

**ADJUNCT FACULTY  
HANDBOOK 2008-2009**

Department of  
Counseling and Human Services

**National-Louis University**

**College of Arts and Sciences**

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Welcome!

And thank you for agreeing to teach in the Counseling and Human Services Program of National-Louis University. This handbook will provide a brief overview of our Counseling Program and answer some of your questions. It will also outline the expectations we have of all adjunct faculty.

To help you understand both our program and the university you should become acclimated with the following:

- Check out the National-Louis University website at [www.nl.edu](http://www.nl.edu). It will give you a sense of the overall university mission.
- Read through the Graduate Student Handbook for the Counseling Department. This is also available on the NLU website. It will help you understand our Masters program and how the class you are teaching fits into the program.
- In addition, at the NLU website you will find a link to a ***University Adjunct Faculty Handbook***. It is important that you become familiar with this material because it represents University policies for all adjuncts. In this handbook, particular policies will be addressed. Clarification of procedural issues relevant to each campus will also be explained.
- **Log on to your NLU email account and check it regularly.** This is the mode of all communication.
- The NLU Adjunct Guidebook is available online at: <http://www.nl.edu/provost/adjunct/index.cfm> Please refer to this for the most up-to-date policies, procedures & information. An overview of topics covered is provided in Addendum 6 & 7.

Again, thank you – and welcome to the Counseling faculty team.

Sincerely,  
Counseling and Human Services Department  
National-Louis University

**Elgin/Rockford Campus  
Key NLU Personnel:**

**800 University Number: 800-443-5522**

Key Personnel in Elgin:

Vicky Whipple, Counseling Program Coordinator  
847-905-8026 (x8026)  
[vwhipple@nl.edu](mailto:vwhipple@nl.edu)

Terry Boyle, Student Services Representative  
847-905-8040  
[tboyle@nl.edu](mailto:tboyle@nl.edu)  
Addresses student issues regarding registration and financial aid

Don Velarde, Assistant Facilities Manager  
847-905-8023  
[CVelarde@nl.edu](mailto:CVelarde@nl.edu)  
Handles issues with the building, classroom, and technology

Rockford Advisor: Marie Bracki, x4529

Key Counseling Department Personnel:

Christie Muir, Administrative Assistant  
(630) 874-4541 (x4541)  
[cmuir@nl.edu](mailto:cmuir@nl.edu)  
Your contact for personnel matters such as contracts and paychecks

Key Technology Contact:

The HELP Desk: (866) 813-1177 x4357  
Call for all technology-related issues including email & posting grades

University Library

The library's website is: <http://www.nl.edu.proxy.nl.edu/library/index.cfm>  
Follow this link to order videos and DVDs for use in your class.

**Lisle Campus  
Key NLU Personnel:**

**800 University Number: (800)443-5522**

Key Personnel in Lisle:

Susan Thorne-Devin, Counseling Program Coordinator  
(630) 874-4560 (x4560)  
[stdevin@nl.edu](mailto:stdevin@nl.edu)

Michael Cowen, Facilities Manager  
(630) 874-4512 (x 4542)  
[mcowan@nl.edu](mailto:mcowan@nl.edu)  
Handles issues with the building, classroom, and technology

Christie Muir, Administrative Assistant  
(630) 874-4541 (x4541)  
[cmuir@nl.edu](mailto:cmuir@nl.edu)  
Your contact for personnel matters such as contracts and paychecks

Key Technology Contact:

The HELP Desk: (866) 813-1177 x4357  
Call for all technology-related issues including email & posting grades

University Library

The library's website is: <http://www.nl.edu.proxy.nl.edu/library/index.cfm>  
Follow this link to order videos and DVDs for use in your class.  
University Library

Barbara Evans x4531  
Head librarian on Lisle campus.

## **Wheeling & North Shore Campuses Key NLU Personnel:**

**800 University Number: (800)443-5522**

### Key Personnel in Wheeling & North Shore:

Eileen Tarnoff, Campus Coordinator

Office: (847) 831-0155

Cell: (847) 902-0884

[etarnoff@nl.edu](mailto:etarnoff@nl.edu) OR [ethomemail@aol.com](mailto:ethomemail@aol.com)

Jefferson Burns, Facilities Manager, Wheeling & North Shore

(224) 233-2592 (x 2592)

[jburns@nl.edu](mailto:jburns@nl.edu)

Handles issues with the building, classroom, and technology

Christie Muir, Administrative Assistant

(630) 874-4541 (x4541)

[cmuir@nl.edu](mailto:cmuir@nl.edu)

Your contact for personnel matters such as contracts and paychecks

### Key Technology Contact:

The HELP Desk: (866) 813-1177 x4357

Call for all technology-related issues including email & posting grades

### University Library

The library's website is: <http://www.nl.edu.proxy.nl.edu/library/index.cfm>

Follow this link to order videos and DVDs for use in your class.

University Library

Barbara Evans x4531

Head librarian on Lisle campus.

### Observation Rooms

North Shore Campus: Rooms 410/451; 411/450; 412/449

Wheeling Campus: On the first floor

Observation rooms will automatically be reserved for Fundamentals of Counseling, Clinical Techniques of Counseling, and Clinical Practicum. Any other class that needs or wants the rooms should contact Jefferson Burns.

### Library

Wheeling: Jerry Dachs [Jdachs@nl.edu](mailto:Jdachs@nl.edu) 847-947-5242  
North Shore: Carol Moulden [Cmoulden@nl.edu](mailto:Cmoulden@nl.edu) 224-233-2235

### Food Availability

Vending machines on both campuses

Miss Elley's Italian Deli: North Shore campus – Open until 7 pm  
Second floor, suite 240, 5200 Old Orchard Building

### Department of Diversity

Erin Haulotte [erin.haulotte@nl.edu](mailto:erin.haulotte@nl.edu) 847-947-5491

Erin is the person to contact when working with students who need special accommodations.

