

The Florida School of Traditional Midwifery



Faculty Handbook

2014-2015

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Section I: Faculty Information and Policies

FACULTY NON-DISCRIMINATION POLICY

The Florida School of Traditional Midwifery (FSTM) does not discriminate on the basis of age, race, color, national and ethnic origin, sexual orientation, gender, disability, marital status and/or religion; FSTM grants all the rights, privileges, programs and activities generally accorded or made available to any members of the organization.

FACULTY QUALIFICATIONS

- Instructors must have a bachelor's degree and appropriate coursework in the subject being taught, from an accredited college or university.
 - Or they must have completed postsecondary training in a state licensed school in the subject taught, plus 2 years of job experience related to the subject taught.
 - Or they must have a minimum of 3 years successful job experience directly related to the subjects taught.
- Instructors teaching core classes must hold a valid Florida license directly related to the subject taught.
- Instructors must provide documentation of a minimum of 8 Continuing Education Units per calendar year. CEU's will be due December 31 of each year.
- Midwives are licensed or certified by the state of Florida.
- All Instructors are to remain current in their respective fields, as demonstrated by attending continuing education workshops and familiarity with literature in their fields.
- It is desirable for clinical instructors to remain in clinical practice, at least part-time.

FACULTY JOB DESCRIPTION

Faculty members at FSTM are expected to maintain the following standards:

- Course structuring for midwifery education courses, using FSTM's course curriculum guidelines (based on guidelines from The Midwifery Education and Accreditation Council and The North American Registry of Midwives) and Midwives Alliance of North America core competencies.
- Planning, coordinating, and teaching courses based on:
 - MANA Core Competencies
 - MEAC and NARM guidelines
 - Established course curriculum
 - Required textbooks and other resources
 - Administrative requirements
- Provide syllabi, tests and answer keys to the Academic Coordinator.
- Meet all classes on time, for the complete time allotted, while observing mandated classroom breaks.
- Timely and appropriate communication with students and FSTM administration/staff.
- Communication with Academic Coordinator/Academic Director about course schedule and any scheduling changes.
- Communication with Academic Coordinator/Academic Director regarding student issues.
- Attend faculty meetings every semester and other meetings as required by the administration.
- Adherence to all policies and requirements of FSTM faculty.

FACULTY EVALUATIONS

Faculty will be observed and evaluated by the Academic Director annually. The criteria for evaluation will be taken from the faculty job description. The evaluation will be based on in-class observations (where possible and applicable), student evaluations, and meeting criteria in the job description. Any issues identified during this evaluation process will be shared with the faculty member. In addition, observations and evaluation forms will be available for review upon request. Personal meetings with the faculty members may be required if there are outstanding issues requiring attention. Please see Appendix 1 for additional information.

FACULTY PARTICIPATION IN THE DEVELOPMENT OF FSTM

Curriculum Committee: Develop, implement and evaluate course content

The FSTM Curriculum committee meets annually (and as needed) to review the program. All instructors are invited to submit agenda items pertaining to curriculum development to the Curriculum Committee.

This feedback will be reviewed by the Academic Director each term and may be discussed by the committee. Faculty are invited to share in this process by joining the Curriculum Committee.

Admissions Committee: Participate in the evaluation of applicants to the program

The FSTM Admissions Committee meets to interview potential student applicants annually. All instructors are invited to participate in the admissions interview process and to submit their feedback related to student admissions criteria.

Staff Development: Participate in the recruitment of new faculty

Your connections to other members are valuable assets. If you have a suggestion for a faculty member, please submit it to the Academic Director.

Faculty Meetings and Professional Growth/Training

Faculty are required to attend meetings held each semester in which they will be teaching. Faculty are required to earn 8 Continuing Education Units (CEUs) each calendar year. At least one opportunity for professional growth/training will be offered each semester through FSTM. Faculty are responsible for ensuring that CEU requirements are met each year. Documentation of CEUs must be provided to the Administrative Coordinator.

Evaluation of FSTM

Faculty are asked to complete an evaluation of FSTM annually. Faculty feedback is an important part of continuous improvement.

FERPA POLICY

Family Education Rights and Privacy Act of 1974 / The Buckley Amendment / Public Law 93-380

This is a federal law requiring schools to adhere to pupil record keeping procedures. The FERPA record-keeping guidelines are designed to ensure confidentiality of records. Student records must be made available only to the:

- Student
- Parents of students under age 18
- Persons for whom the student has written request for release of information- such as a request for a transcript
- School personnel with legitimate educational interest
- Governmental agencies conducting an audit

Each faculty member must read and sign The Buckley Form as part of their Faculty HR File.

GRADING POLICY

GPA is calculated using a point system. A and A+ are given 4 points per credit of the course, B+ receives 3.3 points, B receives 3, C receives 2, and F receives 0 points. The total is divided by the number of credits attempted, and the result is the GPA. Students' academic performance will be graded on the following scale:

GRADE CODE

A+	100%	B	80-86%	I	Incomplete
A	90-99%	C	75-79%	W	Withdrawn
B+	87-89%	F	0-74%	IP	In Progress (clinical)

INCOMPLETE POLICY

Incompletes are requested at the discretion of the instructor. A student must offer a compelling reason for the request and a plan for completing the course work. At least 80% of the course work must have been completed at the time of the request. An "I" will appear on the grade report until the instructor submits a final grade. If the course is a prerequisite to another course, the student may not register for the subsequent course until a passing grade is on record. A grade of "I" will not be factored into the GPA because no credit has been earned before a grade has been issued. Students must complete the course work by the next grading period, or an "F" will automatically become the final grade.

CLASS BREAK POLICY:

DOE Rule: for each 60 minutes of class time students will receive 50 minutes of instruction in the presence of an instructor and 10 minutes of break.

AUDITING COURSES POLICY

Students may audit certain courses when space is available. Students wishing to audit a course must obtain instructor and administrative approval and register for the course during regular registration. There is no credit given for a course that has been audited, and a grade of "X" will be assigned. Students who register to audit are expected to attend class and fully participate in the course, except on test days. In order to audit any course, necessary prerequisites must be met. To change from a grade to an audit, students must apply in writing within the first two weeks of the course.

Provided that above guidelines are followed, a student may audit a class free of charge if the student has already taken, passed, and paid in full for the course. A student who first audits a class must pay full tuition for the class if she or he chooses to take it for a grade a second time.

