UNIV 101/201
2017 Educator Agreement Information

We appreciate your interest in becoming part of the dynamic movement to help educate and retain NIU’s first-year students. During Fall 2016, 58 Educators taught 66 sections of UNIV 101/201 to 1,249 students. Many of these Educators have shared that teaching this course is one of the most rewarding experiences they have had at NIU.

UNIV 101/201 is a special program administered by the Vice Provost’s Office and not by any academic department. UNIV 101/201 is one of the important retention strategies to help students learn about the university and be mentored early on in their learning process.

It is generally considered an honor and a recognition to be selected to participate in the UNIV 101/201 program, and those who do, voluntarily agree to participate in this program and contribute their service. Many even go on to mentor their UNIV 101/201 students until they graduate, as it is not a regular teaching assignment. This is a unique opportunity to connect with students, especially for those whose full-time position does not allow them to interact with students on a daily basis. UNIV 101/201 Educators are able to build relationships and connections with first-year students both inside and outside the classroom.

Selection Process

➢ To be eligible to become a UNIV 101/201 Educator, applicants must:
  1. Be a current member of the NIU faculty, staff, or administration;
  2. Have completed a master’s degree;
  3. Have prior college teaching experience;
  4. Attend all required Educator development (training, workshops, and conferences) offered by First- and Second-Year Experience;
  5. Understand that accepting a section as a UNIV 101/201 Educator is voluntary (Teaching UNIV 101/201 is not a part of any regularly assigned workload);
  6. Obtain supervisor’s approval to be a UNIV 101/201 Educator (this form can be found on First- and Second-Year Experience’s website: http://www.niu.edu/fsye/student_resources/univ101/educator.shtml);
  7. Complete the application form and submit all required items as outlined in the UNIV 101/201 Educator application;
  8. Meet the requirements outlined in the UNIV 101/201 Educator Agreement.

Consideration of prior UNIV 101/201 Educators will be based on their performance as indicated by their UNIV 101/201 Course Evaluations. (Please refer to the UNIV 101/201 Course Policies for more information.) Program needs and Educator availability are primary factors in assigning UNIV 101/201 Educators to sections.

First- and Second-Year Experience will do its best to notify all Educator applicants for fall 2017 regarding their application status by late April 2017. Educator assignments will be made based on program needs.

Course Information

Course Objectives
After successfully completing the course, students should be able to:

  1. Apply different strategies to manage effectively the transition to college.
2. Demonstrate an awareness of key resources that support student academic success.
3. Demonstrate competency in foundational skills such as communication and collaborative learning.
4. Demonstrate understanding and respect for the diverse values and perspectives of other cultures.

Course Requirements
Each section of UNIV 101/201 must incorporate the following into its requirements: (These items will be further explained during UNIV 101/201 Educator workshops.)

- Blackboard, MyNIU, and NIU Student E-mail
- Success Strategies
- Common Reading Selection.
- Mapworks™
- Educator/Student Conferences
- Educator Choice

A certain number of class meetings will be open so that Educators may devote time to their areas of interest. This will allow specialized sections of UNIV 101/201 to respond to their target audience or Themed Learning Community requirements. Educator Choice may also be used for activities related to: Educator’s research interests, community service, career exploration, alumni involvement, etc.

While course content and activities may vary to some degree from section to section, all course activities must reflect the objectives of UNIV 101/201 and be appropriate for a one credit-hour course. For students, a one-credit course signifies two hours of outside-of-class work for every hour they spend in class.

Peer Educators
All UNIV 101/201 course sections will be assigned a Peer Educator (PE), a sophomore, junior, or senior student, to assist in the course, if available. PEs share on topics from a student’s perspective and incorporate personal stories to enhance the course. All PEs complete an application and interview process and attend two required trainings prior to the start of the fall semester.

Specialized Sections
Specialized sections are defined as any UNIV 101/201 section that incorporates material, ideas, or connections beyond the scope of the core UNIV 101/201 guidelines. Specialized section requests may be considered by UNIV 101/201 course coordinator(s) based on program needs. Specialized sections and Educators must adhere to all requirements and guidelines of the UNIV 101/201 course. Extra information, activities, etc. will be in addition to meeting course core requirements.