### Student Counseling Office

Randi Altman, LCPC [randi.altman@nl.edu](mailto:randi.altman@nl.edu) 224-233-2443

Randi is the referral source for any students needing counseling services through NLU. Although her office is on the North Shore campus, she does meet with students at Wheeling as well. All NLU students are entitled to 12 counseling sessions at no cost. Randi is also an excellent source for students who are looking for community referrals for counseling. She is open to presenting in classes.

### Office of Career Services

Jim Opon [james.opon@nl.edu](mailto:james.opon@nl.edu) 312-261-3270

Andy Cusick [Andrew.cusick@nl.edu](mailto:Andrew.cusick@nl.edu) 224-233-2254

Jim is the director of this department and his office is located on the Chicago campus. Andy Cusick, associate director of Career Services, is located on the North Shore campus. He is available to North Shore and Wheeling campus students. He is an excellent resource for discussing resume writing and job interviewing.

### Center for Academic Development (CAD)

Mary Bridges (Director) [mary.bridges@nl.edu](mailto:mary.bridges@nl.edu) 630-874-4554

Betty Constance (Wheeling) [betty.constance@nl.edu](mailto:betty.constance@nl.edu) 847-947-5106

John Hopp [jhopp@nl.edu](mailto:jhopp@nl.edu) 224-233-2356

This center is an excellent resource to refer students who need help with writing and critical thinking skills. The CAD staff attend the cohort orientations in order to familiarize the students with their services. The center provides writing diagnosis and assists with papers through one-on-one contact or online. The department highly recommends the utilization of this service for any student who has writing and critical thinking difficulties.

**Chicago Campus  
Key NLU Personnel:**

**800 University Number: 1-800-443-5522**

Janice Guerriero, Counseling Program Coordinator  
312-261-3463 (x3463)  
[JGuerriero@nl.edu](mailto:JGuerriero@nl.edu)

Guadalupe Chavez, Chicago Campus Student Services Representative  
312-261-3471 (x3471)  
[Guadalupe.chavez@nl.edu](mailto:Guadalupe.chavez@nl.edu)  
Addresses student issues regarding registration and financial aid

Patrick Young, Facilities Manager (days)  
312-261-3429 (x3429)  
[PYoung@nl.edu](mailto:PYoung@nl.edu)

Michael Young, Asst Facilities Manager (evenings)  
312-261-3205 (x3205)  
[Michael.young@nl.edu](mailto:Michael.young@nl.edu)  
Both handle issues with the building, classrooms, parking information  
and receive all AV equipment reservations

Dwight Martin, Copy Center Services  
312-261-3542 (x3542)  
[dwight.martin@nl.edu](mailto:dwight.martin@nl.edu)  
Copies large assignments (>20 copies) and provides assistance with  
malfunctioning copy machines

Key Counseling Department Personnel:

Chris Clemmer, Department Chair  
630-874-4535  
[CClemmer@nl.edu](mailto:CClemmer@nl.edu)  
Contact regarding students who will receive a "C" grade and program  
clarification issues.

Lily Santowski, Administrative Assistant  
312-261-3356  
[lilian.santowski@nl.edu](mailto:lilian.santowski@nl.edu)  
Your contact for internship paperwork, transcripts, room and  
equipment reservations as well as any scheduling/course assignment  
conflicts.

Christie Muir, Administrative Assistant

630-874-4541

[CMuir@nl.edu](mailto:CMuir@nl.edu)

Your contact for personnel matters such as contracts and paychecks

### Key Technology Contact

The HELP Desk: (866) 813-1177 x4357

Call for all technology-related issues, including computers, Outlook e-mail & posting grades

### Key AV Contacts (Troubleshooting)

Omni Mee / Martin Palacios, Instructional Technology Assistants

312-261-3700

[Omee@nl.edu](mailto:Omee@nl.edu) or [MPalacios@nl.edu](mailto:MPalacios@nl.edu)

Call if the reserved equipment is missing or has not been delivered to your room.

All AV equipment must be reserved by completing a request form and submitting it to Patrick and/or Michael Young.

### University Library

The library's website is: <http://www.nl.edu.proxy.nl.edu/library/index.cfm>.

Follow this link to order videos and DVDs for use in your class.

For other library questions:

Call 800.443.5522 x5495 or email [libref@nl.edu](mailto:libref@nl.edu)

Or ask a library rep:

Kathryn McMahan, Chicago Campus Library Services

Coordinator

312-261-3659

[Kathryn.mcmahan@nl.edu](mailto:Kathryn.mcmahan@nl.edu)

### Labs / Observation Rooms

Rooms 4021 A&B and 4023 A&B

These labs are automatically scheduled for the following courses:

Fundamentals of Counseling, Clinical Techniques of Counseling, and Clinical Practicum. Any other class that needs the rooms should contact Lily Santowski or Patrick Young to make arrangements.

### Students with Learning Disabilities - Department of Diversity

Erin Haulotte

[Erin.haulotte@nl.edu](mailto:Erin.haulotte@nl.edu)

847-947-5491

Erin is the person to contact when working with students who need special accommodations.

### Student Counseling Office

Randi Altman, LCPC

[randi.altman@nl.edu](mailto:randi.altman@nl.edu)

224-233-2443

Randi is the referral source for any students needing counseling services through NLU. Although her office is on the North Shore campus, she does meet with students at other campuses as well. All NLU students are entitled to 12 counseling sessions at no cost. Randi is also an excellent source for students who are looking for community referrals for counseling. She is available to present in classes.

