

Ohio Christian University

Teaching Assignment Information

AIM Program

The faculty agrees to the following stipulations:

1. Faculty will use and follow the curriculum designed for the AIM Program.
2. Faculty will exhibit behavior that uplifts Christ and is supportive of Ohio Christian University.
3. Faculty will dress in business professional attire. The most casual attire appropriate would be khakis and a polo shirt. Tops with spaghetti straps and jeans or shorts are not permitted.
4. Faculty must arrive to teach at least 20 minutes before class start time and dismiss no more than 10 minutes before the scheduled end of class time.
5. Faculty must attend ALL scheduled class dates. If not able to do so, please refuse contract and contact Patsy Mayo. In the event of an emergency, please contact Heidi Frederick as soon as possible, prior to class.

NOTE: *This agreement may be withdrawn at any time at the discretion of the Administration of Ohio Christian University. The faculty guides are copyrighted and are ONLY for use in teaching AIM classes. Any other use is a violation of the copyright law.*

Curriculum and Textbooks:

- Faculty and Student Guides will be attached to your teaching assignment confirmation email. For textbooks, you must contact Mary Manter with the number, name, and start date of the class you are teaching and the address where you want the books delivered (mmanter@ohiochristian.edu).

Roster:

- Your roster can be accessed via SONIS at: <http://sonis.ohiochristian.edu>.
- Your login should be your OCU e-mail address (i.e. hfrederick@ohiochristian.edu). Your password is your birth date in a six digit numeric format (i.e. 092584). You will be prompted to change password after the initial login. **Please write down your new password.**
- You can also send e-mails to your entire class using SONIS.
- Contact Michael Castle at (740) 477-7852 or by e-mail: mcastle@ohiochristian.edu if you need assistance.

Room Assignments:

- Room assignments will be posted on SONIS with your roster.
- Site addresses, directions, and local maps are posted on the OCU web site.
- Contact your campus' Site Coordinator (see end of contract) or the AIM Registrar, Erika Miller, with questions at 740-477-7857 or emiller@ohiochristian.edu.

Returning Final Assignments:

- Final assignments must be returned to the individual students their next night of class.
- If you are unable to return the finals personally, have your students put their addresses on a large AIM envelope and you must return them to the students through the mail.
- You may request reimbursement for postage by submitting an Expense Reimbursement Form.

Grades:

- Grades are due two weeks after the last class. **No exceptions. You will not be asked to facilitate another course if you are consistently late in submitting your grades.**
- Please submit an incomplete grade for a student if you are waiting on the final instead of holding up grades for an entire class. Incomplete grades must be changed to the final grade within 5 weeks of the end of the class.
- At the end of the course, record your grades in SONIS using the login procedure described previously.
- Send or deliver your completed grading sheet to the AIM Registrar in the AIM office by e-mail: emiller@ohiochristian.edu; fax: (740) 477-7854; or mail: 1476 Lancaster Pike Circleville, OH 43113.
- Keep a copy of your grading sheet for your records.
- Grade Change forms are available by e-mailing aim@ohiochristian.edu with the word "GRADE" in the subject line and instructions will be e-mailed to you.

Attendance:

- If a student shows up and is not on the roster, e-mail the AIM Registrar at: emiller@ohiochristian.edu.
- If a student is on the roster and does not show up for the first two weeks, e-mail the AIM Registrar.
- If a student misses two nights of class in any five-week course, e-mail the AIM Registrar.
- Students are not allowed to miss any classes for courses that run for only three or four weeks.
- If a student misses any class, it is the professor's responsibility to contact the student to assist with student retention.

Payment:

- You will be paid on the next scheduled payroll once your class has ended.
- The pay scale is based on the number of sessions taught. For those with a Master's degree, the pay will be \$210 per session and those with a Doctorate, the pay will be \$250 per session.
- No pay request is needed.

