

Extended Campus Faculty Guide



Serving the US Military since 1964

Updated April 2019

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Welcome to Extended Campus

Welcome to the University of Oklahoma's Extended Campus (formerly referred to as Advanced Programs). Advanced Programs was established as part of the University's commitment to continuing education and public service. Advanced Programs began with the support of the Kellogg Foundation through the efforts of Fulbright Scholar Victor A. Thompson in 1964. You join the ranks of OU campus and adjunct faculty who have provided high quality and dedication to teaching graduate students around the world under, whether under the former Advanced Programs or the new, Extended Campus designation.

This document has been prepared to acquaint you with the challenges and responsibilities of your teaching assignment. There will be unique and rewarding experiences associated with your Extended Campus teaching, along with some potential frustrations. For those of you teaching overseas, foreign cultures and value systems differ greatly; therefore, you may be required to exercise considerable patience and tolerance as you travel abroad. Through this guide and on-site support, we hope to provide you with information needed to have a successful and pleasant experience.

At any time as you prepare for your assignment or during your assignment, please feel free to contact the Extended Campus office in Norman to discuss your questions or concerns. Upon your return, please share with us any suggestions on travel, accommodations, or other matters.

Your interest in providing graduate level educational opportunities to military and other Department of Defense (DoD) personnel is greatly appreciated. We at Extended Campus appreciate your professional dedication and commitment in making higher education available to adult students around the world.

The mission of Extended Campus is to meet the needs of non/neo-traditional adult learners by providing worldwide continuing educational opportunities consistent with the standards of excellence and international integrity of The University of Oklahoma. Extended Campus is committed to providing specialized program delivery through the intensive format and quality service to further personal, organizational, and societal development.

Preface

This guide has been developed to help you prepare for your teaching assignment for Extended Campus; our intent is that the guide will provide the information you need to prepare for your assignment and to have an enjoyable and successful experience both professionally and personally.

We've tried to anticipate the issues, concerns, questions, problems, etc. that you may face before, during, and after your teaching assignment. If at any time you have questions not addressed in this guide, please contact personnel at the Extended Campus office in Norman, at your prospective teaching site, or at the contract support office. We are here to help, so please do not hesitate to ask for support.

This Faculty Guide is for use by all OU faculty regardless of the teaching site. In addition to this guide, there is a Travel Guide with information specific to your teaching location. If you have suggestions for additions or modifications to this guide, please let us know

We look forward to seeing you and wish you a rewarding experience as you join us!

This institution, in compliance with Title VI and Title VII of the Civil Rights Act of 1973, Section 402 of the Readjustment Assistance Act of 1974 and other federal laws and regulations does not discriminate on the basis of race, color, national origin, sex, age, religion, handicap or status as a veteran in any of the policies, practices or procedures. This includes, but is not limited to, admissions, employment, financial aid and educational services.

Part I - An Introduction to Extended Campus

Important Sources of Information for Extended Campus Faculty

This Faculty Guide is designed to provide you with basic information about your teaching assignment. There are many other sources of information that will assist you in designing and delivering your course and in having a positive experience at any of our Extended Campus sites around the world.

Many of these documents are available in hard copy, but almost everything you need is available on-line. Listed below are some of the websites you are likely to find useful.

Relevant Websites for Extended Campus Faculty:

Web Site	Web Site URL	Contents
Travel Guides	https://pacs.ou.edu/about/ou-north-america-and-europe/faculty-staff-resources/	Travel Guides for faculty for each EC site
OU Extended Campus	https://pacs.ou.edu/about/ou-north-america-and-europe/	General information, sites, programs, schedules, syllabi
OU Graduate College	http://gradweb.ou.edu/	General info, policies, programs
Human Relations	http://humanrelations.ou.edu/	Program info, degree requirements

Web Site	Web Site URL	Contents
Communication	http://cas.ou.edu/comm	Program info, degree requirements
International Relations	http://www.ou.edu/content/cis/mair.html	Program info, degree requirements
Economics	http://cas.ou.edu/economics	Program info, degree requirements
Doctorate in Organizational Leadership	https://pacs.ou.edu/graduate/doctorate-interdisciplinary-studies-organizational-leadership/	Program info, degree requirements
OU General Catalog	http://catalog.ou.edu/current/index.html	General information, academics, courses
OU Center for Teaching Excellence	http://www.ou.edu/idp/	Resources, tips on teaching, newsletters
OU Library	http://libraries.ou.edu/	General info, loan, document delivery
OU Bookstore	https://ou.textbookx.com/institutional/index.php	EC students order textbooks on-line
One	https://one.ou.edu	Course Enrollment, grades, unofficial transcripts, campus news
Canvas	https://canvas.ou.edu	Online course website where student can access course documents posted by faculty, discussion board, assignment drop-box, grades, and more.
OU Info. Tech. Services for Faculty	https://webapps.ou.edu/it/services/#faculty	Assistance, software archives, virus scans
OU Student Conduct	http://www.ou.edu/studentconduct/policies.html	Rules & regulations
OU Faculty Handbook	http://www.ou.edu/provost/pronew/content/fhbmenu.html	Policies, procedures, research information
OU General Travel Procedures	http://www.ou.edu/controller/fss/procedures/travel.html	OU General Travel Procedures

Travel Guides

In addition to this Faculty Guide that has information relevant to Extended Campus teaching sites, in general, please read the Travel Guide for each of your teaching sites. The Travel Guides can be found on the Extended Campus website faculty/staff resources webpage.

The Travel Guides include specific information about the installation and surrounding area. Among the topics covered are:

- Welcome from the Site Director
- Site contact information
- Arrival at the airport
- Transportation from the airport
- Lodging
- Car rental information
- Driving directions
- Administrative support
- Classroom facilities
- On-base/post library facilities
- Medical facilities
- What to do in case of an emergency
- Transportation to the airport
- Departure from the airport

If the Faculty Guide and the Travel Guide do not answer your questions, please contact the EC Travel Coordinator in Norman at aptravel@ou.edu or the Site Director at the site. They will be happy to answer your questions and address any issues or concerns you may have.

Access to OU Online Faculty Resources

Professors, including adjuncts, are issued their OUNetID once they have been entered into the payroll system.

Your OUNetID is in the following format: the first 4 letters of your last name and the last 4 digits of your Sooner Identification number. For example, if your last name is Rosebud and if your Sooner Identification number is 112-55-5555, your OUNetID would be rose5555. Your default password is in the following format: “pass” plus your month and day of birth. If your birth date is May 22, your assigned password would be pass0522. (This is also commonly referred to as your 4+4 (sometimes mistakenly referred to as 4x4.)

You are encouraged to activate your OUNet account and change your password immediately since you cannot access some online services with the default password. To change your password, go to <https://accounts.ou.edu/Account/LogOn?ReturnUrl=%2f>. While on the Account Management site, you can also create or change your email alias (e.g. sooner@ou.edu)

Use your OU NetID to access:

- The OU Libraries online (see Part IV of the Faculty Guide)
- Your OU e-mail account
- Your course website on Canvas
- The OU payroll system
- One.ou.edu for entering course grades
- OU Concur travel system

Set up a Permanent Forward for Your OU Email

1. To begin, log in to the Microsoft Office 365 portal: <http://portal.office365.com>
2. Click on the **Mail** app.
3. Click on the Gear icon in the upper right corner next to the question mark (?).
4. Scroll to the bottom of the right-hand menu to “Your app settings.’ Click on ‘Mail.’ The **Options menu will open on the left-hand side.**
5. Under Accounts on the left-hand menu, select **Forwarding.**
6. Click the **Start Forwarding** option.
7. Enter the e-mail address where you want your mail forwarded. If you would like to retain a copy, please also select the option to "Keep a copy of forwarded messages".
8. Once you have finished configuring your forward, click the Save button at the top of the Forwarding page.
9. Any new mail which comes in should be automatically forwarded to the account you have specified.

Please note if you forward your OU email address to another email address (e.g., @gmail.com, @yahoo.com), you do so at your own risk. We cannot guarantee successful email delivery to outside email addresses.

An Overview of the Extended Campus Format and Delivery

The University of Oklahoma delivers master’s degree courses in the Extended Campus intensive format. Characteristics of this delivery format include the following:

- The intensive format uses six to seven days or two weekends of classroom time and pre- and post-course assignments for each three-credit hour course. This adheres to the Carnegie Commission recommendation for clock hours (900 minutes per semester hour of credit). 30 hours are required as contact hours, per contract.
- Preparatory reading and study, equivalent to that normally accomplished during a traditional three-hour semester course, precede this intensive class session. Typically, students are required to complete a paper or a project before participation in the class sessions with the professor to provide an opportunity for early feedback.
- Course work continues during the 21 days following the class sessions as students complete take-home exams, research projects, and other assignments in order to fulfill the full three credit hours of coursework.
- Each course provides three credit hours of letter-graded credit (graded A through F).
- Books and syllabi are available for ordering by students at least ten weeks before the first class session.
- In addition to the guidance students receive through the syllabus and during class interactions with the professor, students may also interact with the professor via e-mail, Canvas, and other web-based media.
- The intensive format offers the flexibility to accommodate military mission and duty assignments.
- All credit is resident credit.

- Increasingly, distance technologies are used to enhance the face-to-face contact. E-mail, the Internet and Canvas are currently incorporated into program delivery. Other modes of distance learning have been included in OU’s mixed model of traditional and non-traditional delivery.
- Course enrollment is closed 30 days before the first class session. This is the last day for students to add or drop a course.
- The University of Oklahoma does not operate “branch campuses.” All course work taken at sites around the world applies to the Norman campus graduate programs, and degrees are awarded from the Norman campus. OU credit earned through programs managed by Extended Campus is not extension or continuing education credit and is not labeled as such; rather all credit is labeled and listed on the OU transcript as in-residence credit (the same indication of credit as awarded on main campus at the University of Oklahoma).
- The University of Oklahoma offers the following degree programs at 21 sites worldwide:
 - MA – Communication
 - MA – Economics
 - MA - International Relations
 - MED - Master of Education in Instructional Leadership and Academic Curriculum
 - MHR - Human Relations
 - MSW - Social Work
 - Ph.D. in Organizational Leadership (Europe only)

Extended Campus Worldwide Sites & Programs (as of 4/2019)

Master of Arts with a major in Communication

- Oklahoma City, OK
- Washington D.C.

