



Adjunct Faculty Manual

Oral Roberts University
Graduate School of Theology and Ministry

ORU Graduate School of Theology and Ministry (GSTM)

Adjunct Faculty Guide

ABC Information

Blended Courses

- Blended courses are taught through the GSTM Modular/Distance Education Program and are a “blend” of two components: seven weeks of online instruction and two and a half days of classroom instruction.
- The classroom component of blended courses is usually taught on the 21st floor of the CityPlex Towers.
- Blended A courses begin at the beginning of the semester with seven weeks of online instruction, and end with two and a half days of classroom instruction on campus.
- Blended B courses begin half-way through the semester with two and a half days of classroom instruction on campus, followed by seven weeks of online instruction.
- Note: D2L course shells for Blended B courses are not accessible to students until one week before the on-campus visit, per Registrar’s policies.
- Note: The online component of Blended B summer courses begins the week of the on-campus classroom component.

Calendar

- Academic calendars are available on the ORU website at <http://www.oru.edu/current-students/my-enrollment/registrar/academic-calendar.php>
- It includes relevant dates for each semester (grade submission deadlines, fall/spring breaks, etc.)
- A GSTM calendar is also available through the dean’s office.

Class Pages

- [Class Pages](#) is the grad theology website used for general information, such as course schedules, Vision instructions, graduation information, etc.
- All enrolled students (and faculty) can access the site with single login at www.oru.edu > current students > class pages.

Classroom I.T. Issues

- To log into the computer in your classroom, use your user name and password for the first login screen. On the second login screen, press Enter.
- It is recommended that you try logging in before your class starts to ensure the computer and the overhead projector is working.
- If there are problems, call IT at 918.495.6315 and tell them what room you are in.

CityPlex Towers

- Modular/distance courses (week long format, blended A, and blended B) are usually taught on the 21st floor of the CityPlex Towers.
- See the academic office for details if you are teaching a modular course.
- A map of the 21st floor is available on Class Pages.

Computer

- For help with computer, email, or office phone issues, call IT at 918.495.6315.
- See Classroom Issues above for login information for classroom computers.

Copy Center/Document Services

- The copy center (GC 2) may be used to print or copy class-related materials.
- You will need the following number when submitting materials to be copied:
Cost center # 145072/org51100
- You can also submit electronic documents to be printed and copied through the [online work order](#).

Course Schedules

- Residential course schedules are available in the Information Center in the grad theology hallway. They are also posted on Class Pages.
- Modular course schedules are available on Class Pages.

Degree Plan Sheets

- Residential degree plan sheets are available in the Information Center in the grad theology hallway. They can also be accessed on the ORU website at <http://degreeplansheets.oru.edu/>.
- Older degree plan sheets are also available on Class Pages.

D2L

- Desire to Learn (D2L) is the learning management system used by ORU for online, blended, and residential courses.
- Adjunct faculty should contact the GSTM academic dean regarding D2L training.
- When developing a D2L course for online or blended courses, it should include, at minimum, content (handouts, lecture outlines, Power Points, etc.), discussions, dropbox setup (for electronic submission of assignments), and the electronic gradebook.
- Final grades can be transferred from the D2L gradebook to Vision at the end of the semester (see **Grades** below).
- Professors are responsible for setting up or copying the content of their D2L course shells.
- For help, contact the D2L Helpdesk at d2lhelp@oru.edu if you have any problems relating to your D2L course websites.

Desk Copies – Course Textbooks

- Professors are responsible for ordering their own desk copies of textbooks used in class.
- To order, go to the website of the publisher of the text.
- Find latest edition of text, with ISBN #.
- Locate the “Request desk/exam copy” page. It’s different on each website, but if it’s not obvious, you can usually do a search.
- Some publishers have an online form, so you only have to fill out each field and submit.
- Some publishers give a contact number or email for ordering.
- The information they will need is:
 - Name of school
 - Name of department
 - Name of professor, phone # and ORU email
 - Name and course number of class
 - When it will be taught
 - Has text already been adopted? (desk copy) Still under consideration? (exam copy-you may have to pay)
 - Approximate enrollment for the class (many publishers require at least 10 students enrolled for a free desk copy). Their policy will be on the website
 - Mailing address
- Keep a copy of the order, or at least a screen print of it; most publishers will send an email confirmation of the order, but not all.

Email, ORU

- Contact the I.T. Helpdesk at 918.495.6315 if you are having trouble with your ORU email; also use this contact for computer issues.
- FERPA dictates that faculty, staff, and administration communicate with students only through their ORU email accounts.

Faculty and Staff ORU website: https://web.oru.edu/faculty_and_staff/facultyresources.php

Family Educational Rights and Privacy Act (FERPA)

- ORU complies fully with FERPA, which was designated to protect the privacy of education records, to establish records, and to provide guidelines for the correction of inaccurate or misleading data through informal and formal hearings.
- Please review [ORU’s FERPA policy](#).
- For more information, please contact ORU Human Resources.

