

KANSAS STATE
UNIVERSITY®

College of Education

Orientation Guide for Faculty

2017-2018



*Preparing educators to be knowledgeable,
ethical, caring decision makers for a
diverse and changing world.*

coe.k-state.edu

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Greetings from the Dean

The College of Education at Kansas State University prides itself on the quality preparation of knowledgeable, ethical, caring decision makers in a diverse and global world. The College offers 28 undergraduate and graduate programs leading to Kansas educator licensure. As the largest preparation program in the state, we are arguably also one of the very best in the nation. Outstanding faculty, small class sizes, personalized advising, and state and national accredited programs support our excellence.

The College has been recognized by the most respected professional national organizations. In 2015 the college was recognized with the AACTE Best Practice Award in support of Global and International Teacher Education and in 2012 the Best Practice award for Professional Ethics and Moral Dispositions in Teacher Education on our education unit. The elementary education program was recognized in 2010 with the Association of Teacher Educators most Distinguished Program in Teacher Education. Additionally, in 2011 the National Association for Professional Development Schools honored our high quality field experiences in the undergraduate programs with the Exemplary Professional Development School Achievement Award. This award is bestowed on a university with true partnerships demonstrating excellent achievement for K-12 students, future teachers, practicing teachers, and faculty members. Our partnership is built on the belief that the preparation of future teachers and K-12 school improvements should be a joint responsibility of higher education institutions and school systems. The College was also recognized in 2013 for supporting diversity with K-State's Outstanding Department for Enhancing Diversity. Finally, the college's work related to military connected students earned the 2014 Partnership of Excellence Award for Higher Education by the Military Child Education Coalition. We are proud of our award winning college, programs and students.

Innovative centers highlight faculty service and research work through focus on science education, social studies education, rural education, evaluation, culture and language, and public school improvement. We are proud to house the Midwest Equity Assistance Center and NACADA, the national academic advising association. The College's interests and responsibilities are large, but so is the impact of our graduates. Almost 6,000 educators trained at Kansas State University are in Kansas classrooms and school buildings. Many others serve in roles for companies, corporations, and support our military forces. Our alumni's impact is far reaching as they carry out their professional responsibilities as knowledgeable, ethical, caring decision makers.

The most important resources our College has, is you...the faculty! Our College realizes that making good choices in hiring is crucial to accomplishing our long-term goals. We also have come to understand that it is equally important to assure our new colleagues are provided the best possible opportunities to succeed.

This document serves as affirmation of a sincere commitment by the senior faculty and administrative leadership of the College of Education to promote your success. Designed to assist all faculty, especially those more recently joining us, with many of the every day policy and procedural details of academic life at Kansas State University, this guide addresses topics that will support your teaching, research, and service work. Please call on senior faculty, as we are here to support your integration into our academic programs and our profession. Welcome to Kansas State University and the College of Education.



Debbie K. Mercer, Dean and Professor
College of Education

The University: History and Mission



HISTORY AND MISSION OF KANSAS STATE UNIVERSITY

History

The university is one of six higher education institutions administered by the Kansas Board of Regents, which consists of nine members appointed by the Governor and approved by the Legislature.

February 9, 1863	Kansas was the first state to meet the requirements of the Morrill Act creating the land-grant colleges. Bluemont Central College became Kansas State Agricultural College.
1931	Name changed to Kansas State College of Agriculture and Applied Science.
1959	The Kansas Legislature approved university status. The traditional colleges of Agriculture, Engineering, Home Economics (now Human Ecology), and Veterinary Medicine were joined by Arts and Sciences, Architecture and Design, Business Administration, and Education.
1965	School of Education officially becomes College of Education.
1991	Kansas College of Technology, Salina, merged into the university and is known as K-State Polytechnic Campus. K-State Olathe officially opened in April 2011 making K-State a three-campus system.
Present	The university offers more than 250 undergraduate majors and options, 73 master's degrees, 43 doctoral degrees and 43 graduate certificates in multiple disciplines across campus. Approximately 4,000 degrees are awarded annually, nearly 1000 of which are from the Graduate School.

Mission

<http://www.k-state.edu/about/mission.html>

The mission of Kansas State University is to foster excellent teaching, research, and service that develop a highly skilled and educated citizenry necessary to advancing the well-being of Kansas, the nation, and the international community. The university embraces diversity, encourages engagement and is committed to the discovery of knowledge, the education of undergraduate and graduate students, and improvement in the quality of life and standard of living of those we serve.

Kansas State University is a comprehensive, research, land-grant institution serving students and the people of Kansas, the nation, and the world. Since its founding in 1863, the university has

evolved into a modern institution of higher education, committed to quality programs, and responsive to a rapidly changing world and the aspirations of an increasingly diverse society. Together with other major comprehensive universities, K-State shares responsibilities for developing human potential, expanding knowledge, enriching cultural expression, and extending its expertise to individuals, business, education, and government. These responsibilities are addressed through an array of undergraduate and graduate degree programs, research and creative activities, and outreach and public service programs. In addition, its land-grant mandate, based on federal and state legislation, establishes a focus to its instructional, research, and extension activities which is unique among the Regents' institutions.

Through quality teaching, the university is committed to provide all students with opportunities to develop the knowledge, understanding, and skills characteristic of an educated person. It is also pledged to prepare students for successful employment or advanced studies through a variety of disciplinary and professional degree programs. To meet these intentions, the institution dedicates itself to providing academic and extracurricular learning experiences which promote and value both excellence and cultural diversity. K-State prepares its students to be informed, productive, and responsible citizens who actively participate in advancing cultural, educational, economic, scientific, and socio-political undertakings.

Research and other creative endeavors comprise an essential component of K-State's mission. All faculty members contribute to the discovery and dissemination of new knowledge, applications, and products. These efforts, supported by public and private resources, are conducted in an atmosphere of open inquiry and academic freedom. Basic to the pursuit of this mission is the university's commitment to broad-based programs in graduate education at both the master's and doctoral levels.

Faculty, staff, and administrators share their expertise through service to the university and disciplinary organizations via outreach, engagement and extension-related activities. Their work provides support to numerous projects related to the goals, missions or aspirations of the departments, colleges of the university, and to the members of the professional community. Through outreach and engagement initiatives, partnerships are established with various stakeholders to translate knowledge and basic research into applications that address public needs. These service activities are integrally related to the land-grant mission.

Extension is governed by Kansas statutes that empower elected county councils and district governing boards with authority and responsibility to assess needs and conduct a local educational program in cooperation with Kansas State University and the United States Department of Agriculture (USDA). A network of local extension professionals and volunteers link Kansas State University faculty, the National Cooperative Extension System to the USDA which produces high-quality educational programs.

K-State 2025: A Visionary Plan for Kansas State University

<http://www.k-state.edu/2025/>

About K-State 2025

In February 2010, the university launched an ambitious planning initiative with the visionary goal to be recognized as a Top 50 Public Research University by 2025. Building on our collective history as a public land-grant institution, we embarked on a planning process that was inclusive and exciting. With broad involvement, K-Staters worked together to craft our future.

During the summer 2011, eight key university metrics were identified to benchmark and measure our progress to becoming a Top 50 Public Research University. Seven theme areas with goals, associated action plans, and expected outcomes were defined, as well as eight common elements spanning all theme areas.

This strategic plan and vision define us not only as a great place for students, but also as a modern land-grant university valuing and integrating research, education, and engagement on behalf of our communities, state, nation, and society. It expresses our desire to pursue a culture of excellence in all we do. As a living plan, K-State 2025 serves as a guide for our decision-making and priority setting.

As K-State 2025 planning expands, this page <http://www.k-state.edu/2025/about/> will serve as an archive of the planning process and related articles.

College of Education: Overview and Mission



HISTORY, OVERVIEW AND MISSION OF THE COLLEGE OF EDUCATION

History

Beginning as a Department of Rural and Vocational Education in 1890, professional education evolved into the Department of Education which offered teacher education course work in the Division of Arts and Sciences. In 1950, the Board of Regents authorized a teacher education program at Kansas State; in 1962, a School of Education, tied to the College of Arts and Sciences, was created. Only three years later the Board authorized the establishment of an independent College of Education, adding approval to offer the Ph.D. in 1968.

We have a diverse student body with more than 2,300 students; 14% of the student body is composed of multicultural students. There are 1,000 graduate students, and of the College's 1,200-plus undergraduates, 90% are from Kansas. Nearly 40% of undergraduate students are first generation college attendees compared to 9% of graduate students. The College boasts graduates living in all 105 Kansas counties, 50 states and 48 countries. The college offers licensure opportunities in 25 areas, with two undergraduate degree programs, seven master's degree programs and eight doctoral degree programs. These efforts are guided by about 80 full-time faculty, 30 part-time temporary faculty, 25 graduate assistants, and 30 clinical instructors. The full-time faculty are assigned, on average, slightly over 60% of their time to teaching, with the remaining 40% dedicated to research, development, and professional service in proportions which range widely among individuals based on their expertise, dispositions, and the needs of the various programs. Of tenured and tenure-track faculty, 97% hold the doctorate and over 95% have P-12 experience; in the aggregate they produce in excess of 200 publications annually and serve as officers or board members of more than 25 professional organizations.

