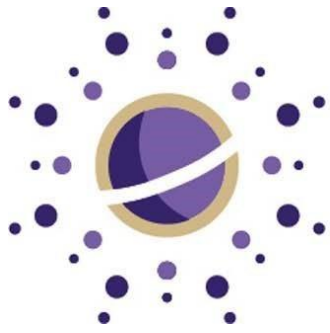




INSTITUTE FOR
**INNOVATION &
GLOBAL ENGAGEMENT**
W UNIVERSITY *of* WASHINGTON | TACOMA

FACULTY ORIENTATION GUIDE*
FOR
GLOBAL HONORS DISTINCTION
MINOR IN GLOBAL ENGAGEMENT
MINOR IN INNOVATION AND DESIGN
MICROCREDENTIALS IN GLOBAL ENGAGEMENT

**Please note that where Honors is specified, instructions are for Global Honors faculty only*

TABLE OF CONTENTS	Page
1. Key contacts	3
2. Appointment to teach	3
3. Scheduling your first course	3
4. Compensation	3
5. Syllabus Development	4
6. New Course Development.....	4
7. Honors Syllabus Expectations	4
8. Community Engagement and Experiential learning	5
9. Annual Faculty Retreat	5
10. Student Registration.....	5
11. Course Cancellation.....	6
12. Canvas	6
13. First Day of Class	6
14. Resources	6
15. Student Conduct.....	7
16. Evaluations	8
17. Grades	8
18. X and I Grades	8

1. Key personnel:

Dr. Divya McMillin (for terms of appointment, content of course, faculty affairs)
Associate Vice Chancellor (AVC)
Innovation and Global Engagement
divya@uw.edu
Ph: 253.692.5651

Sarah Newell (for paperwork, course scheduling, student concerns)
Program Administrator (PA)
Institute for Innovation and Global Engagement
sjnewell@uw.edu
Ph: 253.692.4785

2. **Teaching Appointment**

Welcome to teaching in UW Tacoma's Institute for Innovation and Global Engagement (IIGE)!
The Global Honors is the academic anchor to all IIGE programs and offers (click links for curriculum under each):

1. Global Honors distinction
2. Minor in Global Engagement
3. Minor in Innovation and Design
4. Microcredentials in:
 - a. Global Leadership
 - b. Global Citizenship
 - c. NextGen Civic Leader Corps

All programs promote the vision of the IIGE: a globally engaged campus. All programs enhance the IIGE mission: to create the conditions for ethical problem solving for an interdependent world through interdisciplinary research, inclusive innovation, and community engagement.

All programs demonstrate one or more of the following IIGE signatures: the global framework, solutions orientation, inclusive innovation, and community engagement.

Please read on for a thorough description of items of importance.

3. Scheduling your first course

Once the quarter in which your first course will be taught has been determined, the Program Administrator will contact you and (in the case of UWT faculty) your home designated staff/faculty leadership to determine your scheduling availability and preferences.

Where possible, Global Honors courses are taught in a UW Tacoma smart seminar room (typically CP 103), with a maximum capacity of 20-25 people, or in the Global Innovation and Design (GID) Lab (typically MLG 211). If you have other specific room requirements, please inform the Program Administrator as soon as possible.

4. Compensation

Teaching in the IIGE is compensated through course buyouts arranged directly with your academic home unit. Your overall salary will remain the same for the given quarter, with the appropriate %FTE or replacement cost covered by the IIGE. Faculty teaching in the IIGE do not receive excess compensation. For non UWT faculty, your compensation will be discussed with you by the AVC prior to you signing the appointment letter, please ensure it is satisfactory before confirming with your signature.

5. Syllabus Development

You must submit a syllabus due no later than the end of the first week of the quarter in which you are teaching. Please consult with the AVC for an overview of honors course parameters.

6. Honors Syllabus Expectations

Global Honors faculty have considerable discretion in determining the scope and content of individual courses. However, all syllabi have to demonstrate adherence to Global Honors course catalog: (<https://www.washington.edu/students/crscatt/tgh.html>) and the Global Honors learning outcomes:

- a) Demonstrate enhanced skills in research, critical thinking, writing, working collaboratively, and oral communication
- b) Demonstrate ability to produce collaborative solutions for global challenges
- c) Demonstrate understanding of global interdependencies in economic, political, social and cultural systems
- d) Demonstrate understanding of processes of globalization
- e) Demonstrate proficiency in researching, synthesizing, and presenting global topics

- f) Demonstrate understanding and appreciation of interdisciplinary perspectives

Your syllabus must clearly relate to the appropriate course description, available in the Global Honors course catalog at www.washington.edu/students/crscatt/tgh.html.

Learning Objectives may be specific to your syllabus, but please note the broad expectations outlined at <https://www.tacoma.uw.edu/iige/global-honors>.

7. Community Engagement and Experiential Learning

- a. The IIGE promotes a globally engaged university through collaborations and partnerships that connect the classroom to the world. Active community engagement and experiential learning are key to this approach – please integrate these within your syllabus. For example, you are encouraged to include local case studies, guest speakers, and group excursions to bring the relevance and impact of course content to life.
- b. Where possible, and space permitting, we ask that experiential learning components are also made available to students not enrolled in your course. Please inform the Program Administrator (PA) of your plans and schedule as soon as possible – preferably at the same time as you submit draft and final syllabi – so we can help promote them to students through our social media channels and internal listservs.