Center for Academic Development (CAD)

Website: <http://www.nl.edu/centers/cad/index.cfm>

Contacts:

Jady Piper (Director)      [jpiper@nl.edu](mailto:jpiper@nl.edu)      (312) 261-3300

Thelma Coleman, Administrative Coordinator  
   [Thelma.coleman@nl.edu](mailto:Thelma.coleman@nl.edu) (312) 261-3301

This center is an excellent resource to refer students who need help with writing and critical thinking skills. The CAD staff attend the cohort orientations in order to familiarize the students with their services. The center provides writing diagnosis and assists with papers through one-on-one contact or online. The department highly recommends the utilization of this service for any student who has writing and critical thinking difficulties.

Office of Career Services

Jim Opon                      [james.opon@nl.edu](mailto:james.opon@nl.edu)      312-261-3270

Andy Cusick                [Andrew.cusick@nl.edu](mailto:Andrew.cusick@nl.edu)      224-233-2254

Jim is the director of this department and his office is located on the Chicago campus. Andy Cusick, associate director of Career Services, is located on the North Shore campus. He is available to North Shore and Wheeling campus students. He is an excellent resource for discussing resume writing and job interviewing.

## Understanding Our Program

**Historically**, the Counseling and Human Services Department began as a Human Services Department which offered undergraduate and graduate programs in human services work. With the advent of licensing in the State of Illinois in the 1990's, we changed our graduate program to a counseling curriculum that met the requirements in the State of Illinois

There are currently two tracks in our Masters of Science in Counseling program: School Counseling and Community Counseling. Our School Counseling program is an "entitled" program in the State of Illinois; graduates may apply for the Type 73 School Guidance Certification. The courses in both our School and Community Counseling Programs meet the educational requirements of the State of Illinois for both the LPC and LCPC levels of licensure.

Whether they are enrolled in Community Counseling or School Counseling, students join cohorts that meet one night per week for the whole time they are in grad school. Many of their classes are taken together, so they can learn from each other, but when specialized information is needed they are separated. In addition, school counseling students who are not certified teachers must take an additional three courses in the College of Education to meet state certification requirements.

This 51-hour program will take over two years to complete. See the attached addendum #1 for a sample cohort schedule of courses.

Admission to the counseling program does not guarantee that a student will be automatically allowed to take practicum and internship. Each student is evaluated along the way and must be formally admitted to the clinical portion of the program. You, as an adjunct faculty member, will play an important role in this evaluation by not only assigning grades to each student but also by completing a Student Performance Evaluation (addendum #4) on each person in your class. This evaluation form is filled out by all professors teaching students in courses before the practicum/internship portion of the cohort..

Please review the sample schedule of courses (addendum #1) for an understanding of where the course you are teaching fits into the overall program.

## Adjunct Faculty Expectations:

- Provide an electronic copy of your syllabus prior to the start of class. Please send one as an attachment to Christie Muir ([cmuir@nl.edu](mailto:cmuir@nl.edu);) and one to your campus coordinator.
- **Contact your campus coordinator immediately if there are problems with any particular student or with the class as a whole.**
  - University policy dictates that if a student is disruptive in class, the instructor must give a public and verbal warning to the student, telling them that if it happens again during class time, they will be dismissed from the class. If the student is dismissed from one class, returns and again exhibits disruptive behavior in another class, the student will be dismissed from the course.
  - **A Critical Incident Form** should be completed for these incidents and sent to the campus coordinator on the campus you are teaching. An e-mail or phone call to the campus coordinator letting him or her know about the incident is helpful. (see form in at end of handbook). In addition, a letter or email should be sent to the student reiterating the warning. It is important to have a paper trail of evidence in the event that the student needs to eventually be dismissed from the program. (Addendum #3)
  - The Department has developed new Dismissal policies and procedures. (addendum #5) If students exhibit any of the behaviors listed as grounds for dismissal, please follow the guidelines for handling the situation.
- Contact your campus coordinator if you have concerns about a student continuing in the program for any reason.
- **Meet with your students for the scheduled time** (4:00 – 6:45 or 7:15 – 10:00) and do not let them out early or cancel classes. The Department now requires that students receive a minimum of 30 hours of instruction (3 hours per week for 10 weeks) in every course.
- **Do not cancel class.** If you are ill or have an emergency please contact your campus coordinator immediately to discuss what

arrangements need to be made. If you cannot locate your campus coordinator please call Christie Muir.

- If you know ahead of time that you cannot be present for a class period, one of your options is to arrange to trade times with the person who teaches before or after you. For example, if you are teaching the 7:15-10:00 class, you could ask the 4:00 instructor to teach from 4:00-10:00 the week you are absent. The following week the other instructor is off and you teach 4:00-10:00. Please notify your campus coordinator ahead of time of any change in the schedule.
- **Check your NLU email account regularly; all correspondence with the University is handled through email.**

## **Information for your Syllabus (Please see Addendum #2)**

- The first time you teach a course, you will be given a UCO (University Course Outline) which contains the minimal standards that must be met for the class in order for the class to meet national accreditation standards, and at least one sample syllabus. Your syllabus should incorporate information from the UCO and sample syllabus. A sample generic syllabus format is included at the end of this handbook. (addendum #3)
- The syllabus is your contract with the students. It needs to state clearly what you expect of the students, and any deviation from what is stated in the syllabus can be grounds for students to appeal their grades. For example, you cannot deduct points from a student's grade for turning in a paper late unless the syllabus explicitly states that points will be deducted for a late paper.
- Your Course syllabus should include:
  - Identifying information about the course: name, number
  - Instructor information and all contact information
  - Course Objectives
  - Grading Policy
  - University ADA and Academic Honesty Policies
- **The University requires that the syllabus contain the following statements verbatim:**

NLU seeks to insure that its programs are accessible to all persons. Students in need of special assistance or an accommodation regarding any of the course requirements as outlined in this syllabus, the course objectives

and/or course evaluation and assessment criteria, are advised to notify me immediately. We will meet privately to discuss a resolution of your issue, which may or may not include an appropriate referral (e.g., a Writing Specialist, the ADA Accommodations Coordinator). Confidentiality will be maintained regarding your special needs.

