



INSIDER ONLINE

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A publication for faculty and staff of the WMU College of Arts and Sciences

HOLIDAY CALENDAR

Winter closure period Friday, Dec. 26, 2008 through Friday, Jan. 2, 2009

OFFICES THAT MAY REMAIN OPEN

- Bernhard Center
- Development Office
- Lawson Ice Arena
- Sindecuse Health Center
- West Hills Athletic Club

1. Some employees, not assigned to the offices above, may be required to work because of designated tasks. These employees will be notified by their supervisors as soon as possible.
2. Employees required to work on closure days will be provided with alternative time off at a later date, as arranged by their supervisor.

OFFICES OPEN 24/7

- Public Safety
- Power Plant

1. Employees required to work on closure days will be provided with alternative time off at a later date, as arranged by their supervisor.

IMPORTANT DATES FROM THE REGISTRAR:

DEC. 8-12

Final exam week

DEC. 13

Commencement information

DEC. 16

Grades due at noon

JAN. 5

Advising day

JAN. 5

Classes begin at 8 a.m.

JAN. 8

Registration drop/add ends

PHOTO DATES AND TIMES FILLING FAST

Still Available...

Friday, Dec. 5

10 a.m. to 1 p.m. Classroom shots by appointment
Studio Shots—2-4 p.m. (2302 Friedmann Hall)

To schedule your appointment, please contact Shirley Swift in the Dean's Office at 387-4169 or at Shirley.swift@wmich.edu.

PHOTO SUGGESTIONS:

- CLASSROOM ACTION SHOTS
- GROUPS OF SMILING CAS STUDENTS
- FACULTY AND STUDENTS INTERACTING
- HEADSHOTS (FROM THIS DECADE)
- HANDS-ON CLASSROOM WORK
- STUDENT ACADEMIC AND SOCIAL GROUPS
- GRADUATE STUDENTS WORKING IN CLASSROOMS OR GROUPS
- FACULTY RESEARCH PROJECTS

GOT NEWS OR AN EVENT YOU WANT PUBLICIZED? SUBMIT IT TO WWW.WMICH.EDU/CAS/NEWS_TIP.HTML

DECEMBER

3

Event: Physics Colloquium (CANCELLED)

4

Event: Dr. John Norton, director of the University of Pittsburgh Center for Philosophy of Science
Title: "Two Moments in Einstein's Discovery of Special Relativity"
Location: Political Science Library, Room 3301 Friedmann Hall.
Time: 4 p.m.
Free and open to the public.

5

Event: Japanese Pottery Demonstration
Presenter: Shizuo Tamura, Pottery master from Shigaraki, Japan
Location: 1005 S. Kohrman Hall
Time: 9:30 a.m. to 12 p.m.
View Flyer

Event: Studio Photography Session
Location: 2307 Friedmann Hall
Time: 2 to 4 p.m.

Event: Biological Seminar Series
Title: TBA presented Daniel R. Bond, University of Minnesota
Location: 1718 Wood Hall
Time: 3:30 to 4:50 p.m.

Event: Janet Heller to Autograph book "How the Moon Regained Her Shape"
Location: Kalamazoo Public Library
Time: 6 to 9 p.m.

7

Event: Janet Heller speaks at the Michigan School Counselor Association Conference
Location: Grand Rapids, MI
Time: 2:45 to 3:45 p.m.

11

Event: Frostic Reading Series:
Poets Lisa Fishman and Daneen Wardrop
Location: Little Theatre
Time: 8 p.m.

WMU CLOSING PROCEDURES OUTLINED

Winter weather rarely results in a decision to close WMU. But when there is a shutdown, news of the decision is posted on the University's home page at www.wmich.edu and emergency information line at (269) 387-1001. Once these initial notifications have been completed, authorized University employees will communicate closure details to local television and radio stations.

Official closure of WMU's main campus means that the University's branch campuses also are closed. However, closure of a branch campus does not automatically mean that the main campus will shut down as well.

Providing there is not a major storm, most campus areas will be clear of snow and ice before the majority of students and employees arrive each day. As in past years, various steps around the campus that are deemed to be a convenience rather than a necessity will be closed for the winter, allowing crews to concentrate on major access areas.

Students and faculty and staff members who have special mobility needs during the ice and snow season should call WMU's landscape services office at (269) 387-8557, as snow and ice removal schedules can be adjusted to accommodate needs. Those making requests regarding weekend or other special activities also should direct their calls to that office, providing as much advance notice as possible.

Questions or concerns after normal business hours should be directed to the WMU Department of Public Safety at (269) 387-5555.

With this issue, the Insider Online will go on hiatus until Jan. 12, 2009. Have a safe and happy holiday season. See you next year.