Master of Arts in International Relations

- Aviano, Italy
- Fort Sill, Oklahoma
- Geilenkirchen, Germany
- Hickam AFB, Hawaii
- Hurlburt Field, Florida
- Lakenheath, United Kingdom
- Mildenhall, United Kingdom
- Oklahoma City, OK
- Ramstein, Germany
- SHAPE, Belgium
- Stuttgart, Germany
- Vilseck, Germany
- Washington, D.C.
- Wiesbaden, Germany

Master of Education in Instructional Leadership and Academic Curriculum

- Ramstein AB, Germany
- Stuttgart, Germany

Master of Human Relations

- Fort Benning, Georgia
- Fort Sill, Oklahoma
- Hickam AFB, Hawaii
- Hurlburt Field, Florida
- Lakenheath, United Kingdom
- Mildenhall, United Kingdom
- Naples, Italy
- Nellis AFB, Nevada
- Norman, Oklahoma
- Ramstein, Germany
- Rota, Spain
- Spangdahlem, Germany
- Tinker AFB, Oklahoma
- Vicenza, Italy
- Vilseck, Germany
- Washington, D.C.
- Wiesbaden, Germany

Master of Social Work

Norman, Oklahoma

Doctorate in Organizational Leadership

Kaiserslautern, Germany

OU's Relationship with the Department of Defense

The University of Oklahoma offers graduate programs on military installations as part of the voluntary education programs of the U.S. Department of Defense. These programs support the lifelong learning of service members and other authorized adult learners within the U.S. military communities served by the voluntary education programs of the Army, Air Force, Navy, and Marine Corps around the world.

The voluntary education programs of the U.S. Forces have as their common mission the delivery and management of the widest range possible of high-quality adult and continuing education programs normally available to the general public within the continental United States (CONUS). These programs range from the secondary through the post-secondary levels and include both credit and non-credit courses. Using an extensive infrastructure of Army Education Centers, Air Force Education Centers, and Navy Campus Offices, the voluntary education programs deliver a variety of programs and services to service members and other authorized clients at installations in Europe and the United States.

OU's programs, along with those of other civilian colleges and universities, provide military personnel with the opportunity to attain their educational objectives and enhance their job performance. Advanced education provides service members with the potential to accomplish the sophisticated tasks associated with the management and operation of a complex organization.

In addition, the voluntary off-duty education programs play a vital role in support of recruiting and retaining an all-volunteer military.

OU has partnered with the Department of Defense for over 50 years to accomplish the goals of voluntary education. It is through the efforts of professors like you that we have been successful in meeting these goals and maintaining positive relationships with our students, military commanders, and the civilians who manage the voluntary education programs.

Part II - Preparation for Your EC Teaching Assignment

In order for you and your students to have a successful academic experience and for OU to comply with the provisions of our contracts and memoranda of understanding with the Department of Defense, everyone involved in Extended Campus must adhere to a rather strict timeline of events. The chart below summarizes the major activities and their due dates. This may be useful to you as you prepare for and complete an EC teaching assignment.

Timeline for an Extended Campus Teaching Assignment

When Due	Activities
One year in advance	Tentative schedule for full year for EC worldwide
180 days before term begins	Term schedule is finalized; all faculty assigned
NLT 140 days before first class session (FCS)	Professor submits syllabus & book order to Faculty Support Services (FSS) at Extended Campus - Norman (EC-N)
NLT 70 days before FCS	Syllabi posted to website & books available from the OU Bookstore
NLT 60 days before FCS	Professor routes Statement of Agreement/Contract so that it arrives back to EC Norman with authorized signatures
30 days before FCS	Last day students may enroll
NLT 30 days before FCS	Professor informs the Site Director of any classroom support needs
NLT 30 days before FCS	Professor coordinates travel arrangements with EC to include notification of travel companions or family members
NLT two weeks before FCS	Professor finalizes travel plans and coordinates with Site Director at teaching site
NLT 21 days after last class session (LCS)	Professor should receive all course work from students
NLT 30 days after LCS	Professor enters grades through One.
NLT 40 days after LCS	Professor returns graded papers to students
NLT 60 days after LCS	Professor submits reimbursement request using Concur, the OU online travel system
NLT two weeks after receipt of I Make-up work	Professor submits I-Make-up form to remove incomplete to PACS Registration & Records

Documents for Your Teaching Assignment

The Extended Campus office in Norman, Oklahoma, is your primary contact from the time you accept a teaching assignment until you arrive at your teaching site. It is your liaison with the

departments/programs on campus as well as with the Contract Support Office and teaching sites in each theatre. Before you leave for your assignment, the Extended Campus office will address most of your questions and concerns. As your departure draws near, the Extended Campus office will assist you in confirming your travel, logistical, and teaching plans. Additionally, the Site Director(s) from the site(s) where you will be teaching will contact you. The Site Directors will be available to provide information in regard to onsite logistics and support for your trip.

Upon your acceptance of a teaching assignment, you will receive a series of materials, some of which will provide you with information and others of which you will complete. Each of these is discussed in this section.

Statement of Agreement

The term before the one in which you are scheduled to teach you will receive a “Statement of Agreement” which is your teaching contract (i.e. contracts for the fall semester are issued in May). When you receive your contract:

- Check to be sure that all of the information is correct: sites, dates, course, stipend and your mailing address. If anything is not correct, notify Extended Campus immediately.
- Carefully read the provisions of your agreement. If you have any questions about this agreement, contact the Extended Campus office in Norman.
- Answer questions 1 and 2 completely and sign and date the contract.
- Forward the agreement to your Department Chair. Your Department Chair and all other signatories will continue the completion of your agreement by forwarding it to the next required signature.
- Stipend payment is contingent upon the return of this completed agreement and any accompanying forms.

Employment and Payroll Paperwork

Each professor employed outside the University of Oklahoma, Norman campus, who signs a contract agreement must also complete and sign a W-4 Tax Withholding Statement, a loyalty oath, an I-9 Form (Employment Eligibility Verification), and set up direct deposit for stipend. Submit this paperwork in a timely manner to OU payroll services to ensure prompt payment of your stipend. Forms can be found at <http://hr.ou.edu/Employees/New-Employees-at-OU/Getting-Hired-Paid>.

Passport

If you are teaching in Europe, you will need a passport. **If you already possess a passport, verify that it does not expire until 6 months after your teaching assignment ends.** If you do not have a passport or if your passport will expire before six months after your teaching assignment ends, be sure to obtain a new passport before departing for your teaching assignment. You may get an application from your local post office, your nearest Federal Building, or online at <http://www.travel.state.gov/>. It takes from 30-60 days to receive a passport, so please allow enough time. Your passport will be valid for 10 years. You will need two identical passport photos and proof of U.S. citizenship (e.g., birth certificate or expired passport). The cost of your passport and photos is not reimbursable.

NOTE: The Transportation Security Administration and the ID requirements for airline travel may require the purchase of a passport for those who travel within the U.S. The Extended Campus Faculty Services staff will monitor these requirements to ensure that all faculty are provided with the most up-to-date information.

Currently, if you are a U.S. citizen, you will not need a visa to travel to any of our sites in Europe. If you are not a U.S. citizen, check with Extended Campus to determine if you will need a visa. You need to allow 30-45 days to process a visa. If you are a citizen of a non-U.S., non-NATO country, in most cases it is not possible to teach, on-site, under the Tri-Services contract in Europe because of Commander-controlled access limitations.

If you will be accompanied by a family member, companion or other guest, please notify the EC Travel Coordinator as soon as possible. Each family member, etc. will need a passport. At some sites, family members and guests are not allowed to accompany faculty in base/post guest housing, and you will need to stay in off-installation hotels. The additional cost of doing so is the responsibility of traveling faculty.

Military Base Access

The Extended Campus Site Director will obtain the needed documentation for you for base access. The Extended Campus travel office will request the necessary information needed to secure installation passes that may be needed at some teaching sites. The paperwork and procedures to obtain access to installations will vary at every site. We ask for your patience in working with us to make the procedures as quick and stress-free as possible.

- A color copy of the cover page of your passport (signature and entire picture page must be visible)
- A color copy of your current driver's license
- Home and office mailing address and telephone numbers
- Hair and eye color; height; weight; and date of birth
- City, state and country of birth
- Whether you wear glasses or not
- Social Security Number

Note: Having a DoD ID (as a retiree, National Guard, Reservist, or any other stateside DoD affiliation) does not exempt you from the process that is in place for travelling to Europe to teach for EC.

- If you travel to a military installation in Europe on a DoD ID as described above, the income you make while travelling would be taxable by the country you are visiting. The existing ID does not afford you the 'Status of Forces (SOFA)' that would exempt you. The contract does.

- The DoD ID card that you may possess does not allow access to, nor eligibility for all services on U.S. installations; the contract also has faculty teaching on NATO and other country's installations. You might get on the installation with the card but would be restricted from use of the commissary and BX/PX and other important services like medical facilities. You also might not gain access in some countries.
- When you go to Europe to teach a course you are doing so under the "Tri-Services" contract. While we are not authorized to provide military-type "orders" to teach outside the U.S., that is still the environment you are entering. You are travelling as if "on orders," and covered under Article 71 of the SOFA; also, to be covered under our Defense Base Act (DBA) insurance and to comply with contractual obligations, we must go through the same vetting process for all of our faculty, i.e., those with and without DoD IDs.

Background Check

Access to all bases in Europe requires completion of a background check. The EC Travel Coordinator will submit a request to OU Human Resources. You will receive an email from:

applicationstation@truescreen.com. It is imperative that the form is completed and returned promptly so that the background check may be performed by the OU Human Resources department prior to your departure date. The background check report will be provided to you to carry while you are on your teaching assignment.

Smart Traveler Enrollment Program (STEP)

Prior to your departure to Europe, per the contract, you are required to enroll in the Smart Traveler Enrollment Program (STEP) for each trip. Doing so allows you to be notified of any travel advisories in effect during your time overseas. This also puts your name on a list the US Embassy can access in case of emergency. Please note that this step is important as your access to military installations is only good for Alpha and Bravo force protection measures. Should the force protection measure increase beyond Bravo, you are not guaranteed access to the installation. Please be aware of your closest US Embassy and how to get there from your location.