With respect to the academic honesty of students, it is expected that all material submitted as part of any class exercise, in or out of class, is the actual work of the student whose name appears on the material or is properly documented otherwise. The concept of academic honesty includes plagiarism as well as receiving and/or giving improper assistance and other forms of cheating on coursework. Students found to have engaged in academic dishonesty are subject to disciplinary action and may be dismissed from the University.

Faculty has the right to analyze and evaluate students' course work. Students may be asked to submit their papers electronically to a third party plagiarism detection service. Students who are asked to submit their papers and refuse must provide proof for every cited work comprising the cover page and first cited page for each source listed in the bibliography. When evidence of academic dishonesty is discovered, an established procedure of resolution will be activated to bring the matter to closure. See Policy on Academic Honesty in the University Catalog and Student Guidebook (hard copy and online).

The Policy on Academic Honesty is in the University Catalog as a hard copy and online at <http://www.nl.edu/registrar/catalogs.cfm> and in the Student Guidebook as a hard copy and online at <http://www.nl.edu/StudentServices/studentaffairs/StudentHandbook>.

For resources on how to cite properly and avoid plagiarism, go to NLU's Center for Academic Development at <http://www.nl.edu/centers/cad/resources/index.cfm> and the NLU Library at <http://www.nl.edu/library>. For an interactive tutorial on how to avoid plagiarism, go to <http://faculty.nl.edu/cad/presentations/Student%20Plagiarism%20tutorial.htm>.

- **In addition** to University requirements for your syllabus, the Counseling and Human Services Department requests that you include the following statement:

The Counseling and Human Services faculty recommend that you keep a copy of the syllabus from this and every class you take toward completion of our M.S. in Counseling in order to demonstrate that you have met the requirements for licensing as a counseling professional in either the school or community tracks for the State of Illinois.

- It would be a good idea to state clearly in your syllabus how habitual tardiness will affect the grade and how extra credit may be earned if you choose to offer that option.
- According to University policy, students cannot be graded for attendance, but their grade can be based on class participation.
- In your syllabus you might also want to include how you want papers turned in, hard copy, electronically or both. Also include your policy about late papers. It is in your best interest, in case there is a problem with a student and his/her work, that you keep a copy of all papers that a student turns in. We would also recommend that if you are giving exams, quizzes, etc that if you are giving the exam back to the student that you also retain a copy for yourself.
- Please remember that the class you are teaching will usually includes students from both our community counseling and school counseling programs. For most classes we do not separate the two groups but feel they mutually benefit from attending classes together. It is important, therefore, that you address the needs of both groups in your syllabus and in your class materials.
- Please email a copy of your syllabus to your campus coordinator every term. The Department keeps a file of all syllabi for future reference.

## **Professional Identity**

The Counseling and Human Services Department seeks to train skilled individuals who develop an identity as a professional counselor. We, therefore, encourage full-time and adjunct faculty to become members of state and/or national counseling organizations in order to serve as role models for students. Specifically we suggest that you join the following:

State:  
affiliates

Illinois Counseling Association and any of its

([www.ilcounseling.org](http://www.ilcounseling.org))

National:  
affiliates

American Counseling Association and any of its

([www.counseling.org](http://www.counseling.org))

## Submitting Grades

- At the end of the term, submit your grades on-line. Grades are due within one week of the final night of the class. See University directions for accessing the Final Grade sheet online. (Addendum #6)
- Incompletes:  
You may not give an Incomplete unless a student has completed 75% of the coursework. The grade of Incomplete is not listed as an option on the final grade list; it must be accessed at I-Grade Workflow Procedure, and you must complete a contract indicating what the student must do to be given a grade and the date by which the work must be submitted. University policy is to require students to complete the work within 180 days.

**Please check with your campus coordinator before giving a student an Incomplete.** We allow students only one Incomplete per year, so giving a student an Incomplete could have ramifications for them beyond your class.

- Grades of C, D, or F:  
At the end of the term, **notify your campus coordinator immediately** if any student receives a grade other than an A or B for your course. Students will not be allowed to continue in their cohort with a grade other than A or B. It is recommended that if you are working with a student where he/she might be receiving a grade below B that you speak with the campus coordinator as soon as you are aware of this. In addition please have a discussion with the student about his/her progress in the class.
- In addition to submitting grades, you may be required to complete a Student Performance Evaluation Form for each student (see form at end of handbook). This evaluation form is required for all classes prior to the student's admission into practicum/internship, and we will use your evaluation of the students to help determine whether or not they will be allowed to continue in the program. Students are not automatically allowed to begin practicum and internship; their coursework and performance evaluations are reviewed by their advisor, and students must be formally accepted into the clinical portion of the program.

Your campus coordinator will remind you toward the end of the term whether or not you must complete this form. These forms may be dropped in the coordinator's mailbox or mailed to them within a week of the end of the term.