Overview and Mission

Today, the college is designated as the unit responsible for all teacher preparation and school licensure programs in the university; the Dean of Education has been identified as the single responsible authority for teacher education in the institution.

The vision of the College of Education is to prepare educators to be knowledgeable, ethical, caring decision makers for a diverse and changing world.

Our Mission is fulfilled through:

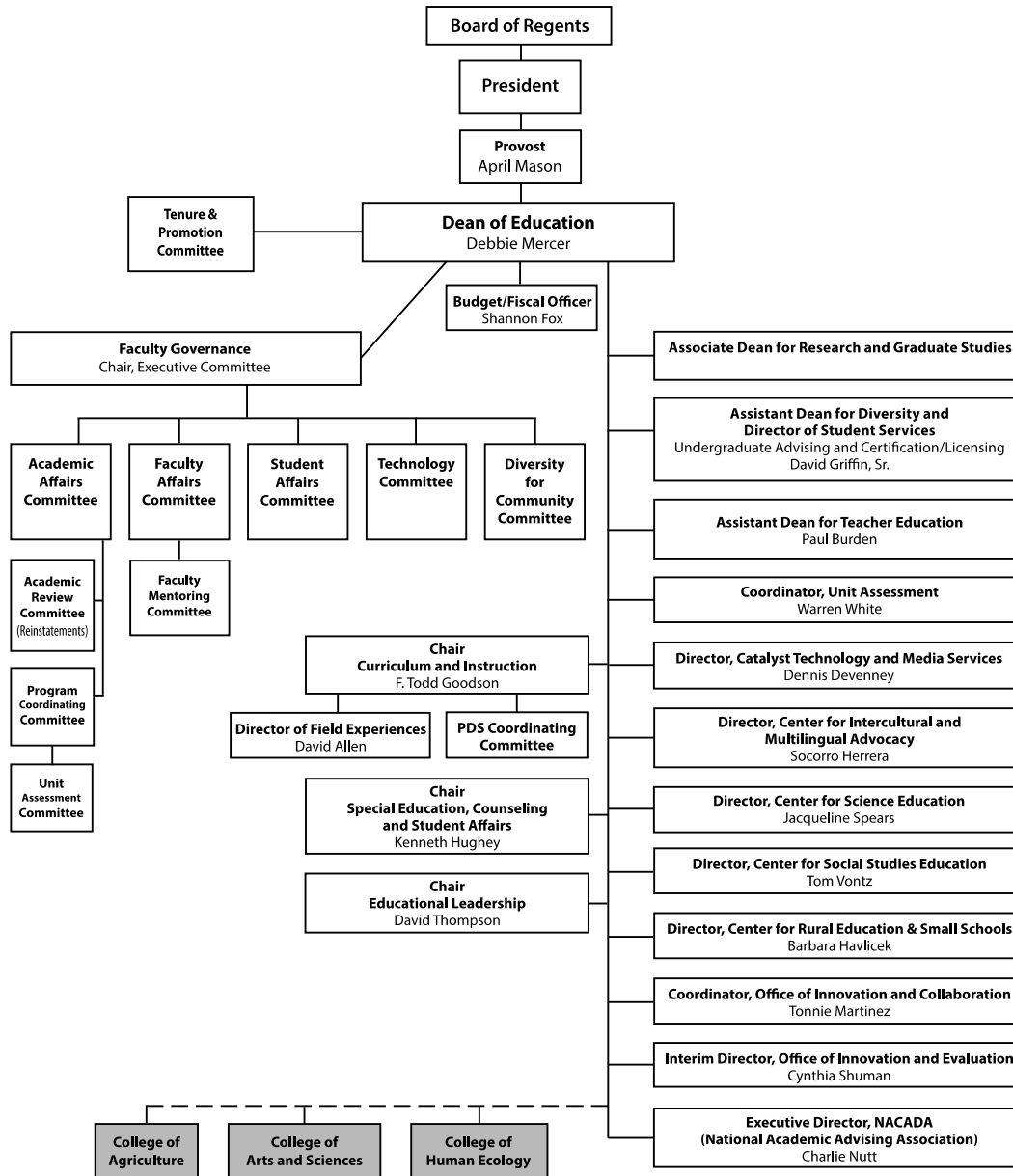
- the delivery of exemplary instruction to students at the undergraduate and graduate levels;
- production, interpretation, and dissemination of sound and useful research and scholarship;
- leadership, collaboration, and service within the profession;
- and promotion, understanding, and celebration of diversity.

The Professional Education Unit at Kansas State University is accredited by the [National Council for Accreditation of Teacher Education \(NCATE\)](#) and the [Kansas State Department of Education \(KSDE\)](#). The Counseling Education program is accredited by the [Council for Accreditation of Counseling and Related Programs \(CACREP\)](#).

The College Administration & Governance Structure

Faculty and programs are organized into three departments, each headed by an elected chair. In addition to the chairs, administrative support and leadership are provided to the college by a Dean, an Associate Dean, and two Assistant Deans.

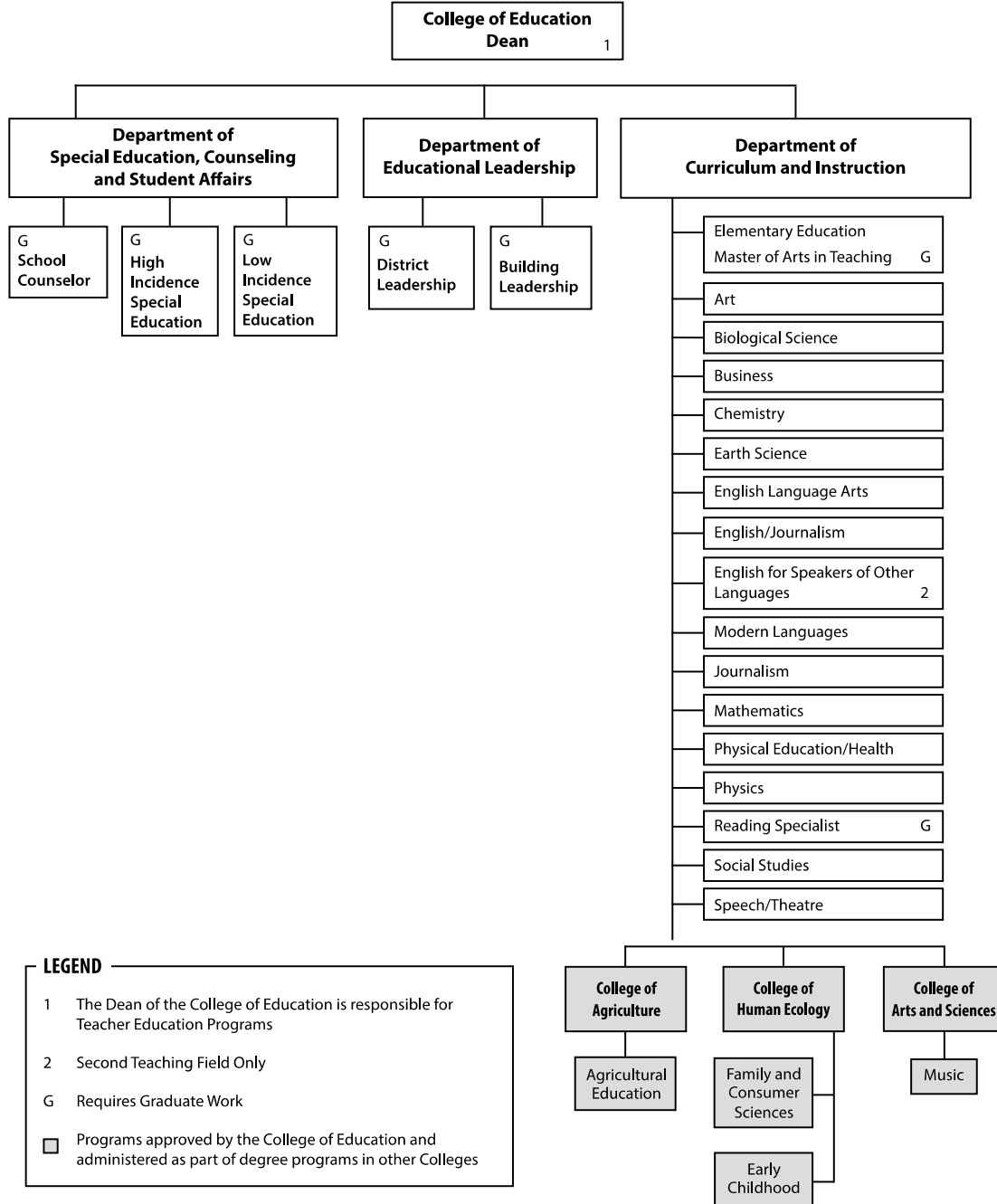
Administrative & Governance Structure of the Professional Education Unit Kansas State University



Teacher Education Programs within these colleges are approved by the College of Education and administered as part of degree programs in other colleges.

