

FLORIDA INTERNATIONAL UNIVERSITY
COLLEGE OF EDUCATION

ADJUNCT FACULTY HANDBOOK



Revised August 2015

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COLLEGE OF EDUCATION

ADJUNCT FACULTY POLICIES AND PRACTICES HANDBOOK

Welcome to Florida International University. We are very appreciative that you have chosen to teach for the College of Education. Adjunct professors are employed by the College when the number of regular full-time faculty is insufficient to teach scheduled courses or when the expertise required to teach a specific course is not available among the regular faculty.

Adjunct appointments are contingent upon sufficient enrollment and funds. The purpose of this handbook is to help you become familiar with University and College policies and procedures related to your teaching assignments and associated responsibilities. The following phone numbers will be of value to you:

Important College of Education Contacts

OFFICE OF THE DEAN

Garcia, Delia C.	Dean	320	(305) 348-3202	garciad@fiu.edu
Hernandez-Cook, Fabiola	CLAVE Coordinator Academic Support	344B	(305) 348-6219	hernf@fiu.edu
Gonzalez, Maria	Administrative Assistant	320	(305) 348-3202	mdgonzalez@fiu.edu
Kaitlyn S. Pereyra	Assistant Director of Enrollment Management and Special Projects	320	(305) 348-3609	kaitlyn.schmidbauer@fiu.edu

OPERATIONS

Del Valle, Ricardo	Interim Budget Director	322	(305) 348-3202	Ricardo.Delvalle@fiu.edu
Garcia, Alejandra	Coordinator, Academic Services	314	(305) 348-1726	garciaal@fiu.edu

ACADEMIC AFFAIRS

Perkins, Kyle	Associate Dean	213A	(305) 348-2647	perkinsk@fiu.edu
Martin, Jeanette	TaskStream and Data Management Coordinator	211	(305)348-3655	martinje@fiu.edu
Dardompré, Beatrice	Coordinator, Admin. Services	213	(305) 348-3520	bdard001@fiu.edu
Triana, Adrian	Coordinator, Computer Applications	211	(305) 348-6156	aotriana@fiu.edu

GRADUATE STUDIES

Reio, Thomas G.	Associate Dean	310A	(305) 348-2093	reiot@fiu.edu
Bliss, Linda	Research	357B	(305) 348-3225	blissla@fiu.edu
Barcenas, Suzi	Coordinator of, Academic Support Services	310	(305) 348-2724	sbarcena@fiu.edu
Almeida, Caprila	Office Manager	310	(305) 348-2723	almeidac@fiu.edu

COMMUNITY ENGAGEMENT

Hasson, Deborah	Associate Dean of Strategic Operations and Community Engagement	340	(305) 348-0491	hassond@fiu.edu
Tester, Maria V.	Office Manager	338	(305) 348-2092	testerm@fiu.edu

ADVISING CENTER

Rosado, Maria	Director	229	(305) 348-0491	msidiaz@fiu.edu
Soto, Stephanie Hess	Senior Academic Advisor	228	(305) 348-3224	sthess@fiu.edu
Diaz-Neda, Ruben	Academic Advisor	227	(305)348- 4817	rdiazned@fiu.edu
Perez, Cynthia	Academic Advisor	226	(305) 348-7948	cmperez@fiu.edu

Listhrop, Roma	Senior Academic Advisor	225	(305) 348-2061	listhrop@fiu.edu
Joseph-Laurore, Sophonie	Academic Advisor	224	(305)348-4819	sojoseph@fiu.edu
Oliveira, Jane	Office Coordinator	220	(305) 348-2768	oliveirj@fiu.edu

OFFICE OF CLINICAL EXPERIENCES

Cohen, Judith	Director	230A	(305) 348-6668	cohenj@fiu.edu
Gonzalez, Mary Ann	Coordinator, Academic Services	230B	(305) 348-2082	gonzalma@fiu.edu
Rivas, Monica	Program Assistant	230	(305) 348-2082	rivasm@fiu.edu

OFFICE OF TECHNOLOGY

Schoepp, Pierre	Director	268	(305) 348-6311	schoepp@fiu.edu
Cantillo, Andres	Comp. Supt. Analyst	269	(305) 348-6305	acantill@fiu.edu
Godoy, Faride	Lab Assistant	165A	(305) 348-6134	fgodoy@fiu.edu
Jimenez, Daniel	Lab Assistant	165A	(305) 348-6134	djimenez@fiu.edu
COE Help Line			(305) 348-2499	coesupp@fiu.edu