Course Syllabus and Book Order Request

Approximately twenty-six weeks before the beginning of the semester in which you are scheduled to teach, you will receive a syllabus request e-mail from Extended Campus Faculty Support Services (FSS). **It is critical that you meet the deadline specified for all of your course materials.** In order for books and syllabi to be available to students ten weeks before your first-class session (a contractual requirement), FSS must have your book order and syllabus no later than the date specified.

Your syllabi are important for your Extended Campus courses as students begin preparing for your course 30 days before your first class session. All they have to guide them is your syllabus since you will not see them until the first class session. The more specific guidance you provide, the better your students will be prepared for your course. If you require a paper or project due at the first session, students will need to know in detail what you expect of them.

Your three-credit hour course syllabus must contain two components: course work for the onsite portion of the course which fulfills two credit hours and pre- or post-seminar work that fulfills the additional credit hour.

You need to provide FSS with complete information about the book(s) you want ordered for students to purchase for the course. Please provide the title, author, publisher, copyright date, and ISBN whenever possible. Please ensure the texts you specify are readily available from the publisher.

If you wish to use additional materials for your course, you have four options:

- Place materials on the OU Learning Management System (Canvas).
- Place your materials on electronic reserve through the OU Library System.
- Have documents prepared for student purchase (custom packet) through the OU Bookstore with FSS's help.
- Copy and mail or carry materials at your own expense.

If you would like to review a sampling of syllabi, go to <https://pacs.ou.edu/current-students/graduate-student-information-center/ou-north-america-and-europe-resources/> select a term under Courses by Site Location or Courses by Degree Program, and then select the course(s) you wish to view. You will need to have Adobe Acrobat Reader to view the syllabi.

Part III - Extended Campus Travel Policy

The purpose of this policy is to provide guidance as well as to outline procedures and responsibilities for all individuals traveling on instructional missions for Extended Campus.

Who to contact

For coordination of travel reservations and questions related to Extended Campus travel, contact our Travel Coordinator, Macci Clement, at (405) 325-1980 or macci@ou.edu or aptravel@ou.edu or our Faculty Support Services Coordinator, Alexandra Diaz, at (405) 325-0597 or acapitol@ou.edu

Travel Schedule

- Eight weeks prior to the first class session:
 - You will receive an email with information about site expense allowances.
 - **You should notify the EC travel office if you are traveling with a companion or family member.**
 - You may be required to complete and return a background check form if teaching in Europe.
 - You need to set up your profile in Concur, the online OU travel system, and apply for a travel card if you have not already done so.
- Approximately 30 days prior to the first class session (decision made on course viability):
 - Your flight, lodging and rental car reservations will be made
 - You will receive a welcome letter (email) from the Site Director.
- 1-2 weeks prior to course date:
 - You will receive a Travel Guide, and a copy of your background check (Europe only) from the Travel Coordinator via email.
- Immediately upon return and no later than 60 days after travel is completed.

- You should complete your expense reimbursement request in Concur (Reimbursement is taxable as income if the claim is initially submitted 120 days or more after travel.)
- Approximately 2 weeks after claim is filed.
 - You will receive your reimbursement by direct deposit or check.

OU Travel System

OU uses an online travel booking, expense reporting, and reimbursement processing system called Concur. Concur must be used by all University employees to request preapproval for overnight, out-of-state, or international travel and for reimbursement of all travel expenses.

Faculty claiming mileage only need to create a profile and request reimbursement of expenses through Concur. Those who travel overnight will need to apply for a travel card.

Applying for a Travel Card:

The University provides Travel Cards for all employees who travel. The travel card provides an efficient and convenient form of payment for business travel expenses.

1. Complete the mandatory travel card training. The training only takes about 10 minutes and is available online at http://www.ou.edu/purchasing/pcard/travel_card/index.html. After you sign in, click on the Library tab
2. Complete the card application and agreement forms on this website. The approver for faculty cards is the academic department chair.
3. Forward your application and agreement documents to the email address listed at the bottom of the application. If the faculty member is not located on the Norman campus, the academic department will make arrangements to pick up your card when it is ready and forward it to you.
4. To activate your card, you will need to call the number located on the front of the card. You will be asked for your account verification code which is your six digit HR employee ID plus three zeroes. *Example: 412345000.*
5. The travel card is a chip and PIN card, you will need your PIN when you make purchases. Your PIN will not be in the envelope with the card, it is mailed separately to your Norman campus address. Once you receive the card, you can use the link below and retrieve the PIN online. You need to have your card in hand because the website will ask for the 16-digit card number. http://www.ou.edu/purchasing/pcard/new/pin_information.html.

If you do not have an OU travel card on file in your profile, it will be necessary to enter your personal credit card information to purchase your airline tickets. If the airline ticket is charged to your credit card, you will be reimbursed upon completion of trip and submission of your reimbursable expenses.

Note: Currently OU is allowing the use of personal credit cards, but may discontinue this practice with little notice so faculty members are encouraged to apply for the travel card well before any planned overnight travel.

Setting Up Your Profile in Concur:

1. To set up your profile in Concur go to <http://travel.ou.edu> and enter your OU NetID and password.
2. Click on 'Profile' in the top right-hand corner and a drop down will appear.
3. Click 'Profile Settings' and it will take you to a page where you can enter your personal information.

4. Your account in Concur is associated with your records in OU Human Resources. When you access your account, you will find some information already in your profile. This information cannot be edited, it is provided from your records with OU Human Resources. If that information is not correct, please contact your academic department.
5. To ensure that we are able to pay you mileage, make sure to enter your car tag number under 'Expense Information' located in the left-hand column.
6. When you receive your travel card, be sure to enter that into the credit card information to enable the purchase of airline tickets.

Assigning Travel Assistants and Delegates

In order for the travel department to assist you in preparing your travel authorizations, purchasing flights, and processing your reimbursements, please use the following instructions to set up your account for Extended Campus travel.

Travel Assistants

Click on Profile Settings and under Profile Options, click on Setup Travel Assistants. Click on '[+] Add Assistant.' Enter Macci Clement and check the 'Can book travel for me' box, then click 'Save'. Do the same to add Alexandra Diaz.

Expense delegates:

Click on Expense Delegates on the Concur Profile Options screen. Click 'add' and enter Macci Clement in the box and click 'add', then click the boxes for Can Prepare, Can Submit Requests, Can View Receipts, and Can Approve next to her name and click 'save'. Follow the same procedure to add Alexandra Diaz

Creating a Travel Request in Concur

The Travel Coordinator will create a Travel Request for faculty members prior to any overnight travel. It is recommended that faculty allow the EC Travel Coordinator to prepare the Travel Request to ensure that the request is coded correctly, and the correct account number is charged.

Air Travel

Reservations:

Extended Campus is required to secure airline reservations at the most economical airfare. Individuals traveling for Extended Campus who request a change in their itinerary, or who choose to purchase their own ticket, resulting in additional costs will not be reimbursed for the additional airfare expenses.

Travel arrangements will be made by or in coordination with the Extended Campus Travel Coordinator.

Note: For those professors who choose to purchase their own flights or are purchasing tickets for a travel companion, please do not do so until you receive acknowledgement from the travel coordinator that your course has been approved to run and have been given an airfare quote.

Authorized Travel Time:

Listed below are the authorized airline departure and return days for each site or geographical region within Extended Campus. Faculty members who feel they may need additional days to acclimate to the new time zone will be personally responsible for additional time and expense.

Theater/Site	Departure	Return
Continental U.S.	1 day prior to first session	Afternoon of or day following the last session
Hawaii	1 day prior to first session	Evening of the last session
Europe	2 days prior to first session	1 day after last session

Credit Card Information

Some civilian hotels and military lodging facilities, car rental agencies, and other travel-related services require a valid credit card number to confirm, and hold a reservation for late arrival. If this is the case, the Site Director will contact you with the information you need to provide to confirm your reservation. Site Directors are not authorized to receive your credit card number.

Value-Added Tax (Europe)

A Value-Added Tax (VAT) certificate may be available at the site where you are teaching. The Site Director will assist you in acquiring this document. Significant savings may be applied to lodging, rental cars and other purchases.

Lodging

When lodging is necessary, faculty and staff are required to stay in the **designated lodging facility**. If an individual elect to be lodged in another facility, s/he will be reimbursed at a rate equivalent to the single room rate of the designated facility. Any additional expense incurred as a result of not staying in the designated facility will not be reimbursable.

Military Base Access

Extended Campus faculty members are required to obtain a background check report for teaching at installations in Europe. This is due to more stringent government guidelines allowing access to overseas military installations. The EC Travel Coordinator will submit a request to OU Human Resources. You will receive an email from: applicationstation@truescreen.com. It is imperative that the form is completed and returned promptly so that the background check may be performed by the OU Human Resources department prior to your departure date. The background check report will be provided to you to carry while you are on your teaching assignment.

Per Diem

Per Diem is designed to defray the cost of meals and incidental expenses per day. The total per diem for a teaching assignment is calculated from the time the professor leaves home/office to travel to the site until the professor arrives back home/office.

Rental Car

In order to receive full reimbursement, reservations for rental cars may only be made by the Extended Campus Site Director or Travel Coordinator. Rental cars are not an approved expense at our Mildenhall, Lakenheath, Naples or Washington D.C. sites.

To comply with Oklahoma State travel policy, accept the CDW (Collision Damage Waiver) when filling out the rental contract. If the rental agency does not have CDW, take LDW (Loss Damage Waiver), in Europe it is called EP (Extended Protection) or Volkasko (Germany – comprehensive). If several levels of

insurance are offered, select the one with the highest deductible. The car rental company waives its right to collect a high deductible from you in the event the car is damaged. The University of Oklahoma is responsible for the deductible as long as there were not any illegal circumstances contributing to an accident. Each case will be reviewed by the Director of Extended Campus

Do not use your personal insurance or credit card insurance for a rental car used in the line of business for the state of Oklahoma. If you accept PAI (Personal Accident Insurance), RAP (Roadside Assistance Plan), it will be at your own expense as those are not reimbursable expenses.