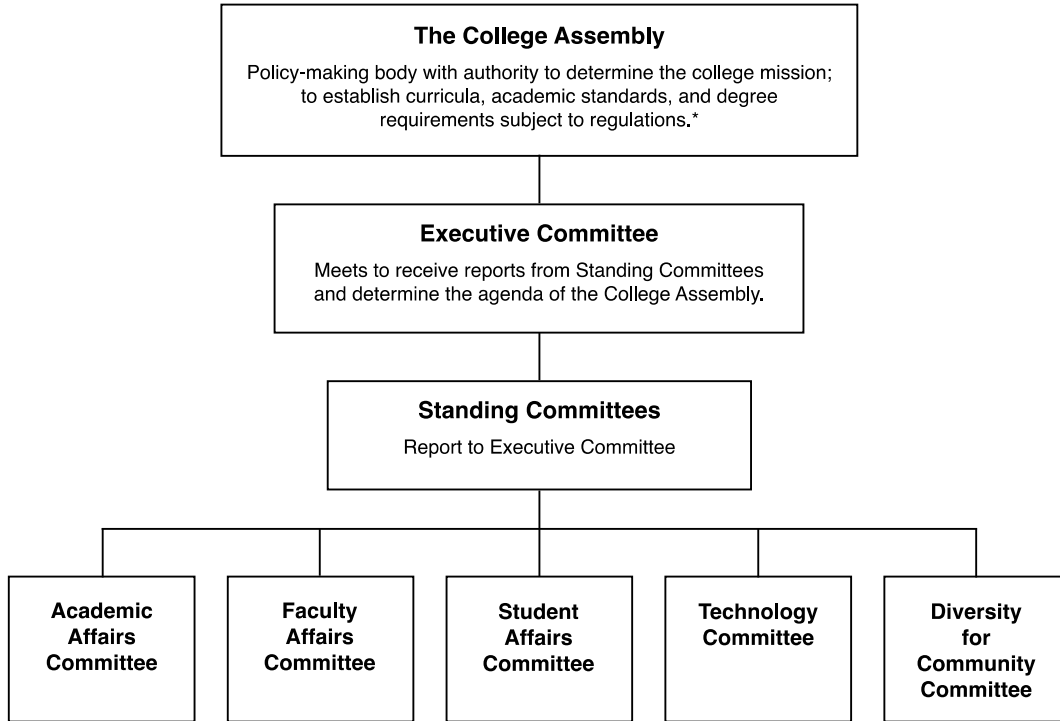
June 2017

Programs in the Preparation of School Personnel Kansas State University



June 2016

Faculty Governance



* Regulations refer to the university, BOR, state and federal laws and policies.

The Executive Committee and the five standing committees are made up of representatives from each department who are usually selected at departmental meetings. The Executive Committee also serves as the College's Committee on Planning (CCOPS). Each standing committee elects its own chair. Appointments and elections of chairs take place at the beginning of each calendar year. Details about faculty governance are found in the COE Policies and Procedures Manual. A pdf file is available from the COE website: <http://coe.ksu.edu/faculty-staff/policies>

Also at this site you can find:

- K-State University Handbook
- K-State's Policies and Procedures Manual (PPM)
- Kansas Board of Regents Policy and Procedures Manual

College Meetings

Time has been set aside for the following meetings at 8:30 a.m.:

Tuesday

2nd – Executive Committee of the College

4th – Faculty of the College

Thursday

1st – Academic, Faculty, and Student Affairs Committee

2nd – Department Committees

3rd – Departments

4th – Other Committees

Degrees and Program Areas

Each of the three departments provides faculty and coursework to support the two undergraduate degrees offered by the College of Education:

- Bachelor of Science in Elementary Education (K-6)
- Bachelor of Science in Secondary Education (6-12)

Eight Master's degrees offered by the College of Education:

- Academic Advising,
- Adult and Continuing Education,
- College Student Development,
- Curriculum and Instruction,
- Educational Leadership,
- Special Education,
- School Counseling,
- Master of Arts in Teaching.

The Doctoral degrees offered are:

- EdD and PhD in Adult and Continuing Education,
- EdD and PhD in Curriculum and Instruction,
- EdD in Educational Leadership,
- PhD in Counselor Education and Supervision,
- EdD in Special Education,
- PhD in Student Affairs in Higher Education.

More information about each of these graduate degree programs can be found here:

<http://coe.ksu.edu/grad/>

<http://coe.ksu.edu/academics>

Overview of College of Education Departments

Teacher Education Programs

Although most teacher preparation programs are housed in the COE, several teacher education programs exist in other Kansas State University colleges. A degree in Agricultural Education exists within the College of Agriculture. Early Childhood Education and Family and Consumer Sciences Education are degrees through the College of Human Ecology, and Music Education is a degree from the College of Arts and Sciences.

Educational Leadership

<http://coe.k-state.edu/edlea/>

The Department of Educational Leadership offers a variety of programs under the broad leadership umbrella.

At the graduate level, one programmatic focus is on developing leaders in educational settings, with an emphasis on P-12 settings. Program focus is exemplified by coursework in: school improvement, staff and curriculum development, policy analysis, educational technology, research seminars, school finance, school law, personnel administration, educational politics, school facilities, and problems-based leadership focus. Licensure preparation programs include building principals and district superintendents.

The Department of Educational Leadership further offers a professional program that focuses on the development of individuals involved in administration and education of adults. This development stresses both professional advancement and a greater understanding of adult development and education. Students acquire a wide variety of professional and practical research skills through compressed traditional courses and distance education offerings. The curriculum provides the innovative knowledge and practices necessary to develop competencies in a constantly evolving field. The major areas of emphasis in Adult and Continuing Education include the following: Human Resource Development, Training, Extension Education, Community Education, Technology Integration, Leadership, Continuing Professional Education, Social Justice, and Adult Learning.

Curriculum and Instruction

<http://coe.k-state.edu/edci/>

The focus of the Department of Curriculum and Instruction is the preparation of undergraduate and graduate students to teach students in kindergarten through twelfth grade.

– Elementary Education

The program includes three areas:

- General Education—Courses in the communications, humanities, social sciences, mathematics, and natural sciences that provide prospective elementary teachers with broad content background.
- Area of Concentration—A group of courses with related content which will enhance teaching in elementary/middle school classrooms.
- Professional Education—Courses in human growth and development, educational psychology, foundations of education, teaching in a multicultural society instructional media, exceptional children, and methods of teaching the many different subjects covered in the elementary classroom.

– Secondary Education

Secondary educators teach in high schools, junior high schools, and middle schools, grades 6-12. Secondary teachers prepare to teach in one or more content areas, which are listed at the end of this section of the Faculty Guide. The secondary curriculum has three parts:

- General Education—Courses in the communications, humanities, social sciences, quantitative sciences, and natural sciences.
- Teaching Field(s)—In-depth preparation in one teaching field (subject area) which include:

Agricultural Education	Modern Languages
Art Education	>Chinese
Biological Sciences	>French
Business Education	>German
Chemistry	>Japanese
Earth Science	>Spanish
English	Music Education
English/Journalism	Physical Education/Health
Family & Consumer Sciences	Physics
Journalism	Social Studies
Mathematics	Speech/Theater

- Professional Education—Courses in teaching such as human development, educational psychology, methods of teaching, foundations of education, exceptional children, and multicultural and interpersonal relations.

Special Education, Counseling, and Student Affairs

<http://coe.ksu.edu/secsa/>

The Department of Special Education, Counseling, and Student Affairs has these components:

- Academic Advising
- Counselor Education and School Counseling
- Special Education
- Student Affairs in Higher Education and College Student Development
- These components have a mission of preparing knowledgeable, ethical, caring decision-makers who demonstrate inclusive perspectives toward the context of groups and institutions, student development and learning, teaching and guidance;

inquiry and research methods; and research enlightened clinical application, consultation, and practice.

Faculty in Counseling and Student Affairs programs serve the Department's mission in three areas of professional commitment:

- Delivery of exemplary instruction to undergraduate and graduate students;
- Production, interpretation, and dissemination of sound and useful research, scholarship, and other creative works;
- Provision of leadership, consultation, collaboration, and service within the profession.

Faculty in Special Education prepare knowledgeable, ethical, caring decision-makers with special educational needs in the context of diverse and inclusive social groups, communities, families and students. To accomplish this goal, students are prepared through assessment and intervention, leadership and collaboration, clinical application, research and practice. Endorsement areas offered in this department include early childhood special education, mild-moderate, learning disabilities, mental retardation, emotional and behavior disorders, and supervisor.

The special education program at Kansas State University serves three purposes:

- to prepare undergraduate education students for working with exceptional students in the regular classroom;
- to prepare teachers at the graduate level for teaching exceptional children and youth in special education programs;
- to prepare personnel for special education administration and/or coordination of special education program.

Professional Development Schools

K-State was an early explorer and developer of the concept of Professional Development Schools (PDS). Our PDS partnership includes elementary, middle, and high schools from Manhattan-Ogden, Geary County, Riley County and the Kansas City region to represent inner city, rural and small town learning environments. The vision of the KSU PDS Partnership is to collaboratively improve our teacher preparation program while simultaneously improving K-12 education to enhance the quality of teaching and learning at all levels of schooling for all students and educators. More specifically, PDS partners are committed to preparing educators to meet the changing needs of all diverse learners, particularly those learners with the greatest educational needs.

