The University of Texas at Austin
School of Journalism and Media
Moody College of Communication

ADJUNCT GUIDE TO TEACHING

Welcome to the School of Journalism and Media community! We are so very happy that you have agreed to work with our students. You will find that they are some of the best in the country. We also know that teaching is not your day-job, and that public universities can seem like byzantine organizations to the uninitiated. We have created this document to onboard you to UT as quickly and efficiently as we can so that you can get to the fun stuff—teaching our students!

As a start, it will help for you to understand that when you sign a contract to teach for us, you become what the university terms an "adjunct" instructor. Adjunct instructors teach 1-2 courses in a semester on a contract basis. Which is to say, your contract is for the semester in which you teach. If you teach multiple semesters, we issue multiple contracts on a semester-to-semester basis.

UT EID: Your UT EID is your user name, an electronic identifier that was created when you applied to attend the university or for a job. Most people who interact with the university have a UT EID. Some people, such as UT employees, are required to have an Upgraded UT EID.
When you sign your contract, you become an official employee of the University. Your UT EID is displayed on the UT Directory Web page to facilitate collaboration between university faculty, staff, and students and to simplify the use of certain IT services, for instance file sharing applications or secure messaging.

Many online services of The University of Texas at Austin are restricted and can only be accessed by those with upgraded UT EIDs. To upgrade your UT EID, visit UT ServiceNow
Among other things, you will use your EID (or EID linked account) when you log onto computers with your AUSTIN.UTEXAS.EDU account, when you check your Office 365 email, and when you connect to the university wireless network or VPN. In short, your EID is your digital passport to accessing most UT systems.

Your EID will remain linked to your UT records, independent from any break in service you may have in future years.

If a UT EID was created for you, a random password will have been created as well, which you will need to change the first time you log on to any system using your UT EID. You can use the Find/Reset My Password option if you don't know your password

***UT ID Card*.** You may visit the ID Center at the Flawn Academic Center (FAC) to take an in-person photo for your UT ID card. There is also the alternate option to submit a photo online for approval. Once photo has been accepted, ID Center staff will print ID Card and send an email notification, usually within two (2) business days, that it is ready for pick up. For more info: https://ut.service-now.com/sp?id=kb_article&number=KB0011332

Connecting to utexas Wi-Fi. Current students, faculty, staff, and official visitors have access to the wireless network on campus (SSID: *utexas*). More info on how to connect: https://ut.service-now.com/kb_view.do?sysparm_article=KB0010997

Office 365 Mailbox. You must create and use an official university email account to conduct university business per University policy. All accounts used for university business are subject to open records requests under the Freedom of Information Act (FOIA). As a UT employee, you will be assigned a

Microsoft Office 365 Mailbox, which includes an outlook email address and mailbox. This is the mailbox in which you will receive important school, college, and university information, as well as from which you will interact with students.

To access your Outlook Mailbox, first go to this site: https://office365.austin.utexas.edu/

1. Click "Outlook Web App" [OWA].
2. Enter your UT EID and password and click "sign in"
    a. You will also need to do a 2FA (two factor authentication) with your Duo setup method. Hold your control key, or right click **here** and choose Open in new tab.
3. The contents of your email inbox should now be displayed. Clicking on an email will display its contents in the right pane. There are buttons to create a new email and also to view your calendar.

UT faculty and staff are not allowed to link their UT email address to an external email account. This means that you should routinely check your UT email for important notices and communication from students during semesters in which you are teaching. Please note that the Office 365 mailbox is available for current students, faculty and staff.

Below are some additional resources to help you navigate email questions.

- For questions about email policy, contact the Information Security Office at security@utexas.edu
- For questions about updating your email address in Workday, review this how-to article or contact askus@austin.utexas.edu
- For questions about moving from a personal email to a university email, contact your college, school, or unit desktop support or IT personnel.
- For more information on Office 365 Email Services, visit the links below:
    - UT Office 365
    - Office 365: Applications, Eligibility, and Access
    - Office 365 for Students
    - Email Management Tools
- For more information on UTmail email services, visit the link below:
    - UTmail Business Service

Official Work Email Requirements. University policy requires that all employees use official university email accounts to conduct university business, including student workers.

Workday. Workday is The University of Texas at Austin's system for HR and payroll. As a new instructor at UT, you will need to complete onboarding tasks. Some tasks can be completed prior to your first work day, others need to be completed within the first 3 days of work, including a series of training and certifications all UT employees must complete. Please prioritize completing these onboarding tasks as not completing them can cause a delay in payroll.

