

MARQUETTE UNIVERSITY

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**BUSINESS**

**COLLEGE OF BUSINESS ADMINISTRATION &  
GRADUATE SCHOOL OF MANAGEMENT**

**FACULTY INFORMATION**

*(Revised – July 18, 2024)*

## ❖ INSTRUCTOR OF PRACTICE FACULTY WORKSPACES

Workspaces are available in the 2<sup>nd</sup>, 3<sup>rd</sup> and 4<sup>th</sup> floor faculty suites in O'Brien Hall. There are four desktop computers at stations in 488 and a conference room within the 4<sup>th</sup> floor faculty suite.

- 1) Keys are not needed for classroom access; your ID card will swipe into all classrooms and your office.
- 2) Voicemail is not available for individual part-time faculty members.

## ❖ UNDERGRADUATE ADVISING

All full-time business faculty members are expected to advise students throughout the semester. Faculty will be assigned to advise students at the beginning of their second regular fall/spring term of their first year. During the academic year, there are two formal advising periods when faculty members advise undergraduate students, primarily in the course selection process: late October/early November and in mid-March. Faculty members are expected to be available during the designated advising period each semester. Advising information will be provided prior to each advising period. In addition, faculty members are expected to be available to students throughout the semester to assist them with advising questions, academic issues or career exploration.

## ❖ CLASS ATTENDANCE POLICY

Undergraduate Courses:

**College of Business Administration Attendance Policy - 2024—2025 Undergraduate Bulletin**  
<https://bulletin.marquette.edu/business-administration/policies/attendance/>

### Practical Notes:

- Instructors are strongly encouraged to clearly **define/state their attendance policy** in their syllabus; this is extremely important! Aspects to consider include:
  - Students are expected to attend and be on time for all sessions of a course for which they are registered.
  - Absences *MAY* result in consequences for the student.
  - Instructors *MAY* include class attendance as a measure of academic performance.
  - Regardless of the class attendance directions provided by the instructor in the syllabus, it is the student's responsibility to:
    - Contact their instructor if they miss an exam or other deadline.
    - Inform the dean's office in their college if they are (expect to be) absent from class for one week or more.
- It is the instructor's prerogative, if they wish, to follow the college's attendance policy as stated above.
- Instructors wishing to **withdraw** a student for excessive absences can obtain the "Form-Course Swap/Withdrawal" on CheckMarq, complete and submit to Sara Koenig for next step processing.
- If an instructor wishes to withdraw a student, the dates of absences must be provided AND documented.
- When the instructor files a form to withdraw a student for excessive absences, the student automatically has five days to appeal the WA grade. For those five days and while the appeal is ongoing, the student has the right to continue participating in the course.

- Instructors are encouraged to be flexible in certain student absences, e.g., hospitalization, death of a family member, etc.
- Any questions, contact Executive Associate Dean, Dr. Anthony Pennington-Cross.

**Additional Attendance Policy Notes – Full Bulletin Details:**

<https://bulletin.marquette.edu/policies/attendance/undergraduate/>

**ONLINE COURSE ATTENDANCE**

Online classes at Marquette University are designed to be highly interactive and collaborative. To ensure an effective learning experience, students in these classes are expected to participate on a regular basis. Participation is defined as “submitting required work as assigned and being active and timely contributors and responders in the class, as outlined in the syllabus.” If technical circumstances prevent students from entering the class online site, it is the students’ responsibility to notify the instructor in a timely manner of this and to work out a plan to make up the missed classwork. Failure to participate in online classes may be counted toward the number of absences allowed in the attendance policy defined on the syllabus. The excused absences described above also apply to online classes.

**STUDENT AND FACULTY RESPONSIBILITIES REGARDING ATTENDANCE AND MAKEUP WORK**

Students and faculty share responsibility for the learning experience of the course.

