



# Sacred Heart UNIVERSITY

COLLEGE OF HEALTH PROFESSIONS

## **Adjunct Faculty Manual Academic Year 2017-2018**



# Sacred Heart UNIVERSITY

Dear Colleague,

Welcome to the College of Health Professions at Sacred Heart University! Together we create a vibrant community of learning that leads to program excellence, satisfaction and graduates who are highly prepared for their respective roles in the challenging and ever-changing world of health care.

As one of our valued faculty members, you will be providing our students with classroom, clinical and/or lab experiences. We are pleased that you have chosen to work with Sacred Heart University students to prepare them as future health care professionals.

The Adjunct Faculty Manual will provide you with necessary information to help you be successful as a part time faculty member. Feel free to seek out help from other faculty and staff, and take advantage of the many University resources available to you (e.g., library privileges, e-mail, technical support, athletic events, concerts, etc.).

On behalf of the College faculty and staff, best wishes for success in the upcoming academic year.

Sincerely,

Patricia Walker, EdD  
*Dean*  
College of Health Professions

*Please note: this manual and the policies therein may be altered during the academic year. Any changes will be communicated to the students and faculty via electronic means.*

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# Sacred Heart University Mission and Vision Statement

## **Mission Statement**

Sacred Heart University, rooted in the Catholic Intellectual Tradition and the Liberal Arts, embraces a vision for social justice, educates students in mind, body, and spirit to prepare them personally and professionally to make a difference in the global community.

## **Vision Statement**

Sacred Heart University aspires to achieve prominence through innovative teaching and learning while cultivating a campus community that is recognized as caring and creative.

## **Core Values**

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The core values of Sacred Heart University are its guiding principles. They define what the University stands for and are, therefore, of intrinsic value to the University community.

Flowing from the long tradition of Catholic universities, the University's core values are the following:

- Preservation, transmission and development of the Catholic intellectual and liberal arts traditions.
- Commitment to excellence in all that we do.
- Pursuit of truth and knowledge as intrinsically valuable through teaching and scholarship.
- Promotion of the common good of society.
- Recognition of the dignity and worth of every human being.

These core values guide the University's operating practices, business strategies and cultural norms. Sacred Heart University is committed to these values for the long term.

## **A Living Tradition**

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Beginning with our founding by the Most Reverend Walter W. Curtis as the first university to be led and staffed by lay people, the Sacred Heart community has demonstrated a pioneering spirit and commitment to growth and innovation. Bishop Curtis founded the university while participating in the Second Vatican Council (1962-65). This Council would launch the Church and its mission into the twenty-first century.

The vision discovered at the Council inspired Curtis and continues to inspire and challenge the SHU community. This vision has created a culture at SHU that is characterized by:

- Challenging students to think critically, analyze carefully, evaluate with a sense of justice and proportion, and convey conclusions in an intelligible and articulate fashion.
- Providing the environment in which its students can develop the aesthetic dimension of life by nurturing their abilities to imagine, create and appreciate.
- Assisting students to acquire some rich understanding of their own cultural and family heritages so as to assume their responsibilities as conveyors of culture and family.
- Instilling a responsibility to share our resources for the betterment of the human community, especially through service to others, especially the poor.

We cherish the tradition and charisma that has been entrusted to us. We are committed to continuing this vision with a pioneering spirit that makes Sacred Heart University a leading Catholic university in the United States.

# College of Health Professions Mission Statement

The College of Health Professions seeks to foster the development of women and men who demonstrate intellectual and professional integrity, who value compassionate service to others, and who take leading roles in communities governed by spiritual and moral values.

As a professional college within a Catholic university rooted in the liberal arts tradition, the College of Health Professions is committed to providing an education built upon a deep respect for the dignity of the human person and a recognition of the responsibility of each individual to contribute to the building of a more just society. Specifically, the college strives to teach the skills necessary for developing ethical responses to the new and ever-changing circumstances of a future filled with discoveries, technological advancements, and social change.

The college provides opportunities for students to gain knowledge, experience, skills, and values necessary to begin a first career, to advance in an existing career, and to prepare for new career challenges in response to the changing needs of society.

The college's cooperation with professional partners in the community ensures that students benefit from an integration of academic, internship, and clinical experiences; this collaboration also enriches the health care endeavors of the community and instills an ethic of community service among students.

The college is committed to professional and academic excellence and measures this by the quality of its faculty, programs, resources, and student achievements.