Themed Learning Community Sections
Typically, a Themed Learning Community (TLC) consists of two or three courses taken by students as a cohort in order to examine a common theme across disciplines like the humanities, natural sciences, and social sciences. Based on program needs, course coordinator(s) will make final decisions on whether or not UNIV 101/201 sections will be embedded in TLCs and made available to students. UNIV 101/201 sections linked within TLCs and Educators must adhere to all requirements and guidelines of the UNIV 101/201 course. Extra information, activities, etc. will be in addition to meeting course core requirements.

Required for UNIV 101/201 Educators
1. UNIV 101/201 Educators who teach on M/W or T/Th are required to meet with their class for 50 minutes twice per week for the first 5 weeks and once per week for the next 6 weeks, for a total of 11 weeks. All students will participate in a mandatory culminating interview after the course has ended. Educators will need to plan at least 1 office hour each week when students can meet with them and be available by appointment, if the need arises.
2. A sample UNIV 101/201 course syllabus is available. UNIV 101/201 Educators are expected to follow the guidelines placed in the sample syllabus. Educators will submit a copy of their course syllabus to the coordinator(s) by Thursday, August 10, 2017. The coordinator(s) reserve the right to request that the syllabus be amended prior to the course start date. All syllabi must include:
   - Educator contact information;
   - Course outcomes;
   - Required materials;
   - Class policies and procedures as outlined on the sample syllabus;
   - Grading scale with percentages and point values;
   - List of assignments and descriptions.

3. Educators will assess student performance using the university’s letter grading system.

4. All sections must use the **NIU Essentials for Success** customized textbook and the corresponding year’s Common Reading Book selection. If an Educator wishes to require an additional text, he or she must first gain approval from the course coordinator(s). This is to ensure that the course remains affordable.

5. Educators must participate in the course evaluation process. Course and Educator evaluations are completed by students near the end of the course and are carefully reviewed by the UNIV 101/201 course coordinator(s). Each Educator will receive information about the results of the evaluations for his or her section.

6. Educators must agree to abide by academic policies and procedures as outlined in the NIU Undergraduate Catalog and the UNIV 101/201 course policies.

7. All Educators agree to read the UNIV 101/201 weekly newsletter to be informed of important course updates and information to share with students.

8. All UNIV 101/201 Educators will respond to requests from the course coordinator(s) in a timely manner.

9. Educators will keep the course coordinator(s) informed of emergency and critical situations involving UNIV 101/201 students and classroom incidents.
UNIV 101/201 Fall 2017

New/Returning Educator Application*

Applications will be accepted either online (preferred) or in paper.

Online applications can be found here: www.niu.edu/fsye/student_resources/univ101/instructors.shtml

Online applications should be submitted by Friday, March 24, 2017.

Completed paper applications should be submitted by Friday, March 24, 2017:
- through campus mail to First- and Second-Year Experience (Attn: Shelley Mass);
- in person to Altgeld Hall, room 100;
- by fax to 815-753-0711; or
- via e-mail to fsye@niu.edu.

Applicant Information

First and Last Name: ____________________________________________________________

NIU Outlook e-mail: ____________________________________________________________

Employee ID (A-ID): __________________________________________________________

Employee Classification: Faculty_____ SPS_____ Civil Service_____ Instructor_______

Position Title: _________________________________________________________________

Department/Office: ____________________________________________________________

Office Location: __________________ Office Phone: __________________________

If you do not have an office location or phone, please provide a contact address and phone number:

Address: ___________________________________________________________________

Phone Number: __________________________

Highest Degree & Institution: ___________________________________________________

Major: ________________________________

Please list college level courses taught:

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<tr>
<th>Semester/Year</th>
<th>Course Title</th>
<th>Institution</th>
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ONLY new Educator applicants and those who have not taught UNIV 101/201 in the last three years need to complete the following two questions. Please attach a typed document.