Inspect the rental car for damage before leaving the agency lot. If possible, take pictures of the vehicle or inspect the vehicle with an agent when the car is returned. If a vehicle is damaged, complete the proper paperwork before leaving the agency and notify the Travel Coordinator.

If you receive a traffic violation in the rental car, make sure you address the issue before you leave the site. It would be a good idea to tell the Site Director about the violation and the resolution.

Compact cars with automatic transmission will be reserved in Europe when available.

We have been advised by our contract personnel in Europe, it is recommended that all professors driving in Europe have an international driver's license. If you will be crossing into another country when driving, an international driver's license is required.

Note: A zero balance rental car receipt must be submitted with your expense reimbursement request in Concur. Receipts are also required for any items related to the use of a car, such as parking and gas purchases. Fuel for personal travel is not reimbursable; fuel will only be reimbursed for course-related travel.

Telephone/Computer Expense

Extended Campus will only reimburse telephone/computer expenses directly related to the accomplishment of the Extended Campus mission. Receipts for approved phone calls must be submitted along with an affidavit or written statement verifying phone calls were used solely for EC class related purposes. Personal phone calls to home, office or other location or use of the Internet for personal use are not authorized for reimbursement.

Baggage Expense

Passengers on international flights will not be charged baggage fees. High level frequent flyers on most airlines will not be charged a baggage fee. Airline companies have documented their policies on their websites. If you have questions please check these websites.

Domestic travel baggage fees will be reimbursed based on the state of Oklahoma baggage fee policy for one bag (up to \$25). **A receipt is required for reimbursement.** Reimbursement for a second or additional baggage will depend on whether or not the traveler can properly justify and document the business need for the additional bag(s) i.e., extended teaching assignment requiring additional clothing, excess business materials being carried, etc. All additional baggage charges must be documented by an affidavit and have a receipt. Do not assume you will be reimbursed for more than one bag. If your bags are over the limit of 50 lbs each, you will be charged excessive weight fees, which are not reimbursable.

Other Travel Expenses

Other travel expenses such as trains, taxis, shuttles, buses, personally owned vehicle (POV) mileage, and other means of local transportation are reimbursed within reasonable limits and as specified by each teaching site. The site director or site travel guide will provide instructions on getting from the airport to the site.

If a professor needs to return materials back to their office by mail, the Site Director may assist the professor in transportation to the post office. Site Directors are not allowed to mail any professor materials, personal or course-related, at the expense of OU. This expense must be paid by the professor and is not reimbursable.

Filing for reimbursement of travel expenses using Concur

Faculty members are encouraged to use the OU travel card for all expenses related to their course. Your OU travel card will be used to purchase airline tickets and can be used for the shuttle, taxis, hotel, rental car, meals, and any other business-related expenses that can be paid with a credit card.

Creating an Expense Reimbursement Report in Concur

Once you have completed your travel, you will submit your expenses using Concur.

Expense Request for Overnight Travel

If you have traveled overnight, you should already have a travel request set up (normally this will be completed by the TC). Click on “Requests” at the top of your Concur screen and find the trip you wish to file a reimbursement claim for, then click on “expense” on the right side of the screen. If it has not been set up, please contact the travel coordinator and ask them to do it so you can begin entering your expenses.

The next screen will show all the details of your trip. Select “Next” at the bottom of the page and then select “yes” for the prompt asking if either hotel or per diem expenses are included. This will **always** be “YES” if you have been in travel status at least 24 consecutive hours (overnight).

The next screen, Itinerary Info, is **very important** because it is what determines per diem. Enter the points of departure and arrival, dates, and times (do not enter any stops). Click “Save” and then enter the same information for your return trip. Once both itineraries are in Concur, click “Next”. Click “Next” again on the Assigned Itineraries screen.

Click “Create Expenses” on the per diem/meals screen. Once the per diem is added, a per diem reduction will have to be entered. For faculty teaching EC courses, if the government per diem rate is over \$60, the per diem will be adjusted to the EC maximum, which is currently set at \$60 per day. Please contact the EC travel coordinator for assistance.

Any purchases made using the OU travel card will already be in Concur, you will need to click on “Expense” at the top of the screen, select the transactions in the Available Expenses section that apply to the current trip, import them to be added to the reimbursement report, and then edit any information as needed.

You must attach a receipt for hotel, airfare, and rental car. Items needing an attached receipt will be notated by a little yellow circle next to the expense type.

You can take pictures of your receipts or scan and upload them to your Concur profile at any time during or after travel so they are on file when you begin your expense reimbursement request.

Note: The report cannot be submitted until all charges for that trip have posted, and you must import every charge made with your travel card. Personal expenses will be deducted from per diem.

Airfare

If your airfare was purchased by the travel coordinator with your OU travel card, the transaction should show up on your main expense screen and be imported to the reimbursement report. If you purchased your own ticket you will need to add the expense to your report and attach the receipt. You will also need to make sure the airfare quote from the travel coordinator is attached and any non-reimbursable portion is itemized as personal expense. Please contact the travel coordinator for assistance.

Mileage

To input mileage, select “mileage” under the expense types listed and input the information requested. If you receive an error stating “not a valid location”, enter an address nearby and edit the number of miles automatically entered. You must enter a notation in the “comments” section to allow any increase or decrease in the total mileage.

Lodging

Select the hotel/lodging expense from your list of charges. If you did not use your OU travel card, select Hotel/Lodging from the New Expense tab. If you did not pay with your OU travel card, enter the total amount listed on your bill including personal items, if any, and designate the currency reflected on the invoice. You must attach a copy of your hotel invoice to the expense item.

Type of designated lodging rate: Always select **OU sponsored event**

Once you’ve input everything on the first hotel screen, choose “itemize” at the bottom. Input the actual room rate, taxes, etc. If you have personal items on your bill (i.e. room service, movies), you will select “save itemizations” **before** entering the personal expense. The itemization total will show in the top right corner of the window, showing any amounts that still need to be itemized.

This should equal the amount of your personal expense(s). You will choose “personal expense (actual meal cost) or “personal expense (non-reimbursable)” in the expense type, input the amount, and “Save”.

If your hotel receipt shows different rates for part of your stay, please contact the EC travel coordinator for assistance in completing your reimbursement request.

Other Expenses

Continue entering expenses (taxi, shuttle, bus, rental car, etc.) by choosing the appropriate expense type from the list on the ‘New Expense’ tab and entering information as requested. Attach receipts to any items that indicate it is required (there will be a yellow circle)

Submitting the Expense Report

Once you have completed entering all your expenses and have the receipts uploaded, notify the OU travel coordinator so they can review your report and enter the per diem reduction if needed. Once the report is ready, you need to click “Submit Report” so that it will be forwarded for approvals.

Expense Request for Mileage Only

If your class was taught locally (i.e. no airfare or hotel expense), you will file a mileage only reimbursement request, which can be submitted without creating a Request for Travel.

Select “Expense” from the header at the top of the Concur page. Select “Create New Report”.

Begin entering your information for your mileage claim as follows:

- Report/Trip Name: Please contact the EC Travel Coordinator for the correct information.
- Travel Dates should be the beginning and the end dates of your course.
- Report/Trip Purpose: Select “Mileage only”
- Event Name/Nature of Business: Teaching
- Trip Type: In-state travel
- Traveler Type: Non-grant OU Employee
- Is car gov. owned: No
- Employment site: Norman Campus Faculty – Norman, OK. Adjuncts – home location
- Department: Will depend on location of course, please contact the Travel Coordinator for this information.
- Does this trip contain personal travel? No.

Click “next” at the bottom of the screen. Since no hotel or per diem is ever added on to a mileage only claim choose ‘no’ at the prompt.

On the Expense screen, select “mileage” from the list of expense types

The Mileage Calculator will allow you to input to/from destinations for each date traveled. Click “calculate route” and ‘Make round trip’. Click “add mileage to expense ” and it will add the expense to your report and return to the Expense screen.

Enter the transaction date (date of travel) and your license plate number and select ‘Save’. **You will need to add your license plate number in order to proceed with any claim. If you add your license plate number to your profile under Expense Information, it will auto fill that information.**

To add additional mileage to your claim for each separate date you travel, return to the Expenses screen.

You can also add tolls or parking by selecting them from the expenses type list and inputting the requested information and uploading any receipts (if \$25 or more). If you’ve lost your receipt for an item over \$25, contact the EC travel coordinator for assistance.

Double check all your information and then click “submit report” in the top right corner.

Note: If you ever make a mistake while entering the claim, you can also click on “delete report” and start over. The travel department can also complete any expense reimbursement for you if you prefer. If you want to simply just upload receipts to your Concur, then we can do the rest for you.

Helpful Website Links

- Extended Campus homepage: <http://www.goou.ou.edu/>
- Extended Campus Travel Guides, Faculty Guide, and Frequently Asked Questions (regarding travel, syllabi, texts & desk copies, and stipends) <https://pacs.ou.edu/about/ou-north-america-and-europe/faculty-staff-resources/>
- US Airlines: (commonly used)
 - American: <http://www.aa.com/aa/homePage.do>
 - Delta: <http://www.delta.com/>
 - Southwest: <http://www.southwest.com>
 - United: <http://www.united.com/>
 - Continental: <http://www.continental.com/web/en-US/default.aspx>
- European Airlines: (commonly used for travel to our sites)
 - Alitalia (Italy): <http://www.alitalia.com/us%5Fen/?no>
 - Lufthansa (Germany): <http://www.lufthansa.com/online/portal/lh/us>

- British Air (UK):
<http://www.britishairways.com/travel/globalgateway.jsp/global/public/en>

Part IV - Academic Policies, Procedures, and Issues

Faculty Obligations under OU's Contracts with the Government

Extended Campus offers programs at military installations around the world under contracts (in Europe) and memoranda of understanding - MOU (in North America). While there are some variations from theater to theater and site to site, the following are contractual requirements across all of our programs.