## College of Health Professions Contact Information

Personnel		Phone	Email
Program Directors	Program		
Theresa Miyashita	Athletic Training	203-365-4509	<a href="mailto:miyashitat@sacredheart.edu">miyashitat@sacredheart.edu</a>
Matthew Moran	Exercise Science – Undergraduate	203-365-4703	<a href="mailto:moranm@sacredheart.edu">moranm@sacredheart.edu</a>
Beau Greer	Exercise Science & Nutrition – Graduate	203-396-8064	<a href="mailto:greerb@sacredheart.edu">greerb@sacredheart.edu</a>
Christina Gunther	Global Health	203-371-7948	<a href="mailto:guntherc@sacredheart.edu">guntherc@sacredheart.edu</a>
Christina Gunther	Health Science	203-371-7948	<a href="mailto:guntherc@sacredheart.edu">guntherc@sacredheart.edu</a>
Stephen Burrows	Healthcare Informatics	203-416-3948	<a href="mailto:burrowss@sacredheart.edu">burrowss@sacredheart.edu</a>
Jody Bortone	Occupational Therapy	203-396-8023	<a href="mailto:bortonej@sacredheart.edu">bortonej@sacredheart.edu</a>
Christopher Petrosino	Physical Therapy	203-396-8078	<a href="mailto:petrosinoc@sacredheart.edu">petrosinoc@sacredheart.edu</a>
Teresa Thetford	Physician Assistant Studies	203-989-9237	<a href="mailto:thetfordt@sacredheart.edu">thetfordt@sacredheart.edu</a>
Anna Greer	Public Health	203-416-3936	<a href="mailto:greera@sacredheart.edu">greera@sacredheart.edu</a>
Rhea Paul	Speech-Language Pathology	203-416-3947	<a href="mailto:paulr4@sacredheart.edu">paulr4@sacredheart.edu</a>
Staff			
Chrystyne Maloney	Athletic Training – Program Assistant	203-416-3934	<a href="mailto:maloneyc29@sacredheart.edu">maloneyc29@sacredheart.edu</a>
Chrystyne Maloney	Exercise Science – UG and Grad Prog. Asst.	203-416-3934	<a href="mailto:maloneyc29@sacredheart.edu">maloneyc29@sacredheart.edu</a>
Catherine Pavlowski	Dean’s Office – Administrative Assistant	203-396-8024	<a href="mailto:pavlowskic@sacredheart.edu">pavlowskic@sacredheart.edu</a>
Michele Peloso	Dean’s Office – Administrative Assistant	203-365-4798	<a href="mailto:pelosom@sacredheart.edu">pelosom@sacredheart.edu</a>
Carolyn Guarino	Health Science & Leadership – Prog. Asst.	203-416-3942	<a href="mailto:guarinoc@sacredheart.edu">guarinoc@sacredheart.edu</a>
Laura Mourao	Health Science – Academic Advisor	203-416-3941	<a href="mailto:mouraol3@sacredheart.edu">mouraol3@sacredheart.edu</a>
Susan Kostopoulos	Speech-Language Pathology – Prog. Asst.	203-416-3950	<a href="mailto:kostopouloss@sacredheart.edu">kostopouloss@sacredheart.edu</a>
Janet Betts	Occupational Therapy – Students Serv. Coord.	203-365-7682	<a href="mailto:bettsj@sacredheart.edu">bettsj@sacredheart.edu</a>
Ivy Sailer	Occupational Therapy – Academic Dept. Asst.	203-365-4771	<a href="mailto:saileri@sacredheart.edu">saileri@sacredheart.edu</a>
Open position	Physical Therapy – Administrative Assistant	203-365-7656	
Suzanne Kittredge	Physical Therapy – Clinical Edu. Prog. Asst.	203-396-8257	<a href="mailto:kittredges8@sacredheart.edu">kittredges8@sacredheart.edu</a>
Monica Rivera	Physical Therapy – Program Assistant	203-365-4724	<a href="mailto:riveram6@sacredheart.edu">riveram6@sacredheart.edu</a>
Kristy DiPalma	Physician Assistant Studies – Prog. Manager	203-989-9236	<a href="mailto:dipalmak@sacredheart.edu">dipalmak@sacredheart.edu</a>
Patricia DaSilva	Physician Assistant Studies – Prog. Assistant	203-989-9237	<a href="mailto:dasilvap@sacredheart.edu">dasilvap@sacredheart.edu</a>
Maureen Hamilton Wellness Center	4980 Park Avenue, Bridgeport, CT 06604	203-371-7838	
Public Safety	5151 Park Avenue, Fairfield, CT 06825	203-371-7995	
Jandrisevits Learning Center (JLC)	Sheila Hamilton Student Success Center 5151 Park Avenue	203-371-7820	
The Factory		203-365-7575	
Payroll Department		203-371-7932	
Mailing Address:		College of Health Professions Sacred Heart University 5151 Park Avenue Fairfield, CT 06825-1000	

## **Purpose**

This manual has been prepared to provide information and resources for adjunct faculty members involved with the College of Health Professions (CHP) at Sacred Heart University. Our adjunct faculty members are valued colleagues who support the education provided by the full time (core) faculty of the Program and allow us to expose students to the breadth and depth in content for our multiple programs.

This manual is a work in progress. If you have suggestions for content to be included in future editions, please feel free to let us know. Thank you once again for your contribution to the education of our Sacred Heart students.

## **Information for Adjunct Faculty**

### *Establishing your Personnel File*

Once you have been offered a teaching opportunity, the University requires that new hire paperwork be completed along with the documents listed below. In addition to being kept on file with the CHP, these documents are maintained in your personnel file, located in the Human Resources Department.

1. Current curriculum vitae or resume
2. Official college transcripts for highest degree completed
3. Letters of recommendation (at least 1)
4. Background Check Release Forms (2)
5. Original, Unexpired Identification Documents to meet Department of Homeland Security requirements and Form I-9

### *Getting into the System*

Human Resources will establish your record in the university systems and an identification number will be established for you. The Department Assistant will notify you of your number and instruct you to establish your email account. You will do this by going to [www.sacredheart.edu](http://www.sacredheart.edu), clicking on MySHU, and then clicking on First Time User. Complete the online form and your SHU email will be established. Once it is established, you will be able to access Blackboard and WebAdvisor.

### *Getting Paid*

Adjuncts are paid on the 15<sup>th</sup> and last day of each month over the course of the semester. If these dates fall on a weekend or holiday, payday will be on the preceding business day. Paychecks are mailed to your home address. We strongly encourage direct deposit to avoid mail delays caused by inclement weather. You may sign up for Direct Deposit, or change the account your check is deposited into, at any time through the Payroll Office. Direct Deposit generally begins with the second paycheck following enrollment. Paystubs may be viewed on the Ceridian Self Service website. An email is sent out on paydays with a link to the site. Your user name is your last name and first initial. Your password is "Heart" plus the last four digits of your social security number. The first time you log in you will be directed to change your password.

Adjuncts will receive a Payroll Contract from their Department Assistants shortly after the semester in which they are teaching begins. Review the contract for accuracy, sign, and return it to the Department Assistant. Adjunct pay is spread out over the length of the semester. Your Department Assistant can tell you when to anticipate your first payment and the number of payrolls it will be paid.