# Addenda

Cohort Schedule

Sample Syllabus Format

Critical Incident Report

Student Performance Evaluation Form

New Dismissal Policy

How to Submit Grades

Textbook Orders

## Addendum #1 Sample Schedule

<i>Term</i>	<i>SH</i>	<i>Course Title</i>	<i>Instructor</i>
<b>TERM 1</b>			
HSC 501	3	Fundamentals of Counseling	
HSC 511	3	Professional Practice & Ethics	
<b>TERM 2</b>			
HSC 510	3	Theories of Counseling	
HSC 512	3	Theories & Techniques of Group Counseling	
<b>TERM 3</b>			
HSM 508	3	Research & Evaluation Methodology	
LAP 506	3	Advanced Human Development	
<b>TERM 4</b>			
HSC 534	3	School Counseling: Theories, Issues & Practice <b>OR</b>	
HSC 524	3	Community Counseling	
HSC 506	3	Intro to Theory & Techniques of Family Therapy	
<b>TERM 5</b>			
HSC 514	3	Counseling for Career Development	
HSC 503	3	Counseling & Human Devel. in a Multicultural Society	
<b>TERM 6</b>			
HSC 505	3	Clinical Assessment & Diagnosis	
LAP 501	3	Intro to Psychological Assessment	
<b>TERM 7</b>			
HSC 504	3	Clinical Techniques of Counseling	
HSS 534	3	Perspectives on Substance Abuse Counseling	
<b>TERM 8</b>			
HSC 533	3	Practicum	
<b>TERM 9</b>			
HSC 581	3	Internship 1	
<b>TERM 10</b>			
HSC 582	3	Internship 2	

## **Addendum #2 Sample Syllabus Format:**

National-Louis University  
Counseling and Human Services Department  
Course Number and Name  
Campus  
Day and Time class meets

**Instructor:**  
**Office Hours:**  
**Phone(s):**  
**Email:**  
**Fax:**

### **Course Description:**

Copy from the University Course Outline (UCO) or Graduate Catalog

### **Course Objectives:**

- Be specific and behavioral – Students will...
- Students will complete an evaluation at the end of the term that asks if course objectives were met.

### **Required Textbooks:**

List required books but do not include ISBN numbers (university rule)

### **Recommended Textbooks:** (if any)

### **Course Requirements:** -

- List each requirement and be clear about what is expected.
- Be explicit about how the assignment will be graded so that there is no room for argument or appeal by the student.
- Suggestions for course assignments can be found in the UCO and sample syllabi.
- One of the requirements in all courses should be that students write in APA style. Failure to use APA style should result in the student's grade being lowered – stipulate by how much. (However, in the first two terms (Usually HSC 5121, 501, 510, and 512), it would be appropriate to refer students to CAD (Center for Academic Development) for assistance with learning APA style and allow them to resubmit the paper.

### **Grading:**

- Be clear about how you will grade –Each assignment receives a certain number of points or a certain percentage of the grade.

- How will you compute the final grade?
- Will late assignments, absences, or tardiness affect the grade?

### **Miscellaneous:**

- This is where University and Department-required statements should be included, plus any miscellaneous information specific to your course.

NLU seeks to insure that its programs are accessible to all persons. Students in need of special assistance or an accommodation regarding any of the course requirements as outlined in this syllabus, the course objectives and/or course evaluation and assessment criteria, are advised to notify me immediately. We will meet privately to discuss a resolution of your issue, which may or may not include an appropriate referral (e.g., a Writing Specialist, the ADA Accommodations Coordinator). Confidentiality will be maintained regarding your special needs.

With respect to the academic honesty of students, it is expected that all material submitted as part of any class exercise, in or out of class, is the actual work of the student whose name appears on the material or is properly documented otherwise. The concept of academic honesty includes plagiarism as well as receiving and/or giving improper assistance and other forms of cheating on coursework. Students found to have engaged in academic dishonesty are subject to disciplinary action and may be dismissed from the University.

Faculty has the right to analyze and evaluate students' course work. Students may be asked to submit their papers electronically to a third party plagiarism detection service. Students who are asked to submit their papers and refuse must provide proof for every cited work comprising the cover page and first cited page for each source listed in the bibliography. When evidence of academic dishonesty is discovered, an established procedure of resolution will be activated to bring the matter to closure. See Policy on Academic Honesty in the University Catalog and Student Guidebook (hard copy and online).

The Policy on Academic Honesty is in the University Catalog as a hard copy and online at <http://www.nl.edu/registrar/catalogs.cfm> and in the Student Guidebook as a hard copy and online at <http://www.nl.edu/StudentServices/studentaffairs/StudentHandbook>.

For resources on how to cite properly and avoid plagiarism, go to NLU's Center for Academic Development at <http://www.nl.edu/centers/cad/resources/index.cfm> and the NLU Library at <http://www.nl.edu/library>. For an interactive tutorial on how to avoid plagiarism, go to <http://faculty.nl.edu/cad/presentations/Student%20Plagiarism%20tutorial.htm>.

The Counseling and Human Services faculty recommend that you keep a copy of the syllabus from this and every class you take toward

completion of our M.S. in Counseling in order to demonstrate that you have met the requirements for licensing as a counseling professional in either the school or community tracks for the State of Illinois.

- Add other information specific to your course here. For example, a reminder to turn off all cell phones and pagers. Or a reminder that ethical behavior and confidentiality are expected in experiential exercises in class.

**Schedule:**

- List the dates the class meets, the required reading for the day, and what assignments are due.

## **Addendum #3 Critical Incident Report**

### **National-Louis University Counseling and Human Services Department Critical Incident Report**

Name of Student(s) Involved

---

Date of Incident \_\_\_\_\_ Class/Workshop  
title \_\_\_\_\_

Faculty member/Instructor

---

Please describe the incident in detail.

Describe how you responded to the incident at the time.

Did you talk to the student(s) later? \_\_\_\_\_

If yes, give the date and describe the conversation.

What action did you take as a result of this incident?

