GEORGE MASON UNIVERSITY

School for Conflict Analysis and Resolution
Graduate Program

Information Handbook for the
S-CAR Graduate Program

Faculty, Adjunct Faculty,
Graduate Lecturers and
Graduate Teaching Assistants

AY 2016 - 2017

Kevin Avruch, Dean
Agnieszka Paczynska, Director of the Masters Program
Mara Schoeny, Director of the Graduate Certificate Program
Terrence Lyons, Director of the Ph.D. Program

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Welcome and thank you for teaching for the Graduate Program for The School for Conflict Analysis and Resolution (S-CAR)! This handbook is provided to all new Faculty, Adjunct Faculty, and Graduate Teaching Assistants to provide them with the information they need to be an effective part of the S-CAR program.

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INTRODUCTION

Message from the Program Directors

Thank you for teaching with us in the S-CAR Graduate Program. We designed this handbook to help orient you to the Graduate Program, our offices and services, and general information of use as you prepare your courses. Please do not hesitate to ask the Directors or staff any questions you might have. We look forward to the continued growth and success of this program**.**

George Mason University's Mission Statement

George Mason University is innovative and entrepreneurial in spirit and utilizes its multi-campus organization and location near our nation's capital to attract outstanding faculty, staff and students. George Mason will:

- Educate the new generation of leaders for the 21st century—men and women capable of shaping a global community with vision, justice, and clarity.
- Encourage freedom of thought, speech, and inquiry in a tolerant, respectful academic setting that values diversity.
- Provide innovative and interdisciplinary undergraduate, graduate, and professional courses of study that enable students to exercise analytical and imaginative thinking and make well-founded ethical decisions.
- Nurture and support a highly qualified and entrepreneurial faculty that is excellent at teaching, active in pure and applied research, capable of providing a broad range of intellectual and cultural insights, and is responsive to the needs of students and their communities.
- Maintain an international reputation for superior education and public service that affirms its role as the intellectual and cultural nexus among Northern Virginia, the nation, and the world.

School for Conflict Analysis and Resolution's Mission Statement

At The School for Conflict Analysis and Resolution (S-CAR), the whole community of faculty, students, staff, alumni and partners is committed to the development of theory, research, and practice that interrupt cycles of violence. S-CAR is an innovative academic resource for people and institutions worldwide. It comprises a community of scholars, graduate and undergraduate students, alumni, practitioners, and organizations in the field of peace making and conflict resolution.

S-CAR is committed to:

- Advancing the understanding of deeply rooted conflicts between individuals, groups, organizations, and communities in the United States and all over the world through research, teaching, practice, and outreach
- Carrying on a systematic and ongoing study of the nature, origins, and types of social conflicts
- Developing the requisite processes and conditions for the productive resolution of conflict
- Addressing underlying conditions that produce structural violence and asymmetry

ADMINISTRATIVE SUPPORT AND LOGISTICS

Office Locations and Contacts

The S-CAR Graduate Program Administrative, Faculty, and Student Service offices are located at:

Metropolitan Bldg. 5th Floor
Arlington Campus
3434 N. Washington Blvd. MSN 4D3
Arlington, VA 22201
Phone: 703-993-1300
Fax: 703-993-1302
Web: http://scar.gmu.edu

All classes on the Arlington Campus are traditionally held in:

Founders Hall
Arlington Campus
3351 N. Fairfax Drive
Arlington, VA, 22201
Information Line: 703-993-8999
Web: http://arlington.gmu.edu

Directions to Arlington Campus- http://www.gmu.edu/resources/welcome/Directions/Directions-to-Arlington.html
Map of the Arlington Campus -http://info.gmu.edu/Maps/ArlingtonMap15.pdf
Map of Founders Hall- http://www.law.gmu.edu/assets/images/maps/maps-founders-hall.pdf
Directions to Fairfax Campus- http://www.gmu.edu/resources/welcome/Directions/Directions-to-Fairfax.html
Map of Fairfax Campus- http://info.gmu.edu/Maps/FairfaxMap15TabldColor.pdf

Jay Moon is our faculty support point of contact for questions or comments regarding after hour access, office hours, payroll, and room assignments. Student advising questions or concerns about students should be directed to Lisa Shaw. If your question pertains to grading, teaching assignments, syllabi Jay Moon will refer you to either Julie Shedd, Associate Dean for Administration, or the appropriate Program Directors:

Jay Moon
Director of Operations
Metropolitan Bldg., Room 5112A
703-993-4453
jmoon6@gmu.edu

Julie Shedd
Associate Dean for Administration
Metropolitan Bldg. Room 5112B
703-993-3650
jshedd@gmu.edu

Dr. Agnieszka Paczynska
Director of the Masters Program
Metropolitan Bldg. Room 5104A
703-993-1364

Dr. Mara Schoeny
Director of the Graduate Certificate Program
Metropolitan Bldg. Room 5110A
703-993-9191

Dr. Terrence Lyons
Director of the Ph.D. Program
Metropolitan Bldg. Room 5082
703-993-1336

Record of Qualifications
Upon initial employment as Adjunct Faculty you must submit a current copy of your CV and you must provide an official copy of your academic transcript showing your highest degree awarded. This information is required to be on file by the accrediting entity for Mason (SACS).