Please provide any changes to your contact information (e.g., name, address, phone numbers) to the designated Program Assistant within your department as soon as they are effective for their records. In order to change your address, contact information, emergency contact information, etc., log into Ceridian Self-Service as described above

### *Sacred Heart Identification*

All adjunct faculty *must* obtain a Sacred Heart photo identification card. The identification number serves as your library card and permits access to the University's academic databases available through the library's homepage. Additionally, the "SHU ID card" functions as a debit card for payment at Chartwells (SHU's food service), the bookstore, and local businesses. The SHU ID card allows security access to the facilities in the Center for Healthcare Education (CHCE) and other buildings throughout the campus grounds, including some which may be utilized as tutorial or instructional space.

SHU ID cards may be obtained Monday through Sunday, 8:00 a.m. - 10:00 p.m. in the Student Union office, located in the Academic Building, across from the main dining hall, 63's. You may add money to your SHU ID card debit account via the "SHU ID card" tab on your Blackboard main page. See your respective program office coordinator for assistance if necessary.

### *Parking*

Adjunct faculty members are eligible for faculty/staff parking passes that allow you to park at the CHCE. The Department Assistant will obtain a parking pass for you. Once you receive it, you will then need to register your vehicle to your pass through the SHU Parking Assignment Portal at: <https://parkingassignments.sacredheart.edu>. There is no charge for parking, however, if you fail to register your vehicle to your parking pass you could be fined. Parking on the main campus is limited making it necessary to utilize the SHU Shuttle system to visit the main campus.

### *Computer Access*

The Information Technology department has a limited supply of loaner laptops. Any adjunct may apply for use of an SHU loaner laptop during the semester in which they are teaching. On the SHU website, go to the site <https://adjunctlaptopprogram.sacredheart.edu>. You will need your SHU email and ID number to complete the request. All laptop request must be approved by the Department Chairperson.

In order to gain network access from off campus or to participate in communication/teaching through the Blackboard program you must have a Sacred Heart ID number. The Information Technology department will assist you in obtaining access to Blackboard. The course instructor working with you will be able to facilitate this process. Please call the Help Desk at 203-365-7575 for assistance.

### *Communication/Mail/Email*

Each adjunct faculty member may be assigned a mailbox or mail folder in their department office suite. Please check your mail each time you come in, as it is one of the primary communication tools within your department. Other means of communication include email and Blackboard. You will be assigned a Sacred Heart University email address. The Sacred Heart University email address is the University's official address for all University personnel. Personal email addresses cannot be entered into Blackboard or the SHU network. If you wish to use your personal email address, you must set an automatic forward delivery from your SHU email to your personal email.

### *University Resources*

Most Sacred Heart resources can be reached via the University's web page, [www.sacredheart.edu](http://www.sacredheart.edu). Adjunct faculty can take advantage of the numerous educational, support, and entertainment offerings at Sacred Heart University. Check the website for more information.

### *Adjunct Faculty Benefits and Resources*

In addition to the learning resources noted in this manual, adjunct faculty are entitled and encouraged to use the follow benefits:

1. University ID, which provides access to University events and facilities as a member of the faculty
2. Library privileges, both on-campus and on-line as outlined by the University Library system, including access to the Health Sciences Library located in the Center for Healthcare Education.
3. Access to all Blackboard and WebAdvisor resources of the Program that relate to the course(s) in which they are teaching.
4. Attendance/participation at program faculty meetings and semester coordination meetings for those semesters in which they teach.
5. Compensation as set forth by the Provost's Office each year for adjunct faculty payment.

### **The Role of Course Coordinators**

Within a given semester, specific courses may be organized and taught by a *Course Coordinator*, who is responsible to ensure the smooth flow of content within the course among all involved faculty. Each *course coordinator* (typically a full-time faculty member) works closely with the adjunct instructors and all faculty involved in that specific course throughout the semester.

### **Instructor Absences and Coverage**

All adjunct faculty members teaching courses and/or clinical fieldwork, are considered to be responsible for attending all scheduled classes/clinical fieldwork sessions during the semester. Although illness and emergencies may arise for any faculty member, planned absences during the semester are discouraged. *IF* an instructor must be absent during the semester because of an unavoidable commitment, it is the instructor's responsibility to notify the program director or course coordinator in the beginning of the semester and to either reschedule class/clinical or to arrange alternate coverage. Although the program director or course coordinator can assist the instructor with identifying alternate coverage, the responsibility remains with the instructor. More than two absences are considered unacceptable, regardless of available coverage. Any change in schedules must be approved by the program director or course coordinator.

### **Student Resources**

#### *Library*

The CHP and the University have a strong interest in developing a valuable library for use of student and faculty. Each year, program faculty allocates monies to improve the collection of health related text resources. We also participate in a consortium of health science programs in selecting journal and on-line resources. The University's reference librarians are most supportive of student and faculty library research efforts and are available to work individually with students or in groups to assist in on-line and other literature searches. Students should familiarize themselves with the library services and resources.

All students have access to the library's online databases, interlibrary loan services and other benefits through the Sacred Heart University student ID. Key research resources include EBSCO Academic Search Premier, including MEDLINE and CINAHL, and OVID. Library on-line databases can be accessed both on campus and remotely by University students, staff and faculty. An expectation of academic programs is that students will become effective consumers of the available literature, both on the Fairfield campus and the satellite Health Service Library located in the Center for Healthcare Education.

*Sheila Hamilton Student Success Center/Jandrisevits Learning Center*

The Jandrisevits Learning Center (JLC—phone 203-371-7820) is committed to providing academic support services that empower students to develop as self-directed learners. Located in the Sheila Hamilton Student Success Center, the JLC offers students at every academic level an opportunity to improve their content area knowledge and to develop academic skills needed to succeed in their coursework. Staffed by highly experienced faculty, graduate and peer tutors in disciplines across the curriculum, the JLC provides a friendly learning environment where the individual needs of students are our primary concern.