# Addendum #4 Student Performance Evaluation

## Department of Counseling and Human Services Student Performance Review

Student	
Class	Term
Professor	Grade in Class

Rating Scale: 1 Below Expectation  
 2 At Expectation  
 3 Above Expectation

Academic Skills	1	2	3	Concerns - Be Specific
Makes valuable contributions to class discussions regarding content and readings				
Demonstrates thoughtfulness and self-reflection about the course content in class discussions and through written assignments				
Demonstrates an ability to make professional presentations				
Demonstrates college level writing skills				

Interpersonal Skills	1	2	3	Concerns - Be Specific
Actively contributes to small and large group discussion				
Does not monopolize classroom time or make inappropriate self-disclosure				
Refrains from being				

argumentative and attention getting				
Demonstrates insight into how personal characteristics and values impact professional identity development				
Demonstrates an awareness of how own actions or verbal responses impact classmates, teachers, supervisors , and/or clients				
Recognizes & can accurately assess own competencies& skills, & shares these with peers, teachers and supervisors				

<b>Interpersonal Skills</b>	1	2	3	<b>Concerns - Be Specific</b>
Recognizes and/or acknowledges own issues which may interfere with performance as a counselor				
When personal issues interfere is willing to take necessary steps to resolve such issues sufficiently as to				

<b>Professional Behavior</b>	1	2	3	<b>Concerns - Be Specific</b>
Demonstrates an awareness and sensitivity to ethical issues				
Attends class weekly, comes to class on time.				
Does not leave class early				
Papers and assignments completed on time				
Demonstrates the ability to receive, integrate, and utilize feedback from peers, teachers, and supervisors				

<p><b>In your opinion, at this time, do you feel that this student is appropriate for the counseling program/profession?</b></p> <p>YES                      NO</p>
<p><b>I have the following reservations about this student</b></p>
<p><b>Recommendations</b></p>

## **Addendum #5 Dismissal Policy**

### **Counseling and Human Services Department Policy for Dismissing Students from the Program**

National-Louis University has published its policies for all students regarding academic honesty, academic appeals, sexual harassment, and disruptive classroom behavior. Students in the Counseling and Human Services Department are bound by these policies and procedures. Please refer to the NLU Graduate Catalog for specifics.

Faculty and administration at National-Louis University take the preparation of future counseling professionals very seriously. We believe that the values and ethics needed to work in community agencies and schools must be reflected in the behavior of the students, both in the classroom as well as in the field. The Counseling and Human Services Department has an ethical obligation to monitor student behavior and to impose sanctions for inappropriate conduct, up to and including dismissal from the program. Thus, in order to evaluate performance on a continual basis, student progress is reviewed through Performance Evaluation Forms completed by instructors and during the internship experience by site supervisors.

Dismissal from the Counseling program may be the result of one incident or a pattern of problematic behavior. This means that even a straight "A" student can be dismissed from the program if faculty observe behavior that is unprofessional and/or inappropriate for someone entering the counseling profession.

Examples of behaviors which could result in dismissal from the Counseling Program include but are not limited to:

- coming to class, a university activity, or internship under the influence of alcohol or nonprescription drugs
- disrupting classroom or internship activities, either verbally or nonverbally, even after being given a warning
- cheating or plagiarizing written work
- becoming argumentative, demanding, and/or belligerent in class, at an internship site, or with any staff person or official at the university
- inappropriately touching another student, instructor, staff member, or client
- breaching confidentiality by inappropriately talking about a classmate or a client to a third party
- being unable to receive constructive feedback from fellow students, professors, or supervisors
- deliberately and knowingly disregarding directives from a supervisor, instructor, or university delegate

- threatening behavior to fellow student, an instructor, a staff member, or anyone affiliated with National-Louis University or an internship site. This includes face-to-face, phone, email, and letter threats.
- Physically harming an individual or destroying property while on university property or at an internship site
- when a student's behavior is detrimental to fellow students, faculty, or clients
- when a student fails to follow through on a remediation plan
- being dismissed from an internship site. If a student is allowed to begin another internship and is again dismissed, the student will automatically be dismissed from the counseling program.

The Counseling and Human Services faculty have designed the following procedures for dismissing a student from the Counseling program:

1. In accordance with university policy, an instructor will give an immediate and public warning when a student exhibits inappropriate behavior in the classroom. If the student is disruptive again, the student will be asked to leave the class immediately, and the instructor will send a Critical Incident Form to the student's advisor and the Department Chair in addition to notifying the student in writing (email or US mail). If it happens again at a future class, the student will be dismissed from the course, and the advisor and Department Chair will be notified.
2. The problem is brought to the attention of the student's advisor by
  - a review of Performance Evaluation forms
  - a review of a Critical Incident Form completed by an instructor after discussing an offensive incident with the student
  - contact with an Internship Site Supervisor regarding problematic behavior by an intern
  - report from NLU staff and administration and students of inappropriate student behavior

The advisor, in turn, notifies the Department Chair.

3. The student meets with his/her advisor and/or another appointed faculty member to discuss the problem and attempt to resolve the situation, including developing a Remediation Plan.
4. If the situation cannot be resolved at this level, the advisor brings the student's situation to the next Counseling and Human Services Department meeting. The student must be notified of the day and time of the meeting and may send a written letter to the department presenting his/her point of view.
5. If the student has exhibited any of the behaviors listed above, the Counseling and Human Services Department may make a formal decision to dismiss the student and then send a letter to the student

confirming that decision, with copies sent to the advisor, the Department Chair, and the Dean.

6. If the Counseling and Human Services Department decides not to immediately dismiss the student, a Remediation Plan will be implemented. Failure to complete the Remediation Plan successfully will then result in the student's immediate dismissal from the program.
7. If the student disagrees with the decision to dismiss, he or she may use the University's Appeal Process to protest the decision.

A student who is dismissed from the counseling program may not apply for re-admission at any time to any program or certificate offered in the Counseling and Human Services Department.