Mason Net ID
Once your contract and HR paperwork have been processed, you will be given instructions on how to set up and activate your Mason Net ID which you will use to log into your Mason email account and Patriot Web (the online system for course scheduling, grading, etc…).

Mailbox/Email
Mail for faculty and staff should be sent to the Arlington Campus mailing address:
 3351 N. Fairfax Dr., MS 4D3
 Arlington, VA 22201

A mail slot has been assigned for you and is located near the Deans office on the 5th floor of the Metropolitan Bldg. Faculty should check their mail slot at least monthly.

You should activate your Mason email immediately upon receiving your Net ID. Information about the Mason email system can be found at https://mail.gmu.edu/. **You must use your Mason e-mail account when corresponding with students and staff. Please remind students in your classes to use their Mason e-mail account for corresponding with you or the Undergraduate Program office.** This is required by Virginia State Law.

It is your responsibility to check your email at least weekly (preferably daily) and ensure that old mail and messages are purged so that your account is active and able to receive messages.

Direct Deposit
Your semester pay will be direct deposited into your chosen bank account on a semimonthly basis. You must set the Direct Deposit information up yourself through Patriot Web.

PatriotWeb
You will have access to your personal contact information, timesheets and paystubs, your class roster and you will be able to enter your course grades via PatriotWeb: http://patriotweb.gmu.edu.

Mason ID Card
You may obtain your Mason ID at the Mason Card Office in the Office of Administration and Operations (Founders Hall, Suite 220) during regular business hours (Monday–Friday, 9 a.m. to 5 p.m.). Extended hours will be established prior to the beginning of the semester. In order for a Mason ID to be printed you will need the following:

- Electronic approval hiring process (in Banner) must be complete for faculty/staff, contract employees, and affiliates.
- Some form of government-issued ID (i.e. current driver's license, military ID, Visa, Passport) must be presented before obtaining the first Mason ID.
- Please bring your G number.

Security and Safety
The Arlington Campus Police Services can be reached at **703-993-8070**. Their offices are located at the side entrance to Hazel Hall off of Kirkwood road. In addition to providing late night escorts around and for short distances off campus, they are available to help if you are locked out. Note- the 5th floor offices **are locked before 8am and after 7:00pm**. *__You will need your id card to enter the S-CAR offices__*, outside of these hours. (Note- *the washrooms are outside the office spaces- remember to take your id with you*.)   A courtesy phone is available on the fifth floor of the Metropolitan building around the corner from the elevators should you need lock out service from campus police.
We also recommend reviewing the "Active Shooter" training module available on Blackboard on left side of the main page once you have signed in.

Parking
S-CAR does not provide parking for faculty, staff, GTAs, interns, or student workers. You can purchase a parking pass, and find parking information and rates at the following link: http://parking.gmu.edu. You can also park under Founders Hall, and when at Fairfax, the Mason Pond, Sandy Creek, or Rappahannock River parking decks and pay the appropriate visitor fee. Finding parking around the Arlington Campus is possible, but can be difficult. *New! Parking passes can only be ordered **Online**.*

If you have an Arlington Mason parking pass, you will be able to use the same pass in Fairfax. The pass is accepted in the Rappahannock River parking deck on level two, in Lot H on the north end of campus (Faculty/staff permit only), or in any of the general parking lots.

Information on public transportation to the Arlington and Fairfax campus can be found here:
For Arlington- http://transportation.gmu.edu/arltransportation.html
   and http://parking.gmu.edu/arlingtoncampusparking.html
For Fairfax- http://transportation.gmu.edu/index.html

Parking map for Arlington: http://info.gmu.edu/Maps/ArlingtonMap15.pdf
> (Please note- There is no short term or visitor parking in the "Metropolitan Building". You will need a Mason pass and window tag to avoid parking tickets. We recommend parking in Founders Hall or nearby)

Canceling Class
Faculty who find it necessary to miss class must make every effort on their own to find a substitute and must inform Jay Moon and Julie Shedd in advance of their absence.

Distance Education (DE) and Online Courses:
S-CAR is a leader in offering online classes at George Mason University. Adjuncts may be invited to teach an online course, especially if they are not located within Northern Virginia. These classes are taught entirely through Blackboard and involve a variety of tools to deliver content and foster discussion. For more information about teaching an online course see the FAQs and other information from Mason's Office of Distance Learning at http://masononline.gmu.edu/. Please speak with Julie Shedd (jshedd@gmu.edu) if you are interested in teaching an online course.

Textbooks
Textbooks orders must be placed at least two months before the beginning of the semester. Please place your textbook orders as early as possible (you do NOT need to have your syllabus completed at the same time). Additional textbooks can be ordered if you wish leading up to the beginning of class, however, desk copies will not be requested until the Bookstore has placed their orders. It takes 3-4 weeks for books or desk copies to arrive.

Book orders for your class must be submitted directly to the Campus Bookstore online via 'FacultyEnlight'. https://www.facultyenlight.com/?storeNbr=366 . Please make sure to indicate which campus the books should be provided (graduate classes should be for the Arlington Campus, undergraduate should indicate Fairfax (or is not signified as it is a default. *Note, online classes need to contact the Arlington Bookstore if you want your students to find their books at the Arlington location).

