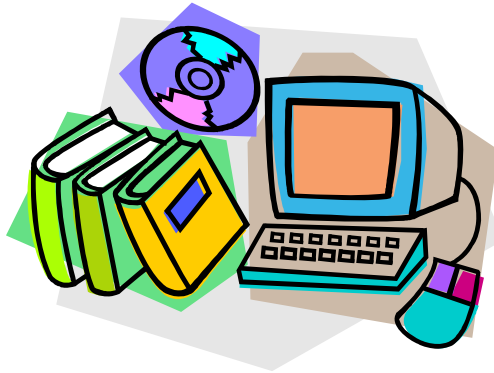


# Mountain View College



## Business, Computer Science, & Mathematics

### *ADJUNCT FACULTY PACKET*

We would like to take this opportunity to welcome you to Mountain View College and the Business, Computer Science, & Mathematics Division. The staff members in the Division Office are as follows:

*Dr. Gary Ergish, Executive Dean, Business, Computer Science, & Mathematics*  
(214) 860-8627 [gergish@dcccd.edu](mailto:gergish@dcccd.edu)

*Isabel Pina, Division Secretary, Business, Management, Economics, & Accounting*  
(214) 860-8619 [ipina@dcccd.edu](mailto:ipina@dcccd.edu)

*Phyllis Tallett, Division Secretary, Computer Science*  
(214) 860-8872 [ptallett@dcccd.edu](mailto:ptallett@dcccd.edu)

*Jeanna Roseberry, Division Secretary, Mathematics & DMAT*  
(214) 860-8645 [jrose@dcccd.edu](mailto:jrose@dcccd.edu)

*Carissa Gomez, Department Assistant, Evening Hours*  
(214) 860-8848 [cgomez@dcccd.edu](mailto:cgomez@dcccd.edu)

The staff in the Department Office are here to assist whenever we can. If you have any questions or need help please ask or call the Division office.

#### **Division Office Hours:**

M – TH 7:30am – 8:30pm  
F 7:30 am – 5:00 pm

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### **GENERAL INFORMATION FOR ALL ADJUNCT FACULTY MEMBERS**

*All adjunct faculty members are expected to:*

### **Class Meeting Times**

Meet all classes at the place and time specified. Do not let your class out early. If you finish your planned material early, have the students work some problems for the remaining class time. If you must be late or absent, you should notify the department office prior to the class meeting. The final exam period is considered a class period; it is one of the classes you are being paid for in your contract.

### **Instructor Absences**

When an instructor must be absent from class, for any reason, the following procedures must be followed:

If the absence can be planned for, the instructor should arrange for a suitable substitute approved by the division dean and notify one of the secretaries of the intended absence. The adjunct faculty member is responsible for compensating the substitute.

If the absence cannot be planned for and there is not enough time to arrange for a suitable substitute, notify the department office as soon as possible so someone from the division office can meet with the students in class to take roll and give out an assignment or a notice of class cancellation can be placed on the door where the class is to be held.

In every circumstance, the department office must be notified of any and all absences.

### **Syllabi**

A syllabus must be given to students on the first class day and on file in the department office by the end of the 2<sup>nd</sup> week of class. If you make changes to your syllabus after you have turned in a copy to the department office, the changes that were given to the students should be e-mailed to the department office within one week of making the changes. The department office must have on file the syllabus you are actually using in your class. Your syllabus is the contract between you and your student about what you expect of them and exactly how you will evaluate their progress. It should include enough detail so that the student, or anyone reading it, clearly understands your classroom policy and procedures, including the specific method of evaluation.

### **Temporary Grade Rolls (yellow)**

You will have a yellow temporary class roll for the first day of class that comes from the district office. If you have not received this by the first class day, please be patient and take roll on a sheet of paper. Attendance and grades listed on temporary grade sheets should be transferred over to the permanent grade rolls once received.

