



# The Advocate

“Adjuncts Keeping in Touch”

Indiana University  
Kokomo

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**Welcome to Spring Semester! In this issue we are providing some ideas to help you head off potential problems later in the semester with some early tips for dealing with student problem behaviors. We will return to our Key Findings about How People Learn Series in a future issue.**

## January Web Site of the Month from MERLOT

“What Is Plagiarism?” by T. Frick

<http://education.indiana.edu/~frick/plagiarism/item1.html>

If you want to send your students to a web site that allows them to do a self-assessment about whether they understand the basics of what plagiarism is, this one from Dr. Ted Frick at Indiana University gives you a good option. By using an interactive quiz format, the program provides feedback about whether its examples are or are not plagiarism and rationales. The feedback can help students better understand what plagiarism is.

MERLOT at [www.merlot.org](http://www.merlot.org) is a higher education resource where you can find online learning modules and learning materials covering a wide variety of disciplines. Check MERLOT if you are looking for teaching and learning resources.

### Announcements

#### Additional Helpdesk Hours

IT now offers 24/7 support by phone from the Helpdesk. You can continue to call 455-9315, or Ext. 315 if on campus, and remote assistance from the Bloomington campus will be available to you during the hours that our local Helpdesk is not staffed (except for Thanksgiving, Christmas Eve, Christmas, and New Year’s Day.)

#### New Book for Adjuncts

Copies of *The Adjunct Professor’s Guide to Success: Surviving and Thriving in the College Classroom* by R.E. Lyons, M.L. Kysilka, and G.E. Pawlas have been distributed to departments. If you would like to borrow a copy to read, contact your department head to ask for it.

#### House Phone Locations

House phones for calling an IUK extension can be found at the following locations.  
Main Building: Front Lobby & Back Hallway by Pay Phones  
East Building: Main Floor  
Hunt Hall: Lobby of First Floor  
Kelley Center: Near Child Care Center  
Continuing Education Building: Lobby

#### New Software Training Schedule for Spring Semester

You can see the complete listing for CTE software training at [www.iuk.edu/ist](http://www.iuk.edu/ist). Choose the Training Schedule link and scroll down to see the dates and times followed by all the descriptions of what the training will include. You can register online by clicking the Reservation button.

January classes will include

- PowerPoint Basics for creating and editing presentations
- FrontPage Basics for creating and editing web pages

Coming in February:

- Oncourse Gradebook to post your students’ course grades
- Access Basics to use a database to track information
- Flash Basics to learn Flash animation techniques
- FrontPage Basics for creating and editing web pages
- Word: Collaborative Tools for making comments on and editing electronic documents in Word
- Word Desktop Publishing useful for writing articles or newsletters

### Upcoming Events

MLK Holiday	1/19
MLK Make-up	1/23
Withdrawal w/ Automatic “W”	1/20-3/08
Mid term grades due	2/27



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## TIPS for Dealing with Student Problem Behaviors

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[http://www.opd.iupui.edu/ctl/idd/docs/tipsheets/disrupt\\_behav.pdf](http://www.opd.iupui.edu/ctl/idd/docs/tipsheets/disrupt_behav.pdf)

[The last two bullets have been edited to provide local IUK phone numbers and forms.]

### **Create a Constructive Classroom Environment**

- Decrease anonymity. Learn students' names and something about them. Meet with them individually. Try to get to know them, through minute papers or journals.
- Establish ground rules and communicate your expectations for appropriate student behavior.
- Seek feedback from students. Find out how the class is going. Administer an informal course evaluation early in the semester or schedule a mid-semester student focus group.
- Encourage active learning. Methods like student-centered discussions and collaborative learning activities develop positive relationships among class members.
- Let students know that you recognize them as individuals, that you are committed to their learning, that you are willing to listen carefully and respectfully, and that you expect the same from them.

### **Deal with Attention Seekers and Students who Dominate Discussions**

- Suggest that you want everyone's ideas. If the problem persists, ask the students to suggest what might be done to give all students a chance to participate.
- Have 2 — 3 students act as "process observers" for a day. At the end of the class session, have them report on their observations of how the discussion went, what problems they noticed, and what suggestions they have.

### **Make Connections with Inattentive Students**

- Use active learning techniques. Break the class into small groups and assign them a task to engage the students with the topic.
- Make eye contact with inattentive students. Physically move to that part of the room. Alert them ahead of time that they will be asked to participate.
- Have a policy that students rotate seats periodically. Have those sitting in the back move to the front row and all others move back one row. Research shows that students sitting in the front of a class tend to get better grades.