FIU at I-75

Salazar, Marisa	Director of Program Administration	FIU at I-75 318	(954) 438-8615	Marisa.Salazar@fiu.edu
Reid, Jennifer E.	Sr. Administrative Assistant	FIU at I-75 302	(954) 438-8602	Jennifer.Reid@fiu.edu

DEPARTMENT OF TEACHING & LEARNING – T & L

Miller, Lynne	Chairperson	215A	(305) 348-0559	ledmillerld@fiu.edu
Andino C., Jenny	Office Assistant	215	(305) 348-2003	jandino@fiu.edu
Walker, Chelonda	Office Associate	215	(305) 348-2005	chelwalk@fiu.edu

DEPARTMENT OF LEADERSHIP & PROFESSIONAL STUDIES – L & P

Dinehart, Laura	Chairperson	313A	(305) 348-3790	dinehart@fiu.edu
Alfonso, Aleida	Office Specialist	313	(305) 348-2382	alfonsoa@fiu.edu
Masucci, Ana	Office Associate	313	(305) 348-3418	ana.masucci@fiu.edu

POLICIES AND PRACTICES

PROCEDURAL ISSUES

EMPLOYMENT DOCUMENTATION (ELECTRONIC SIGN-ON)

Complete the following Sign On Packet in order to receive your Panther ID which will enable you to enroll in benefit options, receive FIU email correspondence, have access to University systems or other resources and receive pay.

The Florida Statutes (Section 110.13) and University policies, mandate that ALL employees participate in the Direct Deposit Program as a condition of employment. Section 110.13 of the Florida Statutes and University policy, mandate that ALL employees participate in the Direct Deposit Program as a condition of employment. The Direct Deposit Form is included in the Sign On Packet.

This packet should be completed prior to employment to expedite your hire process. Pursuant to the U.S. Citizenship and Immigration Service, all new employees are required to complete and submit the Employment Eligibility Verification (Form I-9), within the first 3 days of employment.

You will need to have the following information on hand when completing the Sign On Packet:

- Social Security Card
- Emergency Contact (Name and Telephone number)
- Bank Routing and Account Numbers

If you are a non-resident alien, you must also provide additional documents as attachments to your Sign On Packet below.

If you are a non-resident alien, you must also provide additional documents as attachments to your Sign On Packet below.

Sign On Packet:

Sign On Adjunct Faculty

Loyalty Oath

Form I-9

Form W-4

Sign On Electronic Attachments

Health Insurance Marketplace Coverage

*** It is highly recommended that the Loyalty Oath and I-9 be completed through the Remote Hire Process. These notarized documents, copies of the documents used to verify your employment eligibility, along with the completed W-4 should be submitted as attachments in the Sign On Packet.**

If not submitted as notarized attachments, please bring your original social security card and documents used to verify your employment eligibility along with your printed Sign On Packet

prior to employment to one of our Human Resource locations below. Please contact us if you have any questions regarding the completion or submission of these documents.

Florida International University
Division of Human Resources
Modesto A. Maidique Campus
Charles Perry Bldg. (PC) Room 224
(305) 348-2181

Florida International University
Division of Human Resources
Biscayne Bay Campus
University Library (LIB) Room 322
(305) 919-4051

UNIVERSITY IDENTIFICATION – FIU OneCard

The FIU OneCard is a computerized card that identifies you as an FIU employee. It contains your photograph, name, ID number, signature, bar code for library use and a magnetic strip for electronic identification. Call the Division of Human Resources or ask your chair for a memo to obtain your I.D. card.

Get your FIU One Card. First time user:

1. The Faculty/Staff must be an active FIU employee and paperwork must be processed by the Division of Human Resources.
2. The Faculty/Staff must have a valid Panther ID number in order to receive a One Card.
3. The Faculty/Staff will go to the One Card Office at the respective campus.
 - o MMC, PG-1 100
 - o BBC, WUC 143
4. The Faculty/Staff must present valid government-issued photo ID.

PARKING DECAL

Visit parking.fiu.edu-select permit to register your vehicle and purchase your virtual permit.

OFFICE SPACE, OFFICE HOURS, TELEPHONES, AND KEYS

Each department should make accommodations for adjunct faculty to meet with their students outside of the classroom. If you are assigned an office, make sure that you have access to the key whenever you are on campus. If the office is shared, you might ask a departmental secretary to keep the key. If you teach at night and/or on weekends, you may need a key to gain access to the building, your mailbox, the photocopier, etc. Discuss this with your department chair.