Mileage Policy:


- All faculty have been assigned a home campus which is the campus closest to their residence.
- OCU will does not pay mileage for classes taught at a faculty member's home campus.
- If you are requested to teach at a campus other than your home campus, mileage will be paid, but must be submitted at the end of your course.
- Mileage is calculated from either your home to your offsite campus or, from your home campus to the offsite campus, whichever is less. You may access a Mileage Reimbursement Form at: <https://sonis.ohiochristian.edu/downloads/Expense%20Reimbursement%20Form.xls>.

To Access Your E-mail:

- Go to: <http://mail.ohiochristian.edu>
- You must use your OCU e-mail account for all correspondence with the university and students. Instructions for forwarding your e-mail to a personal account are as follows.

E-mail Forwarding:

To set up your school e-mail account to forward your communication to another email address, please follow the steps below:

1. Log into your e-mail account at: <http://mail.ohiochristian.edu>
2. Click on the middle icon (Options) at the top of the email page between the  question mark and the exit icon.
3. Once the options page opens, select the "Rules" tab
4. For "Type:" select "Forward" and click on "Create"
 - a. Enter a rule name: **Forward**
 - b. In the "If" space, choose "**From**"
 - c. Leave the next space as "**Contains**"
 - d. In the next space, enter an asterisk *
 - e. In the "To:" space, enter the email address where you want the e-mail to be forwarded
 - f. In the subject line you might want to add: **From OCU**
 - g. Click on "Save"
 - h. Once back at the "Rules" page you should see the "Forward" rule listed.
 - i. Click "Save" here and then close this web page
 - j. Your rule is now active and you can test it by sending an e-mail to that address and see if it forwards to

your other account, allow up to five or even ten minutes for the forwarding process as some e-mail servers are slower than others in this respect.

5. Be sure to come to the <http://mail.ohiochristian.edu> site at **least once a month** to delete all the e-mails AND then empty the trash. **If you do not do this your mailbox will eventually fill up and no mail will be forwarded to you.**

Technical Help:

- If you have trouble accessing your email, or SONIS, contact: helpdesk@ohiochristian.edu or (740) 420-5907.

Cancellations:

- WCMH TV (channel 4)
- WTVN (610 AM) Radio
- WSNY (94.7 FM) Radio
- University's automated phone system at (877) 496-8342.

Contact Information:

Address: AIM Office, Ohio Christian University
1476 Lancaster Pike Circleville, OH 43113
Phone Number: (877) 496-8342
E-mail: aim@ohiochristian.edu
Web site: www.ohiochristian.edu

- Mindy Woodyard, mwoodyard@ohiochristian.edu
- Sarah Peters, speters@ohiochristian.edu
- Michael Castle, Technical Support (740) 477-7852, mcastle@ohiochristian.edu
- Mary Manter, Curriculum Coordinator (740) 420-5939, mmanter@ohiochristian.edu
- Patsy Mayo, Faculty Coordinator (740) 477-7867, pmayo@ohiochristian.edu
- Erika Miller, AIM Registrar (740) 477-7857, emiller@ohiochristian.edu
- Paul Steinbrook, Chillicothe Campus (740) 703-2096, psteinbrook@ohiochristian.edu
- Jeremy Davis, Circleville Campus jdavis@ohiochristian.edu
- Dr. Marvin Miller, Columbus Campuses (614) 774-0694, mmiller@ohiochristian.edu
- Jared Royer, Dover Campus (330) 401-6594, jroyer@ohiochristian.edu
- Alex Atrassare, Dublin Campus (614) 798-9505, atrassare@ohiochristian.edu
- Joe Morris, Lancaster Campus (614) 406-2369, jmorris@ohiochristian.edu
- University Center Office, Nelsonville Campus (740) 753-6081, or Kensey Love, 937-903-4059
- Heidi Frederick, Assistant Vice President for Academic Services (740) 477-7719, hfrederick@ohiochristian.edu