Extramural Funding

Externally funded programs, projects, and research have increased greatly with the College of Education receiving nearly \$6 million annually. Support for identifying funding sources and developing proposals is provided by the K-State Office of Research and Sponsored Projects (ORSP) and the COE Office of the Associate Dean.

External funding is a priority in the College of Education and is an important element of the 2025 goals of the College and the departments. COE faculty members are expected to develop proposals to seek external funds for their research efforts, to enhance their work as faculty and to further the mission of the college. These efforts will be coordinated and facilitated by the Office of the Associate Dean for Research and Graduate Studies.

Faculty Expectations: Teaching, Research, and Service



The mission of Kansas State University is to foster excellent teaching, research, and service that develop a highly skilled and educated citizenry necessary to advancing the well-being of Kansas, the nation, and the international community. The university embraces diversity, encourages engagement and is committed to the discovery of knowledge, the education of undergraduate and graduate students, and improvement in the quality of life and standard of living of those we serve.

Teaching and Advising

In the College of Education, faculty teaching assignments vary by department. For example, in the Department of Curriculum and Instruction, a full teaching load is currently defined as nine hours per academic semester. Such an assignment could be comprised of one undergraduate course, one graduate course, and practicum/student teacher supervision. In other departments, some may teach only graduate courses. Here, a typical graduate course load would be fifteen hours per academic year, e.g., nine hours in the fall and six hours in the spring semesters. In general, departmental faculty teach both undergraduate and graduate courses.

Courses may be taught on campus or off campus through Global Campus. Schedules of course offerings are determined in advance by the faculty in each department, in consideration of student needs and other faculty assignments.

Student advising within each college is the direct responsibility of the college dean, although most advising is done at the departmental level. Advising students is one of the most important responsibilities of the teaching faculty. Moreover, they are expected to act as more than mere guides through routine scheduling difficulties, such as signing forms in order to drop and add classes, and are to serve as a direct link between the students and the University. (*In the College of Education, the Center for Student and Professional Services advises undergraduate elementary and secondary majors through their academic program.*)

In order to fulfill their duties, both undergraduate and graduate faculty advisors must:

- Make themselves familiar with the curriculum and courses necessary to meet the program requirements within the college.
- Become acquainted with the various resources available under the Student Services program and elsewhere within the University organizations.
- Maintain and post reasonable office hours during which students may meet with them, as required, to discuss any aspect of their scholastic career, especially issues related to the student's progress and plans for subsequent work.
- Familiarize themselves with administrative, University, and departmental regulations, procedures, and scheduled activities relating to the advising process. (*See page 46 for useful university web links.*)

Points to remember:

- The number of advisees assigned to a faculty member will vary both across and within departments. Work with advisees typically consists of enrollment advising and office appointments associated with the student's curriculum.
- To advise graduate students, one must be formally admitted to the K-State Graduate Faculty. The process of attaining membership requires evidence of research productivity in the form of publications, grants, fellowships, or other scholarly activity. Nomination to the Graduate Faculty is at the departmental level and is approved by the Graduate Council. Graduate advising engages the faculty as mentor in a variety of student-centered activities such as: planning a program of study; choosing a committee; developing the prospectus for a master's thesis or doctoral dissertation; supervising research; coordinating master's orals and PhD/EdD preliminary examinations; directing the dissertation; chairing the final defense.

Regular faculty (i.e., those with full or part-time appointments at professorial or instructor ranks) who are admitted to the Graduate Faculty may vote in elections, participate in Graduate Faculty meetings, and sit on the Graduate Council. They may serve on advisory, supervisory, and examining committees for master's degrees and doctorates; serve as major professors for master's candidates; and teach courses for graduate credit in the field of specialization as assigned by the department head; and, if certified, serve as major professors for doctoral candidates.

The Graduate Faculty maintains the broad framework for all graduate study. Within this framework, the graduate faculties of departmental and interdepartmental programs stipulate programmatic requirements for individual programs of study. Although considerable latitude is permitted, minimum requirements for admissions, courses, languages, research, and other matters are established under the authority of the Graduate Faculty. For more information on Graduate Faculty expectations visit the Graduate School website at: <http://www.ksu.edu/grad/>.

Research & Other Creative Endeavors

Research at Kansas State University—with support from the state as well as from federal and private sources—is recognized as an essential part of the university's responsibility. At the most advanced levels, research is the mode of learning. Therefore, it is important to budget faculty time for research, to coordinate projects, and to provide guidelines and services for obtaining support and information. Many ways exist to document one's research, scholarship, and creative endeavors. The following are some examples:

- Publications. Publishing your work is one of the most classic activities associated with being a university professor. Published works may be refereed, un-refereed, or invited. Examples of typical publications include but are not limited to the following:

- Journal articles
 - Books
 - Monographs
 - Journal Columns or Feature Articles
 - Newsletter Articles
 - Book reviews
 - Papers published in conference proceedings/yearbooks
 - Grants/contracts
- Presentations. Professional Conference Paper, Panel, and Round table. Presentations given at Local, State, Regional, National, and International Conferences. Papers presented at professional conferences often form the basis for articles later submitted for publication. Active participation in the professional organizations of one's discipline provides the academic with a powerful resource for professional development, as well as networking capabilities.
 - Productions. Evidence of scholarly activities may also be presented through innovative techniques, often in the context of technology. For example:
 - Videotapes: Lectures, Demonstrations, Model Lessons
 - Interactive Computer Programs
 - Multi-media Presentations
 - Web Pages/Sites

Writing proposals for outside funding for research, development, and other educational activities is strongly encouraged in the College of Education. Although funding is more readily available in some fields than others, collaborative work with other departments in the college and university is encouraged and often successful.

Information about available funding opportunities can be obtained from the Office of Research and Sponsored Programs (ORSP) in 102 Fairchild Hall, which distributes a monthly newsletter. **To be added to the Funding Connection electronic mailing list, send an email message to: orsp@ksu.edu.** Include in the subject line "Funding Connection" or call 785-532-6195. Note: New faculty members will be added automatically by Human Capital Services. This may take a few weeks after you initially arrive at K-State.

The KSU Policies and Procedures Manual (on the KSU website: <http://www.ksu.edu/policies/ppm/7010.html>) has important information for those faculty interested in pursuing external funding and writing proposals. Important numbers, support services, legal issues, information about routing, time required for the process, and budgets are all part of this excellent resource.

The K-State ORSP website has information about funding sources that can be accessed directly from here (<http://www.k-state.edu/research/funding/>) Obtaining funding for sponsored projects allows the development of specific programs of research or development. However, remember:

- Managing a project takes time and energy; include enough support in the proposal to allow completion of normal assignments in proportion to the time needed for the project.
- Depending on the nature of the proposal consider that new sets of responsibilities will be taken on; there sometimes are different rules for expending moneys.
- Faculty, who already have sponsored projects, OEIE and Pre-award Services in Fairchild Hall are important resources for helping “learn the ropes” as grants are managed.
- Consider that such efforts are often difficult to manage because of differences in faculty requirements, time for collaboration, and funding issues.
- Be sure to consider realistically how much time should be funded by the grant agency.

In summary:

- There are resources in the COE and the university to help identify funding sources and to assist in writing a proposal.
- Keep close contact with these resources as proposals are prepared.
- Managing a grant must be mixed with other commitments as a faculty member. Be prepared for a shift in responsibilities.
- Use experienced grant-getters and the Pre-award Services in Fairchild Hall to help with grant management.

Service

The faculty of our college participates in a wide range of services, such as the following:

Service to the department:

- Committee chair or membership
- Director or coordinator of some aspect of the program
- Course & Curriculum Development—in relation to program development, State and NCATE review process, etc.

Service to the college:

- Task force or committee chair or membership
- Student organization advisor

Service to the university:

- Task force chair or membership
- Committee chair or membership
- Faculty senator
- Presidential lecturer

Service to public and private schools and the community:

- Presentations
- Workshops
- Consulting

- Committee or board officers or members

Service to the profession:

- Journal editor or Journal consulting editor
- Editorial review board
- Board of directors, officer, etc.
- Committee chair or membership (i.e., conference planning)
- Book review for publisher
- Presider at conference presentation

ORIENTATION INFORMATION FOR NEW FACULTY



Orientation Information

The Mentoring Program

Designed and piloted in 1999-2000 the Faculty Mentoring Program is directed by the Mentoring Steering Committee and Coordinator, and is a sub-committee of the Faculty Affairs Committee.

Mentoring Program activities include formal mentor-mentee matches, monthly lunches, and other activities. After an interview and discussion with the Director and/or the Mentoring Committee, matches are made. Mentoring may be done in pairs or triads. Mentees may also be involved in special groups such as an interest group in a specific research area. The mentoring relationship may be as formal or as informal as developed by the pairs/triads. Ongoing evaluation is a part the Mentoring Program.