If you have any difficulties with the program, please contact either the John Burton Library (703-993-1301, scarlib@gmu.edu) or the Arlington Campus Bookstore (703-993-8170, bksgmuarlington@bncollege.com)

Desk Copies
Faculty are eligible to obtain one (1) free copy of their course texts. The John Burton Librarians order desk copies for all Graduate Programs. **Desk copies are only ordered from the Bookstore order list**, therefore you must have the book orders in with the bookstore **a minimum of four- five weeks before the start of class.** Some publishers require a minimum number of students in the course before providing desk copies. If you have already ordered a desk copy for your own use, please let the John Burton Librarians know. The John Burton Librarians will notify you when your book(s) have arrived and will ask if you would like to donate it, pick it up from the S-CAR John Burton Library or from your mailboxes. If you do not pick up your desk copy, the book will eventually become available for other faculty and student use as part of the John Burton Library.

(Note- the process for the Undergraduate program book orders and desk copies is a separate process. Please refer to the Undergraduate Program Handbook or contact Ms. Barbara Breckenridge)

Computers
Computers throughout S-CAR are available for your use, but they must be shared. Again, scheduling work time or office hours in any set of offices will eliminate the need to wait for a computer. Please remember the following when using shared computers:
- Save all of your work and documents on the MESA drive.   Information about MESA and MESA accounts can be found at http://mesainfo.gmu.edu/.
- Please be sure to LOG OFF the computer once you have finished using it so that others may access the computer.

MESA and Accessing GMU Computer Resources Off-Campus
 All faculty are automatically provided with 1GB of storage on GMU's ITU servers. This server is referred to as the Mason Enterprise Services Architecture (MESA). Faculty are encouraged to store and or backup their documents on this server, which can easily be accessed from any GMU computer on any campus and from home computers as well. For more information on accessing your MESA account, see: http://itservices.gmu.edu/services/view-service.cfm?customel_dataPageID_4609=7463

In order to access MESA and other GMU web-based resources, such as the virtual computer lab with its software programs using off-campus computers, faculty member must obtain permission to access the Virtual Private Network (VPN). See http://itservices.gmu.edu/services/view-service.cfm?customel_dataPageID_4609=6169 for more guidance.

Printers
The office has a networked printer for all of the computers in that office. In order to save budget and environmental resources, we ask that you print ONLY what is necessary for your personal needs and to print double-sided sheets as often as possible. Color printers are available but limited. Papers submitted by students, large research documents, etc. should NOT be printed on the office printers. Photocopiers are available for multiple class copies or large quantities of documents. See below for more information.

Photocopies
'MasonMoney' can be loaded onto your id card to pay for copies and other items on campus. Please see here to load money onto your card. Copy cards may be provided to faculty for use in preparing for classes **IF THEY ARE RETURNED** at the end of the semester. You may use your id card or copy card in the copiers at S-CAR or in any of the many copy machines in the libraries and other places on campus. We urge you to plan ahead if you have large copy jobs and use Print Services as the most cost effective option, especially for color copies. Print Services are located in **Hazel Hall Law Library room 134**. You may need an "org code" number to make these purchases for a course. *Please contact Jay Moon with the details before placing any copy orders from Print Services*. Follow this link for more information.

Video Cameras and IT Equipment
The Graduate Program has two video cameras available for use by faculty and for Program projects. The Graduate Program also has a variety of other IT equipment and provides some IT support for equipment within the S-CAR department. Please see or contact the John Burton Librarians (scarlib@gmu.edu) for more information. Alternatively you can also check out AV/IT tools from the Arlington Campus Collaborative Learning Hub (CLUB). See here for more information.

Office Space
There are a few adjunct offices which are shared with GRAs and visiting scholars at the Metropolitan Bldg. The offices are equipped with computers, whiteboards, bookshelves and phones. Printers, photocopiers and fax machines and other office resources are available to you.

Please e-mail Jay Moon and let him know which office space you would like to use during the semester, and the days/hours you would like to use it, so he can put you in the schedule. Office space in these locations is shared with several people. Keys for these offices have to be requested and then be picked up at key control in Founders Hall rm. 216. You will need to bring your Mason ID card to pick up your keys.

Office Supplies
The Graduate Program provides some office supplies for faculty use. Supplies are located in the cupboards near the reception and front printer area. When supplies are running low, or if you need something that is not readily available, please send an email to Jay Moon so that the item(s) can be ordered.

Kitchens
The main office has two refrigerators and microwaves available. There is also coffee and tea making supplies and a toaster and water cooler. The space is a shared kitchen with other tenants on the floor. Please do not leave food in the refrigerator(s) for long periods. If you use the coffee makers and/or microwave(s), make sure to clean up any spills immediately. *Please take responsibility to wash your own dishes.*

Business Cards
Early in the semester, S-CAR will order a batch of GMU business cards for the department. Contact S-CAR's front desk (703) 993-1300 and email scarmgr@gmu.edu your desired contact information to request your business cards. You have two options for *prices*: One-sided, one color, 500 qty: $30.50 One-sided, two color, 500 qty: $41.50 or Two-sided, one color, 500 qty: $34.60 Two-sided, two color, 500 qty: $58.00. Payment in cash or check at the time of pick up is preferred.