PUBLICATIONS

- Northouse, P. G. (2008) "Introduction to Leadership: Concepts and Practice," Sage Publications. (Communication)
- Gershon, R. A. (2009) "Telecommunications and Business Strategy," Routledge. (Communication)

CONGRATULATIONS!

- Jennifer Machiorlatti (Communication) was awarded WMU's Emerging Scholar Award on Thursday, Oct. 30th during the Academic Convocation in the Dalton Center Recital Hall. The Emerging Scholar Award program was launched late in 2006 to acknowledge the accomplishments of WMU faculty members who are among the rising

stars in U.S. higher education. Congratulations Professor Mach!

- Michael Nassaney (Anthropology) has been re-elected to the position of Society for Historical Archaeology secretary for the 2009-2011 term. He will be officially re-installed as Secretary at the annual business meeting held on Friday Jan. 9 in Toronto.
- Lisa Minnick (English) has been invited to contribute a chapter on "African American English to the forthcoming volume Historical Linguistics of English: An International Handbook," edited by Laurel Brinton (University of British Columbia) and Alexander Bergs (Universitaet Osnabrueck). The chapter will outline the state of the art in 150 areas of research in English historical linguistics and will be part of their "Handbook of Linguistics and Commu-

nication Science" series.

- Minnick also is completing an invited chapter, "Dialect Literature and Language in the U.S.A.," for "Varieties in Writing: The Written Word as Linguistic Evidence," a collection focusing on the use of written texts in tracing the historical development of the English language around the world, edited by Raymond Hickey, University of Duisburg-Essen. /Varieties in Writing/ will be published by John Benjamins and is scheduled for 2009 release.

STUDENTS

- WMU's Ethics team qualified, as one of the top three regional teams, and is headed to the national championship on March 5 in Cincinnati.

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Seita Scholars Program seeks donations

To support the Seita Scholars (www.wmich.edu/fyit/index.html), a few friends are teaming up to fill Holiday stockings for each of the 51 scholars on the WMU Campus. We already have the stockings and are now looking for assistance from others to purchase items to fill them.

SUGGESTED ITEMS INCLUDE:

- | | |
|---|---------|
| Laundry soap | Soap |
| Deodorant | Shampoo |
| Toothpaste/Toothbrush | Razors |
| Gift Certificates for: area food vendors, movies, Bronco Bucks, etc | |
| Snacks and "dorm" food | |

Items will be collected through Monday, Dec. 8 and may be delivered to Dorilee Schieble, CAS director of development at 3302 Friedmann Hall or Sara Troupe, Walwood Hall. For information, contact Schieble at dorilee.schieble@wmich.edu.





End-of-semester guides

As we approach the end of the fall semester, here's a summary of end of the semester information, also available on www.wmich.edu/registrar/wrapup200801.html

INFORMATION ON GRADING:

- Grades are due by noon on Tuesday, Dec. 16.
- Note that grades not submitted on time can cause problems for students with graduation, financial aid, as well as academic standing.
- All grades must be submitted online, through GoWMU.
- A list of instructors who do not meet the grade deadline will be sent to the Provost on Wednesday, Dec. 17, as always.

WHAT'S THE DIFFERENCE IN AN 'E' AND AN 'X' ?

- Use a grade of 'E' as a failing grade, use a grade of 'X' when a student either never attended or ceased attending and is not eligible for an incomplete.
- Both the 'E' and the 'X' grades count as a 0.0 in a students gpa.

WHAT IS AN INCOMPLETE AND WHEN IS IT GIVEN?

- Temporary grade, given for reasons beyond control of the student.
- Not to be given as a substitute for a failing grade.
- Must be removed by instructor who gave it.
- Students receiving an "I" must not re-register for the course.
- So, when giving an incomplete, complete the Report of Incomplete Work form, which is found on the faculty menu in GoWMU. This form is completed online; when submitted a copy will go to the instructor, a copy to the Registrar's Office and a copy to the student.
- Incomplete grades can be removed using the Change of Incomplete Grade Form, also found on the faculty menu in GoWMU.

INFORMATION ON FERPA, POSTING GRADES, RETENTION OF STUDENT WORK:

- No posting of grades by any part of SSN or WIN
- If you must post grades, use a randomly generated number known only to you and to the student.
- Do not leave any graded student work in a public place for pickup
- WMU's policy on retention is that student work which is not returned must be retained for at least one semester. See the catalog language:

“Students have the right to have all their examinations and other graded material made available to them with an explanation of the grading criteria. Faculty will retain all such materials not returned to the student for at least one full semester (or through spring plus summer sessions) after the course was given. Faculty are not required to return such material to the student, but must provide reasonable access.”

For questions, visit the Registrar's web site at www.wmich.edu/registrar.