PERSONNEL FILE, ACADEMIC MATERIALS & GRADE SUBMISSION POLICY

The Personnel File for Faculty members must be submitted before the onset of the first class taught with FSTM. Academic File materials (current syllabus, test and quizzes with answer keys) must be also submitted promptly each semester. Grades must be submitted to Thinkwave, FSTM's online grading system, no later than one (1) week after the last class of each term. Faculty pay will not be released until all of these items have been completed and/or submitted.

An instructor who needs an extension to submit grades after this date will be required to fill out an "Incomplete/Change of Grade" Form for each student who qualifies for an Incomplete grade (see Incomplete Policy above).

GUEST SPEAKER POLICY

It is the responsibility of the instructor to arrange guest speakers. Faculty must be present at all times. Guest Lecture hourly pay will be deducted from the regular instructor's faculty pay hours, unless other arrangements are made and approved by the Academic Director.

INSTRUCTOR ATTENDANCE POLICY

It is the responsibility of the instructor to attend all scheduled class sessions. If an extenuating circumstance prevents a faculty member from attending class, the instructor must notify the students, the Academic Director/Academic Coordinator via FSTM email (or by phone if less than 24 hours' notice). Faculty are required to make up the hours missed in the classroom, and must contact the Academic Coordinator to reschedule any missed classes. In case of emergency, faculty are expected to have a "Rainy Day Plan" on file with FSTM (see p. 9).

PHOTOCOPYING POLICY

Instructors may make photocopies for FSTM course-related materials such as readings, exams and quizzes, handouts and diagrams. The Academic Coordinator is available to complete copying for instructors if prior arrangements have been made. It is always ideal to have copying done before the day of the class in which those copies are needed. Please submit needed copy materials to the Academic Coordinator via email at least 48 hours in advance.

FACULTY GRIEVANCE PROCEDURE

If an instructor has a complaint about a student, a staff member, another instructor or a member of the administration, the instructor should:

1. If the issue cannot be resolved privately between the two grieving parties, the instructor may submit a grievance in writing to the Academic Director or the Clinical Director. It must be clearly titled "grievance."
2. The grieving party may request a hearing from the Academic Director or the Clinical Director, at which time the director will attempt to resolve the grievance.
3. If a satisfactory resolution is not achieved, the grievance will be reviewed by the Executive Director or a member of the Board of Directors, at the request of the grieving party. All parties will be informed as to the date, time and place the grievance will be discussed and may be required to attend
4. A decision will be made within 30 days of receiving the grievance.
5. Grievance records will be kept on file for a minimum of seven (7) years in the FSTM office.
6. All grievance proceedings are kept confidential.

Section II: Student Policies and Procedures

ATTENDANCE POLICY

Students may not attend classes at FSTM unless they have registered and paid for class(es). Students who do not attend at least one of the first two meetings of a class or clinical experience may be dropped from the course in accordance with the course drop/add policy.

Types of Absences:

1. Excused Absences: May be granted by FSTM administration. Possible examples of excused absences include:

- Illness of the student or a member of the student's immediate family
- Death in the student's immediate family
- Religious holidays, provided that advance notice was provided to FSTM and the student's instructor(s)
- This absence is without grade penalty, provided that the student requests make-up work from the instructor and completes that work.
- The student may be required to submit written, verifiable documentation of the reason for the absence at the discretion of FSTM administration or faculty.

2. Discretionary absences

- Students are permitted to miss one hour of class per credit hour of a course each semester. This absence is without grade penalty, provided that the student requests make-up work from the instructor and completes that work.
- 1 credit hour of academic classes = 15 clock hours
- 1 credit hour of academic classes with a lab component (designated with "L" after the course number) = 30 clock hours

3. Unexcused absences

- Unexcused absences are those which meet any of the following criteria:
- Absence from class beyond the time permitted for a discretionary absence
- Excused absence for which written documentation is requested by FSTM administration or instructor, but not provided by the student
- All other absences that are not in adherence with one of the following FSTM attendance policies:
 - a.) Discretionary absences
 - b.) Excused absences

4. Birth-related absences

- Only applicable for students in Year 1, Term 3 or beyond who are also enrolled and actively engaged in Clinical Lab
- See the "Birth-Related Absence Policy" below:

BIRTH-RELATED ABSENCE POLICY

Attendance at a birth will be an excused absence from FSTM classes, with the exception of workshop-style classes. However, students will be granted only two (2) birth related absences per semester. Any additional birth-related absences will be considered unexcused. Students are expected to comply with the following:

- It is the student's responsibility to inform the Academic Director and instructor(s) of the birth-related absence before class begins.
- Any missed coursework is expected to be made up in a timely manner. Some coursework may be impossible to make up, as dictated by the instructor, and may be reflected in the student's final grades for the course.
- The student must submit to their instructor(s) completed documentation via a "Birth-Related Absence Form" (provided with Clinical forms) and the form must show the Preceptor's signature, the date and time of the birth, and the time that the student is at the birth site.

ACADEMIC STANDING

A student's Academic Standing is assessed each semester.

Honors: Student has earned all A's

In good standing: Student has earned C's or better

Academic Warning: Student has failed (1) or more courses

Academic Probation: Student has failed to meet Standards of Academic Progress

ACADEMIC PROBATION

Any student whose grade point average falls below 2.5 or fails to successfully complete 67% of cumulative attempted credits will be placed on academic probation. Students will remain on academic probation for one semester and will be eligible for Title IV funding during that period under Financial Aid Warning. Probation will be lifted once the student completes the semester within Satisfactory Academic Progress Standards for both qualitative (grade average) and quantitative (rate of completion of credits) measures. Students on academic probation will be required to meet with the Academic Director at the beginning and middle of each term that they are on probation.

If following a first period of Financial Aid Warning a student is not meeting SAP, she or he will not be eligible for Title IV aid unless she submits a written appeal (i.e. back-to-back Warning periods will not be granted without a successful appeal), and will be in jeopardy of dismissal from the midwifery program.

ACADEMIC STANDARDS OF PROGRESS

Standards for Satisfactory Academic Progress (SAP) will be published yearly in our course catalog, which is available in print and electronic formats. The same standards will be used for all students regardless of program enrolled and **whether or not the student is receiving Title IV funding.**

The continuation for students who lack the ability, dedication or maturity to learn is inconsistent with the goals of the Florida School of Traditional Midwifery. Students must maintain a passing cumulative grade point average (GPA 2.5) and successfully complete 67% of cumulative credits per semester, to be assessed every semester. A student whose GPA drops below 2.5 or who fails to complete at least 2/3 (67%) of cumulative credits will be placed on Academic Probation for failing to meet Satisfactory Academic Progress standards and will be required to attend a performance review.