Facilities

All regular faculty and academic offices are housed in Bluemont Hall. The College of Education has priority over 42,500 square feet of office and classroom space on four floors of the building. Included in this space are:

- Eighteen multi-media classrooms with state of the art technology
- Two mobile computer carts (containing 16 laptops each) available for checkout to e in Bluemont Hall
- An instructional media/technology support center and student commons area
- A combination student reading, study, and resource library on current literature related to K-12 multicultural, school equity, education, and professional development materials
- A Makerspace room for lesson plan and curriculum design implementation in the classroom
- The Copy Center is located in the Catalyst (BH 016) and is available for all education faculty and staff photocopying needs. Costs are charged back to the department.

The college maintains a large and well equipped media production facility with state-of-the-art editing and quality filming capabilities. These are located in the Catalyst on the ground floor of Bluemont Hall.

In addition to Bluemont Hall, part of the second floor of the Unger Complex at 2323 Anderson houses the following COE offices: The National Association for Academic Advising (NACADA) and the COE Office of Educational Innovation and Evaluation (OEIE).

The Basics:

College & Departmental Resources

In the College of Education, the departments provide resources for faculty in similar ways, yet departments may have slight variations in procedures. In general, the procedures for the day-to-day tasks are listed below. Check with your department chair or departmental secretary as questions arise.

Business Cards

Faculty may request business cards through the department administrative assistant. Costs are charged back to the department.

E-mail Account

- An e-mail account can be established at <https://www.k-state.edu/its/eid/>
- For Ethernet connections, contact The Catalyst.

Faculty ID

A picture faculty ID may be obtained at the K-State ID Center on the ground floor of the K-State Student Union. You will need to bring proof of your appointment. The ID is used for such transactions as borrowing books from the library. Phone: (785) 532-6399.

Keys

- A room key, departmental office key and building key may be ordered through the departmental administrative assistant.
- The person requesting the key must pick the key up at Dykstra Hall and sign for the key. You must bring your faculty ID or appointment papers with you.

Maintenance

Trash is emptied every other day. Other maintenance of the office is the inhabitant's responsibility. If you have special maintenance needs (e.g., light bulbs) contact the departmental administrative assistant to report the problem. Check with your department chair before painting your office.

Office Hours

By University policy, faculty members are required to post and maintain reasonable office hours to assure their availability to students, colleagues, administrators and university constituents.

Scheduling Time

Individually, faculty members are unclassified, professional employees of the State of Kansas. Assigned duties vary but traditionally a portion of most faculty appointments entails self-generated creative activity. Faculty members are expected to establish an appropriate work schedule which will allow them to accomplish all of these assigned duties, including classes, meetings, and posted office hours. When absences can be anticipated, arrangements for another faculty member to assume scheduled duties should be made by the faculty member concerned.

Parking

Parking permits are available through Parking Services located in the Parking Garage. A staff permit allows parking in designated parking lots. Reserved parking is extremely limited.

Campus police

Campus police may be reached at 911 for emergencies, and 532-6412 for non-emergencies. Their email is police@ksu.edu.

Phones

- Each office is equipped with a phone.
- This phone will transfer calls to the department office in your absence.
- Some departments use AUDIX, allowing callers to leave voice mail.
- If a personal phone with an answering machine is used, the message should include the administrative assistant's phone number as well as the faculty phone number so the caller may contact the department if needed.

Secretarial Support

The departmental administrative assistant is a resource for many of your needs from ordering supplies to submitting travel expenses for conferences and off-campus teaching. For questions about the University's policies and procedures, the assistant has or will be able to find the answers. For example, if you need to reserve a room, you may coordinate this with the departmental administrative assistant.

Student Employees

Departments with student employees may make them available to help with some tasks. Requests for student assistance usually go through the department administrative assistant or the department chair.

Supplies

The department office usually will have envelopes, paper, pencils, and pens, file folders, and note pads. It is appropriate to use department or college letterhead and materials for university-related activities, but not for personal matters. If/when this distinction is unclear; discuss it with your department chair.

Teaching Materials

- Department chairs can be contacted about the availability of funds for textbooks, videos, etc.
- Special consumable supplies (e.g., chart paper and markers) for teaching may be ordered through the departmental administrative assistant.

Annual Faculty Reviews

Unlike most public schools in Kansas, public universities do not have a set cost of living or step salary schedule increases. Merit salary increases are determined each year for all faculty through the evaluation of summaries of their professional endeavors (teaching, scholarly and creative activities, and service) from the previous calendar year (this is usually done soon after the first of the year).

- All salary increases are given on the basis of meritorious effort and production.

- Each academic department conducts merit salary reviews a little differently; check with your department chair and colleagues to make sure you follow the correct procedures and timelines for your department.
- Departments also differ on the amount of documentation to be included with the yearly summary.
 - Some departments expect that each entry be accompanied with some type of evidence (e.g., IDEA teaching evaluation summaries, a letter from a journal editor congratulating you on the acceptance of an article, etc.).
 - Other departments do not require the submission of evidence for each item in the summary, but expect that the faculty would be able to produce documentation if so requested.
 - In either case, it is a good idea to keep a file containing documentation of everything you do professionally. Keep these yearly files to use for your mid-probationary review during your third year reappointment, and for promotion and tenure.

Mid-Probationary Review

The *KSU Faculty Handbook* <http://www.k-state.edu/academicpersonnel/fhbook/> (Section C92.1 and C92.2) requires a mid-probationary review at the departmental level. In the College of Education, it will also be required at the college level using the normal promotion and tenure procedures and the College of Education Promotion and Tenure Committee.

The purpose of the mid-probationary review is to provide the candidate with critical feedback on strengths, areas to develop, and recommendations and advice regarding progress toward tenure. Further, the review is to provide the candidate greater breadth of feedback than may be available at the departmental level and to simulate the final promotion/tenure review process.

The mid-probationary review is conducted during the third year of appointment in a tenure track position. The mid-probationary review will include the cumulative efforts and record of the applicant with an emphasis on KSU activity. This review will be separate from the merit and reappointment process. Comments and recommendations of the Promotion and Tenure Committee do not constitute approval or binding indications of approval or disapproval.

Suggested Procedures for Mid-Probationary Review

1. As indicated on the College of Education website's important dates (<http://coe.ksu.edu/faculty-staff/dates>), the candidate's documents will be forwarded to the Promotion and Tenure Committee by the chair of the candidate's department.
2. The Promotion and Tenure Committee will review the materials individually and will convene to discuss the materials and make recommendations regarding strengths and areas needing development. The candidate's department chair may be invited to attend the discussion meeting. Additionally, the candidate may attend and/or invite a department member to attend the meeting.

3. The committee may choose to have a preliminary meeting with the candidate and/or to meet with the candidate to discuss the review.
4. The focus of the review will be that of a mentoring relationship. Discussion of the results with the candidate is recommended. The candidate may ask questions and request interaction with the committee.
5. The candidate will receive a letter from the Dean documenting the recommendations of the Promotion and Tenure Committee.
6. If needed or desired, the candidate may confer with the chair and the Dean. Also, follow-up dialog with the chair is suggested as may be appropriate.
7. Strictest confidence will be observed by all committee members at all times.

Consulting Activities and Outside Work

Faculty members are expected to give full professional effort to their assignments of teaching, research, extension, and service. Therefore, it is inappropriate for faculty to engage in other gainful employment that:

- is incompatible with the University's mission;
- requires substantial time away from the University;
- or interferes with the faculty member's designated professional responsibilities.

Personal business unrelated to the University may not be transacted from a University office.

Faculty members are encouraged to accept outside consulting assignments up to an average of four working days per month that support professional growth, as long as the assignments do not interfere with the effective discharge of University responsibilities. Regular instructional service to other educational institutions while fulfilling contractual responsibilities to Kansas State University normally is not considered an appropriate consulting activity. Faculty members who perform consulting services outside the University:

- Must obtain prior approval of their department head and dean with final approval by the Provost. The K-State Consulting Request form is available at the Employee Self Service website <https://signin.k-state.edu/WebISO/login?renew=true&service=https://hris.k-state.edu/psp/hris/EMPLOYEE/HRMS/h/?tab=DEFAULT&logoutCallback=https://hris.k-state.edu/psp/hris/EMPLOYEE/HRMS/?cmd=logout&serviceName=hris>
- Report outside activities in writing for inclusion in personnel files of the appropriate department head and dean, and in the provost's office.

Consulting by faculty and employees of institutions under jurisdiction of the Board of Regents for another institution under the jurisdiction of the Board, as well as consultation for other state agencies, shall be approved in advance.

Travel

State owned vehicles should be used when available and when they are the most economical mode of travel. State vehicles driven within the scope of the authority granted by the University are covered by liability, property damage, and medical payment insurance.

When the use of a personal car on University business is necessary for in-state travel or to border cities, the owner of the vehicle is entitled to the current mileage allowance plus road and bridge tolls and parking fees at terminals while continuing the trip. No other expenses are reimbursed.

