhengzhou and Shenyang as well as other major cities in China, therefore it is encouraged that faculty choose BCBS. A list of hospitals and physicians can be found here: international.mondialusa.com/bcbsa/ (You can use the Alpha Prefix 'xyz' to login.)

Credit by Documentation (CbyD)

Credit by Documentation (CbyD) courses are taught by faculty employed by the partner school. However, FHSU will appoint an instructor in Hays to work closely with the instructor in China to ensure the course content is equivalent to FHSU course content as well as ensuring the students are achieving the same learning outcomes for the course.

Partner school instructors will submit the final score reports to the FHSU instructor for final approval according to this timeline:

- Fall semester – March 31st
- Spring semester – September 30st

After approving the final grades, the FHSU instructor will send the list of students with passing marks to the Director of Operations for Chinese Partnerships to be loaded into the FHSU CICS computer system. A mark of 'CR' will appear on the students' transcripts.

At the end of the Spring semester, the partner school instructor will send the list of scores for seniors expecting to graduate in the Summer semester.

Rosters

Official class rosters can be viewed online through the faculty portal:

https://secure.fhsu.edu/faculty_portal/login.aspx

Partner schools may require class attendance to be taken. Roster discrepancies need to be identified and corrected as soon as possible. If you have students in your class who are not on your roster, or students on your roster who have never attended class please email this information to the partner school staff immediately:

Sias – Nick (Yu Feng), YuFengNick@aliyun.com

SNU – Viv (Jiao Wei), snu_cib@163.com

Off-Roster Students

An Off-Roster Student is a planned student that has been dismissed by FHSU and is no longer entitled to a FHSU degree. However, because the dismissed student is a planned student, he is entitled to make progress toward the completion of his Sias/SNU degree. Since the FHSU classes are necessary to complete the Sias/SNU degree, FHSU permits these students to sit in classes only for the purpose of gaining content and understanding.

Instructors are not obligated to permit an off-roster student to participate in class, to take exams or quizzes, or to be part of team projects. The off-roster student will not appear on the FHSU official roster, and faculty will not assign a final grade. Sias/SNU is responsible for assessing the student and assigning a final grade for the student.

If an off-roster student is disruptive in class, the instructor should discuss the situation with the Dean of the college at the partner school to seek the student's removal from class.

The partner school is responsible for providing a list of off-roster students to the instructor before the semester begins. All other students should not be all allowed to sit in the class unless they are on the FHSU official roster.

Cheating/Imposter Students

Membership in the FHSU learning community imposes upon the student a variety of commitments, obligations and responsibilities. It is the policy of FHSU to impose sanctions on students who misrepresent their academic work. These sanctions will be selected by appropriate classroom instructors or other designated persons consistent with the seriousness of the violation and related considerations.

More information can be found here:

http://www.fhsu.edu/academic/provost/handbook/ch_2_academic_honesty/

The university's academic honesty policy and procedures give instructions to both faculty and student for handling situations involving cheating.

Faculty should report all incidents of cheating to their department chair/international coordinator.

Grades

Final Grades – Final Grades are entered through the faculty portal:

https://secure.fhsu.edu/faculty_portal/login.aspx

Deadline - The deadline for entering final grades will be posted in the calendar:

<http://www.fhsu.edu/osp/resources/>

Grade Changes – If a teacher wants to submit a grade change after final grades have been submitted, the teacher must submit this request through the Lotus Notes Workflow system. If the teacher does not have access to Lotus Notes, he must ask his Department Chair/international coordinator to submit this request for him.

Incomplete Grades – If an instructor wants to submit an incomplete grade, the instructions for doing so can be found in the IEMG handbook.

<http://www.fhsu.edu/osp/resources/>

Instructor Evaluations

Each semester, students will evaluate faculty through the online evaluation forms found here:

<http://courseval.fhsu.edu/>

After final grades have been submitted, faculty can view their evaluation results at the same web address. The department chair/international coordinator, dean, and provost also have access to view these evaluations.