Students will be evaluated at the end of each semester by the course instructor, in accordance with the criteria listed in the course syllabus. Grades will be posted online via our online gradebook. The grade for clinical coursework (Clinical Lab) is determined by the Clinical Director based on fulfillment of all requirements outlined in the Clinical Lab syllabus, including but not limited to:

- Mid and End of Term Check-ins
- Submission of an appropriately completed clinical notebook
- Completion of clinical skills appropriate to the student's place in the curriculum.

The Academic Director will evaluate academic progress at the end of every semester once grades have been submitted. A determination will be made regarding Satisfactory Academic Progress (SAP). Any student who is not meeting SAP standards will be eligible for Title IV aid for one semester, with a financial status of "Academic Probation." If at any time a student fails to meet SAP, she or he will be notified in writing and again during Performance Review.

If for any reason a student fails to meet SAP in that subsequent semester and is not dismissed from the program, eligibility for financial aid will be revoked, unless the student successfully appeals or petitions for continued eligibility. In the case of a successful appeal, financial aid status will be changed to "Financial Aid Probation."

A student who wishes to appeal a determination of unsatisfactory progress may initiate petition procedures, per our Appeal Policy.

ACADEMIC HONESTY

FSTM students are expected to act with integrity and honesty in all of their academic and clinical pursuits. Students, instructors, preceptors, and administration are expected to report any and all suspicions of dishonesty to the class instructor or the Academic Director.

Violations of academic honesty include:

Cheating: includes, but is not limited to, copying written homework assignments from another student, copying from another student's paper during an in-class exam or looking at textbook or notes during an exam when not specifically permitted by instructor.

Plagiarism: the representation of someone else's work as one's own or the representation of one's previous work as one's original work. This includes published or unpublished work, the work of another student, and even work that was originally one's own but was not created for the course for which it is submitted. Plagiarism includes, but is not limited to, quoting oral or written materials without citation on any written or oral assignments, submitting a research paper or other written assignment that was not written by the student, including papers purchased from a service, obtained on the Internet or obtained from another student.

Misrepresentation: any act or omission with intent to deceive an instructor for academic advantage. Misrepresentation includes turning anything in that was not originally created by the student for that particular assignment unless expressly allowed by the instructor, lying to an instructor to increase a grade, lying or misrepresenting facts when confronted with an allegation of academic dishonesty. It also includes misleading preceptors about clinical experience or falsifying clinical documents.

Violations of the academic honesty policy will be handled in the following manner:

1. For the first offense, the instructor should inform the Academic Director, and a meeting will be called with the student. The instructor shall inform the student that she or he is suspicious of a violation and give the student a chance to give her account of the incident. If it is determined that a violation has occurred, a Performance Review will be called, and the student will be placed on dismissal probation.
2. A subsequent violation will result in dismissal from the program.

COURSE WITHDRAWAL POLICY

A student may withdraw from a class and receive a grade of "W" under the following conditions:

- A grade of "W" can be assigned until the Last Date to Withdraw and Receive a "W" for the semester. After that date, if a student stops attending class, a grade of "F" will be assigned.
- To receive a grade of "W", the student must meet with the Academic Director, Clinical Director, and (if receiving Title IV funding) the Financial Aid Coordinator prior to the Last Date to Withdraw.
- If the Withdrawal is approved, the student will be notified and a grade of "W" will appear on the transcript.
- If the course is a prerequisite to another course, the student may not register for the subsequent course until a passing grade is on record.
- The semester in which a student withdraws from a course will be counted toward the maximum timeframe of 4.5 years unless the student does so during the drop/add period.
- Refunds will not be permitted for course withdraws.

POLICIES PERTAINING TO VETERANS

Attendance Policy

Veterans must attend the first day of class in order to be eligible for benefits. Excused absences will be granted for extenuating circumstances only. Excused absences will be substantiated by entries in students' files. Early departures, class cuts, tardies, etc., for any portion of an hour will be counted as a full hour of absence. Students exceeding three (3) days unexcused absences in a calendar month WILL BE DISMISSED for unsatisfactory attendance.

Academic Standards of Progress

If the cumulative GPA falls below 2.0 at the end of any term the student will be placed on academic probation. The GPA must be brought up to 2.0 or better by the following term or the veteran student will be terminated from veteran benefits.

Recertification for Veterans Administration Benefits

Upon obtaining a 2.0 cumulative grade point average, the veteran student can be recertified for veterans' administration benefits.

STUDENTS AND CHILDREN AT SCHOOL

FSTM recognizes and affirms the importance of breastfeeding and parent-child togetherness. Therefore FSTM shall routinely allow students to bring their newly born or adopted infant children to work for a period of time not to exceed four (4) months or at discretion of FSTM administration.

The plan for bringing a child to school will be subject to ongoing evaluation and must adhere to the following guidelines:

- The student shall take full responsibility for the care of their child while at school.
- The child must not interfere with the class and/or other students.
- The child shall be able to adapt to the school environment so that the student may maintain a reasonable level of productivity.
- A sick child may not be brought to school.
- The student shall be responsible for all items and supplies needed to take care of their child while at school, which shall include approved, developmentally appropriate equipment designed to safely contain the child in a manner that does not pose a safety risk to other people in the building.
- A hygienic changing area should be utilized and the student needs to dispose of soiled diapers in the outside trash cans.
- If a breastfeeding student chooses not to bring her child to school and/or continues to breastfeed, they may use the student lounge or womb room (if not in use) to pump.
- We ask that you refrain from bringing older children to classes as it is disruptive to other students, faculty and staff.

Section III: Syllabus Information

SYLLABUS CHECKLIST

A syllabus is a contract between the instructor and the student. All policies must be clearly stated on the syllabus. FSTM strongly recommends strict policies and if an extreme circumstance arises (i.e. death in the family), the instructor can choose to override the policy.