**STUDENTS ARE RESPONSIBLE FOR**

- Attending all class meetings for classes in which they are registered.
- Making every effort to schedule classes that minimize conflicts caused by foreseeable activities and related travel.
- Consulting the instructor if any portion of the attendance policy is not understood.
- Providing written notification of all scheduled events that cause absences, including a schedule of all activities and related travel, to their instructors within the first two weeks of each term.
- Providing written notification of all other absences as soon as possible, for events not foreseen at the beginning of the term.
- Conferring with the instructor on the best method to make up any missed work/lectures when absent.
- Obtaining any class notes or other course material missed due to these absences.
- Monitoring their absences during the term.

**FACULTY ARE RESPONSIBLE FOR**

- Meeting every class period during the term and making every effort to seek coverage from another faculty member if class cannot be held because of professional travel or short-term illness.
- Notifying students, via the course syllabus, of any component of the grade that is based on attendance and/or participation and whether the opportunity to make up missed work/lectures is provided for those absences which do not fall under the Excused Absence section above.
- Specifying any other conditions students must meet before given the opportunity to make up missed work/lectures.
- Communicating with students when they are approaching the maximum number of absences allowed in the attendance policy.
- Within one week after the deadline to Add or Drop a class, notifying the college office of any students who are not attending.

## Graduate Courses:

### **College of Business Administration Attendance Policy - 2024—2025 Graduate School of Management Bulletin** <https://bulletin.marquette.edu/policies/attendance/management/>

The Marquette University Graduate School of Management considers regular class attendance an important component of the learning process. Students are expected to attend scheduled class meetings; excessive absences may have adverse consequences, ranging from a lowered course grade to forced withdrawal from the course. Excessive absence is generally defined as missing more than 10-15 percent of the regularly scheduled class time. Consult the instructor's course syllabus for additional details regarding a particular course.

Taking attendance is not required by the university, except on the first class meeting following the deadline to Add/Drop, as noted in the Academic Calendar, in order to comply with Federal regulations. Faculty must then notify the Office of the Registrar of students not in attendance via the Single Course Swap/Withdrawal: Faculty/Administrator Initiated form, located in the Faculty Center in CheckMarq. In addition, students may not attend classes if not registered, and it is the responsibility of the faculty to inform students of this. Faculty may set their own class attendance policy in their syllabus, in accordance with department guidelines or requirements.

#### GRADES ASSOCIATED WITH ATTENDANCE

Certain grades are associated with attendance and are assigned to students according to the criteria as described in the grading system policy.

### ❖ **CLASS INFORMATION FOR STUDENTS TO ACCESS ONLINE**

Faculty members may allow students to access class information (notes, PowerPoint slides, articles, etc.) electronically via D2L. The university is currently using D2L for class reserve materials. For details and information, log onto <http://d2l.mu.edu/>. There will be a D2L “course” site set up for each of your section(s). You are required to post your class syllabus even if you do nothing else in D2L. The college highly recommends integrating class resources and gradebooks. Best practice information can be found on the Center for Teaching and Learning website: <https://www.marquette.edu/center-for-teaching-and-learning/>

### ❖ **CLASS ROSTERS**

Class rosters are found on-line in preliminary and final form.

#### **Preliminary Class Roster**

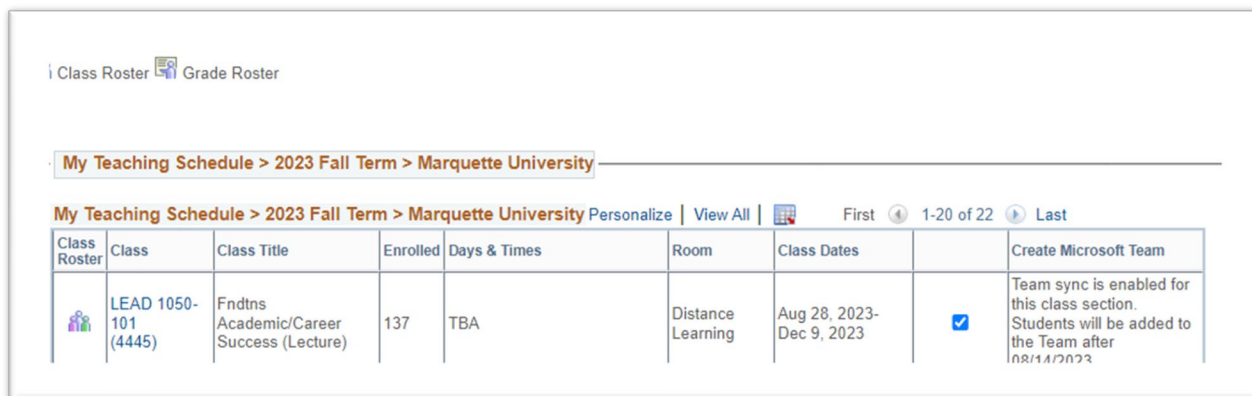
Preliminary class rosters are available in CheckMarq and contain the names of students who registered before the first day of class. Please take attendance from this roster. If a student is not on the roster, they are NOT registered. Please note any discrepancies to Sara Koenig (undergraduate classes) or Connie Knoll (graduate classes).


