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## City of Morris

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UMM Mission and Vision
A distinctive public mission

The University of Minnesota, Morris is a unique campus, one of 30 Council of Public Liberal Arts Colleges:

- A student-centered educational environment, Morris is devoted to providing an engaging, challenging undergraduate experience that prepares graduates for careers, advanced degrees, flexibility in the work world of the future, lifelong learning, and global citizenship.
- As a public college, Morris benefits from its relationship to the University of Minnesota—a major top-10 research university—and commits to accessibility.
- Morris serves as an educational and cultural center for residents of west central Minnesota.

Mission

The University of Minnesota, Morris (UMM) provides a rigorous undergraduate liberal arts education, preparing its students to be global citizens who value and pursue intellectual growth, civic engagement, intercultural competence, and environmental stewardship.

As a public land-grant institution, UMM is a center for education, culture, and research for the region, nation, and world. UMM is committed to outstanding teaching, dynamic learning, innovative faculty and student scholarship and creative activity, and public outreach. Our residential academic setting fosters collaboration, diversity, and a deep sense of community.

—Approved by Campus Assembly April 2009

Vision

The University of Minnesota, Morris’s vision focuses on students:

- To provide a personalized education for each student.
- To complement and enrich extraordinary classroom experiences through undergraduate research, the Honors Program, study abroad, civic engagement, service learning, on and off campus internships, and the National Student Exchange.
- To support and nurture the collaborative nature of the Morris campus and its deep sense of community.
- To celebrate and strengthen the multicultural inclusiveness of the campus community.
- To increase and strategically manage resources, including scholarships, to provide the best educational value possible for Morris students.
- To become effective stewards of our environment and serve as a national leader in areas of sustainable energy and green living.
- To recruit and retain outstanding students, faculty, and staff.
- To nurture and support all members of the campus community, creating a climate of forthrightness, trust, and mutual respect.
The University of Minnesota, Morris’s goal is for students to have gained, by the time of graduation:

1. *Knowledge of Human Cultures and the Physical and Natural World through:*
   - Core studies in the liberal arts: arts, histories, humanities, languages, mathematics, sciences, and social sciences
   - In-depth study in a particular field: its schools of thought, advanced theories, language, and methods of inquiry
   - Engagement with big questions, both contemporary and enduring

2. *Intellectual and Practical Skills, practiced extensively across students’ college experiences, including:*
   - Inquiry and analysis
   - Critical thinking and problem-solving
   - Creative thinking and artistic expression
   - Written, multi-media, and oral communication
   - Quantitative literacy
   - Information and technology literacy
   - Collaboration

3. *An Understanding of the Roles of Individuals in Society, through active involvement with diverse communities and challenges, including:*
   - Civic knowledge and engagement-local and global
   - Intercultural knowledge and competence
   - Aesthetic/artistic engagement
   - Environmental stewardship
   - Ethical reasoning and actions

4. *Capacity for Integrative Learning, including:*
   - Synthesis and advanced accomplishment across general and specialized studies, and through co- and extra-curricular activities
   - Application of knowledge, skills, and responsibilities to new settings and progressively more complex problems
   - Skills for sustained learning and personal development
A Unique History of UMM:
From Boarding School to Liberal Arts

The University of Minnesota, Morris makes its home on a 126-year-old campus. The first buildings housed an American Indian boarding school, first administered by the Sisters of Mercy order of the Catholic Church and later by the United States Government. The school closed in 1909, and the campus was transferred to the State of Minnesota with the stipulation that American Indian students “shall at all times be admitted to such school free of charge for tuition,” a policy still proudly honored.

In 1910, the University of Minnesota established the West Central School of Agriculture (WCSA) on the Morris campus, which educated area high school students in a boarding school environment until 1963. It is this time period that garnered the campus its placement on the National Register of Historic Places as the West Central School of Agriculture and Experiment Station Historic District. Handsome Prairie School structures, such as Behmler Hall and the Education building, built during the WCSA years and designed by well-known state architect Clarence H. Johnston, Sr., continue to serve the campus well.