1. **Personal Information:** Course name, semester and year, number of credits, meeting time and dates. Instructor's name, contact information (including any restrictions, i.e. giving home phone number to use only before 9:00 PM).
2. **Course Description:** Catalog description of course.
3. **Texts and other Materials:** List required texts, recommend texts, and any other materials needed. Where they can be purchased? Will there be any handouts or reading packets?
4. **Course Calendar:** Relevant dates for assigned course topics, lectures, readings, projects, exams, etc. If the instructor changes the calendar during the course of the semester, new information must be given to students in writing.
5. **Grading Criteria:** Detailed description of how students will be evaluated (participation, attendance, exams, projects, homework, presentations, etc.). Criteria are usually listed with percentages toward the final grade.
6. **Core Competencies:** The MANA and ACNM core competencies, as well as the NARM skills (if applicable) covered in the class.
7. **Learning Activities:** In what activities will the students engage throughout the semester?
8. **Late or Incomplete Work:** Will students be penalized if they turn in an assignment late? What will be the penalty?
Example Policy: Late assignments will be penalized 10 percentage points per day that they are late.
9. **Attendance Policy:** What is your policy on attendance? Tardiness? Overall FSTM policy must be adhered to, but be specific about what the penalty will be for unexcused absences, tardies, etc.
Example Policy: Any unexcused absence will result in a 5% reduction in the student's final grade. Two unexcused tardies is considered one unexcused absence.
10. **Academic Honesty Policy:** Please see FSTM policy on Pages 8 & 9; You may add to but not delete what is provided.
11. **Make-up Exam Policy:** What is your policy for make-up exams? Under what conditions will students be allowed to make up an exam? What is the time frame in which they will need to complete the exam?
Example Policy: There will be NO make-up exams in this course.
Example Policy: Make-up exams will be allowed only for excused absences in which the instructor has given approval before the exam.
12. **Out-of-Class Work:** FSTM designs its courses to include extensive out-of-class work. Courses are designed according to the following guideline (taken directly from the university model). For each hour a student spends in class per week she should spend 3 hours outside of class preparing, studying, and completing homework for that class. This means that, over the course of the semester, for each 1-credit lecture class (15 in-class hours) she will spend an additional 45 hours outside of class completing coursework and for each 1-credit academic lab class (30 in-class hours) she will spend an additional 90 hours outside of class completing coursework. This guideline goes above and beyond the Department of Education's guidelines that students spend 7.5 hours of out-of-class time for each 30 hours in class.
13. **Submission of Syllabi:** In accordance with our regulatory agencies and requirements, course syllabi and tests/quizzes with their answer keys are due to the Administrative Coordinator *at least* one week prior to a course's start date.

SYLLABUS EXAMPLE

NUMBER & NAME OF COURSE – SEMESTER AND YEAR Florida School of Traditional Midwifery

Instructor: Name

Contact: Email, phone, etc.

SUGGESTED OR REQUIRED READINGS

Author, A. A. (Year of publication). *Title of work: Capital letter also for subtitle.* Location: Publisher.

Additional required readings, to supplement the book readings, will be assigned throughout the course of the semester.

COURSE DESCRIPTION

There are already existing course descriptions for each course. Please copy this information from the current FSTM catalog.

COURSE OBJECTIVES

Upon completion of this course, students will be able to:

Generally, objectives for each class are set. If you would like to edit or add objectives (which can be very important as a course evolves) please communicate with the Academic Director before doing so. Objectives should always begin with action verbs that can be **measured**. Avoid vague terms like “understand” or “know how.” Good verbs to use include:

- Calculate
- Identify
- Demonstrate
- Develop
- Practice
 - Evaluate
 - Explore
 - Contrast
 - Discuss
 - Differentiate
 - List
 - Verbalize
 - Produce
 - Perform
 - Recognize

CLASS FORMAT

Learning in this course will take place through the following:

Choose which of these apply to your class and feel free to add more!

Lecture, Movies, Round Table discussions, Guest Lectures, Homework Assignments, Research Papers & Presentations, Quizzes, and Exams.

COURSE POLICIES

Class Attendance: The policy regarding absences is found in the FSTM catalog. Students are allowed to miss one hour of class per credit hour of course. These absences are without grade penalty although make-up work must be completed. For each additional hour missed, **PLEASE FILL HERE YOUR OWN CONSEQUENCES FOR MISSING MORE CLASS!!! (For example: 5 points will be deducted from your final grade)**

Should you expect to be absent the day of class, you are expected to notify the instructor.

Out-of-Class Work: FSTM designs its courses to include extensive out-of-class work. Courses are designed according to the following guideline (taken directly from the university model). For each hour a student spends in class per week she should spend 3 hours outside of class preparing, studying, and completing homework for that class. This means that, over the course of the semester, for each 1-credit lecture class (15 in-class hours) she will spend an additional 45 hours outside of class completing coursework and for each 1-credit academic lab class (30 in-class hours) she will spend an additional 90 hours outside of class completing coursework. This guideline goes above and beyond the Department of Education's guidelines that students spend 7.5 hours of out-of-class time for each 30 hours in class.

Honesty Policy: Students are expected to behave with honesty and integrity in all academic matters. This means you are expected to submit all your own work for all assignments without exception. Cheating, dishonesty, or plagiarism in any form will result in a failing grade for the course. See Academic Honesty Policy in the catalog.

Examinations and Grade Appeals:

Include your policy here. An example is listed below:

No make-up tests are given unless arrangements have been made prior to the test day. It is your responsibility to review your grade on each exam, quiz, exercise activity, etc. when they are returned. After grades are returned in class, students have one week to appeal the grade. After one week, a grade will not be changed.

COURSE REQUIREMENTS/LEARNING ACTIVITIES (YOU MUST INCLUDE DESCRIPTIONS OF EACH COMPONENT OF COURSEWORK)

1. Exams: There will be two exams (non-cumulative) including the Final Exam. Please note on the class schedule the dates for the exams and plan accordingly. Exams will be a combination of multiple choice, matching, true/false, and short answer.

2. Class Assignment Descriptions and Due Dates

Name of Assignment (# Points/Percent) **DUE: Date**
-Description of assignment here.

Name of Assignment (Points/Percent) **DUE: Date**
-Description of assignment here.

Name of Assignment (Points/Percent) **DUE: Date**
--Description of assignment here.

3. Research Paper (if your class requires one) (Points) DUE: Date

- Each student will complete a research paper using APA formatting. The paper should be formatted according to the following guidelines:

- 6-8 pages (NOT including the title page and bibliography page).
- Standard 12-point Times New Roman font
- One-inch margins on all sides
- A title page and bibliography using correct APA format is required.