The instructor evaluations are used to help make FHSU courses the highest quality they can be.

Computer Resources

TigerTracks Account – All faculty will receive a TigerTracks account. This account is used to access these services:

Email – <http://tiger.fhsu.edu/MyMail.nsf/>

Class Rosters - https://secure.fhsu.edu/faculty_portal/login.aspx

Online Grade Entry - https://secure.fhsu.edu/faculty_portal/login.aspx

Course Evaluation System - <http://courseval.fhsu.edu/>

Library Articles and Databases - <http://www.fhsu.edu/library/>

Technical Support – If you have questions, or need help with the above services, you can find information on the CTC HelpDesk website <http://www.fhsu.edu/ctc/helpdesk/>, or send the HelpDesk an email HelpDesk@fhsu.edu.

Blackboard Account – All faculty will also receive a Blackboard account.

Sias BB Server – <http://fhsu.sias.edu.cn/>

SNU BB Server – <http://fhsu.synu.edu.cn/>

Blackboard instructions and tutorials can be found here:

<http://www.fhsu.edu/ctelt/Learning-Technologies/Blackboard-Help/>

Additional information for Instructional Technology Resources can be found here:

<http://www.fhsu.edu/ctelt/Learning-Technologies/Instructional-Technology-Resources/>

Technical Support – If you have questions, or need help with Blackboard, send an email to Grace Zhou at s_zhou2@fhsu.edu.

VPN - FHSU Domain Credentials are required to download and use the VPN software. This user ID and password is different from your TigerTracks ID, Blackboard ID, Lotus Notes ID, etc. To obtain your FHSU Domain Credentials, please send an email to Derek Johnson, Data Communications Coordinator. djohnson@fhsu.edu. This request must come from your FHSU email address.

It will be difficult for you to change your password if you are not on the Hays campus. You have two options:

1. Use the password assigned to you by Derek.
2. Send him the password you wish to use with your initial request for the FHSU Domain Credentials

Also, be sure to tell Derek what operating system you are using so he can send you the appropriate installation instructions.

Other Information – The Office of Strategic Partnerships will post the academic calendar and textbook list on its website – <http://www.fhsu.edu/osp/resources/>

All faculty should check their FHSU email accounts regularly.

Partner-Provided Benefits

Sias International University	Shenyang Normal University
<p>On-campus housing/dormitory</p> <p>Bedroom</p> <ul style="list-style-type: none"> • Bed • Desk/chair • Air-conditioner • Bed sheet • Pillow • Quilt • Comforter <p>Sitting room</p> <ul style="list-style-type: none"> • Sofa • Cable TV • telephone <p>Bathroom</p> <ul style="list-style-type: none"> • Shower • Western-style toilet • Hot water • Bathroom sink • 1 Bath towel • 1 roll of toilet paper 	<p>On-campus housing/dormitory</p> <p>Bedroom</p> <ul style="list-style-type: none"> • Bed • Desk/chair • Air-conditioner • Bed sheet • Pillow • Quilt • Comforter <p>Sitting room</p> <ul style="list-style-type: none"> • Sofa • Cable TV • telephone <p>Bathroom</p> <ul style="list-style-type: none"> • Shower • Western-style toilet • Hot water • Bathroom sink • 1 bath towel <p>Kitchen</p> <ul style="list-style-type: none"> • Sink • Refrigerator • Microwave • Hot plate and pot for cooking
<p>Dining/Food</p> <ul style="list-style-type: none"> • Three meals/day in the Peter Hall dining facility. 	<p>Dining/Food</p> <p>Not provided.</p>
<p>Internet</p> <p>Provided. No additional charge.</p>	<p>Internet</p> <p>Provide faculty 40 Yuan/month for internet charges.</p>
<p>Utilities</p> <p>Faculty must pay for electricity if they use more than the quota allowed. Other provided at no additional charge</p>	<p>Utilities</p> <p>Provide faculty 300 Yuan/month for utilities charges.</p>

FHSU Stationery

Only FHSU employees may use FHSU letterhead. All non-FHSU employees must first notify and get approval from the Office of Strategic Partnerships before they can use FHSU letterhead. Letterhead can only be used for official FHSU business and signed by official employee. Electronic signatures must be authorized by the holder of the signature.