TEACHING RESOURCES

Course Syllabus
Syllabi for all previous courses are available on line at http://scar.gmu.edu/full-course-list. You can review these as you prepare your syllabus. Please consult the appropriate Program Director(s) as you develop your syllabus. If you are making significant changes, particularly in the materials you include in the course or books being used, the Directors can help to ensure that your offerings do not overlap with or repeat those of other Program courses.

George Mason University requires that all syllabi be posted on-line. Please forward an electronic version of your syllabus to either the John Burton Librarians once the Program Director or Julie Shedd has approved it. All syllabi will need to be approved by a Program Director at least two weeks before class starts.

Honor Code
All syllabi should include the Mason Honor Code:

To promote a stronger sense of mutual responsibility, respect, trust, and fairness among all members of the George Mason University community and with the desire for greater academic and personal achievement, we, the student members of the university community, have set forth this honor code: **Student members of the George Mason University community pledge not to cheat, plagiarize, steal, or lie in matters related to academic work.** Please see this link for a template for your syllabi: http://scar.gmu.edu/library/Faculty-Course-Resources

Faculty members are responsible for maintaining the integrity of the learning and testing process. They should explain at the beginning of the each semester what would be considered an integrity violation in their course. Special attention should be given to the subject of plagiarism. Faculty may require work to be submitted in print and electronic form. Faculty may, at any time, compare a student's written work against electronic databases/plagiarism detection software without prior permission from the student.

The University has specific procedures for dealing with honor code violations. See the Office of Academic Integrity for complete information: http://oai.gmu.edu/.

Plagiarism
All plagiarism cases should be reported to Julie Shedd (jshedd@gmu.edu) and the Office of Academic Integrity (oai.gmu.edu). There is a plagiarism checker available on BlackBoard called "SafeAssign". Contact the Division of Instructional Technology office at http://doit.gmu.edu/index.html if you have questions about accessing and using this tool.

Working with Students with Disabilities and in need of Counseling and Psychological Services
The Office of Disability Services (ODS) at George Mason University is designed to facilitate equal access for students with disabilities to ensure access to all university courses, programs, events, and services. *All student accommodations must be arranged through this office.*

The University, via Counseling and Psychological Services (CAPS) provide training courses and resources for faculty to to help you identify students at risk of suicide, psychological issues, and/or class management issues. Training handbooks, courses, or other faculty resources and services are available on their website.

Student Resources
The Faculty often promotes or may refer student resources in person and/or within their syllabus. Here are student resources that are commonly referenced:
Office of Disability Services (ODS)- ods.gmu.edu
The Writing Center- writingcenter.gmu.edu
Counseling and Psychological Services (CAPS)- Arlington and Fairfax
Wellness, Alcohol and Violence Education and Services (WAVES)- http://arlington.gmu.edu/student-resources/student-services/
Student Health Services (SHS)- http://shs.gmu.edu/

Library
You may request items from the Mason Library and the Washington Research Library Consortium (WRLC) with your Mason ID, as well as access its online databases with your G#. Ms. Mary Oberlies, our School's liaison research librarian, (703-993-8267, moberlies@gmu.edu) is familiar with CONF content/material and is available to meet with you and your students should you need additional assistance. The library has online tutorials and also conducts in-class information sessions on their resources and services and research tools and skills on a regular basis. See http://library.gmu.edu/ for more information and to request training sessions.

E-Reserves
E-reserves provide easy and immediate access to reserved reading materials via *Blackboard. To access e-reserves follow this link. Here is how you place an e-reserve request. Here is a tutorial to show you how to link the e-reserve to your Blackboard. (* note- new system! All e-reserves are Only accessible through Blackboard. Contact the John Burton Library if you require assistance.)

Blackboard
Mason uses Blackboard Courses 9.1. Blackboard is a web-based Learning Management System (LMS) used at Mason to deliver online or web-enhanced courses. Blackboard Courses provides a secure login system and tools to create and administer face to face and online courses. Some of these tools include discussion forums, student group areas, text-based and real time chat, a gradebook for securely distributing grades to enrolled students, and assessment tools for administering quizzes and exams. All course folders are automatically created based on Faculty Assignments in PatriotWeb. Training is available via:
- Walk-in **Assistance at the** Audio/Visual Equipment and Support **office**
- FAQ: http://doit.gmu.edu/staffSection.asp?page=blackboard_Faq
- Faculty & Staff Guide: http://coursessupport.gmu.edu/
- Training Workshops via IT Training (see below)
- Watch online tutorials on Lynda.gmu.edu
- Additional assistance can be provided by the John Burton Library staff.

To make your class 'available' to your students, go to the 'customization' tab on the bottom left side of the course, select the 'properties' sub-tab, and then set course availability to 'yes'.