The JLC offers the following support services free of charge to all SHU students:

- Individualized Tutoring by appointment in many disciplines provided by staff or faculty, graduate and peer tutors.
- Classroom Learning Assistants (CLAs) are peer tutors nominated by faculty and trained in the Socratic method of tutoring who can provide academic support in disciplines across-the-curriculum.
- Monthly Workshops on college-level learning skills include such topics as note taking, time management, test taking, grammar, punctuation, math concepts and problem-solving, speech writing and delivery, science report writing and essay writing.
- The Office of Special Learning Services (OSLS), in compliance with the Americans with Disabilities Act (ADA) of 1990 and Section 504 of the Rehabilitation act of 1973, provides instructional accommodations and services for students with documented disabilities including disclosure letters, testing accommodations, technical services for the hearing impaired, and assistive technology tools such as audio-format books.
- Online Writing Lab (OWL) for online assistance in writing
- Student Study Lounge and helpful connections to other campus resources.
- Online Math Service for online assistance in computation and problem solving.

*Special Accommodations and the ADA*

All students are required to meet the criteria for safe and effective practice in all areas of professional practice. The Americans with Disabilities Act (ADA) provides for *reasonable accommodations*, where necessary, in order to facilitate completion of required criteria. The ADA does not call for a lowered standard of competence for individuals with disabilities.

In the event that a student has a documented disability requiring reasonable accommodations, it is the responsibility of the student to disclose this to the program faculty. Students requesting accommodations are required to disclose their disability and to provide documented evidence of the physical or mental limitation to the Office of Special Learning Services at the Jandrisevits Learning Center. The Jandrisevits Learning Center staff will provide assistance in this process. Students must be registered with the Office of Special Learning Services and provide appropriate documentation to be granted accommodations. Reasonable accommodations will be determined and granted by the Office of Special Learning Services.

If a student wishes to take advantage of accommodations granted by the Office of Special Learning Services, it is the student's responsibility to make arrangements with the course coordinator at least **72** hours in advance of *each* activity for which accommodations are requested through the semester.

In order to obtain accommodations during clinical education, students must provide documentation and disclosure to the clinical education center as discussed in the clinical education manuals. Clinical facilities have the right to determine if they are able to provide reasonable accommodations for a student.

## *Maureen Hamilton Wellness Center*

### Counseling Center

The Counseling Center at Sacred Heart University is a free, confidential resource providing individual and group counseling and other mental health needs for students, faculty and staff of Sacred Heart University. To make an appointment with a counselor call the center at 203-371-7955. Office hours are Monday through Friday, 9 a.m. to 5 p.m.

- Provide free, confidential individual and group to students.
- Assist each individual regardless of race, religion, sexual identity or ethnicity with developmental, transitional, emotional, psychological and other mental health issues.
- Provide referrals to local psychiatrists and other mental health specialists.
- Develop outreach and psycho-educational programs on topics such as date rape, depression, suicide, cyberbullying, gender identity, healthy relationships, cultural sensitivity, stress management and eating disorders.
- Provide consultation services for faculty, staff and residence life personnel.
- Provide on-line self-help resources in the form of workshops, virtual pamphlets collections and links to useful mental health-oriented web sites.

IF YOU ARE EXPERIENCING AN EMERGENCY, CONTACT PUBLIC SAFETY AT 203-371-7911 OR CALL 911.

For what to do in a student emergency, refer to the emergency decision tree:

(<http://www.sacredheart.edu/officeservices/wellnesscenter/counseling/facultystaff/whattodoinastudentemergency>)

The first visit to the counseling center is called an intake session and will include a discussion about current concerns. Follow-up sessions are usually scheduled and last about 45 minutes. The number of sessions depend on the student's needs and the presenting issue.

The student will work to establish short-term objectives as well as long-term goals with their counselor. Their commitment to the counseling process is key.

- Graduate students are limited to two sessions for the purpose of providing appropriate referral/resources as needed.
- Faculty and staff may contact Ceridian Lifeworks to get assistance at 888-267-8126 or [www.LifeWorks.com](http://www.LifeWorks.com)

### Health Services

The purpose of the Student Health Services is to promote the physical and emotional well-being of students through the provision of accessible, comprehensive and cost-effective primary health care and educational outreach.

Health Services is located in the Health and Wellness Center on Park Avenue, across from the main campus. Full and part-time undergraduates and graduate students may use the health services. Graduate and part-time undergraduate students are charged a fee per visit; full-time undergraduate student visits are free.

**Students:** Call for appointment 203-371-7838

**For emergency services,** see [After Hours and Emergency Medical Care](#).

**Health Center Hours** (*academic semesters only*)

- Monday – Friday: 9AM - 5PM
- Closed from 12:15 -1:15 for lunch

**Services provided:**

- Non-urgent evaluation and treatment of student episodic illnesses
- Immunizations against measles, mumps, rubella & meningitis
- Tuberculosis screening
- Suture removal
- Diagnostic testing – on site done at the time of visit. All other labs sent to outside laboratories and billed to student insurance.
- STD screening
- Seasonal flu vaccine

**After Hours Emergency Care**

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- In the case of an emergency situation, contact Public Safety at 203-371-7911 or dial 911.
- If you need to reach Public Safety for a non-emergency situation call 203-371-7995.
- St. Vincent's Primary Care Walk-in

2979 Main Street  
Bridgeport, CT  
203-371-4445

- AFC Urgent Care

4200 Main Street  
Bridgeport, CT  
203-916-5151

No appointment needed

Monday - Friday: 8 a.m. - 10 p.m. (Hours subject to change)  
Saturday & Sunday: 8 a.m. - 8 p.m.

- St. Vincent's Hospital Emergency Department

2800 Main Street  
Bridgeport, CT  
203-576-6000

Open 24 hours a day

- *s.w.e.e.t. Peer Educators*

[s.w.e.e.t. Peer Educators](#) promote a fun, healthy, balanced and safe college lifestyle. They provide information and programs on a variety of wellness issues, and connect students with helpful campus and community resources. s.w.e.e.t. stands for student wellness education & empowerment team.