Faculty members must:

- Develop and produce a course syllabus listing learning outcomes, instructional and reference materials, and student requirements for each course.
- Meet with the students in class as scheduled adhering to the number of contact hours required by the University and the contract or MOU.
- Meet the ESO at the site; the ESO is the person who signs forms and takes responsibility for professors who travel to the area to teach. It is a professional courtesy to pay and office call (and in Europe a contract requirement.)
- Not make any change to the class schedule without unanimous agreement from the class participants. The Education Services Officer (ESO) on-site must be consulted before changes are finalized. (In addition, no changes should be made to the class schedule without department and Extended Campus approval.)
- Coordinate any change of classroom location with the ESO (Site Directors will assist in coordination).
- Be available to students for consultation outside of class-time at established and published hours. OU faculty can meet this requirement in several ways:
 - Include your times for consultation on your course syllabus. For example - half an hour before each class session, one two-to-three hour block during the week, and by appointment.
 - Coordinate with the Site Director to notify students of your availability.
- Submit grades in accordance with the specific time frames for each contract or MOU.
- Issue grades of "I" (incomplete) in accordance with institutional policy. Institutional policy may prescribe a greater period of time to remove the Incomplete grade than services' directives allow, however, the service directives related to reimbursement still apply to students receiving military tuition assistance. Submit, with the Incomplete grade, the requirement that must be completed by the student to remove the "I" grade.
- Speak and communicate in English.
- Comply with such Army, Air Force, Navy, Marine Corps, and local regulations as may be applicable to them concerning standards of conduct of non-military individuals while present on military installations.
- Meet any local installation requirements that may be established as a condition of entry onto the installation.
- Not represent themselves as government employees. Do not use Civil Service grades or status. Adhere to the host nation laws of the countries in which we operate in Europe.
- Ensure that safety and health standards of the installation are maintained while classes are being conducted.
- Take appropriate care of assigned facilities to prevent damage to each facility or harm to its occupants.

- Take necessary steps to maintain the cleanliness of assigned office space and classrooms. Site Directors will also make students aware of these requirements. Maintenance shall consist of ensuring classrooms are orderly: no trash is left in the room (other than in receptacles), chalk boards are erased, furniture is returned to its original position, windows are closed, lights are turned off, and the room is locked if applicable. Smoking, eating, and drinking generally are not authorized in classrooms. Follow the posted instructions for the classroom.
- Participate in ongoing faculty development program with periodic workshops and appropriate evaluation.

The Government may request that OU remove from performance individuals who endanger persons or property or whose continued work is inconsistent with the interests of military security or who might place the privileges, immunities, or status of the United States Forces in the host nation country in jeopardy.

Teaching Facilities

Under OU's contracts and MOUs with the Government, the military is responsible for providing teaching facilities. The Education Services Officer (ESO) at the site works with the OU Site Director and representatives from the other colleges and universities to assign rooms for all of the courses being offered at that site. We conduct OU classes in a variety of settings: education centers, DoDDS (Department of Defense Dependent Schools) high schools, and other classroom facilities (e.g., training sites, conference rooms, etc.). OU Site Directors provide the ESOs with information about the facility requirements of each course (e.g., number of students, need for flexible seating arrangements, audio-visual requirements, etc.). The final decision regarding class location rests with the ESO.

Regardless of the location of your class, you will have the following available to you:

- Blackboard (or white board)
- Desk or table and chair for each student
- Commonly used audio-visual equipment (DVD player, monitor, or screen,), other equipment may be available or procured. Please make any such request as early as possible and every effort will be made to assist.
- All sites have projectors for PowerPoint presentations and to project large-screen videos.
- NOTE: WIFI may not be available in every classroom or at every teaching site or may not provide enough bandwidth or speed for all students in a class to connect successfully. If you plan to utilize the internet for your course, please contact the Site Director to confirm availability.

Each teaching facility has a set of rules regarding its use. The OU Site Director will familiarize you with the specifics of the site. You may rearrange the furniture as long as you return the desks to their original positions. The instructor is responsible for closing windows, erasing the board, closing any audio/visual equipment, and turning off lights and other electrical devices. You will also monitor the cleanliness of the room. Students should dispose of all trash and litter. Most facilities do not allow eating or drinking in the classrooms. If there is eating or drinking, no food or beverage containers should be left in the room (even in the trashcans). Smoking is not allowed in any classrooms. Smoking is allowed only outside the building in designated locations.

Many sites have facility monitors who are responsible for opening and closing the facility. At these sites, classes must be adjourned before the monitor makes the rounds to secure the facility. At some sites, you will be responsible for room and/or facility security. The Site Director will orient you to these procedures. At other sites, OU has monitors who assume these responsibilities.

The use of DoDDS high schools is through special arrangement between the ESO and the school principal. Since we are using classrooms that are used on a daily basis by high school teachers, we are

responsible for maintaining them in the condition in which we find them. In general, the professor and the students must not handle any material or equipment belonging to the high school teacher or students. This includes books, audio/visual equipment, supplies, items on teacher's desk, etc. You may, of course use the boards, which will be erased before leaving.

Education centers may provide some audio/visual equipment under the provisions of our contract. Many sites have OU-owned AV equipment, i.e. laptops with DVD capability and projectors or monitors. You should let the Site Director know your AV requirements 30 days before class. Most AV equipment will be available with enough lead time to secure it. Try to anticipate when you will need each piece of equipment. If you need help in operating the equipment, discuss with the Site Director. The AV equipment will be brought to the classroom. You should leave the equipment in the room in a transportable condition at the end of class.

During your stay and upon your return, please provide Extended Campus administrators with any comments -- positive as well as negative -- about the teaching facilities. OU does not have direct control over the teaching facilities, but we will provide the information to the ESO so that s/he can address the needed improvements.

Things to Know about Your Class

Teaching a class at an Extended Campus site will be very similar yet different in significant ways to your other teaching assignments.

Profile of an OU Graduate Class

The students in your class will be quite diverse in their backgrounds, their current positions, and along almost every other dimension. You can anticipate the following:

- 50% or more are active duty US military. At some sites, there is only Army, Air Force, Navy, or Marine Corps personnel; at other sites, there will be a mixture of two or more branches.
- The active-duty military students range in rank from enlisted through warrant officer and commissioned officer to Colonel.
- About 40% are civilian employees connected with the US military either in government (GS) or contractor positions. These students may also be the spouses or family members of active duty military or other civilian personnel.
- Civilian employees range in rank from GS/GSE 3-15.
- About 5-10% of students are spouses of active duty military or civilian employees who are not currently employed outside the home.
- Students range in age from 21 through over 55. The majority of our students are between 25 and 35.
- The gender mix varies from class to class. The racial and ethnic backgrounds are diverse because of the multicultural composition of the US military. All races and ethnic groups are likely to be represented in your classes.
- Students come from all regions of the United States. Other countries are also represented, particularly among the spouses of active duty military personnel.
- At some overseas locations, host nation or NATO citizens may attend our courses.
- As indicated by their average age, many students have been away from formal civilian education for 10 years or more when they begin the OU program.
- Students are very diverse with respect to their undergraduate majors; almost every academic discipline is represented.

- Since the vast majority of students are employed full-time, they have many work-related demands on their time. When they are in class with you in the evenings, almost all will have worked a full day before coming to class.
- The majority of our students are married, many with families. Their home and family responsibilities are demanding of their time as extended family support is absent.
- Many students commute or travel to class. Students may live an hour's drive or more from the teaching site and must commute back and forth for each class session. Some students live even farther and must stay at billeting or a hotel for the duration of the class.
- Students vary from those who pay personally for all of their expenses to those who receive substantial assistance from various tuition assistance programs. (Ask the Site Director about TA, VA and FA if you would like more information about these programs.)
- Most students are enrolled as degree-seeking students; a few take individual courses for personal or professional development. Some may be pursuing certificates.
- Most students are taking more than one course per term - usually six to ten credit hours per term.
- All students must go through the rigorous OU admissions process.
- There may be some special-needs students in your classes. This is becoming more common because of recent legislation regarding the retention of battle-wounded in the military. Hearing losses are fairly common; as are those who suffer from PTSD

With this profile, you can expect your class to bring a wealth of resources to the classroom for their own benefit, as well as for the benefit of other students and the instructor. Faculty who have taught in this environment often comment favorably on the ability, dedication, and involvement of the students. You, too, may find this a challenging, rewarding, and enjoyable experience.

NOTE: Although military students occasionally wear uniforms to class and the rank of each student may be known, it may create a more academic atmosphere if you avoid using rank when addressing students and discourage students from addressing each other by rank.

Class Size

Extended Campus classes vary in size. We run courses with as few as nine students or as many as 30. Since all students will be enrolled 30 days before your first class session, you will know approximately how many students to expect several weeks before you arrive at your assigned site. You will receive an attendance roster/grade sheet from the Site Director at your teaching site upon your arrival.

Occasionally, Extended Campus cancels a course because of low enrollments. When making this decision, EC considers several factors in addition to financial viability of holding the course such as how many of the enrolled students need the course in order to complete their degree. If your course is cancelled, you will be notified approximately 21 days before the scheduled first class session.

Class Schedules

The Extended Campus intensive class format requires 30 hours of classroom instruction. Extended Campus courses are held over a one-week or two-weekend period. Class schedules vary from site to site. When you are offered a teaching assignment, you will receive information about the course schedule. Professors usually allow a 10-15 minute break every 90-120 minutes.

Our contracts stipulate that all professors adhere to the dates and times scheduled. Any modifications must be approved by the College of Arts and Sciences, Associate Dean of Academic Affairs, College of International Studies, Department Chair, ILAC, or Department Chair, Human Relations, as appropriate, the Director of Extended Campus, and the ESO. Any change to the class schedule requires unanimous

agreement from the class participants. The ESO (through the Site Director) must be consulted before changes are finalized. The full number of contact hours must be met.

Military Deployments and High Operation Tempo

Faculty members teaching for Extended Campus are asked to work closely with all students affected by the increased operational tempo worldwide. This may mean granting extensions for completion of work (assigning a grade of Incomplete), allowing alternate means for course completion, or allowing the student to withdraw from a course and assigning “W” as the class grade, if they are called away unexpectedly.

This is consistent with OU’s policy on active duty students as articulated by the Provost, who has called for our understanding and cooperation in assisting our students in meeting their educational objectives while being free to serve our country during times of crisis.