Students should use at least 5 current references including but not limited to: one text, two peer-reviewed journal articles, one reliable Internet source, and at least one additional reference of choice.

The paper should include a description of the topic, relevant statistics and supporting details (quotes, arguments, etc.), and an analysis of the topic. In this analysis, please include the implication of the subject matter as it relates to the midwife and midwifery practice.

Suggested topics include but are NOT limited to: [List Here](#)

- Grading Criteria (List your own criteria and point values)

- o Description of the Topic # points
- o Relevant Statistics/Supporting Details # points
- o Analysis and Midwifery Applications # points
- o Correct APA format
- Bibliography and Title Page # points
- In Text Citations # points
- o Promptness # points
- o Grammar, Spelling, and Punctuation # points
- o Abstract and Sources # points

4. Oral Presentation (if you have one) (Points) DUE: Date

- Description of what is required of the student for the assignment

- Grading Criteria

- o Communication of Topic and Importance # points
- o Midwifery Applications # points
- o Time Limit # points
- o PowerPoint/Visual Aid # points
- o Professionalism and Delivery # points

Grade Breakdown: Students cannot be graded on "attendance" to a course, but can be graded on "participation".

CLASS GRADE BREAKDOWN	Points	Final Grade (%)
Participation	#	A + = 100
Midterm Exam	#	A = 90 - 99
Final Exam	#	B + = 87 - 89
Homework	#	B = 80 - 86
Research Paper	#	C = 75 - 79
Presentation	#	F = LESS THAN 75%
Total	#	

TENTATIVE CLASS SCHEDULE

	Topic	Readings/Items Due
Week 1	Date	
	Introduction to Course/Syllabus Content: Activities:	
Week 2	Date	
	Content: Activities:	
Week 3	Date	
	Content: Activities:	
Week 4	Date	
	Content: Activities:	
Week 5	Date	
	Content: Activities:	
Week 6	Date	
	Content: Activities:	
Week 7	Date	
	Content: Activities:	
Week 8	Date	
	Content: Activities:	
Week 9	Date	
	Content: Activities:	

Week 10 Date	
Content: Activities:	
Week 11 Date	
Content: Activities:	
Week 12 Date	
Content: Activities:	
Week 13 Date	
Content: Activities:	
Week 14 Date	
Content: Activities:	
Week 15 Date	
Content: Activities:	

Section IV: Appendices

APPENDIX 1: FACULTY EVALUATION PROCESS

Part A: Course Observations

1. Each course evaluation is created online via Survey Monkey by the Academic Coordinator
2. Students are provided with the link to the survey via FSTM email by the Academic Coordinator
3. Course observations are maintained within Survey Monkey as follows:
 - a. Folders by semester
 - b. Consistent naming convention identifying semester, course number, course name, and faculty member.
 - i. Example: F13 1110 Research Evaluation Smith
4. Survey results are exported to Excel from Survey Monkey within 2 weeks after completion of semester by the Academic Coordinator
 - a. Data is converted to numerical scores (scale of 1-5)
 - b. Average of ratings per course evaluation is calculated
 - c. Excel file per course evaluation is saved as PDF
 - d. PDF is printed
5. Course evaluations will be reviewed by the Academic Director
 - a. Course evaluations indicating potential areas of weakness will be discussed with the faculty member
 - b. Course evaluations are provided to faculty
 - c. Faculty sign and return each course evaluation
 - d. Course evaluations are scanned and uploaded to the Shared Drive

Part B: Classroom Observation

1. The Academic Director will conduct 1 classroom observation per faculty member per academic year (Fall through Summer)
 - a. Additional classroom observations may be held at the discretion of the Academic Director
 - b. Each faculty member teaching courses in formats other than “workshop style” will be included in the observation process
 - c. When feasible, the classroom observation will be scheduled in advance with the faculty member
 - d. Any significant deficiencies noted in the classroom observation will be reviewed and discussed by the Academic Director with the faculty member as soon as possible, but within 2 weeks after the observation occurred

Part C: Annual Evaluation

1. The annual evaluation will be conducted by the Academic Director and based on:
 - a. Course evaluations
 - b. Classroom observation(s)
 - c. Other observations of interactions including, but not limited to:
 - i. Faculty and students
 - ii. Faculty and staff
2. The Academic Dean will meet with each faculty member to share and discuss the results of the annual evaluations
 - a. Faculty and Academic Director sign annual evaluations
 - b. Completed annual evaluations are scanned and uploaded to the Shared Drive

APPENDIX 2: ACCEPTABLE USE POLICY

OVERVIEW

The purpose of this policy is to establish acceptable and unacceptable use of electronic devices and network resources at FSTM in conjunction with its established culture of ethical and lawful behavior, openness, trust, and integrity.

FSTM provides computer devices, networks, and other electronic information systems to meet missions, goals, and initiatives and must manage them responsibly to maintain the confidentiality, integrity, and availability of its information assets. This policy requires the users of information assets to comply with company policies and protects the company against damaging legal issues.

All employees, contractors, consultants, temporary and other workers at FSTM, including all personnel affiliated with third parties must adhere to this policy. This policy applies to information assets owned or leased by FSTM, or to devices that connect to a FSTM network or reside at a FSTM site. Information Security must approve exceptions to this policy in advance through the Executive or IT Director.

GENERAL REQUIREMENTS

You are responsible for exercising good judgment regarding appropriate use of FSTM resources in accordance with FSTM policies, standards, and guidelines. FSTM resources may not be used for any unlawful or prohibited purpose.

For security, compliance, and maintenance purposes, authorized personnel may monitor and audit equipment, systems, and network traffic per the Audit Policy. Devices that interfere with other devices or users on the FSTM network may be disconnected. Information Security prohibits actively blocking authorized audit scans. Firewalls and other blocking technologies must permit access to the scan sources.

FSTM EMAIL ACCOUNTS

FSTM student emails are not to be used, sold, or shared with any entity outside of FSTM and that we protect our student's privacy at all times. These email addresses are solely for official use by FSTM faculty, student, and staff.

System Accounts

- You are responsible for the security of data, accounts, and systems under your control. Keep passwords secure and do not share account or password information with anyone, including other personnel, family, or friends. Providing access to another individual, either deliberately or through failure to secure its access, is a violation of this policy.
- You must maintain system-level and user-level passwords in accordance with the Password Policy.
- You must ensure through legal or technical means that proprietary information remains within the control of FSTM at all times. Conducting FSTM business that results in the storage of proprietary information on personal or non-FSTM controlled environments, including devices maintained by a third party with whom FSTM does not have a contractual agreement, is prohibited. This specifically prohibits the use of an e-mail account that is not provided by FSTM, or its customer and partners, for company business.