S-CAR Community Forum
The S-CAR community forum (often referred to as 'NING') is a social networking tool that enables our community to connect and share media around specific areas of interest. Class pages serve as hubs for students interested in your area of focus to connect outside of class throughout the semester and beyond. Access NING from scar.gmu.edu homepage (top right of the page) or network.scar.gmu.edu to connect with the community and build a working group page.

Classrooms

Most of the classrooms are Technology Rooms. Each of these classrooms should come equipped with laptop connections, fixed-mount LCD projector, DVD player, and a traditional overhead projector for transparencies. Classroom technology support has training materials and photographs of installed classroom equipment (http://doit.gmu.edu/staffSection.asp?page=class_description).

Every Technology Classroom has an on-campus telephone installed near the front of the classroom in case you need technical support. Dial 3-3456 and your call will be automatically directed to the Classroom Support Office. If you are using a cell phone or call from a campus phone that is not in a classroom, dial 703-993-8226. The classroom support office is located in Founders Hall, Room B117.

Classroom Equipment Rental

If you have audio/visual needs not met in the classroom space to which your course has been assigned, please contact Classroom Technologies at 703-993-2206 or
http://doit.gmu.edu/staffSection.asp?page=equipment

ITU/ Desktop Support

For issues with your email or mailbox, desk phones or other Arlington Campus hardware and software repairs, call 703-993-8870 or email support@gmu.edu.

PatriotWeb

This (http://patriotweb.gmu.edu) is where you go to find your class roster, where you can email your class, and submit midterm and final grades. For grading policies and procedures see the section on Grading. You can also see and contact your class on Blackboard if you are utilizing the program.

How to View Your Class List:
1. From the Main Menu, select Faculty and Advisor Services.
2. Select Summary Class List
3. Select the Term from the drop-down list and submit
4. Select CRN Selection from the drop-down list

How to E-Mail Your Class List:
1. Begin by displaying your Summary Class List
2. To email an individual student, select the envelope icon at the far right of the student's name.
3. To email the entire class, use the scroll bar on the far right of the screen to scroll down to the bottom of the class list. Select the Display Email List button located just below the last student on the roster.
4. Scroll down again to the bottom of the class list to see a list of email addresses for all students in the class.
5. Right-click in this box to display a pop-up menu, and choose Select All. This will highlight the entire list of addresses.
6. Right-click in the box again to display a pop-up menu, and select Copy.
7. Open your preferred email program and launch a new message window. Right-click in the Bcc: field to display a pop-up menu, and select Paste. In the To: field, enter your own email address. You may then compose and send your message as you normally would.

<u>Grading</u>
Note that grades entered on your Blackboard grade book do NOT populate the patriot web/Banner system. All mid-term and Final grades must be entered through Patriot Web; you can find more information on grading policies on the Registrar's Office Grading website. Grades are submitted via PatriotWeb:

How to Submit Midterm Evaluations:
1. From the Main Menu, select Faculty and Advisor Services.
2. From the Faculty and Advisor Services menu, select Midterm Evaluations
3. Select the Term from the drop- down list and Submit
4. Select CRN Selection from the drop-down list. Select the course you wish to grade from the drop-down list, and then select Submit CRN.
 5. Click to position your cursor in the grade field for the first student on the roster. Click in the "Grade" box to use the drop-down list of grades appropriate for each student; select a grade by clicking on it. If you wish to type a grade you may do so. To type a grade with a + or -, you must type the letter grade again until it displays the correct version. You may tab to or click in the Grade field for the next student. Do not use the up or down arrow keys, as this will change the grade selected. Hit submit grades when finished.

How To Submit Final Grades:
Refer to Midterm Evaluation steps above but select Final Grades in step 2

How to Issue Registration Overrides:
 1. From the Main Menu, select Faculty and Advisor Services.
2. From the Faculty and Advisor Services menu, select Registration Overrides.
3. Select the registration term the override is being issued for, then select Submit. You will be prompted to select a student.
4. Enter the student's ID number in the box labeled, "Student or Advisee ID," then select Submit. Verify full name when displayed.
5. In the Registration Overrides table, select the type of override you wish to issue from the Override drop-down list.
6. Click Submit when finished

Incompletes
Please see the appendix for the complete Mason/S-CAR policy on incompletes and for the incomplete contract to be submitted by the student.

Change of Grade
Nightly, final grades entered through Patriot Web are processed to award credit hours and calculate GPA's. You should be able to change grades entered via Patriot Web through the end of the day of entry. After grades are rolled to student academic records, the drop down 'Grade' box will no longer appear on the grade roster and the letter 'Y' will show in the 'Rolled' column. Once this grade roll has occurred, grade changes must be submitted via a paper Change of Grade form. The forms are available at the Office of the University Registrar. Change of Grade forms recording changes from temporary (*IN, IP, AB, HC*) to final grades only require the instructor's signature. Final grades may be changed only for recording or calculation error and always require additional approval.

Course Evaluations

S-CAR engages in a mid-term and end of term evaluation process.

Mid-term evaluations are distinctly part of S-CAR. Led by a student, the faculty leaves the room while a 10 minute discussion is facilitated around two questions- " What is going well", and "What would like to see differently". The faculty returns and is provided an opportunity to review with the students what has been said. Often, the students will provide a copy of what is written on the board for the faculty to take with them.

