Welcome

Welcome to Lindenwood University’s School of Business and Entrepreneurship adjunct (part-time) teaching staff. We appreciate the enthusiasm and expertise you bring to the classroom. We are dedicated to helping you in any way possible as you fulfill your commitment to providing our students a valuable learning experience.

This handbook addresses many of the important issues with which you will need to be familiar in order to make your classroom more effective and your teaching experience more enjoyable.

Several members of our full-time faculty serve as Department Chairs, and they are responsible for each of the various academic disciplines offered through the School of Business and Entrepreneurship (SB&E). A list of these Department Chairs, along with their contact information, can be found in this handbook.

We hope this handbook will be of assistance to you. If you have any questions, please feel free to contact your specific Department Chair or me at 636-949-4832.

Edward Morris
Dean, School of Business and Entrepreneurship
**Teaching Format**

At Lindenwood University, we have two teaching formats from which a student may choose when pursuing a Masters-level business degree. Both provide the student with a quality learning experience, but they reach that end point in different ways.

The Advanced program, offered through Lindenwood’s SB&E, uses the textbook, the instructor’s knowledge, and the student’s background and experience in a classroom setting that shares in an interactive format. Student interaction in the classroom is strengthened by presentations, discussions, papers, and testing.

The Accelerated program, offered through Lindenwood College for Individualized Education (LCIE), concentrates the courses into clusters, placing an emphasis on writing and oral presentations rather than examinations and quizzes.

**Facilities**

**Parking and Permits**

On the main campus (St. Charles), you may park in any designated parking space on the campus (there is no reserved parking). There is also parking on Watson Street (on the south side of the street only). To park on campus, you should have a parking permit (window decal). You can purchase a parking permit at the LU Spirit and Apparel Shop for $2.

**Butler Library**

Butler Library daily hours vary throughout the year. During the normal semester (Fall and Spring), the facility is open both day and evening and on weekends.

**Photocopying**

The Copy Center is located in the Spellmann Center. The self-serve photocopier is still located in the Spellmann Center (access code 43844399).

**Audio-Visual Equipment**

Nearly all classrooms are equipped with Power point Projections units, screens (some have electronic boards), computers (with Internet access), and VCRs (some with both VHS and DVD capabilities). If you need additional technical support, call extension 5100 (from off-campus, call 636-255-5100).

**Classroom**

**Hours**

Classes on the main St. Charles campus as well as remote locations are scheduled from 6:00 p.m. to 10:00 p.m. For Saturday classes, the times are 8:00 a.m. until 12-noon. Please make sure you are in your classroom beforehand and that you begin promptly. Classes starting on time is often one of the items most frequently mentioned by students on course evaluation forms.
Syllabus

The course syllabus is the first, and perhaps the most important, communication you have with your students. Since it provides the overall direction of your course, as well as many important details, you should prepare it carefully and follow consistency requirements of the school (i.e. template). A copy should be sent electronically to your Department Chair for approval weeks before the class. In addition, the final syllabus should be sent to the Department Chair and Administrative Assistant one week prior to the first day of class.

Textbooks

Work with your Department Chair in selecting your course textbook(s). You may, with your Department Chair’s approval, contact publishers’ representatives direct to obtain material for review. (See Appendix A)

Ordering textbooks for your class should be done through your Department Chair (who will complete the necessary requisition forms). There is a standardization of textbooks for each section of every course offered.

Classroom Assignments

The Office of Academic Services (Registrar) is responsible for assigning classrooms to our instructors. To reschedule or change a classroom for any reason, contact Academic Services (636-949-4331) and inform your Department Chair of the change in your location.

Class Rosters

For your first class, the Office of Academic Services (or the Administrative Assistant) will provide you with a list of all registered students in your class. Please take attendance and report any discrepancies. We need to know if you have students attending the class whose names do not appear on your list, or if you have a name and no student.

Newly enrolled students who show up to class, but who are not on your official roster, should be directed to their academic advisor to ensure that they are properly enrolled prior to returning to class. Students are not permitted to “audit” classes (attend throughout the term without being officially enrolled and on your roster).

Closed Classes

If your class has the maximum number of students (and is, therefore, considered to be a closed class), you may not admit additional students. You should refer students attempting to enter a closed class to their academic advisor.

Cancelled Classes

All scheduled classes must be held on the dates and at the times listed in the schedule and the academic calendar. It is not at your discretion to cancel a class, and outside projects or attendance at other events are not appropriate substitutes for scheduled class time.

In the event you are unavoidably absent, you should notify your Department Chair as soon as possible (in advance if possible) in order to make alternate arrangements for another instructor to
hold your class. In the event of any emergency that makes cancellation of a class unavoidable, you should notify the Department Chair and as many members of your class as is practical (to that end, you should collect contact information for your students).

Substitute Instructors

You should not use a substitute instructor without notifying your Department Chair and receiving advance approval (the use of substitute instructors is not generally acceptable).

Student Attendance

Student attendance is always important, but even more so with Term courses only 9 weeks in length. Students missing classes are in jeopardy of receiving a lower grade or failing the course. In all cases, the student should attempt to notify you prior to class, and make up all missed work.

