Dear UI Student:

I hope and fully expect that you will have a positive educational experience in this course. If you should have concerns during the semester about the content knowledge or communication abilities of your instructor, please follow these procedures.

First, communicate your concern to your instructor in a constructive way. Quite often the matter can be cleared up without the next steps. Second, if your instructor is a teaching assistant, see the supervising faculty member whose name and office number are provided to you at the beginning of the semester. Third, if your instructor is a faculty member or you are not satisfied following your visit to the faculty supervisor, make an appointment to see me in the Teaching & Learning Department office, N259 Lindquist Center (335-5324). Fourth, if the issue is still not resolved to your satisfaction, I will direct you to the Associate Dean of Student Services and the formal complaint procedures of the College of Education and its Appeals Committee.

Students who currently demonstrate a condition producing significant functional limitations in one or more major life activities are assured access through reasonable accommodations. Information concerning eligibility for individualized services at The University of Iowa can be found at the Office of Student Disability Services: 3100 Burge Hall, (319) 335-1462, http://www.uiowa.edu/~sds/.

Further, the Department of Teaching and Learning is currently following INTASC performance standards as directed by the Iowa Department of Education. As a part of this, electronic portfolios are a part of each Teacher Education Program student’s course of study. You have, or will be, discussing these in your technology class. Please note the following:

1. If you are in the Teacher Education Program, you will need to upload certain information from this class to your ePortfolio.
2. If you are not currently in the Teacher Education Program but intend to apply in the future, please save information to a disk for uploading at a later date.
3. If you are not in the Teacher Education Program and do not intend to apply for admission, you will not need to upload any of the information and you can ignore any discussion about this in your class.

We hope that you have a productive and enjoyable semester.

Sincerely,

[Signature]

Peter Hlebowitsh
Professor and Departmental Executive Officer