Salary stipend. Your salary will be disbursed over 4.5 months (for fall and spring semester) and 3 months for a whole summer semester course, or 1.5 months for either first or second session course. Monthly (salary) paid positions will receive one check each month. To see Paydays visit Payroll services at https://payroll.utexas.edu/paydays-and-deadlines. You can check on your pay in Workday. You may access workday by clicking here (https://workday.utexas.edu/login

Parking. The Occasional Parking Program is a low-cost parking alternative for staff and faculty who need occasional access to the university garages. This program offers the opportunity for substantial discounts from the regular daily rate. New faculty can set up an Occasional Parking Program account that will allow them to add funds in advance to scan a QR code in and out of university garages.The Occasional Parking Program is great for staff and faculty who may be engaging in a hybrid work arrangement and will be parking in garages fewer than three times per week or who use alternate transportation and may on occasion need to bring a vehicle on campus. More info here: https://parking.utexas.edu/occasional-parking-program

Classroom technology. For all **Moody tech & facilities requests or issues**, you can reach out 3 ways:

- Submit a ticket - https://services.moody.utexas.edu/ (preferred)
- Call in - 512-471-1199 (fastest & best for emergencies)
- Walk in - CMA 3.104

Moody Equipment Checkout Locations
HSM 2.102 - all production equipment (cameras, audio recorders, lighting, etc.)
CMA 3.104 and DMC 5.104 (classroom support equipment)
Office hours: M-F 8 AM to 5 PM
Phone: 512-471-6565

Teaching

CANVAS. The university ITS office assigns every class taught each semester a CANVAS site. CANVAS is an online course management system. Your CANVAS site is where you will upload a copy of your course syllabus, pdfs of articles, essays, and anything else you wish students to read for the semester. Here, you will also enter grades, open online discussions with students, create quizzes for them to take, and a host of other activities. It is a very powerful system. You can click here (https://canvas.utexas.edu/) to learn more about it and to find the CANVAS site for your course.

CANVAS is fairly user-friendly but you will want at least a bit of training to get you started. Luckily, UT employs a large contingent of CANVAS experts who are standing ready to help. Go to this webpage (https://utexas.instructure.com/courses/633028/pages/office-hours-and-workshops) to learn more.

***Syllabus*.** The university and the college require that every course include a syllabus, and that each syllabus contains a variety of messages to students. These messages alert students to resources available on campus and remind them of various campus rules and regulations. In addition, the School of Journalism and Media requires mention of learning goals and assessment outcomes for your course. This is all boiler-plate language so there is no need for you to recreate it for every syllabus. Instead, you will find it in the syllabus template that we provide. You should start drafting the syllabus for your course using this template.

You should also know that students interpret the syllabus for your course almost like a contract. It is very important for the syllabus to contain explicit descriptions of course readings, activities, assessments, and policies. The more detailed the better. It is also important that you not make significant changes to the syllabus while the course is underway. Doing so can be very disruptive to student schedules, and they will very likely let you know this! As a general rule, the more you do to solidify your syllabus before class begins the better the student experience.

In most circumstances, you can rely on prior syllabuses for the course you are teaching to help you draft your syllabus. You can find additional support from the Moody College Center for Advancing Teaching Excellence (CATE) (https://moody.utexas.edu/centers/center-advancing-teaching-excellence). CATE has experts in course design who will sit down with you to brainstorm creation of your syllabus and, later, go over a draft. They also offer a variety of workshops and other resources to help you become more comfortable in your class. They will even make a class visit and follow-up with you to provide pointers for getting better. Especially early in your teaching career, you should lean heavily on CATE as a resource.

Center for Teaching and Learning. The Center for Teaching and Learning supports instructional innovation, interdisciplinary collaborations, and increased opportunities for experiential learning across campus. The Center partners with UT faculty, graduate-student instructors and the University's programs and leadership to create an environment focused on teaching for student learning and success. More info: https://ctl.utexas.edu/

***Office Hours*.** It is typical for instructors to host two office hours per week for each course taught. These office hours can be held in person—we have space for you to do so—but they can also be held virtually via Zoom, or some combination of the two. Whatever decision you make, office hours should be clearly identified on the syllabus.

Zoom. As an adjunct instructor, you have access to UT's site license for Zoom. To configure your Zoom account, simply go here (https://utexas.zoom.us/). When you do, be sure to have your EID and password handy, as you will need them to sign in to the system.