Questions
1) I am interested in teaching UNIV 101 or 201 because: (250 words or less)

2) My teaching philosophy is: (250 words or less)
Section Day/Time Preference

Mark your preference in order of time slots you are available: 1–most favorable, 2, 3, etc. Please write “No” next to times/days you have other obligations that cannot be moved. Be sure to contact the course coordinator(s) with any special needs you may have. This request does not guarantee a UNIV 101/201 section, time, or day.

___ MW 9:00-9:50
____ MW 10:00-10:50
____ MW 11:00-11:50
____ MW 12:00-12:50
____ MW 1:00-1:50
____ MW 2:00-2:50
____ MW 3:00-3:50
____ MW 4:00-4:50

___ TTH 9:30-10:20
____ TTH 11:00-12:50
____ TTH 12:30-1:20
____ TTH 2:00-3:50
____ TTH 3:30-4:20

Classroom Preference

Mark your preference of classroom locations in order: 1–most favorable, 2, 3, etc. Be sure to contact the course coordinator(s) with any special needs you may have. If you are selected to teach a section of UNIV 101/201 in the fall, we will try to meet your preference, but cannot make any guarantees.

____ East (Wirtz, McMurry, Music Building)
____ Central (Graham, DuSable, Reavis)
____ West (Residence Halls)
____ South (Psychology, Faraday)
____ Specific room request

Other Preferences

Are you interested in co-educating with another UNIV 101/201 Educator?

☐ Yes Please provide their name and department: ____________________________________________________
☐ Maybe, I need more information.
☐ No

Are you interested in implementing an ePortfolio in the UNIV 101/201 course?

☐ Yes ☐ Maybe, I need more information. ☐ No

Would you like a Graduate Student Leader? A Graduate Student Leader (GSL) is a graduate student who will participate in a seminar to introduce student development theory in conjunction with the UNIV 101/201 course. They are able to take on more responsibilities with the course than an undergraduate Peer Educator, but not as much responsibility as a Faculty/Staff Co-Educator. All GSL assignments will be subject to program needs and availability of GSLs.

☐ Yes ☐ Maybe, I need more information. ☐ No

Are you interested in teaching a specialized section?

☐ Yes If so, what type of section? ____________________________
☐ Maybe, I need more information.
☐ No

*Every attempt will be made to accommodate your preferences, but no guarantees can be made. Based on program needs, these items are subject to change.
Stipend Information

Individuals who are selected and/or approved to serve as a UNIV 101/201 Educator for the Fall 2017 semester will receive additional compensation in the form of a one-time stipend of $2,000 (for individual Educator) or $1,000 (for co-educating). Educators may be assigned additional sections based on program needs, the stipend for which is $1,000 (for individual Educator) or $500 (for co-educating) per section. This compensation is subject to the availability of funds, approval by the Educator’s supervisor, and applicable administrative unit and upon satisfactory performance and completion of the course. Any employee who is paid hourly will need to maintain and submit a record of the dates they taught and dates of vacation time used in order to receive the equivalent of the $2,000 stipend.

The approval of the UNIV teaching assignment and additional compensation represents an individually negotiated contract and is not part of the normally assigned duties for any employment classification. Hence, the Educator’s signature below affirms the understanding and agreement that the terms and conditions of any university policies and/or procedures (including collective bargaining agreements) do not apply.

Certification

By entering my name below, I certify that the above information is true and accurate to the best of my knowledge. This indicates that I have read and agree to meet the conditions and expectations specified in the Educator Applicant Information section. I understand that this does not guarantee me a UNIV 101/201 section.

Educator’s Name ______________________________ Date ______________

Explanation to Supervisor of Compensation for Time Missed

Please use the space below to provide a written explanation of how you will make up any time missed while teaching UNIV 101/201. (Please use additional pages if needed)

____________________________________________________________________________
____________________________________________________________________________
____________________________________________________________________________
____________________________________________________________________________
____________________________________________________________________________
____________________________________________________________________________

Supervisor Approval

Supervisory approval is required for anyone teaching UNIV 101/201. The supervisor’s signature below indicates approval for the employee’s agreement and application information (noted above). Supervisor approval is limited to the semester indicated in the agreement/application information (noted above).

Supervisor’s Name ______________________________ Supervisor’s Title ______________________________
Supervisor’s Signature ______________________________ Date ______________