Adjunct faculty are required to keep office hours. They should be available to meet with students either one hour before or after each class period. Office hours should be posted on the course syllabus and provided to your department secretary.

Ask your department chair which phone may be used for work-related calls. You must be able to receive calls as well. There should be a telephone number where you can receive voice mail or the departmental secretaries should take messages for you. The department will

provide you a mailbox in which students can leave messages and papers, and which you may also use to leave items for them to pick-up.

FIU E-MAIL ADDRESS

All official communication is done exclusively via FIU E-mail. Every **adjunct** will be assigned an FIU email automatically. Visit <http://mail.fiu.edu> to login. The faculty's e-mail address **MUST** be listed in the syllabus of every course. Your FIU email can also be setup on a Apple or Android phone to facilitate communication with your FIU students.

UNIVERSITY CREDIT UNION

Adjunct faculty are eligible to use the services of the University Credit Union once they receive a contract. Please contact the Credit Union at 786-425-5040 for more information.

TEACHING

The relationship of teaching faculty to students is extremely important. Our reputation as an institution depends on effective teaching and advising as well as quality research. Students are, on the whole, informed consumers. They want to receive their "money's worth," and they are not inclined to tolerate irresponsible or unprofessional behavior on the part of an instructor. They object to cancelled classes, chronic tardiness, lack of preparation, and unequal treatment of students. The following sections (some of which are strictly informative, some of which are recommended procedure, and some of which are University policy) should help you be a more informed and effective teacher.

MEETING CLASSES

It should go without saying that a teacher must meet every scheduled class and should meet it for the entire scheduled time. On those rare occasions when professional obligations, an emergency, or illness require that you miss a class, notify your chair and make provisions for covering your class in advance, if at all possible. If there is no one available to cover your class, make sure that someone notifies your students. Never hire anyone else to teach a course to which you have been assigned.

THE SYLLABUS

The Faculty Senate has passed policy regarding what is to be included in the syllabus. It is as follows:

- 1) All instructors of record are required to provide students with a printed or published on-line syllabus for any course in which students receive academic credit and for non-credit courses required for a degree or academic certificate.
- 2) Students should receive or have access to the course syllabus no later than the first class meeting for lecture and lab courses, no later than the first day of the semester for on-line courses, and no later than the end of the first week of the semester for internships, practicum, independent study, readings, or any other courses. Exceptions

to the time constraints of this policy may be made on a case-by-case basis by department chairpersons or school directors when instructors are assigned in an untimely manner.

3) Each department or school will maintain a file of current course syllabi either on-line or in printed copy throughout the semester, which will be available for public examination.

Note, further, that each course syllabus must contain the following information:

- a) The name of the course, course and section numbers, course description, course objectives and learning outcomes, prerequisites and co requisites (if any), and semester and year offered;
- b) The instructor's name, telephone number, e-mail address, department or school, office location and office hours;
- c) Required purchases including texts, lab supplies, and artistic supplies, professional and ancillary items;
- d) A tentative outline that includes major topics, anticipated dates of assignments, performances, artistic submissions, and/or examinations;
- e) Performance measures that will be considered for evaluation in awarding final grades;
- f) Any policies of the instructor and/or department that may impact a student's enrollment or final grade;
- g) Grading standards to be used in calculating final grades;
- h) Attendance standards, if required.

Instructors are encouraged to include the following in course syllabi:

- a) The University drop date;
- b) Instructor's policy on make-up examinations, assignments or performance measures;
- c) Recommended purchases including supplemental texts, lab supplies, artistic supplies, professional and ancillary items;
- d) The University's Code of Academic Integrity;
- e) Reference to University policies on academic misconduct, sexual harassment, and religious holidays, and information on services for students with disabilities.

Instructors retain the right to modify the course syllabus for any reason throughout the semester provided that:

- a) Fair and adequate notice is given to enrolled students either by e-mail, in writing, or through online publishing;
- b) Modifications to the syllabus are not arbitrary or capricious, and;
- c) Students are not unfairly disadvantaged by mid-semester changes to grading standards, attendance standards, or performance measures.

