Logsdon, Jeremy

From:	Logsdon, Jeremy
Sent:	Thursday, July 10, 2025 12:55 PM
To:	Vincent, Ashley; Perry, Tina; Hale, Julie; Minton, Ainsley; Webb, Dee Dee
Cc:	Paganelli, Andrea
Subject:	LME 448 Org Site and Syllabus Information
Attachments:	Fall 2025 Calendars.docx; LME 448 Fall 2025 Syllabus Template.docx

Hello all,

I have just updated the LME 448 Master Org site, and if you would like to begin copying your course, you are welcome to do so! You have all been added in Topnet, and I would encourage you to update the attached syllabus with your pertinent info and upload to Topnet. Please let me know if you are unsure of how to do this. While the Blackboard site can certainly wait until closer to the start of the semester, we want to upload the syllabi as soon as possible.

I have highlighted the information that you can/should change. You'll each want to update the section number (currently designated as XXX on the syllabus) and your dates of meetings. Ashley is teaching a full semester course (section # 706), which runs from August 18 to December 11, while Tina (section 730) and Renee (section 731) are teaching the 1st biterm (August 18 to October 10) and Ainsley (section 740) and Dee Dee (section 741) are teaching the 2nd biterm (October 13 to December 8).

If you look on Topnet, you'll notice that our 2nd bi-term classes have fewer students in them. That is quite normal at this point, and history has shown us they will likely be at max capacity by the time they actually start in October.

For those of you teaching full term or 1st bi-term, you may get an email from a student or even an advisor asking if there is a waiting list or if you could give a capacity override. Just forward that email to Andi and me and we'll take care of it. Thirty students is already a lot to grade, and unless there are very, very extenuating circumstances, we don't like to go over that.

I've attached a document with a full semester, 1st, and 2nd biterm due dates for you to paste into your syllabus. This is on the third page of the syllabus.

Our syllabi have to be darn-near carbon copies of each other for accreditation purposes. That said, you are welcome to change the Email Etiquette session to whatever works best for you. That is not part of the standard syllabus language we have to use, and what is in there currently is my policy. Yours does not have to match mine. You can also change the language in your Insturctor's Office Hours section. As adjuncts, you of course do not have to hold office hours. I've included some general language, but you can absolutely tweak that to suit you and your voice.

I am not entirely sure what (if any) info you receive from WKU as part of your onboarding process as adjuncts, but if you haven't taken Blackboard Ultra training, you'll want to do that so you can start building your class in Blackboard. We'll certainly talk more in our Zoom training, including how to do a course copy from the Org site, but please don't hesitate to let me or Andi know if you have any questions!

Thanks,
Jeremy

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