### *Technical Support*

The Factory is IT's combined Help Desk and Call Center. In one location you will be able to get help with all things IT related. The staff of full-time employees and part-time students are extensively trained to provide first level support in almost every area of IT. Most second level problems that require on-site visits or hardware repairs to laptops can also be done at the Factory.

The Call Center is staffed by students under one supervisor. They are committed to providing the highest level of customer service and are a one-stop shop to request IT help. You can reach them by calling 1-866-365-7575 for anywhere in the US except for the 203 area where you have to dial 203-365-7575. While on campus just dial the extension 7575. You can also put in a trouble ticket online at <https://itsupport.sacredheart.edu>. If a trouble ticket cannot be resolved over the phone, they can be escalated either to on-site support or to Level 2 IT support where a staff member responsible will address the issue directly. The trouble tickets are added to a queue and are resolved on a first come first serve basis unless it is deemed an emergency.

The Help Desk provides hardware support and first level software & network connectivity support to all laptop users on campus. This includes all full-time undergraduate students and all full-time faculty, as well as part-time students and administrators who have joined the Mobile Computing Program.

Certified technicians are available to assist as users walk in with problems. When a laptop is diagnosed with faulty hardware other than the hard drive, the Help Desk swaps the defective unit with a working laptop, if a SHU owned laptop, and switches the hard drives. The student leaves with their new laptop and their old hard drive, leaving their applications and data intact. When the problem is determined to be the hard drive, the Help Desk swaps the defective laptop with a working laptop. When the problem is determined to be a software related issue, the Help Desk restores the original image within a matter of minutes. If assisting with a student owned laptop a part is ordered and student will be notified once part is received if laptop is still working. If laptop is not functional and left at Factory student can receive a loaner laptop and will be notified when their laptop is repaired. Technicians maintain parts on hand to expedite the turnaround time on repair.

The following is an example of the kinds of issues you can get resolved at the Factory:

- All laptop and desktop software and configuration related issues
- All laptop and desktop hardware issues
- All problems associated with phones services
- Faculty related issues like Blackboard

- In class related issues like repair or proper configuration and troubleshooting of audio visual components
- Cable TV related issues
- Network connectivity issues and current availability status
- Password resets
- Limited Colleague diagnosis, trouble tickets across the spectrum of Colleague

## **Academic Regulations**

### *Confidentiality of Student Records*

The Family Educational Rights and Privacy Act of 1974, as amended, sets forth requirements regarding the privacy of student records. The purpose of the act is to give students access to their official records at the college, to provide an opportunity to correct inaccurate or misleading statements and to ensure that records are not released to unauthorized persons without the consent of the student. Sacred Heart University students have the right to view any records which directly involve the student except for financial records and statements given by parents to the Office of Student Financial Assistance, medical records supplied by a physician and confidential letters or recommendations. No one else has the right of access to this material without the prior written consent of the student involved. A student who wishes to examine his/her academic records must first see the Registrar to schedule an appointment to view his/her files.

It is important to note that some information is designated as “Directory Information” and is available to individuals, agencies and organizations within and without the University. Students, however, may refuse the release of any or all of the Directory Information by stating this in writing within the first weeks of each semester. Refusal to release information will remain in effect until otherwise instructed by in writing by the student.

Sacred Heart University identifies the following as Directory Information:

- Name
- Date and Place of Birth
- Home Address
- Dates of Attendance
- Degree sought and expected date of graduation
- Major/Minor field of study
- Grade Level (Freshman, Sophomore, Junior or Senior)
- Enrollment status (e.g. undergraduate or graduate, full-time or part-time)
- Previous institutions attended
- Degree(s) conferred (including dates)
- Honors and Awards
- Participation in officially recognized activities/sports

Students should consider very carefully the consequences of any decision to withhold directory information. If the student decides to inform Sacred Heart University not to release directory information, any future requests for such information from non-institutional persons or organizations will be refused.

### *Attendance*

*(see specific program for policies)*

### *Class Participation*

*(see specific program for policies)*

### *Class Cancellations*

In the event of inclement weather, the University will remain open for business purposes, and all staff and administration should report to work. However, there may be times when Sacred Heart University may cancel some or all of the day's classes or possibly the University will close completely for the day. These guidelines are available to assist you with managing your attendance during such circumstances.

In the event the University cancels classes:

A delayed opening may be posted indicating that classes are delayed and/or canceled; however staff and administration should report to work by the alternate time indicated on the snow line.

- In the event an employee does not feel he or she will be able to report to work on time, needs to leave work early or needs to cancel the day completely, the employee is required to notify his or her Supervisor and/or Manager immediately.
- An employee may utilize their available personal time to cover the absence. In the event the employee does not have personal time available, the employee may utilize a vacation day.
- At no point, should employees be made to feel that they are required to stay at work or come into the office, especially if they feel their safety is at risk.

In the event the University closes (i.e., power outage, state of emergency declared by the State of Connecticut, etc.):

- Staff & Administration who are scheduled to work are not required to report into the University. The employee's regularly scheduled workday will be paid for without charge to the employee's vacation and/or personal accrual.
- Essential Service employees provide care for the safety of the students and staff. The following departments are considered "Essential Services" and are still expected to report to work in the event the University closes: Campus Operations, Dining Services, Library Staff, Fitness & Recreation Operations Staff, Public Safety, Residential Life and Student Union. Coverage and scheduling of these areas are the responsibility of the divisional/departmental leader.

Should you have any questions concerning these guidelines, or if you require further clarification, please contact the Office of Human Resources.

Notification of University Closing, Delayed Opening and/or Cancellation of Classes:

Due to space or other limitations with voice recordings or electronic messages, the university website will contain the most complete and updated information. Further notification will include:

- Recording on the SHU Info Line: 203-365-7669 or ext. 7669.
- Alerts sent through SHU EAS emergency alert system (text message & email).
- Notification through news media outlets News12 and [www.ctweather.com](http://www.ctweather.com), which feeds the following radio stations: WEBE108, WICC-AM, Kicks 105.5 and Kicks 106.3.