**Instructors do not have the authority to add students to their class. If a student is not on the class roster and wants to add the class, please have the student contact Beth Krey (undergraduate classes) or Karen Rinehart (graduate classes).** Please remember that an open seat does not mean a student can be added; class limits are set by Departments.

## Final Class Roster

Names on the Final Class Rosters designate those students registered as of midnight on the add/drop deadline. Instructors may access these rosters in CheckMarq by the next day. Students not on the final class roster must contact the appropriate College of Business Administration Office to see if they may be admitted. Please do not allow students, not on the final class roster, to remain in class.

Instructors are asked to take attendance on the first class meeting after the Add/Drop deadline (typically the second Tuesday of the fall/spring semesters) so a determination can be made regarding students who are registered but who have not attended/participated in the class. Within online courses, participating in computer-aided instruction (engaging with posted content, posting a discussion, submitting an assignment, etc.) may be counted as attendance.

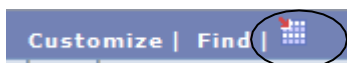


Class Roster	Class	Class Title	Enrolled	Days & Times	Room	Class Dates	Create Microsoft Team
	LEAD 1050-101 (4445)	Fndtns Academic/Career Success (Lecture)	137	TBA	Distance Learning	Aug 28, 2023- Dec 9, 2023	<input checked="" type="checkbox"/> Team sync is enabled for this class section. Students will be added to the Team after 08/11/2023

## Class Rosters

You may download your class rosters on-line. Access your class roster in CheckMarq (or on your course site D2L. Simply log on to CheckMarq (<https://checkmarq.mu.edu>); you will need your eMarq USERNAME and PASSWORD.

1. Click: **Faculty Center** (and the Faculty Center tab) You can see the classes you are teaching, enrollment, room #s and times.
2. Click: **View Weekly Teaching Schedule** [You can get a weekly teaching schedule in a calendar-type format].
3. Click: The **Download** icon at the top of the roster list to save your class roster into an Excel file.



## ❖ CLASS MEETING DATES

- Each course is expected to meet on days and times indicated on CheckMarq or the Marquette University Class Search (<https://bulletin.marquette.edu/class-search/>).
- Faculty members are not to require class attendance or hold exams during periods other than the printed schedule; see more at examinations.

## ❖ CLASSROOM INFORMATION

- All high tech classrooms are equipped with a card swipe system. If your card does not allow access into the room, please send an email to your Office Associate. Please include your ID number. Instructors are asked to be sure that the doors are securely locked after the class. Instructors are asked NOT to give their faculty ID to students.