Several weeks before the end of each semester, the main office will receive blank course evaluation forms from the University. You will need to pick them up from the front desk and have your students fill them out, usually on the last day of class. The selected student moderator should drop the completed evaluations in the appropriate box in Founders lobby near the bridge connecting Founders Hall and the Metropolitan Building. Three-four months later, returned course evaluation from MASON will be in your faculty mailbox. You can see your evaluation results on –line at this link:
https://crserating.gmu.edu/?_ga=1.196378988.1346478564.1368134352

Teaching and Learning with Technology (DoIT)

The Division of Instructional Technology supports the university community in the use of technology for research, teaching, and learning. The Division of Instructional Technology is organized into the following units: Classroom and Lab Technologies, Learning Support Services, Educational Media Services, and Communication and Planning. http://doit.gmu.edu/index.html.

Lynda Online Courses

Mason has partnered with Lynda.gmu.edu to provide free and unlimited online training to Mason students, faculty, and staff. An online subscription library, lynda.com offers more than 2,000 videos on a broad range of subjects, including business skills, IT skills, photography, music and video editing and production, animation, and web design and development. New courses are added weekly. Access the lynda.gmu.edu library 24/7—even from your iPhone, iPad, Android device, or mobile phone—using your Mason NetID and PatriotPass password..

Instructor's Learning and Support Opportunities

The Center for Teaching and Faculty Excellence (CTFE), is Mason's office for faculty professional development. This staff provides consultations and resource to improve your teaching techniques, answer questions about classroom management, and has materials and free informational courses on the cutting edge of today's pedagogy. See http://ctfe.gmu.edu/ for more information, tools and resources, and about their excellent annual conference and workshops early in the fall.

UNIVERSITY RESOURCES

<u>Calendars</u>
Academic / Exam calendars can be found at http://registrar.gmu.edu/calendars/index.html
A calendar of religious holidays is available at http://ulife.gmu.edu/calendar/religious-holiday-calendar/

<u>Announcements</u>
Look to the S-CAR website for announcements and events (scar.gmu.edu). Encourage your students to participate in Program events as part of their class experience.

<u>Campus Map</u> (http://www.gmu.edu/resources/welcome/Directions-to-GMU.html)

<u>People Finder</u>
Use http://peoplefinder.gmu.edu/ to look up the contact information for faculty, staff, and students at Mason. S-CAR faculty and administrators information can be found on the S-CAR website -scar.gmu.edu

Mason Alert
Information about the Mason alert system (including how to sign up for automatic updates) can be found at: https://alert.gmu.edu/. Mason Alert provides notifications of school closings, campus emergencies and other security and administrative details.

Family Educational Rights and Privacy Act
Gives protection to student educational records and provides students with certain rights: http://registrar.gmu.edu/privacy/facultystaff.html. The full GMU/S-CAR FERPA policy and waiver can be found in the appendix.

University Policies
For Registration, Attendance and Grading policies see:
http://catalog.gmu.edu/content.php?catoid=19&navoid=4065&hl=Absence+for+Religious+Observances+&returnto=search%23attendance

For more information about University Policies, please see this site: http://universitypolicy.gmu.edu/.

APPENDIX

Family Educational Rights and Privacy Act Policy and Waiver

Incomplete Policy and Waiver

Family Educational Rights and Privacy Act

Mason Policy	*S-CAR Undergraduate Guidelines*
The Family Educational Rights and Privacy Act of 1974 (FERPA), also known as the "Buckley Amendment," is a federal law that gives protection to student educational records and provides students with certain rights. These rights include the ability to:	All employees within the S-CAR Undergraduate Office who work with student records must be informed in procedures that protect student privacy and uphold the dictates of the Family Educational Rights and Privacy Act.
1. The right to inspect and review the student's education records within 45 days of the day Mason receives a request for access.	A faculty member may access student records only in his/her capacity as an advisor, but may NOT access the academic records of students in their classes.
2. The right to request amendment of the student's education records that the student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.	Faculty should not "post" semester grades, but rather enter them immediately using Patirot Web and instruct students to check their grades by accessing their transcript on Patriot Web.
3. The right to provide written consent before the university discloses personally identifiable information from the student's education records, except to the extent that FERPA authorizes disclosure without consent.	All staff must utilize reasonable measures to preserve the confidentiality, security and integrity of the George Mason University information systems and the information contained therein. All staff should practice appropriate security measures including, but not limited to: never sharing a username and password, and not leaving a work station unattended while signed on.
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by Mason to comply with the requirements of FERPA.	
Under FERPA, when a student reaches 18 years of age or enrolls at a postsecondary institution such as George Mason University, the rights afforded to the parents of a student automatically transfer to the student. FERPA applies to the education records of persons who are or have been in attendance, including students in cooperative programs, study abroad, or study elsewhere.	Graded work during the semester must be returned personally to the student. Faculty must not leave a stack of graded work for the class and expect students to retrieve their own; this would violate their right to privacy.