Extended Campus staff will assist students under these circumstances with terminating enrollment, so they experience the least adverse financial and educational impact. Our policy is to provide maximum flexibility in allowing students to attend class sessions which best serve the individual’s schedule of professional responsibilities. If students need to drop a course during the 30 days prior to the first class session a financial penalty may be applied. Students can request the penalty be waived with appropriate documentation. If students must withdraw from a course after attending one or more sessions, their tuition may be refunded (as an exception to policy) upon review of the appropriate documentation. If students need to miss class sessions but can complete the course in alternate ways, professors are encouraged to provide such opportunities.

Students need to inform their Site Director in writing when dropping a course due to their military assignments. Students must provide the Site Director with Military Travel Orders, Permanent Change of Station Orders, or letters from commanding officers on company or agency letterhead in order to document and handle the financial aspects of drops or withdrawals.

Library Resources

Students and faculty have access to a variety of library resources. The overview below provides some basic information that may be helpful to you in planning class assignments. You can access the online services at <http://libraries.ou.edu/services/>. Remember that you need to have activated your OUNet account and changed your password in order to access these services.

University of Oklahoma Libraries

The library needs of University of Oklahoma (OU) students and faculty around the world are met through the extensive holdings of the University of Oklahoma Libraries. OU students receive the same library support as students on the Norman campus including the ability to search the entire collection and to receive research assistance.

OU is a member of the prestigious Association of Research Libraries (ARL), a limited membership association of the very largest academic and research libraries in the United States. The University of Oklahoma uses the appropriate Association of College and Research Libraries (ACRL) Division of the ALA guidelines in the development, implementation and administration of its library services. The University of Oklahoma Library is the largest research library in the state of Oklahoma. University Libraries includes several distinguished special collections such as the Harry W. Bass Collection in Business History, the History of Science Collections, the Western History Collections, and the John and Mary Nichols Rare Book and Special Collections in English Literature. Library collections are located in

Bizzell Memorial Library and in nine additional branch libraries on the campuses of Norman, Oklahoma City and Tulsa. As of 2008, The OU Library contains over 5 million volumes, 63,000 serial subscriptions (print and electronic), and 250 databases. The University of Oklahoma Libraries currently ranks 27th out of 113 research libraries in North America in total volumes.

Extended Campus (AP) students and faculty access the on-line catalog and databases for a variety of reasons, such as to obtain a copy of a book's table of contents or to order the book for delivery to them; to get articles from journals, state or federal or international government publications; or to identify authors who have written on a particular topic in order to do a more effective search on the same topic in a web-based periodical indexing service. Students and faculty can access all of the library's on-line databases by using their OUNetID number and password. They may also send Interlibrary Loan requests for articles or book chapters not owned by the OU Libraries, and ask for reference help through the "e-mail a Librarian" program. Extended Campus students can access these services from the OU Libraries web site at <http://libraries.ou.edu/services/>

OU Libraries promotes the philosophy that graduate students need to consult relevant subject collections worldwide, and not just those materials in the "home" collection. Since academic and research library services are about access to information and not necessarily local ownership of paper copy, OU Libraries attempts to present its access to recorded knowledge as part of a world-wide mosaic of catalogs, indexes, abstracting services, and collections, available to OU students (in Norman and around the world) through Interlibrary Loan and electronic document delivery.

The Libraries have an Electronic Information Center that provides document delivery of journal articles to graduate students and faculty using the UnCover system. This service includes all electronic delivery of articles in journals outside the University Libraries collections. The service supplements Interlibrary Loan and expands the capacity of the Libraries to support more varied research. The service continues to grow and last year delivered thousands of electronic documents to Extended Campus students around the world. These are in addition to the full-text documents accessed directly by students through the OU system.

University of Oklahoma Libraries WebCat

Through the OU Libraries' Internet-based on-line services at <http://libraries.ou.edu/>, students and faculty can access the following databases among others:

- FirstSearch is a web interface to indexing, abstracting, full-text services that includes an article request service. FirstSearch is a vitally important service for Extended Campus students because it includes access to 612 full-text periodicals, The New York Times, the World Almanac--and coming soon--World Book Encyclopedia. In addition, FirstSearch users can access such databases as bibliography index, Books in Print, FactSearch statistics and facts, MDX Health Digest, and PRO CD Biz and PRO CD Home business and white page listings. Altogether, there are more than two dozen databases available to Extended Campus students through this single FirstSearch searching interface.
- ArticleFirst database consists of nearly 12,500 journals in science, technology, medicine, social science, business, the humanities, and popular culture from 1990 to the present. It also has an integrated article request form for student use. Students use this web-based form to automatically request that a journal article be sent to them from the Interlibrary Loan staff at OU Libraries.
- GPO—The Government Publications Office (the Monthly Catalog) has over 380,000 records on all subjects of interest to the U.S. Government from July 1976 to the present. It is updated monthly. Extended Campus students may request copies of documents they find by searching GPO.

- ERIC—The Educational Resources Information Clearinghouse has over 800,000 references to thousands of educational topics. It includes journal articles, books, theses, curricula, conference papers, and standards and guidelines from 1966 to the present. It is updated monthly. Extended Campus students are given information about the various in-theater dissemination points for ERIC documents, as well as the OU Libraries' distribution procedures for this fiche-based collection.
- WorldCat has over 30 million records of any type of material cataloged by OCLC member libraries. It includes manuscripts written as early as the 11th century, and it is updated daily. Students use it to search widely by a particular author or for material across collections under a specific Library of Congress subject heading.
- Conference Papers First contains over 580,000 papers included in every congress, conference, exposition, workshop, symposium, and meeting received at The British Library from October 1993 to the present. It is updated monthly.

When immediate viewing and/or delivery of the information itself is not possible, Extended Campus students and faculty have a system of web-based request forms to initiate the process by which OU Libraries either finds the requested item locally or requests that another library supply the item through Interlibrary Loan for the student. Within the OU Libraries/Extended Campus document delivery. System, students are sent an e-mail with the URL for the web site at which the documents they have requested can be viewed, downloaded and/or printed.

Students can locate and request books via the Internet. Librarians in Norman, Oklahoma, send the books directly to the students. All books except those not normally circulated on campus are available to Extended Campus students worldwide.

Extended Campus continues to enhance library support to students. OU faculty and college administrators continually encourage students to delve into the use of research material through the base library or the on-line University of Oklahoma campus library. OU supports and adheres to the policy that students who use their research skills to the fullest will enhance their overall educational experience.

In conjunction with the library staff and Faculty Fellow for Information Services, Extended Campus has created a robust system of people and resources connected through a seamless electronic web, which attends to the specific research needs of the University of Oklahoma Extended Campus student.

In order to provide students with the library services summarized above, Extended Campus funds the salary of a part-time library graduate assistant and a part-time student library assistant for the equivalent of one full-time support person.

Grades

The Site Director at the teaching site will provide you with an attendance roster before the first class session. You should use the attendance roster to take and record attendance at each class session. At some sites, you need to identify in writing to the appropriate ESO within four working days of the last class any students accruing excessive absences.

When you have completed grading for the course, use One (<https://one.ou.edu>) to post the grades electronically on the Faculty/Staff tab. Grades are due on One no later than 30 days from the course end.

The Federal Privacy Act covers grade reporting, and great care is exercised in grade reporting and processing. Grade reports cannot be posted. In accordance with our contracts and MOUs, the ESO must receive the grades for all students using military tuition assistance within the time period stipulated in each contract, so your timely completion of grade reporting is essential for contract compliance.

Professors may issue a grade of A, B, C, D, F, W, or I for the course. Grades for students who leave class once the course has begun are the prerogative of the professor. Professors are encouraged to take into account circumstances such as illness, emergency military orders, or other unavoidable conditions affecting attendance.

- A = Highest grade given for work of exceptional quality.
- C = Lowest grade for award of graduate credit.
- W = Withdrawal, a neutral grade assigned if the student is passing at the time of withdrawal.
- I = Incomplete, a neutral grade assigned when a student has satisfactorily completed a substantial portion of the required course work. (See Incomplete Policies below.)

Prohibited Practices

The following practices are **not** allowed under our contracts and MOUs:

- You may not complete a grade sheet until after the date specified for receipt of the last assignment.
- You may not complete a grade sheet for the course that has all incomplete grades unless every student falls into the incomplete category as outlined below.

Incomplete Policies

All instructional faculty are required to use the university-wide **Incomplete Contract Form** when assigning a grade of Incomplete. This document protects both faculty and students by documenting circumstances that led to the assignment of an Incomplete grade. Additional information available at this link:

<http://www.ou.edu/gradcollege/forms/bulletin/enrollment-grades-graduation>

- No student may be failing a course at the time an “I” is awarded.
- To receive an “I”, a student should have satisfactorily completed a substantial portion of the required course work.
- The instructor will indicate to the student and to the Office of Academic Records what must be done and set a time limit appropriate to the circumstances.
- The time allowed may not exceed one calendar year.
- After one year, if the work is not completed, the grade of I will become permanent on the student's record.

The I-makeup form must be completed when a student has completed the work to change the student's grade from an “I”.

Contract Requirements and TA and VA Policies:

- Incompletes shall be in accordance with institutional policies.
- Financial penalties are incurred by TA and VA students for Incompletes not completed within the time specified by the military and the Veterans Administration. Students should consult with their ESOs for information on these deadlines to avoid financial penalties.

Grades and Military Tuition Assistance (TA)

Each branch of service has a different policy regarding grades and TA; however, they all require that students using TA provide evidence that they are progressing satisfactorily through their programs. Some TA students are not allowed to enroll in their next course until the ESO has received the grade for the previous course. Some TA students must repay their TA if they do not have a satisfactory grade for a course within the defined period of time (from six weeks to several months). Incompletes are not

considered satisfactory grades, so students who do not receive grades for I-make-ups in a timely manner fitting their agency's policy, may have to repay TA received.

Grades always have consequences for students, but for military students there are the additional consequences noted above. Please submit grades and all I-make-ups promptly.

Course Evaluations

Our contracts with the Government require a system for the evaluation of instruction. After the last class session, the Site Director will send an email to students with the information on how to complete the evaluation online via eval.ou.edu. Evaluations will be available for your review after you have submitted all grades for the course.