On out-of-state trips, the driver (as single occupant) of a private car is reimbursed for the lesser of the mileage and toll fees or economy air fare to and from the terminal nearest his or her destination with subsistence based on time needed for fastest public transportation available. If there are two or more official travelers, the driver (owner) is entitled to current mileage allowance plus toll fees, with subsistence based on time needed by car via usually traveled route.

Any student, faculty, or employee operating a private car or other private vehicle, including boats, airplanes, motorcycles, or other type of motor vehicle, on official business must have in force liability insurance for personal injury with coverage of at least \$100,000 per person and \$300,000 per accident.

Travel by airplane is limited to economy or tourist classes. Reimbursement for more expensive accommodations requires a statement from the airline or travel agent that less expensive accommodations were requested but were not available. A chartered airplane is approved only when it can be shown that it is more economical than alternative modes of travel arrangements and approval for chartered air flights must be made through the Office of the Dean of Education.

Travel Funds

- The department chair usually designates the amount of travel money allotted for professional meetings and conferences.
- Faculty members are usually allotted several hundred dollars each year for out-of-state travel-this can be supplemented with other money.
- The department secretary can help you with the travel arrangements.
- Food expenses are reimbursed on a per diem rate if you stay somewhere overnight; other expenses require receipts.
- Travel requests should be submitted as early as possible; it may take several weeks for out-of-state travel to be approved.
- Reimbursement for travel expenses are directly deposited in your bank account and you receive an email verification of dollar amount.
- The departmental secretary has forms for travel and reimbursement requests.

Preparing Syllabi

Course syllabi should communicate to students more than just basic class information like meeting times and required texts. Following is a syllabus checklist:

Header

Course number and title (top line)

Kansas State University, College of Education, Department Name, Semester

Instructor Information

Name, office number, telephone numbers (your office & departmental office), email address, and office hours.

Course Meeting Information

Credit hours, meeting days and times, and classroom location.

Course Catalog Description

Include the catalog description for this course. You can add more information to provide further details and clarification about the course.

Vision, Mission, and Conceptual Framework Statements

Course Goals

Textbook

List any required textbook or other materials. For the textbook, include the author, book title, year and edition, and publisher.

Class Instructional Strategies

Examples include small- and large-group discussion, lectures, case study analysis, web-based investigations, and field experiences.

Course Requirements & Information Related to How the Course Grade is Determined

List each course requirement and provide a brief description for each. Indicate how the final course grade is determined. This could be done by indicating the maximum points for each course requirement along with the maximum number of points for the course. Indicate the grading scale (i.e., points/percentage needed for an A, B, C, etc.).

Bibliography

The bibliography should reflect current research including but not limited to the knowledge base that supports the Conceptual Framework and the knowledge vital to your course.

Class Schedule Organized in Relation to Content and Meeting Dates

Some faculty members prefer to include a calendar showing each class session and the topics to be covered in those sessions along with the dates when course requirements are due.

Policies

Attendance Policy

Other policies such as late assignments, extra credit, redoing assignments, etc.

*The following policies are **required** by the K-State Provost to be included in course syllabi*

- Academic Honesty
- Students with Disabilities
- Expectations for Classroom Conduct

The following are *optional* policies for syllabi, as indicated by the K-State Provost

- Copyright Notification
- Academic Freedom Statement
- Weapons Policy Statement
- Concealed Carry Statement
- Campus Safety Statement
- Safe Zone Statement

For examples of syllabi, contact Kathy Quigley (quig@ksu.edu) in the Office of the Assistant Dean.

Who's Who on the "Garden Level" of Bluemont Hall

<u>Name</u>	<u>Title</u>	<u>Room Number</u>
Sandra Avalos	Advisor/Student and Professional Services	BH 013
Kelly Briggs	Advisor/Student and Professional Services	BH 013
Kathy Brown	Associate Dean's Office	BH 017
Paul Burden	Assistant Dean for Teacher Education/Professor	BH 007
Danae Daellenbach	Recruitment Coordinator	BH 013
Dennis Devenney	Director/Catalyst Technology	BH 016H
Lori Duncan	Student & Professional Services	BH 013
Rusty Earl	Video Production Specialist	BH 016
Susan Erichsen	Accountant	BH 002A
Shannon Fox	Budget/Fiscal Officer	BH 003
Jeanette Grauerholz	Human Resources Officer	BH 002C
David Griffin	Director, Student and Professional Services/Assistant Dean for Diversity/Associate Professor	BH 013
Mary Hammel	Associate Director/Catalyst Media	BH 016D
Janel Harder	Student & Professional Services	BH 013
Matt Heinrich	Systems Programmer/Catalyst	BH 016C
Mechelle Martinez	Advisor/Student and Professional Services	BH 013
Tonnie Martinez	Coordinator of Innovation and Collaboration	BH 009

Val McKain	Copy Center & Resource Support/Catalyst	BH 016
Debbie Mercer	Dean, Professor	BH 006
Pam Monroe	Assistant to the Dean	BH 006
Lindsey Morford	Advisor/Student and Professional Services	BH 013
Diane Murphy	Advisor/Licensing Officer Student and Prof. Services	BH 013
Michelle Musser	Accountant	BH 002B
Jeanette Grauerholz	Human Resources Officer	BH 002C
Kathy Quigley	Office of the Assistant Dean for Teacher Education	BH 008
Patrice Scott	Communications Coordinator	BH 016
Vacant	Associate Dean for Research and Graduate Studies	BH 017
Debra Wilcox	Student & Professional Services	BH 013

Resources, Centers & Services



Catalyst Technology and Media Services

<http://coe.k-state.edu/catalyst>

Located on the ground floor of Bluemont Hall, the Catalyst provides a variety of services, technology equipment, and instructional materials for faculty, staff and students. Professional quality print, digital, and video materials are produced for faculty and staff. Students use the Catalyst to study and prepare materials for use in class projects and in student teaching. Technology equipment of many types is maintained and provided by the Catalyst. The Catalyst also houses the **COE Copy Center**. Dennis Devenney is the Director of the Catalyst.

Equipment Scheduling – Equipment may be reserved by e-mailing Media Scheduling at coesched@ksu.edu, by calling 532-5926, or by filling out a request form at the Catalyst front desk in 016 Bluemont Hall; or online at <http://coe.ksu.edu/catalyst/request>

Technology Support - available for COE faculty, staff and students, includes:

- Assistance to faculty and staff with hardware (computers, printers, scanners, mobile devices, network connections) and software (e-mail, video presentation, word processing, image editing, web) in their office and home.
- Support for the use of computers, mobile devices, mobile labs and workstations, video capture and display equipment in Bluemont Hall.
- Assistance to students with printing, scanning, and general use of computers and software for classroom assignments.
- Troubleshooting and regular maintenance on computing devices and technology equipment in Bluemont Hall and the Catalyst.

Digital Media Services offers help with design (fliers, posters, publications); website production and management; digital photography; video production and editing; and CD/DVD authoring. Costs are charged back to the department.

Instructional Services teaches people how to use technology – both hardware and software. Consultation for instructional technology integration is also provided.

Network Services assists with network and Internet connections for access to internal and external sources of information.

Communication Services also resides in the Catalyst, providing assistance with news announcements and dissemination.

The **iPad User Group** is open to all university personnel. The meetings are usually held the second Thursday of each month. Dennis Devenney and Mary Hammel, Director and Associate Director of the Catalyst, co-lead the meetings. Resource guides and other useful information may be accessed at <http://coe.k-state.edu/ipad-user-group/index.html>.

Center for Rural Education and Small Schools

The Center for Rural Education and Small Schools was approved by the Kansas Board of Regents and established as a part of the College of Education at Kansas State University in 1978. The Center focuses its efforts upon the improvement of the education of the children of rural and small schools of Kansas and the regional area served by Kansas State University. The Center also serves as an advocate for rural education and represents the interests of rural and small schools at the state, regional and national levels. The Technology Consortium, The Foundation for Agriculture in the Classroom, and Schools for Quality Education are housed in the Center. Barbara Havlicek is the Director of the Center for Rural Education and Small Schools. Visit the website at <http://coe.k-state.edu/cress/>.

Center for Science Education

The Center for Science Education is dedicated to improving the quality of science, technology, engineering and mathematics education throughout Kansas and beyond. Most work focuses on strategies to integrate contemporary STEM research in K-12 classrooms. Jackie Spears is the Director of the Center For Science Education. Visit the website at <http://coe.ksu.edu/science/>.

Center for Social Studies Education

The Center for Social Studies Education serves the K-12 social studies education communities of Kansas, the nation, and the world by providing high quality professional development, conducting rigorous research and evaluation, and disseminating curricular and scholarly resources. Tom Vontz is the Director of the Center for Social Studies Education and Brad Burenheide is the Associate Director. Visit the website at <http://coe.ksu.edu/csse/>.

Center for Student and Professional Services

Undergraduate students receive advisement and ongoing assistance including graduation checks from the Center for Student and Professional Services. The Center consists of a nine-office complex with a Director, a licensure officer, and education advisors. Visit the website at <http://coe.ksu.edu/csps/>.