FERPA authorizes the release of "Directory Information" without a student's prior consent, under certain conditions which are set forth in the Act. "Directory Information" includes: Name, address, telephone number(s) e-mail address, birthdate and place of birth, photographs, major, dates of attendance, enrollment status (full or part-time), class, previous institutions, major, awards, honors, degrees conferred including dates, past and present participation in officially recognized sports and activities, physical factors (e.g. height and weight of athletes).

Prior consent is not necessary to release or confirm "Directory Information" from a student's education record unless the student has placed a "non disclosure" or "confidential hold" request on his/her records. In addition, prior consent is not necessary under certain other conditions stated in FERPA, such as by court order or subpoena. However, it is Mason's policy that information from a student's education record be released only by the Registrar's Office and within constraints.

Currently enrolled students may withhold disclosure of directory information under FERPA. To withhold disclosure, students must present a photo ID in person at the Registrar's Office, Room 1 N. Chesapeake and complete the Request to Prevent Disclosure of Directory Information Form. The form may be submitted at any time throughout the year and will immediately affect prospective disclosures. George Mason University assumes that failure on the part of any student to specifically request the withholding of a category of directory information indicates individual approval for disclosure. Former students may not place a new request for nondisclosure of directory information on their education records; however, they may request its removal. The following two categories of directory information may be withheld for current students, upon receipt of the Request to Prevent Disclosure of Directory Information Form.

   1. Telephone Directory – prevents the listing of student name, address, telephone number, major, and e-mail address in the George Mason University Telephone Directory.

   2. Confidential hold** – prevents the disclosure of all Directory Information including name, address, telephone number(s), e-mail address, date and place of birth, major, dates of attendance, enrollment status (full-time, part-time), class, previous institutions, major field of study, awards, honors (including Dean's List), degrees conferred including dates, past and present participation in officially recognized sports and activities, and physical factors (height and weight of athletes).

Faculty may share graded papers and exams only with the student, with others upon receiving the student's consent or with university officials in performance of official duties. While faculty may return papers and/or examinations by mail, the safest practice is to return papers personally to the student.

Faculty should discuss a student's academic record only with that student or with university employees in the performance of official duties.

Parents wishing to obtain enrollment verification should contact the Registrar.

FERPA applies to student records. Staff are not required to have a FERPA Waiver signed by the student if that student is not yet attending classes. If, however, discussion involves issues beyond general advising of information about Mason and major/minor requirements, and someone other than the student is present for the discussion, a signed waiver is recommended.

S-CAR Undergraduate Faculty and Staff must obtain a FERPA Waiver (S-CAR Form) signed by the student authorizing discussion of each issue. A single waiver does not carry forward to issues at future dates.

If any party is present during a discussion with a student, even if they are not part of the discussion but merely silent observers, a waiver is required in order to discuss the student's record with the student.

George Mason discloses education records without a student's prior written consent under the FERPA exception for disclosure to school officials with legitimate educational interests. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities for the University.

A full text of the law is available at:
http://www.ed.gov/policy/gen/guid/fpco/ferpa/index.html.

George Mason University strives to fully comply with FERPA by protecting the privacy of student records and judiciously evaluating requests for release of information from those records. Furthermore, in accordance with the Act, George Mason University has specifically defined "Directory Information" and provides annual notification to students of their rights in the University Catalog.

In order for a waiver to be valid, a non-participating witness employed by the University and knowledgable of the Family Educational Rights and Privacy Act, must be present for the student signature. His/her signature is evidence that they witnessed the student's signature. The student can also submit a notorized waiver to grant consent.

Name	**G#**

Family Educational Rights and Privacy Act (FERPA): The following information has been developed by the S-CAR Undergraduate Office to give general information about FERPA and to acquaint students, parents, faculty, and staff with some of the privacy issues surrounding students' educational records. It is not intended as, nor is it a substitute for legal advice on any particular issue. A full text of the law is available at: http://www.ed.gov/policy/gen/guid/fpco/ferpa/index.html. Students have the right to request review of their academic records, and request amendment of inaccurate information in those records. Students also have the right to provide written consent before the university discloses personally identifiable information from the students educational

I, _____ fully authorize the S-CAR

Student Services Office to discuss my academic record and standing with

_____, _____.
Name   Relationship to the above

I attest my signature and understand this authorization relates only to my current request for