Instructors are REQUIRED to upload their course syllabi within the first week of class on our syllabi repository server. To upload the documents, please follow the instructions below:

- a) Go to <http://coe-syllabi.fiu.edu> and “Sign in” at the top right corner of the page with your FIU email address and password (ie. john.doe@fiu.edu);
- b) Click on the Semester (i.e. FALL 2015 in this case);
- c) Click on your Name, you might need to click on the Right Arrow (>) to the second page (if your name is missing, please call me at the number below);
- d) Click on “Add Document” and upload your latest Syllabus. We recommend that you name the file starting with the Class Number (ie EDF XXX_etc...);

You can now include the link (<http://coe-syllabi.fiu.edu>) on your syllabus. **Students can also easily find this website by going to Education.fiu.edu and select “Current Students” in the top menu and click “Course Syllabi”.**

Specific College of Education Requirements for the Syllabus

The College of Education is accredited by NCATE and the FDOE. Consequently, all course syllabi must include the College’s Conceptual Framework and outcomes <http://education.fiu.edu/docs/Conceptual%20Framework%2006-19-09.pdf>. Specific information pertaining to the knowledge, skills, dispositions and FDOE subject area competencies for teacher certification must also be included in all syllabi in courses in initial teacher certification programs. Programs that have specific accreditation (e.g., counselor education and CACREP) must also identify the specific competencies of the accrediting agency on the syllabus by the topics addressed in the course.

All syllabi must include the knowledge, skills, and dispositions that students will attain as a result of their participation in this class. This is required by NCATE. The syllabus must also contain how these knowledge, skills, and dispositions will be assessed and a statement that discusses the TaskStream requirements. (See TaskStream notes below).

The FDOE requires the College to also assess the satisfactory achievement of the Florida Educators Accomplished Practices (FEAPs). The FEAPs and other FDOE standards can be found at <http://education.fiu.edu/facultyresources.html> under the FDOE Program Approval Rule heading.

In Fall of 2008, the college began using a web-based system called TaskStream to collect evidence of student outcomes that reflect the College's institutional learning outcomes, NCATE, and FDOE standards and competencies.

The College requires that all programs participate in the TaskStream assessment system. For initial teacher certification programs (including the graduate programs of school counseling, school psychology, reading education, and educational leadership) courses have a specific critical tasks/assignments that address the FEAPs and the FEAPs indicators. All faculty teaching courses with TaskStream requirements in any program must include a description of the required artifact in their syllabus and the three point rubric (Mastery, Proficient, Limited) that is being used to score the critical task on TaskStream. Please consult with the department chair or the Program Leader of the program in which you are teaching for further information and instructions.

Students are required to upload the critical task artifacts via the students' TaskStream accounts. Instructors use their own accounts to score students' work and apply the program's criteria and standards the artifacts. **All faculty must be trained on evaluating students' work in TaskStream.** Information on TaskStream training is available at <http://education.fiu.edu/TaskStream>.

The College has a TaskStream Upload Policy that states the following:

Students who earn a "Limited or Does Not Meet" rating on the course critical task(s) will be provided with one (1) remediation to achieve the "Proficient or Meets" level. If students are unable to achieve this, the rating of "Limited/Does Not Meet" will remain and students will receive a non-passing grade in the course. Students who fail to upload artifacts by the deadline will receive an "I" (Incomplete) or a non-passing grade in the course, at the discretion of the instructor.

Faculty must provide final *TaskStream* evaluation before final grades are submitted. *TaskStream* courses will be inactivated by the end of the first week of the subsequent semester and students who have not uploaded as required will no longer be able to do so without email confirmation from the instructor.

Please be sure to submit your course syllabus (i) electronically to the department secretary at the beginning of each academic term.

DROP DATE

FIU has a late drop date, which is usually 8 weeks into the semester (adjusted for the 6-week summer term). It is useful to have students complete a major assignment (an exam, a project, a paper) before mid-term, so that you can have it graded and returned before the drop date, thus letting your students assess their progress. This is not merely a courtesy; it can also have

a salutary effect on a class. Students who are hopelessly lost can make a class very difficult to teach.

STUDENT ATTENDANCE

If attendance is required in your course, indicate that fact on the syllabus. Students who participate in University sanctioned events (athletes, debaters, musicians, etc.) must inform you in advance of any event that will conflict with class time and they must make up any work they missed.