In the late 1950s, when the University of Minnesota announced that agricultural schools would be phased out, a grassroots citizens movement convinced the Minnesota Legislature that creating a distinct public liberal arts college within the University of Minnesota system on the Morris campus would be a good investment for the state. In September 1960, the University of Minnesota, Morris opened its doors and began fulfilling its institutional vision to be an affordable, undergraduate, intentionally small, residential, public liberal arts college.

With an enrollment of more than 1,900 students and more than 125 teaching faculty, the campus attracts students from throughout Minnesota, 32 other states, and 16 foreign countries. The “Morris experience” emphasizes faculty/student collaborative research, study abroad opportunities, and service learning.

Morris is a national leader in green initiatives—wind energy, biomass energy, Pride of the Prairie local, sustainable food projects. Its goal is to be a carbon neutral campus.

In 2010, the University of Minnesota, Morris celebrated its 50-year anniversary and marked the 100-year anniversary of the opening of the West Central School of Agriculture.
Morris by the Numbers

Doors Opened: 1960
Student Population: 1900
Town Population: 5000
Student/Faculty Ratio: 14:1
Faculty with highest degree in their field: 98%
Students who complete advanced degrees after Morris (2005-2007 grads): 32%
Average Class Size: 16 students
Average ACT of students: 25
In-state, out-of-state, & international students: 77%, 13%, & 10%
Students of color: 27.2%
Majors: 33
Pre-professional programs: 9
Education endorsement areas: 5; licensure areas: 14
Study abroad: 50 countries on 7 continents
Student organizations: 90+
Men's intercollegiate sports: 8
Women's intercollegiate sports: 9
Intramural leagues: 19

Our Students

*Morris Students are extremely active in everything and anything they can get their hands on including student-run organizations, faculty partnerships, internships, musical groups, theatre groups, athletics, undergraduate research projects, study abroad, campus events and community events and projects. Be prepared and excited to work with a talented, enthusiastic, engaged and passionate group of young adults!*
Sustainability

Becoming energy self-sufficient and carbon neutral

The University of Minnesota, Morris is deeply rooted in the tall prairie grass and connected to the blue prairie sky. The campus community has advanced sustainable, environmentally friendly initiatives since the original Earth Day. Since 2000, these efforts have grown to levels of national leadership and touch nearly all aspects of campus life—power, food, water, transportation, waste stream infrastructure, academic study, and quality of life.

Morris is one of the first public colleges to generate on-site renewable power from local resources, such as corn stover. At the south edge of campus, a biomass gasification plant—fueled by crop residues from nearby farms—generates steam.

The biomass gasifier is part of an integrated system for heating and cooling campus buildings. The combined heat and power system includes a steam turbine, which generates renewable electricity from gasifier steam, and a steam—powered absorption chiller.

At the campus’s Regional Fitness Center, locally manufactured solar thermal panels collect the sun’s energy to heat swimming pool water. A solar photovoltaic system on the south side of the science building converts sunlight into electricity. On the glacial ridge overlooking the campus, two 1.65 megawatt wind turbines generate renewable electricity for the campus and the region.

Shifting to renewable power is just one piece of the campus’s comprehensive sustainability strategy. Other measures include historic building reuse, green building design and construction, conservation, local foods programs, hybrid vehicles, innovative curriculum, and community outreach. The Morris campus is a nationally recognized sustainability leader and serves as a model community.
The Morris Office of the Registrar (OTR) serves the campus by:

- coordinating Federal Family Educational Rights Act (FERPA) compliance;
- managing all facets of student academic records, degrees, verifications, and transcripts;
- supporting Universitywide academic policy implementation;
- implementing Scholastic Committee policies and procedures, including probation and suspension, and academic policy petitions;
- coordinating Universitywide technology related to academic records, enrollment, registration, classroom scheduling;
- creating Academic Progress Audit System (APAS) reports for each major, minor, etc.
- evaluating transfer credits for incoming transfer students and for Morris students studying at other colleges;
- providing academic records imaging, retrieval, and research;
- supporting course scheduling and managing classroom scheduling;
- serving as the college office and the Scholastic Committee office; and
- providing faculty support.

Calendars
The OTR creates the annual academic year “Cancel/Add Deadlines” and Final Exam calendars. The calendars are found on the OTR website and provide dates for adding and dropping courses, changing grading basis, and final exam days and times.