Computing Assets

- You are responsible for ensuring the protection of assigned FSTM assets that includes the use of computer cable locks and other security devices. Laptops left at

FSTM overnight must be properly secured or placed in a locked drawer or cabinet. Promptly report any theft of FSTM assets to the Executive or IT Director.

- All PCs, PDAs, laptops, and workstations must be secured with a password-protected screensaver with the automatic activation feature set to 10 minutes or less. You must lock the screen or log off when the device is unattended.
- Devices that connect to the FSTM network must comply with the Minimum Access Policy.
- Do not interfere with corporate device management or security system software, including, but not limited to, antivirus, device management, or security system software.

Network Use

- You are responsible for the security and appropriate use of FSTM network resources under your control. Using FSTM resources for the following is strictly prohibited:
- Causing a security breach to either FSTM or other network resources, including, but not limited to, accessing data, servers, or accounts to which you are not authorized; circumventing user authentication on any device; or sniffing network traffic.
- Causing a disruption of service to either FSTM or other network resources, including, but not limited to, ICMP floods, packet spoofing, denial of service, heap or buffer overflows, and forged routing information for malicious purposes.
- Introducing honeypots, honeynets, or similar technology on the FSTM network.
- Violating copyright law, including, but not limited to, illegally duplicating or transmitting copyrighted pictures, music, video, and software.
- Exporting or importing software, technical information, encryption software, or technology in violation of international or regional export control laws.
- Use of the Internet or FSTM network that violates FSTM policies, or local laws.
- Intentionally introducing malicious code, including, but not limited to, viruses, worms, Trojan horses, e-mail bombs, spyware, adware, and keyloggers.
- Port scanning or security scanning on a production network unless authorized in advance by Information Security.

Electronic Communications

- The following are strictly prohibited:
- Inappropriate use of communication vehicles and equipment, including, but not limited to, supporting illegal activities, and procuring or transmitting material that violates FSTM policies against harassment or the safeguarding of confidential or proprietary information.
- Sending Spam via e-mail, text messages, pages, instant messages, voice mail, or other forms of electronic communication.
- Forging, misrepresenting, obscuring, suppressing, or replacing a user identity on any electronic communication to mislead the recipient about the sender.
- Posting the same or similar non-business-related messages to large numbers of Usenet newsgroups (newsgroup spam).
- Use of a FSTM e-mail or IP address to engage in conduct that violates FSTM policies or guidelines. Posting to a public newsgroup, bulletin board, or listserv with a FSTM e-mail or IP address represents FSTM to the public; therefore, you must exercise good judgment to avoid misrepresenting or exceeding your authority in representing the opinion of the company.

ENFORCEMENT

An employee found to have violated this policy may be subject to disciplinary action, up to and including termination of employment. A violation of this policy by a temporary worker, contractor or vendor may result in the termination of their contract or assignment with FSTM.

DEFINITIONS

- *Honeypot, honeynet* – Network decoys that serve to distract attackers from valuable machines on a network. The decoy provides an early warning for intrusion detection and detailed information on vulnerabilities.
- *Spam* – Electronic junk mail or junk newsgroup postings. Messages that are unsolicited, unwanted, and irrelevant.

APPENDIX 3: CONFLICT OF INTEREST POLICY

Conflicts of interest have the potential to jeopardize a nonprofit's tax-exempt status and damage its reputation with donors. Because of the crucial role many nonprofits play in protecting the public interest, any erosion in public confidence is particularly harmful to these organizations.

All aspects of a nonprofit's conflict-of-interest policy should be consistent with the IRS's model conflict-of-interest policy statement, referenced below, as is required. The IRS also requires nonprofits to provide a copy of their specific policy. Therefore, a nonprofit organization must also include the following items in its conflict-of-interest policy:

- A clear record of any proceedings concerning individuals who have either disclosed a conflict of interest or were found to have one.
- A description of compensation and other financial arrangements with your officers, directors, trustees, employees, and independent contractors, including clearly established rules which prohibit board and committee members who receive compensation from the organization from voting on matters pertaining to their compensation.

Article I. Purpose

The purpose of a conflict-of-interest policy is to protect an organization's interest when it is contemplating entering into a transaction or arrangement that might benefit the private interest of one of its employees, officers or directors, or might result in a possible excess benefit transaction. This policy is intended to supplement, but not replace, any applicable state and federal laws governing conflicts of interest.

Article II. Definitions

Interested Person – An Interested Person is any employee, director, principal officer, or member of a committee with governing board delegated powers who has a direct or indirect Financial Interest, as defined below.

Financial Interest – A person has a Financial Interest if the individual has, directly or indirectly, any actual or potential ownership, investment, or compensation arrangement with FSTM or with any entity that conducts transactions with FSTM. A Financial Interest is not necessarily a conflict of interest in all cases. Under Article III, Section 2 of IRS Form 1023, a person with a Financial Interest may have a conflict of interest only if the appropriate governing board or committee decides that a conflict of interest exists.

Article III. Procedures

1. *Duty to disclose* – In connection with any actual or possible conflict of interest, an Interested Person must disclose the existence of the Financial Interest and be given the opportunity to disclose all material facts to the directors and members of the committees with governing board-delegated powers considering the proposed transaction or arrangement. In an effort to aid such disclosure, each member (board, committee, or staff) shall complete a conflict-of-interest questionnaire as circumstances warrant, but no less frequently than annually.
2. *Determining whether a conflict of interest exists* –The board shall review each member questionnaire and any other disclosures regarding the Financial Interests of its members. After disclosure of the Financial Interest, the Interested Person shall leave the board meeting while the remaining board members discuss and vote on whether a conflict of interest exists.
3. *Procedures for addressing the conflict of interest* – After exercising due diligence, the governing board or committee shall determine whether the organization can obtain with reasonable effort a more advantageous transaction or arrangement from a person or

- entity that would not produce a conflict of interest. The Interested Person shall not be present in the room during the determination. If an alternative transaction or arrangement is not possible, the governing board or committee shall determine by a majority vote of the disinterested directors whether the transaction or arrangement is in the best interests of the organization, for its own benefit, and fair and reasonable. Based on these determinations, the board or committee shall make its decision on whether to enter into the transaction or arrangement.
4. *Disciplinary action* – If the committee has reason to believe an individual has failed to disclose actual or potential conflicts of interest, it will inform the member and allow him/her to explain the alleged failure to disclose. If the committee still has reason to believe a conflict of interest exists after the alleged conflict is explained, it will take corrective action.

