KOGOD SCHOOL *of* BUSINESS
AMERICAN UNIVERSITY
WASHINGTON, DC

Adjunct Faculty Handbook 2015- 2016
Online Teaching Supplement for MBA and MSAn Programs

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Online Program Teaching Handbook for Adjunct Faculty

This handbook supplements the KSB Adjunct Handbook, which covers AU and Kogod policies. This supplement is to assist faculty with matters specific to teaching in the online programs and on the 2U platform. Adjunct Faculty should review and adhere to policies in both handbooks.

Online MBA and MSAn Programs Curriculum

It may be helpful to understand where your course fits in to the curriculum overall. The full American University Catalog can be found at: http://www.american.edu/provost/registrar/university_catalog.cfm

MBA Curriculum

48 credit hours of approved graduate coursework, including 36 credit hours of business core, 3 credit hours of capstone experience, and 9 credit hours of electives.

Pre-Program Preparation
- KSB-065 Quantitative Methods and Analytics (0 cr.)

Business Preparation
- KSB-600 Bridge to Business (3 cr.) (available to all students, required for students with conditional admission)

Business Core (36 credit hours)
- ACCT-607 Financial Accounting (3 cr.)
- ACCT-635 Business Law, Ethics, and Governance (3 cr.)
- FIN-605 Managerial Economics and Corporate Strategy (3 cr.)
- FIN-614 Financial Management (3 cr.)
- IBUS-618 Manager in the International Economy (3 cr.)
- ITEC-610 Applied Managerial Statistics (3 cr.)
- ITEC-616 Management Information Systems (3 cr.)
- KSB-612 Strategic Thinking for Decisions (3 cr.)
- KSB-630 Business Capital Immersions (1.5 cr.) (taken twice for a total of 3 credit hours)
- KSB-631 Management Accounting and Operations Management (3 cr.)
- MGMT-609 Management of Organizations and Human Capital (3 cr.)
- MKTG-612 Marketing Management (3 cr.)

Capstone Experience (3 credit hours)
- KSB-613 Strategic Decision Making (3 cr.)

Electives (9 credit hours)
- Complete 9 credit hours in approved graduate level coursework that are recommended to form concentrations of study.

Business in Capitals immersions

These immersions offer students the chance to expand on the relationships they develop in the online classroom, working closely with classmates and professors in a real-world setting. Students also hear from business leaders, collaborate with peers through group assignments, and explore the local culture of the host city.

MS Analytics Curriculum

33 credit hours of approved graduate coursework, including 9 credit hours of core competency, 9 credit hours of analytics core, 3 credit hours of capstone experience, and 12 credit hours of a functional specialization or functional background.

Core Competency (9 credit hours)
- ITEC-610 Applied Managerial Statistics (3 cr.)
- ITEC-616 Management Information Systems (3 cr.)
- ITEC-670 Database and Big Data (3 cr.)
- KSB-065 Quantitative Methods and Analytics (0 cr.)

Analytics Core (9 credit hours)
- ITEC-620 Business Insights through Analytics (3 cr.)
- ITEC-621 Predictive Analysis (3 cr.)
- ITEC-660 Business Intelligence (3 cr.)

Capstone Experience (3 credits)
- KSB-620 Analytics Practicum I (1.5 cr.)
- KSB-621 Analytics Practicum II (1.5 cr.)

Functional Specialization or Electives (12 credit hours)
- Complete 12 credit hours of approved graduate level coursework from Kogod or other academic units.

Supporting Students

Academic Advising

Academic Advising for online program students is done by the Student Support Team, which can be reached at studentsupport@onlinebusiness.american.edu or 877-572-2800 If you have a concern about any student's performance in your course please alert the Student Support team and the Online Programs office (onlinebusiness@american.edu).

Academic Support

If you have concerns regarding a student's performance in your course, please submit an Early Warning using the myau.american.edu. An Early Warning can be submitted at any time. Please submit a report for any student in danger of receiving a grade below a B. The student and the Director of Partner Facing Programs receive these Early Warning notices.

The Director of Partner Facing Programs and the student support staff will follow up with the students and connect them to resources for academic assistance.

Disability Support

Students who request academic accommodations due to a disability should be referred to the Academic Support and Access Center (ASAC). As a faculty member, if you need assistance providing the accommodations outlined in the ASAC's accommodations letter, please contact the Director of Partner Facing Programs.

Faculty who need workplace accommodations should contact Office of Employee Relations in Human Resources at 202-885-2607.

Non-Academic Concerns

If you feel a student is having non-academic adjustment problems you should report it to onlinebusiness@american.edu. The Office of the Dean of Students also provides an easy to use reporting tool to share concerns about student behaviors. If you recognize signs of distress or observe disruptive behavior in your classroom, submit an online report through the **Care Network**. The Care Network is accessible to faculty and staff through the Life@AU tab on the myau.american.edu portal.

Technology

2KSB Learning Management System

Prior to starting teaching in the 2KSB Online Campus you will be connected to the Faculty Support Team at 2U. You will complete the self-paced training on the LMS and Adobe Connect. You will then complete a live training session (via Adobe Connect) to practice and get your questions answered.

The 2KSB Online Campus will be your main form of communication with students and the course. The asynchronous course materials are located here, which you should watch and work through prior to the first week of class.

