



TLDS: PER COURSE HANDBOOK

School of Teaching, Learning, and Developmental Sciences
Hill Hall, Room 319
417-836-3262

Contact Information

TLDS website: <https://education.missouristate.edu/TLDS/default.htm>

Dr. Minor Baker, Director: Minorbaker@missouristate.edu

Ms. Kay Medlin, Administrative Assistant II, kalynmedlin@missouristate.edu

Ms. Kaylee Stratman, Administrative Assistant II, kayleestratman@missouristate.edu

Email/Access Accounts

All employees must establish and regularly use Missouri State University email for all official communications with administrators, faculty, and students

Parking Permit

The Office of the Provost will pay the purchase price for a commuter (yellow) parking permit for you. If you choose to get a Reserved Lot Permit, you are responsible for the difference in cost. Parking permits may be obtained at Safety and Transportation Services, 636 E. Elm, 417-836-8770. You should have your letter of appointment and BearPass card with you.

Accessing the Printer

The TLDS printer is located in Hill Hall, Room 333. If you would like to have access from your personal device, contact Josh Hopkins at COEComputing@missouristate.edu. He will set up a time to add the link to your computer. If you make copies in person, you will need to enter the code TLDS1 when prompted by the copy machine.

BearPass Card

If you do not already have a BearPass Card (MSU Identification Card), one can be obtained at the [BearPass Card Office](#), located in the Plaster Student Union, Room 128. Contact 417-836-8409 with additional questions.

Syllabi

Course syllabi should be updated each semester. Contact your program coordinator for the syllabus format. University policies should be included in syllabi and may be found at <https://www.missouristate.edu/Provost/bbsyllabus.htm>. Send completed syllabi to kalynmedlin@missouristate.edu by the end of the first week of classes each semester.

Evaluations

Student evaluations for your course will be available online through the Evaluation Toolkit in your Missouri State Dashboard under Work Resources. Please note that when fewer than three students complete evaluations for a course, results are not processed for the instructor.

Textbook

Sarah Gott from the MSU bookstore will contact you after you have been added as the instructor for a course. She will let you know what text is currently used for the course. If you do not choose to use this text, check with the program coordinator for the course you are teaching. Program coordinators are listed under the **TLDS Program Coordinators** section at the end of this document.

If you need a desk copy of a text, email SarahGott@missouristate.edu.

Compliance Training

Required compliance training is due at the beginning of each academic year. You should receive an email informing you of the training and how to access it.

If you are interested in additional training, a list of available trainings can be found on the “Learning and Development – HR” card on the My Missouri State homepage. Click on “My Learning Connection,” then on the “Event Calendar” icon to access a list of available trainings.

Navigating Brightspace

Missouri State University uses Brightspace as its learning management platform. Once you have been assigned as the instructor for a course and you have been approved by Human Resources, you should have access to your Brightspace account. If you cannot access your account, contact the Help Desk at <https://helpdesk.missouristate.edu/>, or at 417-836-5891.

For information on using Brightspace, go to <https://www.missouristate.edu/FCTL/Teaching/Brightspace/default.htm>. The “Brightspace Guides” section in the middle of the page provides a “Brightspace Training and Support” link should you have a specific question for the virtual assistant.

Logging in to a classroom computer

Your login credentials for logging into your MSU account are the same you will use to access classroom computers. To use the drop-down screen at the front of the room, use the “Crestron” device on the table near the computer. Click on “start audio/video” to activate the screen.

Supplies

Supplies are located in the hanging file cabinet in Hill Hall, Room 333. If you need other supplies, please see one of the administrative assistants in Room 319.

Frequently Asked Questions

How long will I be employed? According to your appointment letter, your employment starts the first day of the semester, and terminates at commencement. See the Academic Calendar for other important dates.

Can I teach more than 1 course? Yes. However, there are limitations to the amount of credit hours that can be taught per semester, as well as per calendar year. See the Per Course Faculty appointment for additional information.

Can I teach for more than 1 department? Yes. You will need to submit an application for each department. Keep in mind the credit hours allotted per semester/year.

I've locked myself out of my account/email. What do I do? For any technology related questions/issues, contact the HelpDesk.

Can I be notified of alerts immediately without having to check my email? Yes. Alerts are automatically sent to cell phone accounts.

What do I do with permission-to-enroll requests from students? If your course requires permission to enroll, check with your program coordinator to ensure the student needs the course. If this is the case, please contact Kay Medlin to provide the permission for the student to enroll. If your course does not require permission and has simply reached its maximum number for enrollment, the students can add themselves to the automated waitlist. The system will notify the next student in line, should a seat become available.

TLDS Program Coordinators

Childhood and Family Development, Dr. Joanna Cemore Brigden,
joannacemore@mssouristate.edu, 417-836-8402

Child Life Studies, Dr. Lindsey Murphy, lindseymurphy@missouristate.edu, 417-836-4873

Early Childhood Education, Dr. Sarah Baker, sarahjeanbaker@missouristate.edu,
417-836-8918

Early Childhood and Family Development (graduate), Dr. Hailey Choi,
hchoi@missouristate.edu, 417-836-6545

Elementary Education, Dr. Sara Tipton, saratipton@missouristate.edu, 417-836-8156

Elementary Education (graduate), Dr. Chloe Bolyard, cbolyard@missouristate.edu, 417-
836-8736

Family and Consumer Sciences, Ms. Debra Price, debraprice@missouristate.edu, 417-
836-8995

Literacy/LETRS, Dr. Kewman Lee, kewmanlee@missouristate.edu, 417-836-6983