## **Addendum #6 How To Submit Grades**

### **Class Lists and Grading Instructions**

**Revised 3-20-07**

The purpose of this document is to show you how to access Banner Self-Service, to view / print class lists, and to submit grades using NLU's Faculty Self-Service. Updated versions of this guide, as well as instructions for obtaining additional student information, using student email, and textbook adoption, are available on-line at: <http://oit.nl.edu/documentation.cfm> under **Banner Self-Service Help Documentation**.

#### **Access to Banner Self-Service:**

1. Go to the NLU Web site home page at **www.nl.edu**.
2. Click on the **FACULTY & STAFF** window in the middle of the page.
3. Click on the **MY.NL.EDU – NLU PORTAL** (left-hand column under GET CONNECTED).
4. On the left side of your screen you will see a **Secure Access Login** box.
5. Enter your User Name and Password.
  - **User Name** – First character of your first name + first 5 letters of last name + last 4 digits SS#  
(George Washington with SS# 222-44-1234 is "gwashi1234" or Mary Doe with SS# 333-55-7890 is "mdoe7890")
  - Your initial **Password** is exactly the same as your **User Name**. As soon as you login you will be asked to change the password. The password must be at least 6 characters in length and contain at least one number and one letter. If you forget your Luminis password, please contact the helpdesk at 1-866-813-1177 or at x4357 from an on-campus extension, or email them at [helpdesk@nl.edu](mailto:helpdesk@nl.edu).
6. Click **Login**.
7. Once you have logged in you will see a Welcome message. To enter Banner Self-Service – Click on the **My Services** tab at the top of the page.
8. On the **My Services** screen, click anywhere in the sentence that starts (**This link ...**) It is in the center of the screen, and you will be sent to the **Self-Service Main Menu**

#### **Viewing & Printing Class Lists On-line**

1. At the Main Menu .. Click **Faculty**.
2. Click **Term Selection**. (Use the pull-down arrow and select a term. Refer to the table for the possible Banner term.—See notes (\*) and (\*\*) below for further information.

#### **If your course started in: Term Choice**

Sept, Oct, Nov, or Dec. 2006 Fall 2006  
Jan, Feb, or March 2007 Winter 2007  
April, May, or June 2007 Spring 2007

July or August 2007 \*Summer 2007

(\*) If a field group starts May 15th and ends on July 1st or later, the term for this group is Summer.

(\*\*) If you cannot find your class under the term you have chosen, try using the present term. If that doesn't

work, back up to a previous term. Continue this process for at least three terms until you find your class. (See

the next page for contact information for Troubleshooting.)

3. Click **Submit**.

4. Click **CRN Selection** (CRN = Course Record Number). Use the pull-down menu to see a list of

courses assigned to you. (The CRN and title for each of your assigned courses are already listed.)

5. Choose **Detail Class List** or **Summary Class List** (This second option contains the student's ID#).

Please note: Sometimes, for classes that have more than 10 (or 11) students, you may need to pull

the bottom horizontal scroll-bar all the way to the right, so that you can pull down the hidden vertical

scroll-bar to reveal the rest of your class list.

6. View address, phone, or other student info, by clicking on student's name.

7. Print your class roster using the Printer Icon on your tool bar or File

(Print). [*You can also block,*

*copy, and paste the Summary Class List into Word or Excel for your personal grade book.*]

*Emailing a student from Banner Self-Service?—On the Summary Class list, on the right side of the*

*screen you will see a little envelop – that's a link to the student's NLU email address. Also, at the*

*bottom left is an **EMAIL Class** envelop. Click on this and email the entire class at once. More*

*information about mailing an entire class is found at*

*<http://oit.nl.edu/documentation.cfm> under*

**Banner Self-Service Help Documentation.**

8. End your session by clicking on **Exit**.

### **Submitting Course Grades On-line**

Use the following steps to submit your course grades: (For "I" grade – see (\*) below.)

1. From Web Services (or Banner Self-Service) Main Menu – Click **Faculty**.

2. Click **Term Selection**. (See (\*\*) above.)

3. Click **CRN Selection**.

4. Pull the menu down and click **Final Grades**.

5. At the Final Grade Worksheet, pull down and highlight the grade for each student. **To give a student**

**an "I" leave the grade at NONE and use the workflow process described below. (\*)**

6. Click **Submit Grades**. (*IMPORTANT STEP!*)

7. Look for a large red confirmation message in the middle of your screen.

NOTE: At regular intervals during the grading period the Registrar's Office takes the grades you have entered and "rolls" them into academic history. In other words, they are permanently put into the student's academic records and will appear on a transcript. The grades will not appear on a transcript until they are rolled. And, once been rolled, you will not be able to make changes on-line.

8. Print your grade sheet, or save a copy, to your hard drive or to a disk.

9. End your session by clicking on **Exit**.

**(\*) Submitting an "I" grade.**

The "I" grade is no longer an option in the grade pull-down menu. Instead we must use the on-line process under the iGrade tab to submit all "I" grades. The instructions for this process are found in I-Grade Workflow

Procedure located on the Faculty Services Menu. To submit an update grade you can print the Change of

Grade form from the Faculty Services menu.

See the next page of this handout for letter grade information provided by the Office of the Registrar.

Please SKIP the columns labeled *Rolled*, *Last Attend. Date*, and *Attend. Hours*.

**Additional Information is provided by the Registrar's Office**

**Grade Definitions**

**A** Outstanding performance

**B** Above satisfactory performance

**C** Satisfactory performance

**D** Marginal performance

**F** Fail

**FX** Non-attendance— An FX grade is given to a student who registers for a course that he/she has not attended or has attended only briefly. A full description of this grade can be found in Academic Alert #2003-5. Click on <http://www3.nl.edu/provost/> and then on 2003 Academic Alerts.