Communication with faculty
Faculty receive detailed email messages throughout the academic year from the OTR that serve as reminders/guides for approaching academic happenings. Examples include permission numbers, waitlist info, class lists, and grade rosters, etc.

Faculty Center
The online Faculty Center, accessed through MyU, provides your tools for teaching. The OTR provides one-on-one or small group Faculty Center training for faculty upon request. Online guides are available at morris.umn.edu/registrar/faculty.

Faculty support
Email, call, or stop by the OTR with questions or to request training.

FERPA
All new faculty should complete the FERPA tutorial as soon as possible at z.umn.edu/ferpatutorial. More information can be found at morris.umn.edu/registrar/FERPA, and the OTR is always available to answer FERPA questions.

Policies/procedures
The Universitywide Policy Library is found at policy.umn.edu. Morris specific policies are found at morris.umn.edu/policies/morris.

First Day of Class Policy
Students must attend the first class meeting of every course for which they are registered unless they obtain prior approval from the instructor. Faculty have the authority to administratively remove students for missing a first class meeting without approval. If you choose to do so, please contact the OTR.

Nonregistered students attending classes
Per University of Minnesota policy, students may not attend classes for which they are not registered.

Repeat Policy at Morris
Students may repeat a course one time if they have earned a grade of C-, D, F, or N. If space is available, a student who earned a grade of S or a C or higher may repeat a course. If students with a grade of S or a C or higher are enrolled and waitlisted students have not taken the course, faculty have the authority to administratively remove students with S,C, or higher grades from their classes. If you choose to do so, please contact the OTR.

Incomplete agreements
If a student is unable to complete all the coursework for a class within the term, a faculty member may allow an extension. Incomplete contracts are found on the OTR website and must be signed by both student and instructor.
2017-18 Academic Calendar

Fall Semester 2017
Faculty start date .............................................................................................................. Monday, August 14, 2017
New student orientation ......................................................................................... Sunday–Tuesday, August 20–22, 2017
Fall semester classes begin .............................................................. Wednesday, August 23, 2017
Labor Day holiday ........................................................................................................... Monday, September 4, 2017
First half semester classes end ................................................................. Friday, October 13, 2017
Second half semester classes begin ................................................... Wednesday, October 18, 2017
Thanksgiving holiday ................................................................................ Thursday–Friday, November 23-24, 2017
Last day of instruction ................................................................................................. Friday, December 8, 2017
Study day ................................................................................................................. Monday, December 11, 2017
Fall semester final examinations .................................................. Tuesday–Friday, December 12–15, 2017
Christmas holiday .......................................................................... Monday–Tuesday, December 25–26, 2017
New Year’s holiday ..................................................................................................... Monday–Tuesday, January 1-2, 2018

Spring Semester 2018
Martin Luther King Jr. holiday ............................................................... Monday, January 15, 2018
Spring semester classes begin ........................................................................... Tuesday, January 16, 2018
First half semester classes end ............................................................................ Friday, March 9, 2018
Spring break (no classes) ........................................................................... Monday–Friday, March 12–16, 2018
Floating holiday ........................................................................................................... Friday, March 16, 2018
Second half semester classes begin ......................................................... Monday, March 19, 2018
Last day of instruction .............................................................................................. Friday, May 4, 2018
Study day ............................................................................................................... Monday, May 7, 2018
Spring semester final examinations .............................................. Tuesday–Friday, May 8–11, 2018
Commencement ................................................................................................. Saturday, May 12, 2018

May Session 2018
May session classes begin ................................................................................... Monday, May 14, 2018
Memorial Day holiday .............................................................................................. Monday, May 28, 2018
May session classes end .......................................................................................... Friday, June 1, 2018

Summer Session 2018
Summer session term 1 .................................................................................... Monday, May 21–Friday, June 22, 2018
Memorial Day holiday .............................................................................................. Monday, May 28, 2018
Summer session term 2 .................................................................................... Monday, June 25–Friday, July 27, 2018
Independence Day holiday ...................................................................................... Wednesday, July 4, 2018

For additional academic calendars for future years, visit: www1.umn.edu/usenate/calendars/calendarpage.html.
Final Exam Schedule 2017-2018

Message from Dean Ericksen:
Please refer to UNIVERSITY POLICY Scheduling Examinations, Final Examinations, and Study Days for important details regarding final exam scheduling.