_____.

_____
_____ *Student*   *Date*

_____

Incompletes

Mason Policy	S-CAR Graduate Guidelines	Procedure Steps
Incomplete (IN): This grade may be given to students who are passing a course but who may be unable to complete scheduled course work for a cause beyond reasonable control. Unless the faculty member has specified an earlier deadline, the student must then complete all the requirements by the end of the ninth week of the next semester, not including summer term, and the instructor must turn in the final grade by the end of the 10th week. Faculty members who choose to require an earlier incomplete deadline will be required to file an *Incomplete Grade Contract* with the local academic unit's office, detailing the work that remains to be done, the general reason for the incomplete, and the student's grade at the point of receiving the incomplete. Unless an explicit written extension is filed with the Registrar's Office by the faculty deadline, the grade of IN is changed by the registrar to an F. The maximum IN extension is to the end of the same semester in which it was originally due. Students who have filed their intent to graduate have only six weeks from the date of degree conferral to resolve any incomplete grades and have the final grades recorded by the Registrar's Office. While a grade of IN remains on the transcript, it is treated as an unsatisfactory grade in determining probation, suspension, termination, or dismissal. Removal of INs from the transcript may result in	It is the student's responsibility to request an incomplete, not the instructor's responsibility to suggest one.	1. A ***student*** requesting an incomplete must appeal to the instructor of the course.
	The privilege of an incomplete is at the discretion of the instructor. The instructor may designate any due date prior to the University's deadline.	2. If an incomplete is granted, the ***Instructor*** and ***student*** complete the Incomplete Grade Contract form. The ***Instructor*** then submits this form to the ***Student Services Director***.
	If an instructor agrees to allow an incomplete, an incomplete grade contract should be submitted to the Student Services Director by the instructor.	3. The ***Student Services Director*** ensures that a copy of the contract is in the student's file.
	An incomplete should be resolved within 9 weeks of the following term except in very rare circumstances (e.g. prolonged and serious illness). In the case of such circumstances, a petition for extension of the incomplete must be filed with the Registrar by the student.	4. The ***student*** submits his/her completed work by the contract deadline. The ***Instructor*** must then complete the Registrar's Request for Change of Grade Form and fax it to the Registrar at 703.993.4032 or send it to MS 3D1.
	Incomplete extensions cannot extend beyond the last day of classes for the semester which the incomplete grade was originally due.	5. Once the **Instructor** submits the final grade to the Registrar, no further administrative action is needed. The revised grade will appear on the student's transcript only; it will not change on the Faculty Patriot Web.
	Factors used to evaluate the request will include, but not be limited to:	6. A ***student*** may appeal to the Instructor for an extension of the incomplete. He/she would do so by completing the Registrar Petition for Extension of Incomplete Form.

retroactive elimination of probation, suspension, termination, or dismissal.	• The student must have a passing grade in the course at the time of the request.	7. If the Instructor agrees to the extension and signs the student's petition form, the **student** would then bring the form to the S-CAR Offices for authorization by the Graduate Student Services Director.
Incomplete, extended (IX): IX is given by the Registrar's Office after receiving an Incomplete Extension form signed by the instructor and the appropriate dean. The extension gives students additional time to complete work; the amount of time is specified by the instructor. The final grade must be submitted to the Registrar's Office before final exams for the semester in which the IN grade was originally due. A grade of IX affects the academic record in the same way as does a grade of IN.	• The student must have non-academic reasons which prevent them from completing the assigned work within the semester time frame.	8. If authorized by the Director, the Petition for Extension of Incomplete would be sent to the Registrar at MS 3D1, a copy retained in the student's file in the undergraduate offices, and a copy made and sent to the participating Instructor. The Registrar must recieve this form no later than the 10th week of the semester (by the time the grade for the original incomplete was due).
	• The student must have only a limited amount of work to complete.	
	The student need not be approved on all the evaluating factors, but only students highly motivated academically will be approved.	9. Once the **Instructor** submits the final grade to the Registrar, no further administrative action is needed. If not changed by the instructor, the IN grade will be changed to F by the Registrar at the end of the extension period as per University policy.

revised 04/15/2014

Incompletes

Students who are passing a course, but are unable to complete scheduled course work for a cause beyond reasonable control may request they be granted an incomplete. Incompletes are at the discretion of the instructor. The instructor may designate any due date up to the University deadline of the 9th week of the following semester. A student making such a request must be passing the course at the time of the request, have non-academic reasons which prevent them from completing the assigned work within the semester time frame, and must have only a limited amount of course work left to complete. Students must sign and meet the terms of an incomplete contract which outlines specific expectations of the student. If the grade of IN is not changed by the instructor by the University deadline, the registrar will change it to an F as per University policy. While a grade of IN remains on the transcript, it is calculated as an F in determining academic standing. Students are responsible for any adverse affects this may have on their status as a student. Students who are seeking to have their degree conferred for the term in which they receive the IN grade must complete all work no later than 6 weeks after the degree conferral date.

GEORGE MASON UNIVERSITY | **School for Conflict Analysis & Resolution**
Graduate Program

Instructor/Student Incomplete Contract

Name_____ G#_____
                Last   First
Date_____ Mason email_____ Phone_____

Instructor _____

Course Number_____ Section _____Credits_____ Grade at this point _____

Incomplete Policy: Students who are passing a course, but are unable to complete scheduled course work for a cause beyond reasonable control may request they be granted an incomplete. Incompletes are at the discretion of the instructor. The instructor may designate any due date up to the University deadline of the 9th week of the following semester. A student making such a request must be passing the course at the time of the request, have non-academic reasons which prevent them from completing the assigned work within the semester time frame, and must have only a limited amount of course work left to complete. If the grade of IN is not changed by the instructor by the University deadline, the registrar will change it to an F as per University policy. While a grade of IN remains on the transcript, it is calculated as an F in determining academic standing. Students are responsible for any adverse affects this may have on their status as a student. Students who are seeking to have their degree conferred for the term in which they receive the IN grade must complete all work no later than 6 weeks after the degree conferral date.

Semester of Course_____ Deadline for Completion_____

Remaining Requirements:

1) _____

2) _____

3) _____