Word Processing Center Guidelines

General
The Word Processing Center provides typing and copying services to faculty. The WPC is open from 8:00 a.m. to 4:30 p.m., Monday through Friday, and is currently staffed by one word processor.

Process
1. Complete a Work Order Request. This form must accompany any materials that are submitted to WPC.
2. Submission of handwritten materials: Handwritten materials must be neat and legible and written on paper at least 8 ½ X 11 inches. When it is necessary to cut and paste, please secure the materials with tape.
3. WPC will use established formats for letters, minutes, course handouts, bibliographies and objectives. Course materials will be identified with University of Kentucky, College of Nursing, course number and title of handout as well as originator and staff initials. All materials will have a date and identification number. If the material or any portion of it is used at a later date, the ID number noted at the bottom of the page must be put on the work order (this is very helpful in locating the document for revision). All course material should be identified with a title. The faculty member submitting the material is responsible for verifying the accuracy of the draft returned to them.
4. When documents are proof read by the faculty and ready to be finalized please indicate this to WPC staff. If a second draft is needed, that can be arranged if WPC staff is made aware that you need a second draft.
5. WPC staff will be happy to do your copying for you when requested.

In the submission of materials to the WPC, please keep the following lead times for completion of materials in mind. These are recommended allotments and additional time should be allowed when possible. When lead times cannot be met, the faculty member should negotiate modifications with the WPC staff (we can be flexible when the need arises). Unless otherwise requested, all materials are prepared in draft form and returned to the faculty member for review.

Rough Draft Materials: two days except as noted on specific types of materials.

Final Material
- Correspondence: one day (depending on type and volume)
- Course Handouts: two days for materials less than 10 pages in length. Preparation of materials 10 pages or more in length should be planned in advance with the WPC staff.
- Bibliographies: five days, if more than two typed pages
- Minutes: five days (these will be distributed via email to appropriate recipients by WPC staff)
- Tests: ten working days
- Creative Material: five-ten days
Materials Related to Professional Activities: individually negotiated

Personal Requests: if not College related, it cannot be accommodated (personal letters, doctoral coursework, etc.)

Lecture Notes: cannot be accommodated unless neatly handwritten (these take a lot of time and due to the workload are almost impossible to do unless they’re neatly handwritten)

Reproduction of Class Material

- This policy refers to all materials required of students, i.e., course syllabi, lab manuals, supplemental packets, handouts, etc.

Supplemental packets are required to be purchased at the bookstore. Revisions should be made in WPC and returned to WPC to be finalized. After finalization, supplemental packets will be taken to the Medical Center Bookstore for reproduction. Faculty copies should be requested from WPC and copies will be kept in WPC central files.

Please note: To meet the University of Kentucky Medical Center Bookstore deadlines, material must be submitted to WPC within a timeframe that will be specified each semester. The general deadline rule will be mid-May for the following fall semester and mid-October for the following spring semester. If these deadlines cannot be met due to texts or dates not known, WPC staff will work with you.

- The Medical Center Bookstore sets the cost of the supplemental packet and reproduces the number of copies we request.
- Syllabi should be revised in WPC. After finalization by WPC, copies will be made for faculty to distribute to students. There are copies kept in the files in WPC.
- All syllabi and supplemental packets should have the notation, “These Materials Cannot be Reproduced without Written Permission of the Dean’s Office, University of Kentucky, College of Nursing.”
- Copyright materials shall not be included unless permission to use has been obtained from the author/publisher. Notation of permission must be cited.

File Copies

Due to University retention requirements, materials such as syllabi, supplemental packets and exams should be given to WPC staff to type or revise. WPC is required to keep copies of all these materials in a central file for use by other faculty members. When these are done outside of WPC, problems are encountered with revised materials being different from the copies kept in the files. If a faculty member needs an electronic copy of a syllabus to put on Blackboard, this can be requested from WPC staff. Supplemental packets are required to be purchased by students from the Medical Center Bookstore and should not be reproduced by students.

Exam Policy
The primary faculty or course coordinator should submit the exam questions to WPC within deadlines established: minimum of two weeks (10 working days) prior to the exam. This deadline is flexible when negotiated with WPC staff.

The primary faculty or course coordinator will obtain the finalized exam copies and scan sheets from the WPC staff.

The primary faculty or course coordinator will key the answers on the computer scan sheet and the Dean’s office will be responsible for delivery to and from the Computing Center.

Each course faculty member teaching in the course may request a copy of the exam and key. The WPC will also keep 3 semesters of file copies of the exam and key in their office. There are permanent archived books of all exams.

All copies of exams (except faculty copies) will be retained by the faculty course coordinator for ten school days after grades are posted. After this time, the course coordinator will destroy all these exam copies (either by taking them to WPC or by putting them in the “Confidential” recycling bin). The graduate exams will be retained by the individual faculty member. Scan sheets will be kept on file in WPC for one year after administration of the exam and then destroyed. If individual scan sheets need to be obtained from WPC, the course coordinator would request these and then be responsible for making sure they are returned to WPC as soon as possible.

University regulations require retention of test and scan sheets for one year. Students should be informed that the copies of exams and scan sheets are the official record in case a grade is disputed.

**Curriculum Vitae**

The curriculum vitae for College purposes should be updated at least once a year.