PLAGIARISM

Make sure you have a statement about cheating and plagiarism on your syllabus. Plagiarism is a special problem, since it sometimes occurs through an unintentional misuse of outside sources. The widespread availability of material on the Internet has added a new dimension to the problem of plagiarism. Make sure that your students understand that plagiarism and cheating are serious offenses punishable by expulsion from the University. The section on "Academic Misconduct" in the annual *Student Handbook* also defines plagiarism and cheating. The handbook is available in the Student Affairs Office (305-348-2797). It is imperative that you read this section of the *Student Handbook* since it explains in detail the procedures for disciplining a student who is caught cheating. Academic misconduct is discussed in more detail in a latter section of this handbook. The College has a Plagiarism tutorial that students can complete. The tutorial can be found at <http://coeweb.fiu.edu/plagiarism/>.

ORDERING TEXTBOOKS AND PHOTOCOPYING

Teaching without books can be an extraordinary inconvenience, so it is important that you submit your book orders as soon as you know what you will be teaching. In most units, book orders are given to a departmental secretary who forwards them to the bookstore. However, you can order textbooks online at <http://fiu.bncollege.com/webapp/wcs/stores/servlet/FacultySplashLoginView?storeId=21551&catalogId=10001&langId=-1&langId=-1&postLogonURL=BNCBFacultyAdoptionEmail&previouspage=faculty>

The FIU Bookstore asks that book orders be made no less than six weeks before the beginning of the term. Unfortunately, adjuncts are sometimes hired just before the term begins; if this happens to you, ask your secretary to place a rush order with the bookstore.

Find out what your department's policies are on copying class materials. Some departments limit use of the departmental copy key. If you teach only at night and/or on weekends, you may wish to make arrangements to copy materials at this time. Check with the department secretary regarding departmental policy.

CLASS ROSTER

You may want to have three updated class rosters throughout the semester (the first day of class; the second week of class after the Drop/Add deadline; and after official deadline date to drop as posted in the Academic Calendar). Read each class roster to your class at the second

and third class meetings. This is the preferred way for students to verify their official enrollment status – sometimes they have been deleted from class roster and do not realize it. It is particularly important to verify enrollment status when you receive the second class roster, as this follows fiscal cancellation due to tuition non-payment. Students need to know their status so they can remedy any problems. If the course has optional grading (i.e. pass/fail or letter grade), verify the grade option for which each student is registered. Except under extraordinary circumstances, the grade option cannot be changed after the first week of class. Please see Addendum I for updated information. Please see Appendix A for Panther Soft procedure to view your class roster.

EQUITABLE TREATMENT OF STUDENTS

It is imperative that all your students receive equitable treatment. You may be tempted to allow certain students to retake exams, turn work in late, or do extra work, but such practices can result in student grievances and even litigation. You should present a comprehensive syllabus at the beginning of the term and apply it consistently. Reasonable accommodation of students with disabilities is not considered inequitable treatment.

TEACHING FAMILY MEMBERS

Faculty should not have family members in their classes*. The State of Florida has a law against nepotism, which prohibits a family member from being in a position of authority of another family member. Whenever possible, direct family members to equivalent courses taught by others. If no other course is available, the case must be discussed with the department chairperson and the dean.

STUDENT EVALUATIONS

Be sure that every course you teach is evaluated by the students. This is a Florida Board of Education rule and there is a standardized form that students must fill out for each course. Your unit may have another form as well. The evaluation must be administered PRIOR to final exams. Ask your chair or departmental secretary about the procedures in your unit.

FINAL EXAMINATIONS

To avoid exam conflicts for students and to allow them to use the reading days for preparation, final examinations must be given on the official exam days noted on the academic calendar (usually the week following the last day of classes during fall and spring semesters). Do not give final exams during the last week of class. Summer semesters do not have final examination periods and course examinations may be given at the discretion of the faculty member teaching the course.

SUBMITTING GRADES

Only the instructor or instructors of record can submit grades. In courses are co-taught, instructors of record must select and designate one instructor as the person responsible for submitting the grades for the course. If for any reason the grades will be submitted late during the day, but before the deadline and you encounter difficulties, the instructor **must** contact the

department and make sure the chairperson or program assistant in the department is aware of the problem and can assist them. Otherwise, if grades are not submitted by the deadline, they are considered late and change of grade forms must be manually submitted for each student in the class and must be approved by an academic dean. Please see Appendix B for procedure to submit grades.