### *Computer Access*

All University students have a Sacred Heart University email address which enables access to the University's on-line resources. All students are expected to have broadband Internet access, a printer and proficiency in Microsoft Word, email, and Internet searches. Most programs utilize Blackboard as a teaching platform, and students are expected to check each course Blackboard's site regularly. Students having difficulty with Internet access should seek assistance from Sacred Heart's Information Technology Department.

The University has adopted email through the University's email address as the official means of communication. Students and university personnel are therefore expected to use this system in addition to phone and in-person communication. Email to an entire class or select individual or groups of students can be sent through the course's Blackboard site.

### *Procedure for Complaints*

Students are urged first to bring concerns/complaints to the party(s) involved (e.g., faculty member, tutor, lab instructor, classmate etc.). If concerns/complaints cannot be addressed in this manner, students are encouraged to seek guidance and resolution through their academic advisor, program director and ultimately the Dean of the College, in that sequence. All formal complaints must be received in writing and must be signed and accompanied with supporting documentation if applicable. Complaints and/or suggestions are recognized as an opportunity for program improvement and should be expressed with this end in mind.

### *HIPAA*

**Students must adhere to the privacy regulations as stated in the Health Insurance Portability and Accountability Act (HIPAA). No information that explicitly identifies patients by name will leave the facility that the student is working in. Please note that students should NEVER discuss or write about their clinical experience or patients or clinical site in any manner on social media outlets, such as Facebook, My Space, Twitter, blogs, wikis or other electronic media. This is a severe breach in patient confidentiality and the HIPAA regulations. Appropriate actions to discipline the student may be taken as a result of this breach of regulation.**

### *Photocopying and Printing*

CHP students have access to photocopy machines found in the Center for Healthcare Education building. The University's student computer laboratory is located in the Academic Building in HC 113. All equipment will require a SHU ID card to activate. Printing in the computer labs is free; however, photocopying will be charged to the SHU ID card debit account. Adjunct faculty may also photocopy or print class materials on the Department's photocopy machine and adjunct office printer. However, all faculty are encouraged to post course materials on Blackboard and limit printing materials to only those that are necessary. For example, syllabi, topical outlines, assigned chapters or articles, class materials, etc. should not be printed but rather posted on the course's Blackboard site.

### *Career Development and Placement*

Sacred Heart University's Career Development and Placement Center strives to facilitate the process of career choice by helping students and alumni focus on a personal sense of meaning and career direction in relation to their distinctive gifts, goals, and vision for living. The Center is located on the main campus in the Linda E. McMahon Commons, 2<sup>nd</sup> floor. Students may schedule a meeting with a career coach by calling 203-371-7975.

#### Office Hours:

- Monday - Thursday: 9 a.m. - 5 p.m.
- Friday: 8:30 a.m. - 4:30 p.m.

### **PROGRAM ACADEMIC AND INTEGRITY POLICIES**

Please refer to the Program's Student Manual as a supplement to this manual. Each Program has specific academic, professional behavior, and integrity policies and procedures, which you should familiarize yourself with. The following policies are general to all CHP programs.

### **Guidelines for Student Conduct**

#### *Professional Behavior*

Professionals, including health care practitioners, earn the trust and respect of their patients and the community by demonstrating high levels of self-discipline rather than following detailed, imposed rules of behavior. Students are expected to demonstrate professionalism by projecting a professional image, displaying continuous regard for all patients, students and other individuals, and demonstrating

responsibility for actions and outcomes. Examples of unprofessional behavior include frequent tardiness, use of cell phones/emails during class, lack of respect for others. Students should refer to their Program policies for additional information regarding this matter.

### *Class Problems*

In the event of a significant class concern or problem, the student should speak with the Program Director, if necessary, or the involved faculty member(s) if appropriate. Periodic meetings with the Program Director and faculty will be scheduled to allow a forum for discussion of concerns related with University or program policy. Students should refer to their Program policies for additional information regarding this matter.

### *Academic Integrity*

Students are expected to adhere to both an ethical code of conduct, grounded in mutual respect and tolerance, and to follow academic honesty standards of integrity in terms of the preparation and presentation of coursework and course requirements. Plagiarism and the participation in any activity which is deemed dishonest is not acceptable behavior at Sacred Heart University nor in any health care profession. Appropriate measures including the assigning of a failing grade and/or dismissal from the program and the University will be taken in clear cases of academic dishonesty.

Please refer to the following link for the Sacred Heart University's Academic Integrity Policy: <http://www.sacredheart.edu/officeservices/registrar/academicintegritypolicy/>.

### *Student Responsibility:*

1. Anonymously report suspicious incidents to faculty.
2. Refrain from verbal or non-verbal communication for the time period between the distribution of the examination until all examinations have been secured by the proctor.
3. Bring only allowable items to the examination: pencils, erasers, beverage, tissues, sweatshirt/jacket.
4. Protect the privacy of all examination materials.
5. Upon completion of the testing period students will immediately place pencils down, turn exam and scan/bubble sheets face down and return the examination to the proctor.
6. Students arriving late for the start of an examination are not entitled to extra time to complete the examination.
7. Preserve the integrity of examinations before, during, and after the examination.

Resources: <sup>1</sup>Center for Academic Integrity; Rutland Institute for Ethics. Clemson University. <http://www.academicintegrity.org/>

Additionally, students should refer to their Program policies for additional information regarding this matter.

### *Employment, Family Responsibilities, Participation in Extracurricular Activities, etc.*

All students are expected to be prepared for and to participate in classes and clinical education experiences. Students are responsible for arranging their lives in order to permit full participation in the educational experience. Employment, volunteering and extracurricular activities are recognized as important life activities, and are encouraged so long as they do not interfere with academic and clinical responsibilities.