- **Please do not disconnect, rewire, etc. the high tech equipment.** Please report any problem with high tech equipment to the ITS SPECIAL CLASSROOM # (288-CLSS) or [helpdesk@marquette.edu](mailto:helpdesk@marquette.edu). Please remember to shut down the **projector** after class if there is not a class directly after your class. Projectors shut down through the touch panel. You also need to log off of the computer.
- Each high tech room has a separate cord available for connection to a laptop. Rooms have either an HDMI connector, a VGA connector, or both. If you plan on using a laptop, please visit the room ahead of time to be sure you can connect. You may need to purchase an adapter, contact [joseph.stathus@marquette.edu](mailto:joseph.stathus@marquette.edu) for more information.
- You can check your room's equipment online at: <http://www.marquette.edu/imc/classrooms/>
- The computers are setup with Office 365 and all software available in the computer lab.
- Instructors will need dry erase markers; they can be obtained from your Office Associates.
- No food or drink is permitted in the rooms.
- Instructors not familiar with the equipment are encouraged to email the help desk ([helpdesk@mu.edu](mailto:helpdesk@mu.edu)) or [joseph.stathus@marquette.edu](mailto:joseph.stathus@marquette.edu) to arrange for a training session.
- Faculty members requiring special software in a high tech room must contact Dr. Anthony Pennington-Cross ([Anthony.Pennington-Cross@marquette.edu](mailto:Anthony.Pennington-Cross@marquette.edu)) **at least 1 month prior** to the start of the semester. Proper licenses are required.

## ❖ COURSE SYLLABUS

The university requires all instructors to provide a course syllabus to all students. If an in person class, faculty members are required to distribute a paper copy of their syllabus to each student at their first class meeting. In addition, you are also required to post the syllabus in your D2L site. The syllabus should be available to the student during the first class meeting and should include: course learning objectives, texts and materials, dates of tests, due dates of assignments, attendance policy, email address, telephone # and office hours. The syllabus must also explain the instructor's criteria for determining a final grade (i.e. assignments, paper, tests, class participation, etc.) and the grading scale that will be used. Once these criteria are published in a syllabus, they may not be changed. Your office assistant will post an electronic version the syllabus for all classes to a SharePoint shared documents folder so that all faculty members can view course syllabi.

## ❖ FACULTY ABSENCE FROM CLASS

It is expected that class will be held at the time and place specified, for the entire term. Absence from class should be a rare occurrence. If an absence is anticipated, arrangements should be made for a substitute instructor. If no substitute can be found, an additional appropriate assignment should be made. In all cases, **the Chairperson of the Department must be notified prior to the absence.** All instructors are expected to begin and end classes promptly and according to scheduled times.

In case of emergencies, please notify your Office Associate, department chair, and the Dean's Office. Also, if possible, please email your students informing them of the cancellation.

FOR CLASS CANCELLATIONS IN EMERGENCIES, NOTIFY:

Undergraduate Classes: 414-288-7142

Graduate Classes: Graduate School of Management Office: 414-288-7145

In addition to leaving a voicemail message, please try to connect with an administrator.

## ❖ FACULTY EXPECTATIONS

- Full time faculty members are expected to advise students, attend faculty meetings and attend Commencement (late May).
- In addition, full time faculty members are asked to participate in a representative number of other college activities such as:
  - ❑ Honors Convocation (early April)
  - ❑ Alumni Awards Luncheon (May or June)
  - ❑ Prospective undergraduate student events throughout the year
  - ❑ Serve as a Student Organization Advisor
  - ❑ Various committees

## ❖ FACULTY OFFICE HOURS

Every full-time faculty member should be available to students and members of the administration for at least six hours weekly and at reasonable times during final exam weeks. Instructors of Practice should be available for in person or virtual office hours for at least two hours per section each week. These hours should be stated in your class syllabus. Instructors of Practice, if willing, may give out their work and home number for students to contact them at other times. Please let your Office Assistant know if these numbers can be given out. Ideally, this would be listed on the syllabus. Both office and teaching hours should be posted and recorded in the instructor's department as well as on your syllabus. For full time faculty members, departmental office assistants will provide a printout of your teaching schedule and office hours for you to post near your office door. If you are forced to cancel office hours, please notify your students of the cancellation.

## ❖ GRADING

Faculty members are expected to grade their own undergraduate and/or graduate exams. Graduate assistants may only assist in the grading/tabulation/running of MUSS forms (the university scanning system) or in other objective multiple choice/true-false grading. There is an in-house scanning system available through the Accounting department. For more information about that system contact Executive Associate Dean, Anthony Pennington-Cross.

Faculty members are required to retain grade books, final examinations and other papers not returned to students for at least one year. Instructors of Practice, please provide a breakdown of each students' grade (e.g., spreadsheet) to the Department Chair each semester. In addition, if the instructor is not teaching at Marquette in the subsequent semester, a copy of the grades, final exams and other papers not returned to students should be given to the Department Chair.