There are special steps that you should take as an adjunct faculty member. At the end of each semester, be sure to give your department chair copies of your grade rolls. Be sure that the department has received a copy of your syllabus. If a student should file a complaint or if a grading question arises after the semester ends, the department chair may have to deal with

the problem without your help. If you have given an incomplete grade (IN), be certain that your department chair knows what the student must do to finish the course. All students except those who are graduating have two semesters in which to make up an Incomplete. It is possible that you will no longer be teaching when the work is completed.

Adjunct Evaluations

Adjuncts are evaluated periodically by the department chair or program leader who may opt to visit your class to observe your teaching. You will be advised as to this evaluation and when the class may be observed. Consult with the department chair or program leader regarding evaluation of your teaching performance.

MISCELLANEOUS

Throughout the course of the semester problems may arise that may not be addressed in this Handbook. Please feel free to call upon any of our COE administrators, faculty, and staff to provide the needed assistance. We all wish you tremendous success in your teaching and your employment in the College.

HELPFUL LINKS

University Policies & Procedures

<http://policies.fiu.edu/>

COE Adjunct Resources

http://education.fiu.edu/adjunct_resources.html

2015-2016 University Catalogs

<http://catalog.fiu.edu>

College of Education Website

<http://education.fiu.edu/>

***Common Core State Standards**

<http://education.fiu.edu/ccss.html>

TaskStream

<http://education.fiu.edu/TaskStream>

Panther Soft procedures for Access to Class Roster

<http://panthersoft.fiu.edu>

Conflict of Interest Reporting for Adjunct Faculty

http://hr.fiu.edu/index.php?name=conflict_of_interest

Panther Soft procedures for Online Grade Roster Guide

http://www.onestop.fiu.edu/assets/docs/registrar/grade_roster_updates.pdf

Library Information

<http://library.fiu.edu>

Student Rights and Responsibilities

<http://www.fiu.edu/~oabp/misconductWeb/unitinstructions.htm>

Student Grievances

http://campuslife.fiu.edu/?page_id=306

Policy to Prohibit Sexual Harassment

<http://www.fiu.edu/orgs/diversity/publications/EOPSexH.pdf>

Students and Employees with Disabilities

www.fiu.edu/disabilityservices/

Textbook Ordering and Policies

<http://fiu.bncollege.com/webapp/wcs/stores/servlet/FacultySplashLoginView?storeId=21551&catalogId=10001&langId=-1&langId=-1&postLogonURL=BNCBFacultyAdoptionEmail&previouspage=faculty>

* The CCSS are now the **Florida Standards** (since March 2014): **LAFS** (Language Arts Florida Standards) and **MAFS** (Mathematics Florida Standards). Faculty may want to access the revised standards at:

www.floridastandards.org or www.cpalms.org or www.fldoe.org

The new high-stakes assessment that is replacing FCAT is: **FSA (Florida Standards Assessment)**. Information and “training tests” can be accessed at: www.fsassessments.org

COLLEGE OF EDUCATION CONCEPTUAL FRAMEWORK AND UNIT OUTCOMES

Vision and Mission of the College of Education

- *The desired future of the College of Education at Florida International University is one in which candidates, faculty, and staff embrace the shared experiences of a diverse, international, professional learning community. (Vision Statement of the Conceptual Framework of the College of Education – Revised 2007, p.1).*

The mission of the College of Education includes a three-pronged approach. First, the College is charged to prepare professionals who have the knowledge, abilities, and dispositions to facilitate and enhance learning and development within diverse settings. Second, the College must promote and facilitate the discovery, development, documentation, assessment, and dissemination of knowledge related to teaching and learning. The third part of the College's mission is to develop professional partnerships in the larger community that foster significant educational, social, economic and political change.

Consistent with the institution's role of public, urban, multicultural research university, the unit's mission is to serve the population of Southeast Florida, the State, the Nation and the international community by imparting knowledge through excellent teaching, creating new knowledge through research, and fostering and nurturing creativity and its expression through service (Mission Statement, College of Education Conceptual Framework, 2007).

Student Learning Outcomes

- The three major outcomes become the lens through which each program organizes learning experiences and contributes to the vision and aim of the College of Education.
 - Unit Content Outcome: Stewards of the Discipline (Knowledge)
 - Unit Process Outcome: Reflective Inquirer (Skills)
 - Unit Dispositions Outcome: Mindful Educator (Dispositions)

For the full text of the College's Conceptual Framework go to:

<http://education.fiu.edu/docs/Conceptual%20Framework%2006-19-09.pdf>