Note: First half semester, May Session and Summer Session Final Examinations are scheduled during the regular meeting time of the course on the last day.

FALL 2017 FINAL EXAM SCHEDULE

<table>
<thead>
<tr>
<th>Regular Class Time</th>
<th>Days of Class</th>
<th>Final Exam Schedule</th>
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</thead>
<tbody>
<tr>
<td>Class Start Time</td>
<td></td>
<td>Final Exam Time</td>
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<tr>
<td>8:00 AM</td>
<td>MWF</td>
<td>4:00-6:00 PM</td>
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<tr>
<td>8:00 or 9:00 AM</td>
<td>TTh</td>
<td>4:00-6:00 PM</td>
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<tr>
<td>9:15 AM</td>
<td>MWF</td>
<td>4:00-6:00 PM</td>
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<td>10:00 or 11:00 AM</td>
<td>TTh</td>
<td>8:30-10:30 AM</td>
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<tr>
<td>11:45 AM</td>
<td>MWF</td>
<td>8:30-10:30 AM</td>
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<td>MWF</td>
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<td>2:00 or 3:00 PM</td>
<td>TTh</td>
<td>11:00-1:00 PM</td>
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<tr>
<td>2:15 PM</td>
<td>MWF</td>
<td>1:30 a.m.-3:30 PM</td>
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<tr>
<td>3:30 PM</td>
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<td>1:30 a.m.-3:30 PM</td>
</tr>
<tr>
<td>4:45 PM</td>
<td>MWF</td>
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SPRING 2018 FINAL EXAM SCHEDULE

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Additional Information specific to the Morris Campus continues on following page.
**Additional Information specific to the Morris Campus**

The time of the examination is based on the hours and days the class is regularly scheduled. Unless otherwise announced, the exam will be held in the classroom in which the course is taught. In determining the hours and days of final exams from examination schedules use these guidelines:

- Go by the lecture hour rather than the laboratory or discussion hours.
- Follow the MWF sequence if your class meets on any or all of these days.
- Follow the TTh sequence if your class meets on any or all of these days.
- Courses that begin at 9:00, 11:00, 1:00, 3:00 or 5:00 will follow the TTh sequence but may be held in an alternate classroom.
- Use the first full class hour if your class meets more than one continuous hour.

**Highlights from the University Policy**

**Classes and Events During the Study Day/Finals Week Period**

1. No classes will be permitted after the last scheduled day of instruction for that term/semester for any course that normally includes undergraduate students. Instructors may not schedule classes on Study Day.

2. Instructors may not hold a regular class during examination week (which can interfere with students' other exams) and may not hold a class during the first hour of the examination period and then conduct the final examination during the remaining hour(s).

3. No University-sponsored extra-curricular events, which require the participation of students, may be scheduled from the beginning of Study Day to the end of Finals Week. Exceptions to this policy may be granted ONLY by the Senate Committee on Educational Policy. Instructors must provide an alternative and timely opportunity for students to complete course requirements they were unable to complete because of an absence permitted by this policy.
An Eclectic Compilation of Useful Information about UMM

Definitions:

**Discipline:** Essentially this is a department or program (e.g., sociology, English, biology, elementary education, etc.). All persons who teach classes for each discipline belong to that discipline.

**Division:** At UMM there are four divisions consisting of Education, The Humanities, Science and Mathematics, and The Social Sciences. At larger universities, the Division equivalent would be a college.

**Discipline Coordinator:** This is a position that usually rotates among discipline members so that one person is in charge of acting as the point person for the discipline. This person administers the discipline and is equivalent in some ways to a department chair.

**Division Chair:** The Chair administers the Division and acts as a liaison between the Division and Administration. This position is equivalent to that of a Dean of a College. A Division Chair is appointed by the Dean to a 5 year term.

Meetings:

There are three different meetings you will regularly attend (in addition to others, but these are the three main recurring meetings you can expect):

1) **Discipline meetings:** In these meetings, discipline colleagues exchange information, solve problems, plan for the future and coordinate efforts. These are often called on an as-needed basis, although some disciplines set regularly scheduled meetings. The discipline coordinator moderates these meetings.