CLIPS Course Details. Want to know where or when your course meets? Or see your class roster? You can accomplish these tasks through an online system called "CLIPS." The services and useful information found in CLIPs were created by campus units like Student Information Systems, the Division of Instructional Innovation and Assessment, and Information Technology Services, and include:

- Official class rosters
- Photo rosters
- Waitlist
- Combine classes for CLIPs
- Authorize assistants for CLIPs and Canvas
- Grade submission to the registrar's office
- Absence/failing reports
- Final exam information

To access CLIPS, go here (https://registrar.utexas.edu/staff/clips).

Peer Teaching Observations. Classroom observations of required for all Moody College instructors, including adjunct instructors. These observations are especially important for new instructors, so you can expect a visit to your class by one of the school's full-time instructors. You can find more information about these observations here (https://utexas.app.box.com/s/m0rek82iisbc4ui0mc7dwzgf0xeyo1j2).

Final Exams. The schedule for final exams is published one month before the end of classes. You can find the day and time of the final exam for your class here (https://onestop.utexas.edu/registration-and-degree-planning/final-exam-information/).

Submitting Grades. At the end of the semester, you will be asked to submit final grades for your students. Grades can be submitted online by going to Grade Reporting (https://registrar.utexas.edu/staff/grades). The deadline for submission of final grades varies each semester, depending upon dates of final exams, but it is generally a few days after the end of the final exam period. The administrative staff of the School will email you with more information and a reminder when grade reporting is due.

Student Evaluations. At the end of the semester, your students will evaluate you as a teacher and the course you teach. You tend to get a higher response rate, if you ask them to do the evaluation during one of your last classes of the semester. It's always ethical to step out into the hall when they do the evaluations and have a student let you know when they're finished so you can return. You will get the results of student evaluations a few weeks later, which is always after you submit grades. For more info: https://testingservices.utexas.edu/cis

Faculty Meetings: Faculty meetings are open for adjuncts to attend but are not required to attend. Date and time will be reconfirmed each semester.

Office Supplies. Need a pen, notebook or a highlighter? The School of Journalism and Media has a supply room (DMC 3.340C) where you may find those things.

***Access to a Printer**. Adjuncts have cubicle space available to them in DMC 3.326 and DMC 3.332 (first come first serve basis). You also have access to the printer grad student use* behind the writing program cubicle. To access the printer, make sure you are connected to the utexas wifi network and search for the printer (Laserjet Pro M501 – IP 172.17.23.26)

***Seeking Additional Help**.* Please don't hesitate to ask our fulltime faculty and seasoned adjuncts for guidance. We tend to be a supportive group and everyone wants to see you succeed. Everyone had a first semester of teaching and we all know it can be a bit confusing. Please ask for what you need to do your best work.

Campus Health & Safety Resources

The University of Texas at Austin **Office of Campus Safety** provides Emergency Management, Environmental Health & Safety, and Fire Prevention Services, along with other public safety services to create a safe and secure environment for university students, staff, faculty, and visitors.

Safety Resources

Behavior Concerns Advice Line (512-232-5050): The Behavior Concerns and COVID-19 Advice Line is available to address questions or concerns about the behavior of someone in our university community. Cases that present an immediate threat to self, others, or property should be considered an emergency and should be directed to The University of Texas Police Department (UTPD) by calling 911.

Campus text alerts: Stay informed during an emergency event — sign up for Campus Text Alerts.

Title IX Support Resources: The Title IX Support and Resources case managers work with all parties (students, faculty, and staff) involved in a matter reported to the Title IX Office to provide accommodations, support, and resources in a variety of ways. Title IX is a federal law that prohibits discrimination on the basis of sex in any federally funded education program or activity1. Title IX protects all members of our campus community who experience sex discrimination, sexual harassment, sexual assault, interpersonal violence (including dating and domestic violence), stalking, or discrimination on the basis of pregnancy. These protections apply to students, faculty, staff, contractors, applicants and campus visitors. Each department/school at Moody College has a Title IX representative (check with admin manager) and Director of Faculty Affairs Clare Boyle is the Title IX coordinator for the college.

UT Austin Police Department: Call 471-4441 (or 1-4441), or 911
Email: UTPDDistrictReps@austin.utexas.edu
Full list of resources & services: **https://safety.utexas.edu/resources-and-services**

Emergency management

Emergency terms