### **Deal with Angry, Aggressive, Challenging Students**

- Remain calm. Slow down and regularize your breathing. Don't become defensive.
- Don't ignore them. Attempt to diffuse their anger. Arrange to meet them during a break or after class. Listen. Talk in a professional and courteous manner.
- Arrange to talk with student in a more private setting, asking student to explain reasons for his/her conduct.
- Don't duck controversy. Indicate that if conduct is repeated, student may be subject to university disciplinary proceedings.
- If the student does not comply or is violent or threatening, ask the student to leave the academic setting. IUK specific response: If student refuses, you can call or request another student to call Campus Security (455-9363 on a cell phone or Ext. 363 on a house phone).
- Document the incident. An IUK Personal Misconduct Form is available on the web. Access it at [www.iuk.edu](http://www.iuk.edu) and click on Student Support Services and then on V.C. Student Services. The Personal Misconduct Form is listed as a link on the left.

#### References:

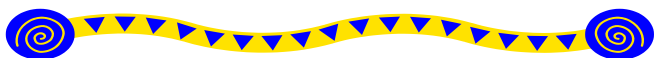
IUPUI Code of Student Rights, Responsibilities, and Conduct. Available :<http://www.hoosiers.iupui.edu/studcode/stucode.htm>

McKeachie, W. J. (1999). Teaching tips Boston: Houghton-Mifflin.

Sorcinelli, M.D. (1994). Dealing with troublesome behaviors in the classroom. In K. W. Prichard & R. M. Sawyer (Eds.)

Handbook of college teaching: Theory and applications Westport, CT: Greenwood Publishing.

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## TechTips ... Chérie Dodd

### Online Resources for Faculty and Adjuncts.

The CTE Web page <http://www.iuk.edu/ist/Links.htm> has links to various online resources that may be of assistance to Faculty and Adjuncts.

This page contains information on:

- IT Resources including web resources for faculty and staff, how to get a network account, policies on how IU accounts may be used and student technology FAQs.
- Links to copyright information with regard to printed materials and copyrighted music, also on how to obtain a copyright for your own work.
- Instructional Resources for creating online course material.
- Information on the Scholarship of Teaching and Learning.

I would like to highlight one of the extremely useful links in the Instructional Resources section. This will assist you in enriching your classroom or online course experience for your students through the effective use of instructional design strategies.

### The Virtual Instructional Designer(VID)

The VID provides faculty with the "how to" research for constructing effective online courses or sections of courses. It contains great ideas for course design and is free. All you only need to do is create a userid and submit your email address.

This VID is a Learning Anytime Anywhere Partnership (LAAP) grant-funded project. It provides 24/7 assistance to faculty on developing online instruction or courses.

When you enter the VID you have 7 Main sections.

#### 1. **Jump Start**

- \* Orientation to the VID and where to find what you need.
- \* Research materials on Online course quality, Quality web design, Learner analysis, Design decisions & choices, Institutional assistance.

#### 2. **Communicate**

- \* Designing threaded discussions.
- \* Effectively using E-mail.
- \* Designing live chat.

#### 3. **Content & Assignments**

- \* Choosing content & Sources – this section contains many good sources of material you can incorporate into your existing courses.
- \* Content & Instructional Strategies
- \* Assignments
- \* Learning Theory

#### 4. **Motivation**

- \* Helping your students.
- \* Creating a Learning Community.

#### 5. **Evaluation**

- \* Assessing Learning.
- \* Evaluation Issues.

#### 6. **Media & Technology**

- \* Course Development Tools.
- \* Multimedia.
- \* Web Development Tools.
- \* Emerging Technology.

#### 7. **Tutorials**

- \* Designing Basic Web Pages.
- \* Designing Advanced Web Pages.
- \* Course Design Process Skills.
- \* Preparing Instructional Materials.

#### **Here is a short list of some of the topics covered:**

- online learner analysis
- research on online course quality
- ideas on running effective online discussions and evaluation
- designing for accessibility
- discovering learning styles



## TechnoBabble ... Chérie Dodd

### **What are USB storage devices?**

A new standard for storage has become available so instead of lugging all those floppy disks around most people are turning to the USB Storage devices.



Simply plug them into the USB port on the computer and save your data.



They offer a fast and efficient way of storing data and are small and sturdy.

Most can fit on a key ring.

They range in size from 16 – 256 MB and are relatively inexpensive, depending on the size and brand name.

The thing that is confusing is the names given to the devices. Unlike floppies or CDs there is no one standard name at the moment so you will see names like:-

Dell USB Flash Memory Key Storage,  
Cyclone Flash Key USB Pen Drive-Storage,  
USB Pen Drive,  
USB portable pen drives,  
Lexar USB JumpDrive,  
and USB flash drive.

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