Collaborative Intercultural Multilingual Advocacy (CIMA) Center

The mission of CIMA is to foster knowledge through teaching and learning, ethics through action and reflection, and advocacy through compassion and commitment. The work of CIMA focuses on educating in-service and pre-service teachers in the best practices concerning culturally and linguistically diverse student populations. Socorro Herrera is the Director of the Collaborative Intercultural Multilingual Advocacy Center. Kevin Murry is the Director of Research & Development. Visit the website at <http://coe.ksu.edu/cima>.

Council for Public School Improvement

CPSI was established in 1985 and focuses on enhancing the quality and effectiveness of public school instruction and student achievement through targeted professional development. Barb Havlicek is the Executive Director. Visit the website at <http://coe.ksu.edu/cpsi/>.

Kansas Educational Leadership Institute (KELI)

The mission of the Kansas Educational Leadership Institute is to collaborate and share resources to support professional growth of educational leaders needed in Kansas schools for the 21st Century. Richard Doll is the Executive Director. Visit the website at: <http://coe.ksu.edu/keli/>.

Kansas Foundation for Agriculture in the Classroom

The mission of the KFAC is: "Connecting Kansas classrooms to agriculture." The KFAC Board of Directors have also adopted the following as the KFAC Vision Statement: "The Kansas Foundation for Agriculture in the Classroom will be the primary educational connection in Kansas for the advancement of learning about agriculture." Cathy Musick is the Administrator. Their website is located at <http://ksagclassroom.org>.

National Academic Advising Association (NACADA)

NACADA promotes and supports quality academic advising in institutions of higher education to enhance the educational development of students. NACADA provides a forum for discussion, debate, and the exchange of ideas pertaining to academic advising through numerous activities and publications. NACADA also serves as an advocate for effective academic advising by providing a Consultants Bureau, an Awards Program, and funding for Research related to academic advising. Charlie Nutt is the Executive Director. Visit the website at <http://www.nacada.ksu.edu/>.

Office of Educational Innovation and Evaluation

OEIE provides program evaluation for universities, state agencies, and the larger education community. Established in 1999, OEIE is comprised of about 25 staff members including evaluators, project coordinators, technology and support staff. Jan Middendorf is the Director of the office and is currently on loan to the National Science Foundation. Cindy Shuman is the Acting Director. Visit the website at <http://oeie.ksu.edu>.

Faculty Resources

Graduate School

The Graduate School provides complete support for graduate students and faculty. All faculty who teach graduate classes must be approved by the Graduate School's Graduate Council which is made up of graduate faculty from across the university. The Graduate School manages student records once they are admitted to graduate programs. It is located at 119 Eisenhower Hall. Phone: 785-532-6191 or 1-800-651-1816; Email: grad@k-state.edu. Visit the Webpage at <http://k-state.edu/grad/>.

Hale Library

Important Phone Numbers

- Education Librarian, Laura Bonella: 532-2835
- Library Help 532-3014
- Circulation and Reserves 532-3014
- Interlibrary Services (ILS): 532-7440

For detailed information about the following resources and services visit the library web page at <http://lib.k-state.edu/>.

Materials

Use the Search It box on the libraries' web page to locate books, journals, videos, CDs, government publications, electronic books, and other items owned by the library. Faculty can borrow most materials for 6 months with a K-State ID. Bound journals circulate for 7 days and videotapes/DVDs circulate for 30 days. Reference materials and current periodicals do not circulate.

Electronic databases and journals can be accessed from your home or office. From off-campus, you will need to login when prompted with your eID and password to be authenticated as a K-State user. To see the database list, use the database link under the Search It box on the libraries' web page.

Services

The Social Sciences/Education/Business Librarians, Laura Bonella and staff are available to assist you and your students in a variety of ways including: help with accessing and using library resources, course-related library instruction, information about publishing and copyright, help with locating materials to support class instruction, and course bibliographies. Frequently requested classes include how to use databases such as ERIC, Education Full Text, Dissertations and Theses Full Text, and information about Refworks as well as overviews of library resources needed for the literature review process. Please contact the Education Librarians to request a class, or if you would like assistance in planning a library assignment. In addition, many general classes are offered at various times in the library on a walk-in basis, and online tools are available at: <http://www.lib.k-state.edu/services>.

The Education Subject Guides contains information about databases, digital collections, ejournals and other resources for students, faculty and staff members. They can be found at http://guides.lib.k-state.edu/sb.php?subject_id=38546.

General library help is available at the central help desk on second floor, by telephone, through e-mail and through instant messaging. See Ask a Librarian <http://www.lib.k-state.edu/ask-a-librarian>.

To place items on reserve visit <http://www.lib.k-state.edu/reserves>. If you are interested in using online reserves, our staff can create a Hale Library account in K-State Online Canvas to accompany your course.

Interlibrary services: You may request journal articles, books or other items that K-State Libraries do not own by completing online request forms. Most journal articles can be delivered electronically within 2-3 days. Registration form can be found at <https://er.lib.k-state.edu/login?url=https://ksu.illiad.oclc.org/illiad/illiad.dll>. ILS also provides Document Delivery Service by scanning articles in locally held journals and sending the file to faculty members.

Distance Learners: These services are also available for students that commute or take online courses. Librarians can help distance students and faculty by email, phone or Zoom teleconferencing. Interlibrary Services will mail K-State materials to distance learners. More information can be found at <http://www.lib.k-state.edu/distance-learning>.

Work/Life Balance

The College of Education recognizes that our faculty have commitments to their families and communities, as well as to their professional position within the College. Our faculty have young children, parents in need of care, grandchildren and are a vital part of many community organizations and activities. We believe that this array of commitments and activities is good for faculty and for our students; yet we understand there are many challenges in these multiple roles. The College is committed to facilitating a healthy and successful balance of these roles. Here are some suggestions for resources related to child care and activities for children and families in the Manhattan area:

1. Child care in Riley County and Manhattan is either home-based or center-based. All care, either center or home-based, is inspected by a local child care licensing surveyor. The state requirements are to help ensure child safety, rather than indicators of quality. We know that finding good, affordable child care can be difficult. For assistance in Manhattan and Riley County contact the Riley County Health Department at (785) 776-4779 and they will email you a list of current registered child care providers. Their website is <http://www.rileycountyks.gov/286/Health-Department>.
2. For summer activities there is Little Apple Day Camp, the Flint Hills Discovery Center and Sunset Zoo "Zoo Sprouts" Childcare. These resources are available through the City of Manhattan Parks and Recreation at <http://mhkprd.com/155/Camps>
3. The Flint Hills Discovery Center also has a number of fun, educational opportunities for the youth in our community <http://www.flinthillsdiscovery.org/171/Childrens-Programs>.

Student Programs, Societies & Organizations:

University Honors Program for Undergraduate Students

The University Honors Program offers high achieving undergraduate students opportunities to participate in selected honors courses and to interact with faculty and other honors students on campus. Requirements for admission for freshmen are based upon high school academic performance while transfer students are admitted based upon academic performance in university courses. Students who complete the honors program requirements are recognized at commencement and honors program completion is noted on academic transcripts.

Admission requirements:

- For entering freshmen, an ACT of 28 or higher.
- For transfer students, a minimum cumulative grade point average of 3.5 after at least 12 graded semester hours at K-State.
- For continuing K-State students, a minimum cumulative grade point average of 3.5.

The website for the K-State Honors Program is <http://www.k-state.edu/ksuhonors/>. This website provides you with the complete program requirements.

For more information, contact Kelly Briggs, COE Honors Coordinator, by e-mail: kbriggs10@ksu.edu or phone: (785) 532-5524.

Student Organizations

College of Education Undergraduate Student Organizations

The following student organizations are open to all College of Education undergraduate students.

College of Education Student Council

- The purpose of the Council is to further the best interest of the College, to maintain and support all student activities; to provide improved relationships between students and faculty/administration; and to conduct such business as may come before COE students.
- It is composed of 15 elected members, 3 College of Education senators, and 2 faculty advisors.
- Advisors: Trina Harlow and Laura Tietjen

Kansas National Education Association – Student Program

- The purpose is to promote the advancement of the profession. It provides the service of monthly publications and liability insurance when observing/working with students in schools. All COE students are eligible to join.
- Advisor: Dr. Lori Goodson and Dr. Suzanne Porath

College of Education Ambassadors

- Serves as host group for prospective student events.
- Members are selected through an application process each spring semester.
- Advisor: Danae Daellenbach

Council for Exceptional Children

- Provides students with information and resources for teaching students with special needs.
- Advisor: Jessica Nelson

Kappa Delta Pi Honor Society

- Membership is offered to students with a junior standing (60 or more credit hours) and a GPA of 3.3 or higher.
- Advisor: Vicki Sherbert

There are many other organizations specific to major teaching fields.