**I** UG, GR Course in-progress – Details can be found in Academic Alert #2006-16 at

[www.nl.edu/provost/2006AcademicAlerts/](http://www.nl.edu/provost/2006AcademicAlerts/)

**N** No credit

**P** Pass ("C" Level or better)

**WN** UG only Unsatisfactory progress at time of last half voluntary withdrawal from an undergraduate P/N course

**WP** UG only Satisfactory progress at time of last half voluntary withdrawal from an undergraduate P/N course

**WS** UG only Satisfactory progress at time of last half voluntary withdrawal from an UG standard grade course

**WF** UG only Unsatisfactory progress at time of last half voluntary withdrawal from an UG standard grade course

**X** Deferred course designed to extend over a longer period of time

## **Grade Deadlines**

University academic policy requires grade submission no later than 14 days after the last class meeting. For accelerated programs (ABS, BSM, BSMIS, HCL, HRMD, MBA, and MSM) the submission deadline will automatically be extended to 14 days. Faculty who are unable to meet these deadlines due to extenuating circumstances should contact their campus coordinator.

## **Troubleshooting Call List. (Off-Chicagoland campuses? Dial 1-800-443-5522 then the extension.)**

- For problems related to hardware, your web browser, the Logon process, and resetting Passwords call:

OIT Help Desk at x4357 or e-mail at [helpdesk@nl.edu](mailto:helpdesk@nl.edu).

- For problems in course assignments – follow the process set up by your college or department:

CAS – contact your department chair, program coordinator, or Ewa at ext. 3378 ([epolitanska@nlu.edu](mailto:epolitanska@nlu.edu)).

NCE – contact your program coordinator, department chair, or Rose-Lynn Jaffe at ext. 5363 ([rjaffe@nl.edu](mailto:rjaffe@nl.edu))

CMB (on-campus) – contact Ewa at ext. 3609 ([ewodzinska@nl.edu](mailto:ewodzinska@nl.edu))

CMB (field faculty) – contact Karen to x4416 ([kdaca@nl.edu](mailto:kdaca@nl.edu))

- For questions about web grading policies or protocols:

(Undergraduate & Graduate) Debbie Nesbitt-Mohammed, Associate Register, Ext. 3190

- For comments or help with Faculty Self-Service instructions:

Colette Currie at ext. 5223 or e-mail at [ccurrie@nl.edu](mailto:ccurrie@nl.edu).

## Addendum #7 How To Order Textbooks

Questions on these instructions? Please contact Colette Currie ([ccurrie@nl.edu](mailto:ccurrie@nl.edu)) (847-947-5223 Voice Mail)

### **BOOK ADOPTION ON BANNER SELF-SERVICE QUICK STEPS**

The steps below are meant to help you quickly through the book adoption process, however, some details are left out so if you experience any problems or want more information, then there is a 10 page handout with pictures available at:  
<http://oit.nl.edu/documents/BookAdoptionDocumentation.pdf>

#### **Start by logging on to Banner Web using the new portal:**

1. Go to the NLU Web site home page at **www.nl.edu**.
2. Click on the **FACULTY & STAFF** window in the middle of the page.
3. Click on the **MY.NL.EDU – NLU PORTAL** (left-hand column under GET CONNECTED).
4. Enter your User Name and Password. (see on screen instructions if needed)
5. At the Welcome message screen – Click on the **My Services** Tab
6. At the **My Services** screen click anywhere in the sentence that starts **“This link will take you to...”**

#### **At the Web Services (or Banner Self-Service) Main Menu**

7. Click **Faculty**.
8. Click **Term Selection**.
9. Click **Book Adoption. (last choice in the Faculty Services Menu)**
10. You will see a list of your courses .. Select the first course that you want to process and click

**Adopt Books** at the bottom of the screen.

11. Follow the steps on the screen and click **Submit** when finished.

Please note the following about using the Book Adoption form:

- If you want to adopt another text for this course or adopt a text for another course, click on

**Return to Previous** and start again.

- If you are adopting a text for a course, then ALL the blanks must be filled in except for the comment line -- that's optional.

- If a course does not require a text, then check the **No Books Required** box on the order

form. If you don't do this the bookstore staff will just think that you didn't place an order.

12. Exit Banner when you are finished.

## **Frequently Asked Questions:**

### **I have my course assignments, but I'm not listed as the instructor. What do I do?**

Some courses are listed as "staff" if the instructor's name was not provided at the time the courses were loaded into Banner. If you are not able to access your course(s), please seek assistance from your college or department administrative assistant who have full access to the adoption system.

### **My course does not require a textbook, do I need to do anything?**

Yes, please check the "no text" required through the online adoption system. eCampus will post this message with your course which will help alleviate confusion for students.

### **I teach on the Chicago campus, how do I get a desk copy?**

The Chicago campus Barnes & Noble bookstore is not able to obtain desk copies. Faculty teaching on the Chicago campus must submit their own requests to the appropriate publisher for fulfillment. Many publishers have an online request form, otherwise, call their 800 number for assistance.

### **I teach on the Lisle, Wheeling, North Shore, Elgin, McLean, Milwaukee/Beloit, McLean, and or the Tampa campus, how do I obtain a desk copy?**

eCampus will submit your request to the appropriate publisher for fulfillment and shipments will go directly to your home. This process will take several weeks, so submit your adoption early if you need a desk copy.

### **Where will students purchase their textbooks?**

eCampus is our virtual bookstore. Students can purchase online at [www.ecampus.com/nlu](http://www.ecampus.com/nlu) or by calling toll-free 1-877-284-6744 ext. 5255. Chicago students will continue to purchase their textbooks from the on campus Barnes & Noble bookstore.

If you have any questions, please contact Lori Fedele at ext. 4483 or [LFedele@nl.edu](mailto:LFedele@nl.edu).