### Mid-Semester Grades

Mid-semester grades in full-semester **undergraduate** sections must be assigned based upon a reasonable amount of written work. This does not mean that a formal mid-semester exam must be given. However, instructors who decide to give examinations during the period designated by the University for Mid-semester Exams must follow the schedule, which appears in CheckMarq. The university requires a noon deadline for grades – the College of Business Administration **Mid-semester grades must be submitted on CheckMarq by noon on the**

**Tuesday following mid-semester exam week. *Please note the College of Business Administration and Graduate School of Management implement a 10:00 a.m. deadline.***  
Email reminders will be shared.

The grading options for mid-semester grades (for undergraduates) are A-, A, B+, B, B-, C+, C, C-, D, F.

Students with S/U options should be assigned either S or U; student with SNC/NC options should be assigned either a SNC or NC.

**All students in all full-semester undergraduate courses must be assigned a mid-semester grade;** mid-semester grades are *not* assigned for graduate students.

### **Final Grades**

Grades should be submitted as soon as possible after the final examination. The deadline for submission of grades is by noon the Tuesday after the week of final exams. *Please note the College of Business Administration and Graduate School of Management implement a 10:00 a.m. deadline.*

The final grading options for undergraduates are A, A-, B+, B, B-, C+, C, C-, D, F, I.

Students with the S/U options should be assigned S (satisfactory) or U (unsatisfactory); students with the SNC/UNC grading should be assigned SNC (satisfactory in a no credit class) or UNC (unsatisfactory in a no credit class.)

Grades assigned by the College Office are W, WA, UW, WF, and ADW.

Bulletin information about undergraduate grades is available here:

<https://bulletin.marquette.edu/policies/grading-system/>

Graduate grades are A, A-, B+, B, B-, C+, C, F.

Graduate students taking undergraduate courses must be graded on the graduate grading scale. If a faculty member wishes to assign an Incomplete (I) this assumes you are willing to allow the student to make up the missing work AND the student can pass the course.

Bulletin information about graduate grades is available here:

<https://bulletin.marquette.edu/policies/grading-system/undergraduate-healthscienceprofessional/>

### **Incomplete Grades**

This grade must be initiated by students and approved by the instructor prior to the end of the session in which the class is offered and must be assigned by the instructor prior to the final grading deadline for the term/session in which the class is offered. The student must expressly ask the instructor to issue an Incomplete grade and explain the extenuating circumstances keeping them from completing their remaining assignments and/or final exam by the deadline. The instructor may consider the request only if the student has participated in the class consistently during the term and up to the time of the request, including completion of at least 60 percent of the class as measured in weeks of attendance or participation in the session. The instructor may not consider the request if they deem the student incapable of earning a passing grade at the time of the request.



This grade is cleared by following the standard online grade change process located in the Faculty Center of CheckMarq. If not cleared or changed to the grade of IE by the date specified in the Academic Calendar the grade is automatically turned into a permanent grade of F or other non-passing grade based on the grading options of the course. Retroactive withdrawals may not replace an I grade. Because these grades denote that the student did not fulfill all course requirements and/or the final exam, the university views these grades with the same seriousness as the grade of F or WF.

### **Last Date of Attendance (LDA)**

It is imperative that the university be able to document for our annual auditors if a grade was assigned as a result of a student no longer attending class or if it was earned due to lack of academic performance. In addition, the auditors expect the university to track when students stop attending class. Consequently, whenever the grades of ADW, F, I, NC, U, UNC, UW, W, or WA are assigned, the CheckMarq system will require that a LDA be entered for the student.

- a. If attendance is taken in the course: the LDA is determined to be the last class attended by the student, including the final exam.
- b. If attendance is not taken in the course: the LDA is determined by the last day the student participated in an academically-related activity, such as: turning in an assignment; taking an exam or quiz; participation in a discussion or lab; participation in an online discussion, assignment or computer-assisted instruction.