National Art Education Association

- The mission of the Student Chapter of the National Art Education Association is to promote the strong leadership, positive advancement, and professional development of future art educators. Our goals include professional growth opportunities, collaboration among art education students and advocacy for art education.
Advisor: Trina Harlow

Agriculture Education Club

- This club supports Kansas agricultural education, including FFA, 4-H and Extension.
Advisor: Brandie Disberger

Bilingual Education Student Organization (BESO)

- Future educators working together to advocate Bilingual/Bicultural Education.
Advisor: Center for Intercultural and Multilingual Advocacy, 238 Bluemont Hall

Multicultural Educational Student Organization (MESO)

- This organization is interested in promoting careers in Science, Technology and Math (STEM) related fields. Open to all students interested in promoting diversity.
Advisor: Sherri Martinie

Family and Consumer Sciences Professional Interest Group

- This interest group provides professional development opportunities and promotes the national theme of the American Association of Family and Consumer Sciences.
Advisor: Sally Yahnke

Social Studies Education Club

Advisor: Brad Burenheide

College of Education Graduate Student Organizations

Education Graduate Student Organization (EGSO)

<http://coe.ksu.edu/student-organizations/egso/index>

- EGSO is the all encompassing graduate student organization. Membership is open to all graduate students currently enrolled in the College's graduate programs.
- Purpose is to assist in the development and promotion of graduate programs and activities through workshops and seminars designed to promote understanding of the needs and issues related to today's graduate programs.
- EGSO offers opportunities for professional service and leadership development.
- EGSO sponsors social and education symposia open to the entire College community.

Advisor: Paul Burden

School Counseling Student Organization(SCSO)

- SCSOs mission is to create a long lasting footprint between K-State graduate students and the counseling profession. The organization aims to provide a support group for new students in the school counseling graduate program, current students, alumni and other school counselors.

Advisor: Judy Hughey

Higher Education Student Association (HESA)

- HESA provides professional development, educational opportunities and a social base for students interested in student affairs at K-State.

Advisor: Christy Craft

Contemplative Practices in Higher Education Student Organization

- Through our various events, workshops, and gatherings, the Contemplative Practices in Higher Education Student Organization provides tools for balance, empathy, compassion, and self care so when we have multiple stressors, we have some inner resources that will help us stay in harmony with ourselves when difficult encounters or events occur, such as oppression, bullying, identity issues, or student related stressors. Connect with us via OrgSync, Facebook, and Twitter.

Advisor: Kakali Bhattacharya

Qualitative Research Student Organization

- The Kansas State University Qualitative Research Student Organization aids students in forming and enriching foundational knowledge of qualitative inquiry and research methodology, and provides peer-to-peer support within qualitative practice.

Advisor: Kakali Bhattacharya

Useful KSU Websites

K-State College of Education Home Page: <http://coe.ksu.edu/>

K-State Home Page: <http://k-state.edu>

Kansas Board of Regents Home Page: <http://kansasregents.org/>

Kansas State Department of Education: <http://www.ksde.org>

Undergraduate/Graduate Catalogs and Course Schedules: <http://courses.k-state.edu/>

Department Head Resources: <http://www.k-state.edu/provost/resources/>

Faculty Senate: <http://k-state.edu/facsen>

University Handbook-Table of Contents: <http://k-state.edu/academicpersonnel/fhbook/>

K-State Committee Handbook: <http://ksu.edu/academicpersonnel/univcomm/>

Graduate School Home Page: <http://k-state.edu/grad/>

Graduate Handbook and Policies: <http://www.k-state.edu/grad/graduate-handbook/chapter1.html>

Information Technology Services: <http://k-state.edu/its/>

Intellectual Property: <http://www.k-state.edu/policies/ppm/7000/7095.html>

Office Directory: <http://www.k-state.edu/directories/>

Office of International Programs: <http://k-state.edu/oip>

Office of Research and Sponsored Projects: <http://k-state.edu/research/>

Office of Planning and Analysis - Fact Book: <http://k-state.edu/pa>

Office of the Provost and Senior Vice President: <http://k-state.edu/provost>

Registrar's Office: <http://k-state.edu/registrar>

K-State University Calendar: <http://k-state.edu/calendar>

Enrollment Services: <http://www.k-state.edu/registrar/students/enroll/>

General Education - K-State 8: <http://k-state.edu/kstate8/>

Kansas State University Emergency Information

In case of any emergency, call 911

This is the K-State Police Dispatch, who will contact the proper emergency personnel.

You can download the complete [K-State Emergency Guide](#).

For information about how to handle various types of threats, consult the list below.

Emergency phone numbers

- [Environmental Health & Safety](#), (785) 532-5856
- [Office of Student Life](#), (785) 532-6432
- [K-State Counseling Services](#), (785) 532-6927
- [Lafene Student Health Center](#), (785) 532-6544
- [Facilities](#), (785) 532-6369
- [University Police](#), (785) 532-6412

[The Office of Student Life website](#) contains helpful information regarding campus safety for students.

Evacuation procedures

- Stay calm--do not rush--do not panic.
- Be aware of the location of the nearest exit and announce this at the beginning of the class each semester.
- If a fire alarm sounds or emergency personnel asks you to leave the building, you and your students must evacuate the building.
- Gather your personal belongings if it is safe, otherwise leave as quickly as possible.
- If safe, close doors and windows, but do not lock them.
- Assist physically disabled individuals to a safe location and notify emergency personnel. Most buildings have an identified "Area of Rescue" located near the top landing of staircases.
- Once outside the building, keep clear of entrances, move at least 100 feet away from the building and emergency vehicles.

Medical emergencies

- Call 911 to report the emergency.
- Do not attempt to move a person who has fallen or appears to be in pain.
- Provide first aid, if someone is ill or injured and requires immediate assistance.
- Limit your communication with ill or injured person to quiet reassurances.

Fire

- If you detect a fire call 911, pull the fire alarm and follow Evacuation procedures.
- If you hear a fire alarm, follow evacuation procedures - **do not** use elevators.
- The fire alarm in the building will not notify the fire department.

Tornado and severe weather

- Go to the designated tornado shelter for the building. In most cases this is the lowest floor, in the central core of the building, and away from glass windows.
- Outdoor sirens will sound a steady three-minute blast when the need to take cover is necessary. The University's Reverse personnel who will alert the classrooms.
- If you are outside when the sirens go off, seek shelter immediately. Go into the closest building and seek out the lowest floor in the center of the building.
- After the tornado has passed, report any injuries. Call 911 for ambulance and fire; call the University Police (2-6412) to report building damage.

Hazardous substance spills

- Call 911 immediately.
- Do not get near or touch the spilled material unless properly trained to do so.
- Contain the spill using absorbents, if possible.
- Clean up any small chemical spills, if you are able. [The Department of Environmental Health & Safety](#) will assist if needed.
- Vacate the area and close the doors.

Explosion

- Call 911 immediately.
- Remain calm.
- Do not move seriously injured persons unless they are in obvious immediate danger of further injury.
- Open doors carefully and watch for falling debris - follow evacuation procedures - **Do not** use elevators.

Criminal activity

- If you observe or suspect criminal activity call the University Police Department at (785) 532-6412.
- Do not confront the subject.
- If you want to remain anonymous, you can use the [Silent Witness program](#) via the [K-State Police Web Site](#).

Active shooter

- Call 911 if safe to do so.
- Remain calm and keep out of plain sight.
- Do not put yourself in harms way.
- If you can do so safely, inform building occupants, then lock doors, block windows and close blinds.
- Seek protective cover.
- Place signs in exterior windows to identify your location.
- Stay in place until Police clear the building.

Terroristic threat

- Call 911 immediately.
- Remain calm.
- If you can do so safely, inform building occupants.
- Provide a list of all people who were in the room or area.

Bomb threat

- If you receive a phone call or a note warning of a bomb, take it seriously and call 911 immediately.
- Evacuate the building.
- Remain Calm. It is rare that a bomb threat caller does not give notice in ample time to insure safety of building occupants.
- Listen intently for voice or speech peculiarities and for background noises because this information can aid in later investigations.
- Record immediately the date and exact time the call is received.
- **Try to engage the caller in extended conversation and try to ask:**
 - **Exactly where did you place the bomb?**
 - **What time is it set to go off?**
 - **What does the bomb look like?**
 - **What kind of explosive did you use, dynamite, black powder, TNT, plastic?**
 - **How will the bomb be set off; by time mechanism, oxidizing agent, heat, movement?**
 - **Why did you place the bomb in this building?**
 - **May I have your name?**

Suspicious package

- Call 911 immediately.
- Do not handle the suspicious package.
- Follow Evacuation Procedures

Behavior problems

- If threat of harm or violence is imminent, call 911.
- **Workplace Violence**
 - Notify the Director of Human Resources, (785) 532-6277, of any threats you have witnessed or received.
 - Report any behavior you regard as threatening or violent when that behavior is job related or might be carried out on state-owned or leased property or in connection with state employment.
- **Mental Health Emergency**
 - Faculty, staff and student employees with problems are encouraged to contact the Employee Assistance Program Coordinator at (785) 532-6818.
 - Students with mental health problems can find support at [K-State Counseling Services](#) and the [Office of Student Life](#).
 - If a student indicates a risk of harm to self or others, call 911 for immediate assistance.

- In the case of emotional/behavioral distress, students can access therapy and other supportive resources at [Counseling Services](#) (785) 532-6927.
- Student Life can provide assistance when mental health problems affect a student's academic or personal life. Contact [Student Life](#) at (785) 532-6432.