Community Service and Public Service Seminars

Professors with the University of Oklahoma are encouraged to provide community service activities during their teaching assignments. Feedback has shown that they are generally pleased to perform these activities as a free public service consistent with the value OU places on community service at home and around the world.

Public service seminars take place in the community where the professor is teaching. Seminars can last from one to three hours and may take the form of seminars, lectures, workshops or other activities that match a community need with an area of the professor's expertise. Generally, these are offered during the day on a weekday of the course.

Interested units, agencies and organizations work with the local OU Site Director to coordinate public service seminars. The Site Director makes the initial request to the professor at least six weeks prior to the professor's arrival so that the professor has time to prepare. The OU Site Director and the agency hosting the public service seminar publicize the event. Professors work with groups of all sizes – from a handful to a theater full. Session can be in-house or open to the public. Some examples are:

- A workshop on training development to Air Force personnel responsible for training.
- A speech to a combined host nation and military Kiwanis Club.
- A seminar on coping with the stress related to military deployments for an Army Family Support Group.
- A workshop on creative problem solving to the naval officers at a naval air station.
- A seminar on children at risk for social workers and child caregivers.
- A workshop on managing people through change - open to the entire community.
- A presentation on managing diversity to supervisors and leaders.
- A presentation on terrorism to military police.

Over the past several years, dozens of OU professors have provided public service seminars in military communities around the world. Sessions address the full range of topics included in the many disciplines represented by our degree programs.

Seminar organizers have been pleased with the services that OU professors provide. MSGT Gerard Roman, EO Advisor for the 282nd BSB in Hohenfels, Germany, had this to say: "The University of Oklahoma partnership with Equal Opportunity is one of Hohenfels' best practices. The visiting professors give freely of their time and expertise. Our community is grateful for their support and outstanding contribution."

“It was a refreshing approach to have a member of academia assist us in meeting our training requirement,” said Richard Medina, Director, EEO 254th BSB, Shinnen. “I highly recommend that other organizations take advantage of this opportunity, it is an excellent resource.”

Providing public service seminars is consistent with OU’s institutional commitment to public service. “Public service is the application of knowledge gained through professional activities; it generally focuses upon resolution of contemporary problems, technology transfer, policy analysis, identification of new areas for inquiry and development, and sharing knowledge with the larger geographical community. Appropriate public service activities might include artistic or humanistic presentations; health care delivery; professional consultation; service on local, state, national, or international commissions, advisory boards, or agencies (public or private); participation in a professional capacity in programs sponsored by student, faculty, or community groups; participation in continuing education instructional activities including those sponsored through the College of Professional and Continuing Studies service in an organizational or advisory capacity for particular University programs; and public relations activities that serve the University's interests such as appearances as a University representative before government bodies or citizen groups” (Section 3.6.3 of the OU Faculty Handbook).

Honoring our Commitment to Our Students

University Policies Regarding Instruction - The OU Faculty Handbook

Professors teaching for Extended Campus are reminded of the important policies included in the OU Faculty Handbook as you prepare for your teaching assignment and as you represent the University of Oklahoma through instruction. You may refer to these policies that are in the Faculty Handbook via the Provost’s web page at <http://www.ou.edu/provost/pronew/content/fhbmenu.html>.

Academic Integrity and Student Conduct

Academic integrity means honesty and responsibility in scholarship. Academic assignments exist to help students learn; grades exist to show how fully this goal is attained. Therefore, all work and all grades should result from the student's own understanding and effort.

Academic misconduct is any act which improperly affects the evaluation of a student’s academic performance or achievement. Misconduct occurs when the student either knows or reasonably should know that the act constitutes misconduct. Academic misconduct includes: cheating and using unauthorized materials on examinations and other assignments; improper collaboration, submitting the same assignment for different classes (self-plagiarism); fabrication, forgery, alteration of documents, lying, etc...in order to obtain an academic advantage; assisting others in academic misconduct; attempting to commit academic misconduct; destruction of property, hacking, etc...; intimidation and interference with integrity process; and plagiarism. All students should review the Student’s Guide to Academic Integrity at http://integrity.ou.edu/students_guide.html

Students and faculty each have responsibility for maintaining an appropriate learning environment. All students should review policies regarding student conduct at <http://studentconduct.ou.edu/>

OU's Equal Opportunity Policies and Procedures

A complete description of the policies and procedures related to grievances, discrimination grievances, and sexual harassment is contained in *The University of Oklahoma Faculty Handbook*. You may refer to the following website for these policies and procedures:

<http://www.ou.edu/provost/pronew/content/fhbmenu.html>

Part V - What to Expect at the Site

Site Directors: OU's Ambassadors around the World

Each OU site office has one or more OU representatives who manage the responsibilities of Extended Campus in that location. The senior staff person in these offices is the Site Director. Many sites only have one person managing these responsibilities. These OU employees will be your primary source of support during your teaching assignment. The outline below describes their duties and responsibilities.

Duties and Responsibilities

1. Arrange for faculty lodging accommodations.
2. Arrange for local transportation for faculty – rental car if authorized.
3. Secure audio-visual equipment as requested by faculty.
4. Assist faculty with requests for emergency materials.
5. Use the professor's biographical sketch (contained in the syllabus) in promotional activities.
6. Arrange for a time and place for the professor to consult with students. Schedule appointments.
7. Upon the professor's arrival, escort him/her to the billeting office or hotel, arrange for the professor's transportation to lodging if they arrive at an alternate time or date.
8. Maintain current site information to include information on transportation, billeting, maps, dining facilities, etc.
9. Establish professional and harmonious relations with the Education Services Center and other sites with potential enrollment.
10. Coordinate work schedule with the ESO to ensure that students receive services required by the contract. Post working hours. Submit any changes to work schedule with a justification for the change to the Theater Director for approval.
11. Provide brochures and bulletins for base personnel during in-processing to make sure they are familiar with OU degree programs.
12. Encourage military personnel to use counseling services provided through the base/post education office prior to participation in a degree program.
13. Present OU/Extended Campus educational possibilities to social and professional organizations.
14. Introduce prospective students to the Graduate Programs offered through OU/Extended Campus, by
 - a. Informing current Extended Campus students of upcoming course offerings.
 - b. Providing administrative information: admission policies and procedures; degree requirements; enrollment procedures; fee structure and policies; program format; financial aid; be familiar with Veteran's Administration (VA) and Tuition Assistance (TA) benefits; and graduation procedures.
 - c. Provide academic information; enrollment procedures for research papers, internships, independent directed readings; required and elective courses; and comprehensive examinations.
15. Provide program planning assistance and facilitate academic counseling through the appropriate department.
16. Maintain statistics and data on course enrollments each term. Provide CSO and ESO with current course enrollment status information.
17. Promote OU/Extended Campus in the military community.
18. Conduct promotional activities outside the office. Keep a record of meetings with groups, news releases, television appearances, command briefs, etc. Include these in the monthly activity report to the CSO.
19. Through the CSO and ESO, coordinate the use of communications media available (e.g., local service newspapers, flyers, AFRTS, etc.)

20. Make arrangements to ensure classroom facilities and instructor support are adequately met.
21. Provide ESO required data for posting once course is completed.

You will have noted that the Site Directors have many duties in addition to those which support the faculty. During your teaching assignment, however, they will provide as much logistical support as they can to ensure that your personal and professional needs are met.

Your Individual Logistical Support

Military installations have many facilities that provide services and support to the military community. OU's contracts with the Government in Europe authorize employees of the University access to many of these facilities by providing logistical support privileges. This means that you, only while you are on assignment, have limited access to US military facilities. Please refer to the **Travel Guide** and ask the Site Director about what facilities you will be able to use during your teaching assignment and the procedures involved.

In the United States, each separate memorandum of understanding determines which on-base facilities professors will be able to use. Thus, it is important for you to review the **Travel Guide** and talk to the Site Director about the services you will be able to use.

Military Banking Facilities

Almost every military installation has one or more US banks or credit unions. The Community Bank and various credit unions have ATM machines on almost every installation. These usually accept AFFN, PLUS, CIRRUS, Master Card, VISA, and other ATM cards. You will be able to cash personal and travelers' checks and exchange currency by showing your privilege card and passport. Traveler's checks will not be accepted in Europe off the military installation, so it is recommended you plan to use your ATM card to obtain cash. While most large stores in Europe will accept a credit card, small denomination cash payments are still very much the norm and sometimes the only payment option in smaller shops. Specific information about banking services is included in the travel guide for each OU location.

Billeting

The University of Oklahoma uses on-base/post billeting privileges to accommodate faculty whenever possible. The Army usually calls its officer billets BOQs (Bachelor Officers' Quarters) while the Air Force and Navy call theirs VOQs (Visiting Officers' Quarters). At many locations, billeting is referred to as a Guest House or Inn. These facilities take US dollars cash, personal and travelers' checks, MasterCard, and VISA. Occasionally, American Express or Diners Club is accepted. The cost varies, so refer to the Travel Guide for the specific information for each teaching site.

Medical Services

Medical services at military clinics and hospitals are provided on a reimbursable basis by presenting the privilege card you are provided upon arrival at the site. Your stateside insurance is accepted for these costs in accordance with the provisions of your policy. Dental care is provided in cases of exceptional emergencies only. If you have a medical condition, be sure to bring the records, prescriptions, etc. that you may need. The military pharmacy will **not** fill a prescription that was written in the U.S. Your Travel Guide contains information about medical services at the teaching site.

Be Safe and Secure at Your Teaching Site

Over the 50 years that professors have been teaching for Extended Campus, there have been few problems related to personal safety at our teaching sites. If you take the usual precautions, you will have a safe and enjoyable visit at your teaching site.