### *Dress Code*

The CHP requires students to maintain the highest levels of professional appearance and behaviors at all times when in the clinical environment. The standard clinical dress is professional attire as deemed appropriate by your department. Refer to your specific program for policies. *Jewelry should be conservative*, and should not be flashy or tempting to small children or confused patients. Hair and attire should not obstruct your face, contaminate sterile items, or otherwise interfere with patient safety and comfort. Offensive body odor or perfumes and colognes can cause discomfort for patients who are nauseated or in respiratory distress. Nails should be clean and short. Artificial nails are not permitted due to increased risk of infection. Cover all wounds.

Students are expected to wear a name tag clearly identifying themselves by name and as a SHU student. When applicable, instructions regarding name tag purchase will be provided.

A watch with a sweep second hand is REQUIRED for the clinic.

### *Cell Phone and Laptop Computer Etiquette*

A professional respects the rights of others by switching his/her cell phone to vibrate during all teaching activities, limiting the use of a laptop computer to viewing and taking lecture notes rather than checking e-mail, doing other coursework, playing Solitaire or viewing other distracting websites, and by avoiding private conversations, texting, and other disruptive behaviors. If a telephone call is of an emergency nature and must be answered during class, it is expected that the student will excuse him/herself from the classroom before conversing. Cell phones are not allowed during exams.

### *Respect for Faculty/Student Materials*

It is expected that students will take notes in class and utilize all resources provided by faculty and peers. However, please remember that materials created by faculty or peers belong to the individual who created them. You may not share faculty, guest speaker, patient or student PowerPoint presentations, tutorial handouts, or materials without permission and appropriate crediting of the author. Furthermore, recording of classes and labs, using audio or visual methods, is not permitted and may not be shared without express advance permission of faculty and students involved.

### *Consequences of Noncompliance with Rules for Student Conduct*

Serious violations of academic honesty, violations which result or could have resulted in harm to self or others, falsification of records and other major offenses may result in dismissal from the program.

### *Sexual Harassment Policy*

Sexual harassment is a form of sex discrimination that violates Title VII of the civil Rights Act of 1964. The EEOC defines sexual harassment as: "Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitutes sexual harassment when submission to or rejection of this conduct explicitly or implicitly affects an individual's employment, unreasonably interferes with an individual's work performance or creates an intimidating, hostile or offensive work environment."

Any overtures must be unwelcome to constitute harassment. The victim of harassment may be male or female, and the harasser may be male or female. The harasser can be a supervisor, classmate, co-worker, faculty member or even a patient. An appropriate first response to harassing behavior is to confront the perpetrator, tell him/her that the behaviors are unwelcome, and ask him/her to stop. Formal mechanisms exist in all workplaces and academic institutions to file a complaint or grievance in the event that the harassment is not stopped. Students should feel free to approach a faculty member with any concerns.

All Sacred Heart University students are expected to take the University's course and receive certification in "Protecting God's Children" *a Sexual Misconduct Prevention Training session offered by the Title IX Coordinator.*

Sessions are offered throughout the academic year and registration is required. Certifications must be submitted to the designated program administrative staff person to be kept as part of the student's file.

The University's Title IX Coordinator is responsible for working with University constituents to ensure that the Sacred Heart University is compliant with all requirements under Title IX of the Federal Education Amendments of 1972, and other laws prohibiting discrimination and all aspects of the sex/gender-based harassment, gender based-discrimination and sexual misconduct policy to assure equitable education and work environments. The Coordinator reports to the Vice-President of Human Resources and indirectly to the President of the University. Questions about this policy should be directed to the Title IX Coordinator.

Persons wishing to report incidents of sexual misconduct (sexual assault, non-consensual sexual contact, non-consensual sexual intercourse, sexual exploitation, sexual harassment, gender-based discrimination, dating violence, intimate partner violence, domestic violence, stalking, and intimidation) may choose any/all of the options below:

1. Speak with a confidential resource on or off-campus for support, advocacy, and counseling services. link to the website for Title

IX:<http://www.sacredheart.edu/officeservices/humanresources/currentemployees/policiescommunication/titleixpolicy/>

2. Disclose to a "responsible employee" or the Title IX Coordinator directly for support services, informal remedies, and other accommodations.

3. Initiate a formal institutional complaint through the process described in this policy.

4. Notify local law enforcement, and receive assistance from campus authorities in making such notification, if desired. This may include obtaining a protective order, applying for a temporary restraining order, or seeking enforcement of an existing protective or restraining order.

Sacred Heart University's complaint procedure provides for a prompt, adequate, reliable, and impartial investigation of all claims of sexual misconduct. The University encourages all those who have experienced any form of sexual misconduct to report the incident promptly, to seek out all available campus and community resources, and pursue University conduct action, and/or legal proceedings against the offender. Electing not to report an incident to law enforcement will not impact the University's investigation or grievance process under Title IX. The University reserves the right to initiate an investigation on its own if it perceives an imminent and/or on-going threat to the University community. Likewise, if a criminal complaint is filed, the law enforcement investigation or report is not determinative of whether the incident of sexual misconduct violates the University policy and/or the rights of students and employees provided under the Title IX Education Amendment of 1972.

Anyone wishing to make a report may do so by contacting the University Title IX Coordinator:

Leonora P. Campbell  
Title IX Coordinator  
Office of Human Resources  
Melady Hall 221  
203-396-8386  
[campbelll@sacredheart.edu](mailto:campbelll@sacredheart.edu)

### *Criminal Background Check Policy*

Successful completion of many health professions' programs at Sacred Heart University includes satisfactory completion of the clinical education component of the curriculum. A majority of clinical sites now require students to complete a criminal background check prior to participating in clinical education placements. Some facilities may also require fingerprinting and/or drug screening. State licensure laws may also restrict or prohibit those with criminal convictions from obtaining a professional license to practice following graduation. Additionally, national certification agencies may deem persons with criminal convictions as ineligible to sit for national certification examinations. Thus, students with

criminal convictions or backgrounds may not be able to obtain required clinical education experience(s) thereby failing to meet the academic standards of the health profession's program.