2) **Division meetings:** Everyone from each discipline within a Division meets to discuss and vote on issues that affect the entire Division. The dates for these meetings are usually set at the beginning of the academic year. Typical agenda items include probationary faculty review, promotion and tenure decisions, division policy changes and information disseminated from the administration via the Division Chair. The Division Chair moderates these meetings.

3) **Assembly:** The Morris Campus Assembly includes all faculty and professional and administrative staff (P&A) as well as elected civil service/bargaining-unit staff members (USA), and elected student members. The Assembly establishes appropriate policies, procedures, and regulations governing the campus and acts on issues that materially affect the campus as a whole (e.g., allocation of resources, budget, curriculum, etc.). Assembly meets 2-3 times each semester.
Mentoring:

It is highly recommended that new faculty, particularly tenure-track faculty, obtain a mentor within the division throughout the first few years at UMM (mentors can vary from year to year). A formal mentor-mentee relationship can be of great value in integrating into UMM. Consult your division chair for an appropriate mentor.

Informal Course Evaluations:

Many faculty new to UMM have found it to be highly beneficial to administer anonymous evaluations of the classroom experience once or more during the semester. UMM students have their own quirks and expectations, and these in-semester evaluations can provide a unique look at how the classroom experience is being perceived by the students. Feel free to consult colleagues on the kinds of informal evaluations they have devised for their own use. Formal evaluations will be administered near the end of the semester.

Alphabetical List of Useful Information/Phone Numbers/Web Sites:

1) Academic Alert:

Morris Academic Alert is a system that can be used to send notification to our students who are academically at risk and the faculty and staff that support them, providing timely connections to available campus resources. To send an alert go to: http://www.morris.umn.edu/academicalert/.

The alert system plays a critical role in the retention and graduation of our students and the overall success of our campus, providing each student with an individualized response. Alerting also allows you to utilize the support of the Alert Team when dealing with student issues, allowing you to stay focused on your teaching and scholarship. Our goal is to make this system work for you and your students.

Questions or concerns? Please contact Jessica Porwoll, at 320/589-7029 or porwollj@morris.umn.edu

2) Academic Assistance:

The Office of Academic Success (OAS) provides our students with the help they need to be successful in their courses. Services include peer assisted learning, small-group tutoring, one-on-one academic counseling and drop-in help rooms. All services are free to registered students. Contact OAS at 320-589-6178. http://www.morris.umn.edu/academicsuccess/

3) Academic Dishonesty:

Report violations of academic integrity to the Vice Chancellor for Student Affairs, Sandra Olson-Loy (309 Behmler Hall, 589-6013, olson-loy@morris.umn.edu). Even if instructors handle the consequence privately with the student, such incidents should be reported. Full policy regarding academic integrity can be found at: http://www.morris.umn.edu/committees/scholastic/academicintegrity/
4) **Academic Policy:**

The Scholastic Committee (a standing committee of the Assembly) administers academic policy and exceptions to it. Look at the Policy link on the Scholastic Committee page for the policies that are most commonly asked about.  [http://www.morris.umn.edu/Scholastic/](http://www.morris.umn.edu/Scholastic/)

The all-University policy library can be found at [http://policy.umn.edu/](http://policy.umn.edu/).

5) **Catalog:**

The UMM Catalog is found at: [http://www.catalogs.umn.edu/morris/index.html](http://www.catalogs.umn.edu/morris/index.html).

6) **Course Syllabus:**

See page 14 of this handout for information regarding course syllabus requirements.

7) **Deadlines:**

The Dean’s Office maintains a list of annual Essential Faculty Deadlines, updated frequently at: [http://www.morris.umn.edu/services/acad_affairs/Deadlines2017-18.pdf](http://www.morris.umn.edu/services/acad_affairs/Deadlines2017-18.pdf)

8) **Disability Services:**

Provides accommodations for students, faculty and staff for a wide range of disabilities, both inside and outside the classroom. Contact Matt Hoekstra (589-6179 or Danielle Green at 589-6178, [http://www.morris.umn.edu/academicsuccess/](http://www.morris.umn.edu/academicsuccess/).

9) **Grants Office:**

The office helps UMM faculty and staff with both pre- and post-award grant activities. The office is located at 137 Behmler Hall, 589-6465, [http://www.morris.umn.edu/grants/](http://www.morris.umn.edu/grants/).