- If you are teaching outside the United States, you are required to enroll into the at this link: <https://step.state.gov/STEP/Index.aspx> Refer also to the US Embassy website for the specific country to see if there are any advisories or other important information you should know before you leave the US. (Links to United States Embassies and Consulates Worldwide are located at <http://travel.state.gov/>).
- Talk with the OU Site Director about any security or safety situations you should be aware of both on and off post.
- Stay alert to what is happening around you, especially in public places such as airports, bus, or train stations. If you feel that something is odd or wrong, follow your instincts and move away quickly.
- Make copies of all your important documents; keep them separate from the originals in case any of them are lost or stolen.
- Don't carry significant amounts of money or valuables with you. Ask about safety deposit facilities at your lodging facility.
- Obey the local on-base and off-base laws. If you are teaching outside the United States, find out the relevant laws and customs, and behave accordingly.
- Ask advice on where to go and what to avoid. The Site Director, students, on-base travel and tour offices, and professors who have taught at the site are all good sources of information.
- When walking, keep to well-lit public places. Areas that may be safe during the day may not be at night.
- When driving, keep doors locked.
- Never leave anything visible if the car is unattended. The trunk is not always a secure place either.
- Park legally and in well-lit public places.
- Find out the number for emergency services.
- Learn how to use the local telephone system. Get a telephone card if you are in a country where this is the most common form of payment at pay telephones. Many cell phones are universal, you may be able to use your U.S. phone in Europe, be sure to check on cost and details with your provider in advance of your travel.

If you have something stolen

- Report it at once to the local police and get a statement about the loss. You will need it to claim insurance.
- Phone your bank at home and cancel credit cards.
- Contact the issuing agent for your travelers' checks.

Military Abbreviations and Acronyms

Like any organization, the military has its own jargon, much of it conveyed through abbreviations and acronyms. Following is some of the alphabet soup you will encounter.

Abbreviation	What It Stands For	What It Means
AAFES	Army & Air Force Exchange Service	System of retail stores and services including PX/BX

Abbreviation	What It Stands For	What It Means
ACES	Army Continuing Education System	World-wide system of education programs for the Army operated through local education centers
ACS	Army Community Services	Army organization providing support services such as financial assistance, family advocacy, employment assistance, family services, information and referral, etc.
AFN	American Forces Network	Radio (AM and FM) and television network with local and state-side programming in English
AFRC	Armed Forces Recreation Center	Recreational facilities (hotels, campgrounds, sports services, etc.)
APO	Army/Air Force Post Office	Address for mail delivered through the US Post Office/Military Postal System to Army and Air Force sites overseas
ARC	American Red Cross	National Red Cross organization providing services on many military installations in Europe
BOQ	Bachelors' Officers Quarters	Temporary lodging facilities for officers and civilians; accommodations used most frequently for OU faculty
BX	Base Exchange	Department store on Air Force bases operated by AAFES
CONUS	Continental United States	United States excluding Hawaii and Alaska
COR	Contracting Officer's Representative	Government representative responsible for overseeing the contract
DAC	Department of the Army Civilian	Civilian employed directly by the Army
DEROS	Date of Estimated Return from Overseas Station	Date when military personnel expect to leave current assignment
DoDDS	Department of Defense Dependents Schools	School system operating world-wide to provide K-12 education to children of personnel associated with the military.
DSN	Defense Switched Network	System of military telephone services
ESO	Education Services Officer	GS civilian in charge of local education center
ETS	Estimated Time of Separation	Date when military person expects to leave the military
FPO	Fleet Post Office	Address for mail delivered through the US Post Office/Military Postal System to Navy sites overseas
GS	General Service	System of ranking civilians employed directly by the Government. OU personnel do NOT have GS equivalencies
IPR	In-process Review	Annual evaluation of OU's program by the Government
MP	Military Police	Military personnel serving in police capacities on military installations
MPS	Military Postal Service	Postal system through which you can mail letters and packages free-of-charge within the system
MWR	Morale, Welfare and Recreation	Leisure programs operated on military installations; OU personnel may use any of these services/facilities
NCO	Non-Commissioned Officer	Enlisted person of rank E5-9

Abbreviation	What It Stands For	What It Means
NEO	Non-Combatant Evacuation Operation	Plan for evacuating civilians and family members from areas of danger should a threat be imminent
NEX	Navy Exchange	Department store on Navy bases similar to BX/PX
O'Club	Officer's Club	Club for military officers and civilians which operates dining rooms, bars, shops, etc.
PAL	Parcel Air Lift	Category of mail service to the US through the APO/FPO
PCS	Permanent Change of Station	Assignment of military personnel to a new duty location
POV	Privately Owned Vehicle	Automobile or other vehicle owned by individuals associated with the military
PX	Post Exchange	Department store at Army sites operated by AAFES
SAM	Space-Available Mail	Category of mail service to the US through the APO/FPO
SOFA	Status of Forces Agreement	Agreement with the various host nations concerning the status of US personnel (e.g., legally, financially, etc.)
TA	Tuition Assistance	Form of financial assistance for tuition available to active duty military personnel
TDY	Temporary Duty	Type of travel/leave status; OU faculty travel on TDY orders
USAFE	United States Air Force Europe	Overall Air Force organization in Europe headquartered at Ramstein, Germany
USAREUR	United States Army in Europe	Overall Army organization in Europe headquartered at Heidelberg, Germany
USO	United Services Organization	Organization providing a variety of morale support services at several military sites as well as in Paris and Rome and at the Frankfurt, Germany airport
VA	Veterans' Administration	Type of financial benefit for tuition available to active duty and former military
VOQ	Visiting Officers' Quarters	Temporary billeting for officers and civilians

It's About Time

Time is one thing that takes getting used to at almost every EC site. When you teach at a military installation, you'll find that people use military time or the 24-hour clock. Another aspect of time to keep in mind is the change in time based on the time zone where the site is located.

Military Time or the "24-Hour" Clock

The military uses the 24-hour clock; commonly known as "military" or "universal" time. The 24-hour clock is also used in Europe for civilian purposes such as in transportation schedules and closing times. The day is divided into 24 hours with no AM or PM. The 24-hour clock begins at midnight that is 0000 hours. 1:00 AM is 0100 hours, 2:00 AM is 0200 hours, and so-on. Times before 1200 equal AM and those after 1200 equal PM.

Military time is written and said differently.

- There are no colons in military time. Minutes are listed in the 3rd and 4th number position: 5:15 AM is 0515 hrs. 10:30 PM is 2230 hrs.

- Time is referred to in hundreds of hours. For example, 0200 is said as "zero two hundred hours" and 1700 is "seventeen hundred hours". Sometimes you will hear 0500 said as "oh five hundred." The 0500 is a number, not a letter, but the letter "O" sometimes replaces "zero" when the time is spoken.
- One thirty in the morning is written as 0130 and spoken as "zero, one thirty." Two o'clock in the afternoon is two hours after twelve and therefore is written as 1400 and spoken as "fourteen hundred." Quarter to ten in the evening is written as 2145 and spoken as "twenty-one, forty-five."
- Official military time for mid-night is 0000 hours, but "2400 hours" is also used.

Converting Civilian to Military Time

Civilian Time	Military Time
Midnight (12:00 AM)	0000 hours
1:00 AM	0100 hours
2:00 AM	0200 hours
3:00 AM	0300 hours
4:00 AM	0400 hours
5:00 AM	0500 hours
6:00 AM	0600 hours
7:00 AM	0700 hours
8:00 AM	0800 hours
9:00 AM	0900 hours
10:00 AM	1000 hours
11:00 AM	1100 hours
12:00 PM	1200 hours
1:00 PM	1300 hours
2:00 PM	1400 hours
3:00 PM	1500 hours
4:00 PM	1600 hours
5:00 PM	1700 hours
6:00 PM	1800 hours
7:00 PM	1900 hours
8:00 PM	2000 hours
9:00 PM	2100 hours
10:00 PM	2200 hours
11:00 PM	2300 hours

Local Time at Sites in the United States when it is 8:00 am in Oklahoma

LOCATION	CIVILIAN TIME	MILITARY TIME	DIFFERENCE BETWEEN SITE AND NORMAN
Ft Benning, GA	9:00 am	0900	+1 hour
Hurlburt AFB, FL	9:00 am	0900	+1 hour
Nellis AFB, NV	6:00 am	0600	-2 hours
Washington, DC	9:00 am	0900	+1 hour
Hickam, Hawaii	3:00 am	0300	-5 hours

Local Time at Sites in Europe when it is 8:00 am in Oklahoma

LOCATION	CIVILIAN TIME	MILITARY TIME	HOURS AHEAD OF NORMAN
Aviano, Italy	3:00 pm	1500	7 hours
Geilenkirchen, Germany	3:00 pm	1500	7 hours
Lakenheath, UK	2:00 pm	1400	6 hours
Mildenhall, UK	2:00 pm	1400	6 hours
Naples, Italy	3:00 pm	1500	7 hours
Ramstein, Germany	3:00 pm	1500	7 hours
Rota, Spain	3:00 pm	1500	7 hours
SHAPE, Belgium	3:00 pm	1500	7 hours
Spangdahlem, Germany	3:00 pm	1500	7 hours
Stuttgart, Germany	3:00 pm	1500	7 hours
Vilseck, Germany	3:00 pm	1500	7 hours
Wiesbaden, Germany	3:00 pm	1500	7 hours

To check current times, refer to the World Clock at <http://www.timeanddate.com/>

Currency in Europe

You will need the local currency for cash transactions off post/base. All on-post/base facilities accept US dollars.

In Europe, sites in the following countries use the Euro:

- Belgium
- Germany
- Italy
- The Netherlands
- Spain

Two teaching sites in Europe do not use the Euro:

- Lakenheath, the United Kingdom (Great British Pound - GBP)
- Mildenhall, the United Kingdom (Great British Pound - GBP)

The conversion between the US dollar and the local currencies fluctuates. There are many websites that provide the daily exchange rate. Popular sites are:

- <http://www.xe.com/ucc/>
- <http://finance.yahoo.com/m3?u>
- <http://www.oanda.com/convert/fxhistory> - (historical exchange rate)

Thank You and How May We Help?

We hope that this Faculty Guide is useful to you at all stages of your Extended Campus teaching assignment. Our goal is to provide you with the information you need to have an enjoyable and productive experience. The continued success of our faculty builds upon OU's reputation of academic excellence around the world. We thank you for contributing your efforts to OU's endeavors to serve adult learners, especially members of the U.S. armed forces and their families.

Please let us know how we may help you at any time as you prepare for and complete your teaching assignment. In addition, we welcome your comments and suggestions for how this Faculty Guide, or any other aspect of the Extended Campus operation might be improved.