In addition to your section of the course, you will have access to a Faculty Only section. In this section, the course coordinator and previous faculty may post additional materials or tips about implementing the class.
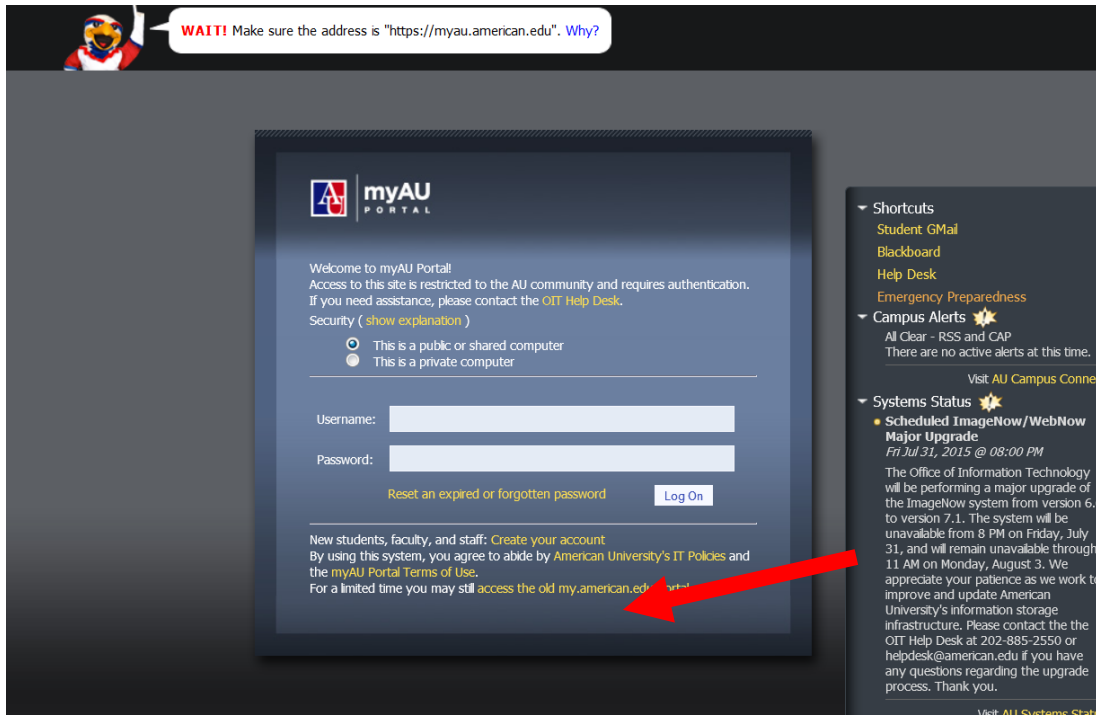
2U Faculty Support

A faculty support team member will attend your first two courses in 2KSB. If you need additional sessions of support, please contact the faculty support team to make arrangements. They will be available to assist the faculty member and students with any technology issues. If you need a faculty support team member to attend additional sections, please contact them at facultysupport@2u.com or 877-552-0628.

The Faculty Support Team is also available to provide additional training and support outside of class time for faculty who have questions or need assistance.

AU Portal

Set up your myau.american.edu account. Click "Create my account" at bottom of screen.

Click "Start the Account Creation Process" at bottom of screen.

Enter your information and click submit.

AU Email Address

After setting up your AU portal account, you will be lead to create your AU email address. All official correspondence will be sent to this address. Your access to the AU portal and all official communication with the university and the Kogod School of Business will be sent to your AU email address. Once you have your

Lynda.com

All American University students, faculty and staff have access to Lynda.com, an excellent self-paced online video tutorial system for software. To access for the first time, log on to the myau.american.edu portal and search for Lynda in the personalized links. When you enter Lynda.com from the AU portal, you may be asked to verify your credentials again. You can then set up a password on Lynda.com using your AU email as your account name.

Virtual Computing Lab

The Virtual Computing Lab (VCL) available for online students.[1] The VCL allows students and faculty to access various software applications (SPSS, STATA, Nvivo, etc.) remotely. You can learn more about the VCL here: http://www.american.edu/vcl/index.cfm

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[1] Please note the VCL has limited licenses available, and could have access wait-times during high usage blocks throughout the year (i.e.: mid-terms, final exams, project deadlines, etc.). Students expecting to rely heavily upon a particular software package to complete coursework are encouraged to purchase a dedicated license.

Live Session Teaching

Live Session Faculty Checklist
Review Live Section Faculty Checklist with your coordinating faculty member.

Role of Coordinating Faculty
Questions and support regarding course content will be addressed by your coordinating faculty member, with whom you will have at least 3 meetings (pre, concurrent, post) each module. The coordinating faculty member is your resource for course content and best practice for live session management.

Checking your Roster
You **MUST** check your official roster from the portal (myau.american.edu – academics/my section rosters) during the add/drop period, and report any student who is attending but not registered *or* who is registered but not attending to Director of Partner Facing Programs.

Grading
Feedback on Student Assignments:
Often the most valuable and important element of instruction is the feedback that a student receives from you as instructor on their course projects, assignments, tests and observations. This is also a key component that the students are asked about when evaluating you at the end of the semester. It is important to provide this feedback in a timely manner, generally within **one week** from the students' submission of assignments or completion of assessment activities. **Additionally, please try to give students meaningful, constructive and timely feedback before the add drop period so that they can use data to access their performance in the course, as well as determine if they must drop or audit.**

Rescheduling Class
Planned reschedule: Contact faculty support at <u>facultysupport@2u.com</u> or 877-552-0628.

Emergency reschedule: In the case of a last minute emergency for which you need to reschedule your live session process contact your coordinating faculty, Dean of Digital Initiatives Jill Klein or Director of Partner Facing Online Programs Maureen Breslin.