8. Annual Faculty Retreat

All appointed faculty attend the annual IIGE Faculty Retreat, which is typically scheduled in mid to late September. Your participation is essential to your complete orientation to Global Honors and the Global Innovation and Design Lab. This is an opportunity to share areas of research expertise, pedagogy, and learning outcomes.

9. Student Registration

Enrollment for IIGE courses is capped at 20 students. Some exceptions may be made for courses that require limited seating, studio or other non-traditional classroom space. To enroll in a Global Honors (T GH) course, students must obtain an add code from the PA. Priority is given to Global Honors students and students who have declared the Minor in Global Engagement.

10. Course Cancellation

If **fewer than 4 students** have registered (or indicated they intend to register) for your course by week 8-9 of the prior quarter, we will reach out for a conversation on how to increase

enrollment or cancel the course if it does not meet the percentage enrollment required one week prior to the quarter commencing. To minimize the likelihood of this, please ensure your syllabus is available for early promotion to students.

11. Canvas

In addition to providing a well-designed syllabus and course schedule, please ensure your students have clear directions and support via Canvas. Please refer to the guides and resources available for this purpose at [Canvas Learning Management System - UW-IT](#).

12. First Day of Class

The UW Time Schedule and Canvas may not give you an accurate indication of how many students are enrolled in your course until the end of week 1 –please note that seats in Global Honors courses are ‘safe’ (ie. reserved and available only via add code), so students may postpone enrolling until their other registration needs are confirmed.

Nonetheless, the PA will give you a clear indication of how many students are projected to enroll in the run-up to week 1 of your first Global Honors course and will send a final confirmation of anticipated numbers before your first day of class. As soon as possible after your first class finishes, please email the PA to confirm if the anticipated number were indeed in attendance, and to confirm which if any students were absent. Please see the Late Add Policy here:

[Registration Periods | Office of the Registrar | University of Washington Tacoma](#)

13. Resources

If you would like an in-person meeting with IIGE administration before your first class, to discuss student group dynamics, student learning needs or the like, please let us know and we will be happy to schedule an appointment. This is optional, however, and we encourage you to get to know the students on your own terms.

If you encounter specific student issues or concerns during the course of the quarter, please meet with the PA to discuss and enable documentation of the concerns. Matters needing further action may be escalated to the AVC to launch IIGE due process guided by [Chapter 478-121 WAC](#): and UW Tacoma [Student Conduct | Student Conduct & Academic Integrity | University of Washington Tacoma](#)

14. Student Conduct

Students admitted to IIGE programs are expected to make an exceptional contribution and must agree to student conduct code.

IIGE Expectations: Please review the IIGE Faculty Council approved expectations: [iige-student-conduct-expectations.pdf](#) and reiterate within the classroom. All students are mandated to have a signed copy on file. In addition, please review the university-wide expectations:

Academic Misconduct:

Students in both Global Honors and the Global Innovation and Design Lab must comply with the rules, regulations, procedures, policies, standards of conduct, and orders of the university and its schools, colleges, and departments. Admission to the University of Washington carries the expectation that students will conduct themselves as responsible members of the academic community. All students assume responsibility to observe standards of conduct that will contribute to the pursuit of academic goals and to the welfare of the academic community. Students should be familiar with the University of Washington [Student Code of Conduct](#).

Behavioral Misconduct:

Students must respect the rights, privileges, and property of other members of the academic community and visitors to the campus, and refrain from any conduct that would interfere with University functions or endanger the health, welfare, or safety of other persons. Admission to the University of Washington carries the expectation that students will conduct themselves as responsible members of the academic community. All students assume responsibility to observe standards of conduct that will contribute to the pursuit of academic goals and to the welfare of the academic community. Students should be familiar with the [Student Code of Conduct](#).

15. Evaluations

UW Tacoma and the UW Office of Educational Assessment encourage the use of online evaluations where possible. Due to our ongoing need for detailed student feedback, we have developed a qualitative student comments form, in addition to the online course evaluation. The IIGE Program Coordinator will set up all online course evaluations and announce to each faculty when they are open to students. You will receive UW notification of access to your evaluations online once they have been processed.

16. Grades

Global Honors students must maintain a cumulative GPA of 3.3 in all UW Tacoma coursework to retain their seat in the Program. In instances where the GPA falls below 3.3, Global Honors students are given a subsequent quarter in which to bring their grade back up to the

requirement. Failure to do so may result in being dropped from the Program. IIGE [courses](#) operate on the [UW grade scale](#). Further resources on grading can be found [here](#).

You are responsible for submitting student grades by the quarterly deadline (typically 5:00PM on the first Tuesday after finals week) via [GradePage](#). **Please note:** Final grades recorded in Canvas are not automatically submitted to GradePage.

17. X and I Grades

Please think carefully about when to use X or I grades for courses/capstones and discuss with the PA as early as possible so that students can be advised that, due to the sequential nature of the program, any discrepancy from the standard grade will impact their graduation from the Program.

You can find more detailed information at: <https://www.tacoma.uw.edu/registrar/grading-policy>

If you have questions whether an X or an I grade is appropriate in an IIGE course, please reach out to the PA.

If you have previously issued an incomplete, and want to update the grade, you must use the UW's grade change request [form](#). Please note that it can take up to 2 to 3 days to process grade change requests. If you submit a change request, you should receive a confirmation email of your submission.