### **Submission of Grades**

Grades are **submitted by the instructor** no later than the college deadline on the university Academic Calendar (<https://www.marquette.edu/central/registrar/calendars-exams-schedules.php>). Faculty members enter their own grades electronically via their CheckMarq account. Instructions on how to submit grades will be shared with all faculty each semester. Should grades not be entered by the deadline, paper forms will need to be completed per student and submitted in person. Submitting grades on time is essential to meeting other university deadlines.

### **Grade Changes**

Grade changes will be completed via CheckMarq. Visit your Faculty Center, and within the grade roster of each previous course, you can “Request Grade Change”, and select “change grade” next to the appropriate student. Follow online directions to complete. This will be sent to the Assistant Dean for Undergraduate Programs, then to the Registrar for approval.

## **❖ EXAMINATIONS**

- All examinations are to be administered ONLY during the regularly scheduled class times and days. For example, a class that meets MWF @ 10:00 should have their examinations (excluding the final exam) scheduled during the semester from 10:00-10:50 on either a Monday, Wednesday, or Friday.
- No examination may be scheduled in the week preceding final examinations. Minor quizzes, however, may be given as well as homework and other assignments.

### **Final Examinations**

- No examination may be scheduled in the week preceding final examinations.
- Instructors are expected to issue a final examination; however, in certain courses, instructors

- may assign a final paper/project in lieu of the final examination.
- Final exams may be given only on the date and time listed in CheckMarq.
  - No exemptions from final exams are given.
  - For shorter session undergraduate courses and graduate classes that do not have a final examination, classes are held final exam week.

## ❖ RESERVING OF LAPTOPS FOR CLASS USE

On a limited basis, the college has a laptop cart that can be wheeled to your classroom. These laptops are made available on a very limited basis. Please contact Dr. Dr. Anthony Pennington-Cross ([Anthony.Pennington-Cross@marquette.edu](mailto:Anthony.Pennington-Cross@marquette.edu)) at least a month in advance to inquire about the availability of the laptop cart.

## ❖ COPIES & SUPPLIES

- 1) Copy machines are located in the faculty suites (except 240 and 332). The desktop computers in OB 488 are linked to the “**Faculty\_Staff\_Printwise**” printers. Faculty may also send print jobs from a personal device following these instructions:

Windows: <https://techsquad.mu.edu/support/solutions/articles/21003659011>

Mac: <https://techsquad.mu.edu/support/solutions/articles/21003611955>

- 2) A color copier is available in the Dean’s office / Cabana space – OB 215G.
- 3) PowerPoint “clickers” and office supplies are available; contact your Department’s Office Associate.

## ❖ TEACHER EVALUATION FORMS

Near the end of the semester, students and instructors will be notified that students can begin to complete the MOCES course evaluation forms (Marquette Online Course Evaluation System). Copies of evaluation forms are available through the Office of Institutional Research and Analysis website: <https://www.marquette.edu/institutional-research-analysis/moces/>.

Students can complete these forms at any time after the system goes live through the end of the term or module (for the regular semester, the last day of finals week). Approximately one day AFTER the grade submission deadline, you will receive a link to the system so that you can view a summary of the evaluations as well as the written comments of the students. Your department chair and the Dean’s Office also receive these summaries and written comments as part of the evaluative process for all instructors.

All faculty members in their first year and some Instructors of Practice in their second year will also have evaluations at mid-semester. These evaluations are coordinated by the Dean’s Office and are a way to help new faculty members see what is and what is not working well by the middle of the semester so you can make appropriate changes, if warranted. The evaluations are on paper and will be provided to you approximately in week 6 of the semester. You can choose the day when you have the student complete the evaluations; instructions will be provided on handling the evaluations when they are distributed to the appropriate faculty members. The results will be tabulated and returned to you and your department chair soon after the middle of the semester.

Full-time faculty members: the results of the mid-semester evaluations are not used in merit pay deliberations.

Instructors of Practice: the mid-semester evaluations are provided to the department chairs because they are a first glance at teaching effectiveness. The evaluations are often valuable to the department chairs because some decisions to hire Instructors of Practice for the subsequent semester need to be determined by the middle of the preceding semester.