Grades

At the mid-term point of the Term and again before the final class session, the Office of Academic Services (or the Administrative Assistant) will provide you with official grade forms. Assign a letter grade in each of the appropriate spaces. The deadline and instructions are printed on the form itself. It is imperative that you meet the grading deadline, as mid-term and final grades for the Term will not be printed until all instructors have turned in their grades. You may deliver your grade sheet in person to the SB&E, or simply fax it to us at 949-4834. If faxing, be sure to alert your Department Chair, so that it can be retrieved from the fax machine. If you are unsure of the grade due date, please check with Academic Services or your Department Chair.

We use the normal grading system – A, B, C, D, F – for the undergraduate program. At the graduate level, grades of A, B, C and F (no Ds) are used. We do not use Plus (+) or minus (-) grades.

Make-up Examinations

You should use great care in allowing students to make-up missed tests and examinations, and not before they provide you with a written, third party confirmation of the reason for missing the exam. Under no circumstances is a student allowed to take a make-up exam without appropriate supervision. If necessary, contact your Department Chair to arrange for a student to take an exam under their supervision.

Final Examinations

You may not allow student to take examinations in advance (for reasons such as travel or early departure prior to the final examination) of the rest of the members of the same class. This policy should be clearly stated at the first class session (and perhaps addressed in your syllabus).

Maintaining Documents

You should maintain for at least 60-90 days beyond the completion of a term all tests, papers, and other information impacting grades (in the event of grade challenges).
Academic Integrity

Please include a section in your syllabus about academic integrity and stress this by having a discussion about it at your first class session. In order to prevent plagiarism in connection with student prepared papers and other projects, the university subscribes to a service called Turnitin. For information on using Turnitin, refer to the instructions found in the “Adjunct information” folder within the School of Business & Entrepreneurship folder on PC Common.

Students’ Evaluations

During the final class session of the Term, students are given the opportunity to evaluate the course, textbook, instruction, etc. The Office of Academic Services (or the Administrative Assistant) will provide you with evaluation forms prior to the final class session of the term.

Before distributing these evaluation forms, stress to your students the confidentiality of the process and assure them that you will not see the forms until after you have submitted their grades. Ask one student to collect the forms, place them in the furnished envelop, seal it, and deliver it to the School of Business and Entrepreneurship.

Recruitment

The life-blood of any University is the recruitment of new, well-qualified students. It is expected that all faculty, including adjunct faculty members, will be proactive in their efforts to assist in identifying prospective students both for the Graduate and Undergraduate programs at Lindenwood. If you believe there is an individual(s) who would be a potential student at Lindenwood University, you need only identify the student to your Department Chair or the Dean of the School of Business and Entrepreneurship. The Admissions Office will be notified and will follow up. Of course, any direct assistance you can provide would be appreciated.

Library Resources

Butler Library on the main campus has to extensive recourses for your use. For information on the library’s holdings and services, refer “Business Library Overview” found in the “Adjunct Information” folder within the School of Business and Entrepreneurship folder on PC common.

Course Evaluation Forms

Near the end of the term you will be provided with a packet of student evaluation forms. It is important that students have sufficient time to complete the forms in order to provide you, your Department Chair, and the Dean with useful feedback on the course. In the packet you will find instructions on how the forms should be distributed and returned to the School of Business and Entrepreneurship.

First Night Assignments

Approximately one month prior to the beginning of a new term, all instructors are required to submit first night assignments to the SB&E Coordinator in order to have such assignments posted on a timely basis for adequate student preparation.
Copy Center

For information on hours and procedures for using the Copy Center, refer to the instructions found in the “Adjunct Information” folder within the School of Business & Entrepreneurship folder on PC common.

PC COMMON
Go to: https://pccommon@lindenwood.edu
Then SB&E folder

Personal

Official Transcript

Your employment is contingent on receipt of all (undergraduate and graduate) official transcripts. These transcripts should be sent directly to the Administrative Assistant, Chris Edler, who will forward originals to the Office of Academic Services and keep copies on file in the School of Business and Entrepreneurship.

Contract

You will receive a contract during the first week of class. It will include the time, place, and rate of pay (minimum class size of 10 students is required for a full rate of pay).

Paycheck

Your paycheck will be mailed to you monthly (the last weekday of the month) to your home.

Mail

You will have a mailbox at the site where you teach (on Main Campus, it will be in the Memorial Arts Building; at Westport, it is in the site administrator’s office). You will receive class rosters, attendance sheets, and grade sheets, in addition to miscellaneous SB&E and University communications.
### Program Managers

<table>
<thead>
<tr>
<th>Academic Discipline</th>
<th>Department Chair</th>
<th>Email</th>
<th>Telephone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Accounting</td>
<td>Kim Brickler</td>
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<td>636-949-4840</td>
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### Appendix A:

#### Students

Lindenwood University has outsourced the selling of textbooks to MBS Direct, an internet bookstore. This is the only book vendor authorized by Lindenwood University and, therefore, the only vendor where students can be assured of purchasing the correct book and materials.

Students may purchase books by visiting Lindenwood University’s website and clicking on Order Books at the bottom of the home page. This will take students to http://direct.mbsbooks.com/lindenwood.htm. There, students may either Buy or Sell books. When they select Buy, they will be taken to a page where they must select:

1. Lindenwood University Undergrad & Graduate
2. How they intend to pay for the order
3. Graduate Program
4. Course ID (such as MBA 601.31)
5. They continue selecting all of their texts until ready to check out

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