APPENDIX 4: FSTM COPYRIGHT POLICY

FSTM COMPLIANCE POLICY: LIBRARY AND CLASSROOM

The purpose of *The Florida School of Traditional Midwifery ("FSTM") Copyright Compliance Policy: Library and Classroom* is to provide a summary of U.S. copyright law as it relates to the use of text-based copyright-protected works in the classroom and library at FSTM, and to provide guidelines and procedures for obtaining copyright permission to use these works.

U.S. copyright law contains many gray areas, and the goal of this policy is to provide FSTM administrators, faculty, librarians, students, employees, and others with a standard approach for addressing complex copyright issues. This policy covers classroom issues such as photocopying, online and distance education, and coursepacks. It also covers library uses for print and electronic reserves, ILL and document delivery. Other FSTM copyright and intellectual property policies may complement this policy by providing guidance on copyright issues beyond text-based materials used in the classroom and library.

This policy provides practical advice and procedures on copyright-related matters; however, it is not a substitute for legal advice, and proper legal advice should be obtained when necessary. The Academic Director may be able to assist you with any questions you may have.

WHAT IS COPYRIGHT?

Copyright is an area of law that provides creators and distributors of creative works with an incentive to share their works by granting them the right to be compensated when others use those works in certain ways. Specific rights are granted to the creators of creative works in the U.S. Copyright Act (title 17, U.S. Code). If you are not a copyright holder for a particular work, as determined by the law, you must ordinarily obtain copyright permission prior to reusing or reproducing that work. However, there are some specific exceptions in the Copyright Act for certain academic uses, and permission is never required for certain other actions, such as reading or borrowing original literary works or photographs from a library collection.

WHAT IS PROTECTED BY COPYRIGHT?

The rights granted by the Copyright Act are intended to benefit "authors" of "original works of authorship", including literary, dramatic, musical, architectural, cartographic, choreographic, pantomimic, pictorial, graphic, sculptural and audiovisual creations. This means that virtually any creative work that you may come across—including books, magazines, journals, newsletters, maps, charts, photographs, graphic materials, and other printed materials; unpublished materials, such as analysts' and consultants' reports; and non-print materials, including electronic content, computer programs and other software, sound recordings, motion pictures, video files, sculptures, and other artistic works—is almost certainly protected by copyright. Among the exclusive rights granted to those "authors" are the rights to reproduce, distribute, publicly perform and publicly display their works.

These rights provide copyright holders control over the use of their creations and an ability to benefit, monetarily and otherwise, from the use of their works. Copyright also protects the right to "make a derivative work," such as a movie from a book; the right to include a work in a collective work, such as publishing an article in a book or journal; and the rights of attribution and integrity for "authors" of certain works of visual art. Copyright law does not protect ideas, data or facts.

In the U.S., the general rule of copyright duration for a work created on or after January 1, 1978 is the author's life plus 70 years after the author's death. This is often referred to as "life-plus-70". Works created by companies or other types of organizations generally have a copyright term of 95 years. For more information on copyright duration, visit <http://www.copyright.gov/circs/circ1.html#hlc>.

FAIR USE

A provision for fair use is found in the Copyright Act at Section 107. Under the fair use provision, a reproduction of someone else's copyright-protected work is likely to be considered fair if it is used for one of the following purposes: criticism, comment, news reporting, teaching, scholarship and research. If the reproduction is for one of these purposes, a determination as to whether the reproduction is fair use must be made based upon four factors:

1. The purpose and character of use (principally, whether for commercial or nonprofit educational use);
2. The nature of the copyright-protected work;
3. The amount and substantiality of the portion used; and
4. The effect of the use being evaluated upon the potential market for or value of the copyright-protected work.

Fair use is an ambiguous concept and the law does not state exactly what uses of a copyrighted work will be considered fair uses under the law and may therefore be used without obtaining permission. As such, individuals who are not lawyers may often need to be interpreters of the law in everyday circumstances, and answers as to how much reproduction may be considered fair use often remain unclear. The bottom line is that fair use requires a very circumstance-specific analysis as to whether a particular use or reuse of a work may indeed be considered fair use.

To avoid confusion and minimize the risk of copyright infringement, FSTM interprets the following situations as fair use:

- Quotation of short passages in a scholarly or technical work for illustration or clarification of the author's observations.
- Reproduction of material for classroom use where the reproduction is unexpected and spontaneous – for example, where an article in the morning's paper is directly relevant to that day's class topic. This would generally cover one time use in only one semester.
- Use in a parody of short portions of the work itself.
- A summary of an address or article, which may include quotations of short passages of the copyright-protected work.

If your use does not meet the above criteria and the work is protected by copyright, you probably need to obtain permission to use the work from the copyright holder or its agent.

TYPES OF USE

Classroom Handouts

Based on FSTM's fair use analysis, classroom handouts fall into two categories; one that requires permission and one that does not. If the handout is a new work for which you could not reasonably be expected to obtain permission in a timely manner and the decision to use the work was spontaneous, you may use that work without obtaining permission. However, if the handout is planned in advance, repeated from semester to semester, or involves works that have existed long enough that one could reasonably be expected to obtain copyright permission in advance, you must obtain copyright permission to use the work.

Coursepacks

All articles, chapters and other individual works in any print or electronic coursepack

require copyright permission. Copyright permission for coursepacks is usually granted by the academic period. To reuse a coursepack in subsequent academic periods (e.g.: semester, quarter, trimester, etc.), you probably need to obtain permission again. Many copyright holders provide time-sensitive permission because their own rights may be time-sensitive and could be transferred to different copyright holders at any time. When ordering coursepacks it is important to clarify who will obtain permission for the coursepack—the copy shop or reprographic center, the faculty member or a member of the administrative staff. Deferring responsibility for copyright permission will not provide you protection against a claim of copyright infringement.

Reserves

If the FSTM library owns a copy of a publication, the library may place that copy on reserve without obtaining copyright permission. If the library wishes to reproduce additional copies of a work and place them on reserve for students to review, in either paper or electronic format, the library must obtain copyright permission.