Sias – FHSU stationery will be kept in a locked cabinet in the FHSU Liaison’s office. Faculty must go see the FHSU Liaison to request FHSU letterhead and envelopes.

SNU – FHSU faculty can request an electronic version of the FHSU letterhead from the Director of Operations for Chinese Partnerships.

Who Do I Contact If...?

Contact the partner school staff for questions related to:

- Classroom equipment
- Schedule/making up missed classes
- Rosters
- Living conditions
- Need to go to the hospital/see a doctor

Contact the FHSU department chair/international coordinator for questions related to:

- Course curriculum
- Textbook/course materials
- All academic policies (academic honesty)

Contact the FHSU HelpDesk (HelpDesk@fhsu.edu) if you have questions related to:

- Blackboard
- TigerTrack account (email, evaluation system, online grade entry)

Other questions? Not sure who to ask? Contact the Director of Operations for Chinese Partnerships.

In case of an emergency, dial 110. This is the Chinese equivalent for 911 in the U.S. They should have an operator capable of speaking English.

Staff Information

Shipment of Diplomas, Transcripts, and Probation/Suspension/C Average Letters to Partner Schools

Documents to be shipped should be delivered to the Office of Strategic Partnerships. Deliverer will sign “OSP Delivery Log” sheet and write the description of the items delivered.

Diplomas/Transcripts

Registrar’s Office will email the list of students receiving diplomas/transcripts to the Director of Operations for Chinese Partnerships. The Director of Operations for Chinese Partnerships will forward this information to the international partners.

Diplomas will be mailed to the partner school, not the students’ home addresses. Diplomas for students from Northwest China Consortium member schools will be sent to the Northwest University of Nationalities.

Probation/Suspension/C Average

The Academic Advising and Career Exploration Center will email the list of students receiving probation/suspension/C average letters to the Director of Operations for Chinese Partnerships. The Director of Operations for Chinese Partnerships will forward this information to international partners.

The boxes are shipped FedEx that day or the next day (depending on the time of day the documents are received). The Office of Strategic Partnerships and the receiver’s email addresses will be added to the FedEx notification list to receive all shipment related information.

The Office of Strategic Partnerships files a copy of the FedEx shipment form in office and notates the contents of the shipment as well as attaches the copy of what is enclosed.

Student Information

Students at Partner Schools Enrolling in Online Classes

Students studying at partner schools and want to enroll in online classes should do so through TigerEnroll <https://www.fhsu.edu/ace/tigerenroll/>.

First pre-enroll by selecting a course on TigerEnroll. This is then submitted to your advisor for approval. This temporarily secures the class. Then, you must enroll by the enrollment deadline or all pre-enrolled classes will be dropped.

Enrollment is when approved classes are permanently secured by completing the Enrollment/Payment tab on TigerEnroll. Once fee payment arrangements are made on TigerEnroll, you are enrolled in the course and are fiscally responsible for payment. (Added classes after initial enrollment is complete are automatically finalized, and you are responsible for payment.)

It is the responsibility of the student to have the textbook and all course-related materials by the start of class.

Operations Manual Information

Overview

This manual supplements the FHSU faculty handbook. International faculty should also be familiar with that document.

Review Cycle

This manual will be reviewed once per year for updates and corrections.

Who's Who at Sias International University

Mailing Address:

Zheng Fei (Karl)
School of International Education
Sias International University
168 Renmin Road East
Xinzheng, Henan, 451150
P. R. CHINA

371-6260-0880 (office)
135-9243-9749 (cell)
zhengfei1005@yahoo.com.cn

Li (Emily) Jia

Dean

371-6260-0133 (office)
152-2516-8777 (cell)
jjali_sias@yahoo.com

SIE, Dean

Zihan (Sophia) Wang

FHSU Programs Liaison

158-9009-8183 (cell)
fhsuprogramsliaison@yahoo.com

Administrative and instructional assistant for the FHSU programs. Also coordinates study-abroad programs.