*In particular, be aware of such internal grants as Faculty Research Enhancement Funds (FREF) and Grant-in-Aid of Research funds.*

10) **Instructional and Media Technologies:**

This office aids in teaching, learning and research with technological tools. Projects for classroom learning, research, seminars, marketing and outreach are just some of the applications they can assist with. The UMM Technologies Help Desk is located in HFA 123. Call 589-6150.

[http://www.morris.umn.edu/media/](http://www.morris.umn.edu/media/)

11) **Library:**

The librarians at the Rodney A. Briggs Library offer faculty a number of services in addition to providing print and online resources, including preparing sessions for students (during class or another time) that address research strategies and relevant library resources; providing EndNote software and training; and offering specialized reference, interlibrary loan and course reserve services.

12) **Student credit work load expectations:**

One credit represents, for an average student, three hours of academic work per week (including lectures, laboratories, recitations, discussion, field work, etc.), averaged over the semester to achieve an average grade. Thus, students enrolled for 15 credits should plan on working 45 hours per week to achieve a C grade.

http://policy.umn.edu/Policies/Education/Education/STUDENTWORK.html#100

13) **Thursday Afternoon Faculty Seminar (TAFS):**

This is a monthly opportunity provided by the Dean’s Office for faculty to present their recent research to their peers, with discussion. Watch for email announcements from Adele Lawler (raymonda@morris.umn.edu) regarding calls for proposals and presentation announcements.

http://www.morris.umn.edu/services/acad_affairs/FacSem.html

14) **Website Search Function:**

This is not always the most reliable when searching for specific things, but is useful for finding websites for offices and departments. If searching for a person, it is best to use the directory search (http://morris.umn.edu/directories/). Divisions, offices and groups are listed on this page as well.

15) **Writing Center:**

Offers students the opportunity to meet with either a fellow student or an English instructor about their writing of specific papers/assignments and/or writing in general. Found at 327 Briggs Library. Director is Tisha Turk (589-6261).

http://www.morris.umn.edu/writingcenter/

And, finally, a FUN thing to do:

For many years, UMMers have been meeting every Friday for **SOFA** (Something on a Friday Afternoon). This is usually hosted by a different household every week and is a potluck dinner and get-together to celebrate the end of the week. It is a great way to meet people. Watch for emails with details about SOFA once the academic year begins.
Additional Teaching-Related Information

From the Syllabus Policy

Grade definitions:

A – Represents achievement that is outstanding relative to the level necessary to meet course requirements.

B – Represents achievement that is significantly above the level necessary to meet course requirements.

C – Represents achievement that meets the course requirements in every respect.

D – Represents achievement that is worthy of credit even though it fails to meet fully the course requirements.

K – Assigned by an instructor to indicate the course is still in progress and that a grade cannot be assigned at the present time.

I – (Incomplete) Assigned at the discretion of the instructor when, due to extraordinary circumstances, e.g., hospitalization, a student is prevented from completing the work of the course on time. Requires a written agreement between instructor and student.

X – Reported by the instructor for a student in a sequence course where the grade cannot be determined until the sequence is complete – the instructor is to submit a grade for each X when the sequence is complete.

For the full uniform grading and transcript policy, visit:
http://www.fpd.finop.umn.edu/groups/senate/documents/policy/gradingpolicy.html

UMM Course Syllabus Requirements and Guidelines:

http://www.morris.umn.edu/services/acad_affairs/syllabus.html
Welcome
From Morris
Chamber of Commerce

“This city of Morris has a longstanding tradition for dedication to community. On behalf of the business owners of Morris, we extend our warmest welcome to you as a new member of our community. Many members come together every day in our city’s pristine parks, local businesses, farms, community buildings and the University of Minnesota, Morris to form a strong network of co-workers, neighbors, and most of all friends. Whether you find yourself frequenting Don’s Café for shakes, Common Cup Coffeehouse for an open mic night or East Side Park for a community picnic, we hope that the contentment, sense of accomplishment and friendliness that this network has created follows you wherever you go. We hope, before long, you will join us in proudly calling Morris your home.”

For community information and events, see www.morrismnchamber.org