It is therefore the policy of the student's Program that all admitted students planning to enroll in the Program must consent, submit to, and satisfactorily complete a criminal background check (CBC) within six (6) weeks of registration for courses as a condition of matriculation. Matriculation will not be final until the completion of the criminal background check with results deemed acceptable to the Program Director or the Program's Clinical Placement Coordinator. Students are permitted to register for classes if they have a flagged CBC, but must sign a waiver acknowledging the risks (see the CBC policy). The CHP is aware that students cannot get financial aid until they are fully matriculated.

All expenses associated with the CBC, fingerprinting, and/or drug screening are the responsibility of the student. Students, who do not consent to the required background check, refuse to provide information necessary to conduct the background check, or provide false or misleading information in regard to the background check will be subject to disciplinary action up to, and including, refusal of matriculation or dismissal from the program.

Some health care and education facilities require students to use a specific company to obtain background checks, drug testing, or fingerprinting. Other facilities accept background checks from any company. The Clinical Placement Coordinator will advise students prior to their clinical placement if the site requires a specific company for the CBC, drug screening, or fingerprinting. It will be the student's responsibility to complete the background check, drug screening, or fingerprinting with the required company at their own expense within the timeframe specified by the site. If a site requires CBCs be completed with a company other than [CastleBranch](#), the background check results may be sent to the site. The policy regarding who receives the results is determined by the site, not the student's Program or Sacred Heart University.

CastleBranch, website, <https://www.castlebranch.com/>, provides CBCs, which will include felonies, misdemeanors, and sex offender status at federal, state, and local levels from seven previous years of residence. Each student must contact CastleBranch via a secure internet site and place an order for his/her CBC. The attached page provides specific instructions and product code information. Because several clinical facilities require the university to provide students' CBC results, the student's Program Clinical Placement Coordinator will need to have access to CastleBranch's inquiry results during a student's active enrollment in the Program at Sacred Heart University. Students authorize this access during the online order processing of their CBC, by checking the box indicating agreement with CastleBranch's terms and conditions of use). In the case of adverse information in a CBC report, the Program Clinical Placement Coordinator will proceed as follows:

The Program Clinical Placement Coordinator will review the student's University/Program/Major application to determine whether the student reported the offense on his/her application.

The Program Clinical Placement Coordinator will contact the student to discuss the results and the student's perspective on the circumstances. The conversation will be documented in writing and included in the student's file. The student will be asked to sign an acknowledgement that they understand a flagged background check may impede their ability to be placed in clinical sites and therefore impede their ability to complete the program, that they will not be considered fully matriculated until they have a clear CBC, completed all program entry requirements, and that they are aware that they will be unable to receive financial aid until they are fully matriculated.

The student will also be asked to sign a waiver agreeing to give the Program Clinical Placement Coordinator permission to disclose to the facility that there was a problem with the background check. Failure to sign a waiver to allow an attempt at a clinical placement will seriously call into question the student's ability to complete the degree requirements and may result in a recommendation for dismissal from the program as the student would be ineligible for a required clinical placement. The University will have no obligation to refund tuition or otherwise accommodate students in the event that a CBC or drug screening renders the student ineligible to complete required courses or clinical placement(s).

Should the student choose to continue in the program, the Program Clinical Placement Coordinator will inform the site that there was a flag on a background check of a student; the Program Clinical Placement Coordinator will not reveal the student's name to the site, rather, will identify the nature of the flag to the site and ask if such a student would be acceptable for placement at that site. The site will be asked to confirm their acceptance in writing in a letter, fax, or email.

If the student feels that an adverse CBC finding is in error, the student will be directed to speak with CastleBranch to determine if further investigation is needed. Errors may occur in instances of:

- CBC was completed on a different person with the same name.
- CBC was completed on a similarly named person.
- CBC returned information that was supposed to be sealed or expunged.

If the information is in error, the CBC is repeated and CastleBranch will update the CBC report online. If the adverse information is truly an error, no further action is taken.

If denied placement by the first clinical site as a result of a flagged CBC, drug screening, or fingerprinting, the Program Clinical Placement Coordinator will attempt to find a second clinical placement and will follow the procedure outlined above. The student will be asked to sign a waiver agreeing to give the Program Clinical Placement Coordinator permission to disclose to the facility that there was a problem with the background check. Failure to sign a waiver to allow an attempt at a clinical placement will seriously call into question the student's ability to complete the degree requirements. Students who are twice denied a clinical placement based on the results of a background check will be considered ineligible for placement and unable to complete the program and, therefore, will be recommended for dismissal from the program. The University and the Program have no obligation to refund tuition or otherwise accommodate students in the event that a CBC or drug screening renders the student ineligible to complete required courses or clinical placement(s).

Some clinical sites may require a clean report of a criminal background check within 6-12 months of the clinical rotation. Therefore, repeated or additional background checks prior to the start of a clinical education placement/rotation may be required at the student's own expense. These requirements should be listed explicitly on the Clinical Site's Information Form (CSIF). Sites may also notify the Program by letter or electronically, or by noting the requirements on pre-placement confirmation forms as appropriate. Prior to each clinical education rotation, the Program Clinical Placement Coordinator will provide the following attestation in his/her communications with each clinical site:

The Program at Sacred Heart University obtains criminal background checks on all students upon admission to the program. Unless otherwise noted, the background check for the student assigned to your facility contained no adverse information.

If the clinical site requires more specific documentation, the student will be directed to provide a print-out of his/her results from the CastleBranch website.

Criminal background information is strictly confidential, for use only by authorized Program faculty and/or administrative staff, and shall be retained only until the student graduates or is dismissed from the program.