Feng (Nick) Yu

Office Assistant

371-6260-0880 (office)
186-3861-2100 (cell)
135-2555-5592 (cell, secondary)
YuFengNick@yahoo.com.cn

Student registration and rosters; Creates the courses and sections each semester; He also schedules the computer rooms for exams.

Fei (Karl) Zheng

Office Assistant

371-6260-0880 (office)
135-9243-9749 (cell)
zhengfei1005@yahoo.com.cn

Student admission and textbook ordering. Also responsible for transcripts.

Hongjie (Michelle) Ping

Office Assistant

371-6260-0880 (office)
135-2371-5589 (cell)
Ping_HJ@hotmail.com

Teachers' schedules; Reserving classrooms; Responsible for Chinese courses.

<p>Yi (Isabelle) Tan Office Assistant 371-6260-0880 (office) 135-2667-6830 (cell) TanYi9@yahoo.com.cn</p>	<p>Responsible for filing test results.</p>
<p>Tan (Sharon) Shi Office Assistant 137-0382-6755 (cell) 371-6260-6311 (office) shi.sharon88@gmail.com</p>	<p>Helps students who want to study abroad.</p>
<p>Yanan (Nancy) Tian Secretary 371-6260-6311 (office) 134-6027-8799 (cell) Maoniur@yahoo.com.cn</p>	<p>Office Secretary</p>
<p>Gang (William) Lu Director, ICED 371-6260-0860 Ext. 5841 (office) 186-0381-3575(cell) william_sias@yahoo.com.cn</p>	<p>Director of ICED</p>
<p>Becca McBee Supervisor of International Operations 371-6260-0860, Ext. 5860 (office) 186-3893-1304 (cell) Becca.McBee@gmail.com</p>	<p>Assistant to William She hires the CTs and handles the work permits and visas.</p>
<p>Amy Todd Housing Supervisor AmzTodd@gmail.com</p>	<p>In charge of faculty housing. Faculty will contact Amy if the front desk can't fix their housing problems.</p>

List updated August 14th, 2013

Shenyang Normal University

Mailing Address:

Cai Yuzhou (Steven Cai)
College of International Business
Shenyang Normal University
253 Huanghe North Street
Shenyang, Liaoning, 110034
P. R. CHINA

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Steven-Cai-30@163.com

Feng Li

Dean

CIB, Dean

lifeng670312@sina.com

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Associate Dean

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lcz700330@163.com

CIB, Associate Dean
In charge of academics

YuZhou (Steven) Cai

Assistant to the Dean

139-0401-0750 (cell)

024-8657-8723 (office)

Steven-Cai-30@163.com

Overall operations for the College of
International Business

Wei (Viv) Jiao

Office Assistant

156-4038-6896 (cell)

snu_cib@163.com

Oversees and advises planned students.
Responsible for students' registration.
Creates rosters and transcripts.

Jing (Yolanda) Yang

Office Assistant

159-9820-2177

yiwan1023@163.com

Creates transcripts

Yanfeng (Frank) Zhao

Office Assistant

135-5585-4246

zhaoyanfeng2007@gmail.com

Oversees and advises the unplanned
students.

<p>Baifeng (Marco) Li Office Assistant 139-0401-2970 leebf000@126.com</p>	<p>Second Chance Program - Helps students register with Community Colleges after they have been dismissed by FHSU so they can raise their GPA and then be readmitted to FHSU.</p>
<p>Bing (Hugh) Liu Office Assistant 134-7823-4234 (cell) Hugh_Lau@126.com</p>	<p>Orders textbooks and arranges airport pickup. Processes visas.</p>

List updated August 14th, 2013