Form and Style

- Seminary students are required to write in the proper form and style for their discipline.
- Counseling students write in American Psychological Association (APA) style.
- All other students follow Turabian style. The Grad Theology [Research and Writing Manual](#) (Turabian style) is available online on class pages.

Grades

- Faculty are responsible for posting final grades on Vision by the university deadline at the end of each semester.
- Once final grades are posted on Vision, the following documents need to be submitted to the GSTM academic dean's office:
 2. Printout of the final grade sheet from Vision
 3. A copy of your grade book
 4. A copy of your final exam, if available

Graduate Assistants (grad theology student workers)

Graduate assistants are assigned to specific GSTM administrators and are not usually available to assist individual professors.

Graduate Theology Student Assembly (GSTA)

- The GTSA is comprised of graduate student representatives who desire to foster a healthy spiritual and social seminarian environment.
- The vision of the GTSA is, "Empowered to Serve," and includes a spiritual, student advisory, and social committee.
- Annual activities sponsored by the GTSA include a picnic, spiritual retreat, deans' forums, international Thanksgiving luncheon, and a spring banquet.
- All GSTM students, faculty, and staff are welcome to attend events.

Information Technology (IT)

For help with computer, email, or phone issues, call IT at 918.495.6315.

Keys

Keys to the adjunct office and Graduate Theology hallway are requested through the dean's office.

Office Supplies

- General office supplies (pens, whiteboard markers, staples, etc.) are kept in the supply closet in 4A26C.
- The master key is needed to access the closet.

ORU – General Information

- Go to www.oru.edu > faculty and staff and login with single sign-on.
- Click on Faculty Development and Resources > Non-traditional Faculty.
- On left menu, click on Getting Started, Lingo, and Perks.
- Many other helpful resources are included under Faculty Development and Resources.

Plagiarism Policy

ORU takes the issue of plagiarism seriously and addresses it on its website, in the academic calendar, and in course syllabi.

- The ORU website includes information on the following:
 - What is Plagiarism?
 - Why Avoid Plagiarism?
 - How to Avoid Plagiarism
 - Faculty Resources (on Plagiarism)
 - Video Resources (on Plagiarism)
- The ORU catalog states:

ORU students are committed to developing their minds by doing their own academic work. They do not engage in plagiarism, whether accidental or intentional. Plagiarism is the inappropriate use of others' ideas or information, such as using sources without citations or direct quotes without quotation marks. Even paraphrasing or summarizing without giving credit to the original author is considered plagiarism (see university catalog).

Written assignments using sources must demonstrate ethical and accurate use of source material. Plagiarism and any unethical or inappropriate use of sources are not tolerated" (page 34, [University Catalog](#)).
- ORU syllabi include the following University Plagiarism Statement:

Students and faculty at Oral Roberts University must adhere to all laws addressing the ethical use of others' materials, whether it is in the form of print, electronic, video, multimedia, or computer software. Plagiarism and other forms of cheating involve both lying and stealing and are violations of ORU's Honor Code: 'I will not cheat or plagiarize; I will do my own academic work and will not inappropriately collaborate with other students on assignments.' Plagiarism is usually defined as copying someone else's ideas, words, or sentence structure and submitting them as one's own. Other forms of academic dishonesty include (but are not limited to) the following:

 1. Submitting another's work as one's own or colluding with someone else and submitting that work as though it were his or hers;
 2. Failing to meet group assignment or project requirements while claiming to have done so;
 3. Failing to cite sources used in a paper;
 4. Creating results for experiments, observations, interviews, or projects that were not done;
 5. Receiving or giving unauthorized help on assignments.

By submitting an assignment in any form, the student gives permission for the assignment to be checked for plagiarism, either by submitting the work for electronic verification or by other means. Penalties for any of the above infractions may result in disciplinary action including failing the assignment or fail
- For plagiarism issues, please consult the academic dean.

Printers/Copy Machines

- An ID code will be given to you by the dean's office to access the printers in grad theology.
- Because the copy machines are also printers for faculty, please do not print or copy more than a total of 50 pages at one time.
- Greater quantities should be submitted electronically as an attachment to the electronic form to the Copy Center. (See details above under Copy Center/Document Preparation).

Syllabi

- All syllabi must conform to ORU and GSTM established formats.
- Revise only the areas indicated when syllabi are emailed to you for revisions.
- Course descriptions cannot be changed.
- Course artifact assignments cannot be changed or deleted.
- Please return any revisions to administrative staff in a timely matter to comply with university and bookstore deadlines.
- Professors are expected to review and comply with all policies addressed in syllabi (attendance, incompletes, plagiarism, late assignments, etc.).
- Please do not post any syllabi on D2L until final approvals are given.
- Approved syllabi are posted on the main ORU website at <http://syllabi.oru.edu/>
- Once syllabi are posted online, no further revisions may be made.
- Professors must order the textbooks needed for their classes. See academic office for details.

Vision (vision.oru.edu)

- Vision is ORU's enrollment system.
- Log in with single sign on.
- Click Faculty Services to access class lists and to enter final grades.