Photocopying In The Library

It is permissible to photocopy copyright-protected works in the FSTM library without obtaining permission from the copyright owner, under the following circumstances:

- **Library user requests for articles and short excerpts.** At the request of a library user or another library on behalf of a library user, the FSTM library may make one reproduction of an article from a periodical or a small part of any other work. The reproduction must become the property of the library user, and the library must have no reason to believe that the reproduction will be used for purposes other than private study, scholarship and research. As recommended by Section 108 of the Copyright Act, the library must display the register's notice at the place library users make their reproduction requests to the library.
- **Archival reproductions of unpublished works.** Up to three reproductions of any unpublished work may be made for preservation or security or for deposit for research use in another library or archive. This may be a photocopy or digital reproduction. If it is a digital reproduction, the reproduction may not be made available to the public outside the library or archive premises. Prior to receiving any of the three reproductions permitted under this provision from another library or archive, the FSTM library or archive must make a reasonable effort to purchase a new replacement at a fair price. The reproducing library or archive must also own the work in its collection.
- **Replacement of lost, damaged or obsolete copies.** The FSTM library may make up to three reproductions, including digital reproductions, of a published work that is lost, stolen, damaged, deteriorating or stored in an obsolete format. Any digital reproductions must be kept within the confines of the library (that is, available on its computer but not placed on a public network.)
- **Library user requests for entire works.** One reproduction of an entire book or periodical may be made by your library at a library user's request, or by another library on behalf of a library user upon certain conditions being met. These conditions include the library determining after reasonable investigation that an authorized reproduction cannot be obtained at a reasonable price. Once made, the reproduction must become the property of the library user. The library must have no reason to believe that the reproduction will be used by the user for purposes other than private study, scholarship and research, and the library must display the register's notice at the place library users make their reproduction requests to the library.

PHOTOCOPYING FOR STUDENTS

FSTM library may make reproductions for library users (students, faculty, etc.), provided the following criteria are met:

- The library makes one reproduction of an article from a periodical or a small part of any other work.
- The reproduction becomes the property of the library user.

- The library has no reason to believe that the reproduction will be used for purposes other than private study, scholarship and research.
- The library displays the register's notice at the place library users make their reproduction requests to the library.

PHOTOCOPYING BY STUDENTS

Photocopying by students is subject to a fair use analysis as well. A single photocopy of a portion of a copyright-protected work, such as a copy of an article from a scientific journal made for research, may be made without permission. Photocopying all the assignments from a book recommended for purchase by the instructor, making multiple copies of articles or book chapters for distribution to classmates, or copying material from consumable workbooks, all require permission.

Document Delivery Services

It is important to maintain a distinction between ILL and Document Delivery Services (DDS). Photocopying for DDS requires copyright permission.

Inter Library Loan

The FSTM library may participate in interlibrary loans without obtaining permission provided that the "aggregate quantities" of articles or items received by the patron do not substitute for a periodical subscription or purchase of a work. FSTM follows the CONTU guidelines for defining "aggregate quantities." The CONTU guidelines state that requesting and receiving more than five articles from a single periodical within a calendar year or a total of six or more copies of articles published within five years prior to the date of request would be too many under CONTU.

If the articles or items being copied have been obtained through a digital license, you must check the license to see under what terms and conditions, if any, interlibrary loan is permitted.

Distance Education and Course Management Systems

In 2002, the Technology, Education and Copyright Harmonization (TEACH) Act became law and expanded the latitude universities, including FSTM, have for the performance and display of copyright-protected materials in a distance education environment, including through the use of Course Management Systems (CMS).

The copyright requirements for TEACH and CMS postings are similar to those of classroom handouts, but extend the traditional rules for those handouts to the digital transmission of materials to distance education students. If the use is spontaneous and will not be repeated, copyright permission is not required; however, the content may not remain posted for extended periods of time. If the use is planned, repeated or involves works that have existed long enough that one could reasonably expect to receive a response to a request for copyright permission, you must obtain copyright permission.

Copyright and Foreign Works

The U.S. is a member of the leading international copyright treaty, the Berne Convention. As such, when FSTM uses a copyright-protected work from another country, the protections provided to works by U.S. copyright law automatically apply to the use of that work as well (assuming the use takes place in the U.S.). Copyright Clearance Center has many reciprocal licenses to allow use of materials from other countries.

HOW TO OBTAIN COPYRIGHT PERMISSION

Permission to use copyright-protected materials, when required, should be obtained prior to using those materials. It is best to obtain permission in writing (including e-mail) and to ensure that the FSTM Academic Director has a copy of each permission form or letter.

The time to obtain permission may vary and, where possible, it is recommended to start the permissions procedure at least six months prior to the time that you wish to use the materials. If you need a quicker permission, let the copyright owner know this and he/she may be able to get back to you more quickly. Often, Copyright Clearance Center is your quickest one-stop resource for obtaining copyright permission.

Fact Finding Questions

Once you have identified the materials you want to use and determined that copyright permission is required, you must locate the copyright holder. If the copyright holder is not

listed on the work, locating the appropriate person or entity to grant permission may take some investigative and creative work.

The Copyright Office of the Library of Congress (www.loc.gov) may be of assistance in locating a copyright owner if the work is registered. Note, however, that copyright is automatically granted to all works upon their being written down and that registration with the Copyright Office is not required.

There are two primary options for obtaining permission to use the work. You may contact the copyright holder directly or you may contact Copyright Clearance Center. Check with your department manager to determine if your institution already has an established process for obtaining copyright permission through Copyright Clearance Center. If your department or campus does not have a centralized location or process for obtaining copyright permission, you may create an account with Copyright Clearance Center at www.copyright.com.

Information in your Permission Request

The copyright holder or its agent will require the following information in order to provide you with permission:

- Title of the material
- Creator/author of the material
- Publisher of the material
- Description of material
- ISBN or ISSN, if applicable
- Date of publication, if applicable
- Purpose for which you wish to reproduce the item (research, commercial, educational, etc.)
- How the material is to be reproduced (e.g., photocopied, digitized)
- Where the reproduced material will be used or will appear and for how long

REPORTING SUSPECTED INFRINGEMENTS

If you suspect that anyone at FSTM, including a student, is using any copyright-protected material without the permission of the copyright holder, immediately report this to the Academic Director.

REVIEW AND INTERPRETATION OF POLICY

This Policy will be reviewed annually and updated if necessary. For interpretation of this Policy, contact the Academic Director.

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