### **First Day Enrollment**

On the first class day, verify that each student not on your temporary roll is in the correct place and has paid by requiring either a fee receipt or Verification of Enrollment Form from the Admissions Office. If a student has neither on his/her person, send them to the Admissions Office (W140) for a verification form. Do not allow them to remain in class.

It is very important that you keep careful attendance. Make sure that the students that are attending your class are officially enrolled in your class. We need to get students in the correct class as soon as possible, mistakes are made and it is your responsibility to take careful attendance and compare your official rolls to the students who are attending your class.

### **Add/Drops to Class**

A student may add classes up to the second time the class meets. Only the dean may authorize a student to add into a class. Students may add into a class only if there is space available. Reasons for approving students changing classes during the first two weeks are usually related to students being misplaced into the wrong class or simply changing times for the same class. As you have new students come in be sure to check their fee receipts. As add/drop slips come in be sure to check that these students names are on them. If you do not receive a add/drop slip for a student within a week have them check with the Admissions Office to make sure that their add/drop has gone through.

Students may drop a course up until the official drop date. This date will be on the syllabus. Please announce this date as it draws near. Students will quite often want to drop the week after the drop date.

### **Permanent Grade Rolls (blue)**

Check the permanent class roll after the 12th class day to verify that all students are on the roll. If a student's name does not appear on the permanent class roll, send them immediately to the Admissions office. Do not allow them to remain in class without proper documentation.

**\*Attendance certification after the 12<sup>th</sup> class day is extremely important. eConnect is were you certify your class attendance. Instructions are at the back with eConnect class certification. If you have any questions on how to accomplish the certification ask the division secretaries.**

Maintain accurate grade rolls in accordance with the guidelines established by the Vice President of Instruction, and to file the grade rolls with the Division office at the end of the semester.

Blue Grade Rolls must include record of attendance for the entire semester. All grades for the course must be recorded – not just the average. This includes homework, quizzes, extra credit and exam grades. Prepare ahead of time. If you do not have enough space to list all grades, you may use a spreadsheet and attach the original to the permanent blue grade rolls. If you attach a spreadsheet, it is imperative that you condense the entire list down to one page for district and office storage purposes (legal or letter size acceptable).

Every semester we have to look at previous semester blue rolls because of a student concern. We need you to clearly label your grades and the grades recorded should correspond to what you have in your syllabus, so we can determine if the student has a legitimate concern. Attendance must be recorded every class period for the same reason. Students make claims that we must investigate and we need good records.

### **Examinations**

Each instructor is expected to prepare and give performance examinations and evaluations to the students throughout the semester including a final examination.

If you give an exam in the testing center during one of your regularly scheduled class time, it is your responsibility to be available in your classroom for students to meet with you. If you give an exam in the testing center and are not going to be on campus, this is considered an absence and you must notify the department office.

Final exams are to be given in your designated classrooms during final exam week. Please do not put final exams in the testing center, they do not have the capacity to handle tests in that volume (remember everyone else on campus is giving exams at the same time during finals). You are expected to meet with your students in your classroom on the day and time established by the official exam schedule. This is part of the obligatory contact hours established for your course in your contract. If you don't meet during the final exam period it is considered an absence and you must notify the department office. The final exam schedule is as follows:

## **Final Grade Rolls (red)**

Certify and submit final grade rolls to the division office in accordance with the deadlines and guidelines established by the Registrar *and* the division office. There will be an End of the Semester Check Off List attached to the final grade rolls. Please read this checklist carefully as information could change on it each semester.

*Bubbles are to be marked with pencil.*

*Written grades (not numeric) and Signature must be in blue or black ink.*

## **Mailboxes**

All faculty have mail boxes in either W212A. Please check your mailboxes each day you are teaching for any messages from students or information from the division office. We now use email for most of our communication. It is expected that you regularly check you email in order to stay in touch with the department office. Please notify us of your preferred email address or we can assign you a DCCCD account.

**Duplicating** \*Please be aware of copyright laws before duplication.

Copying exams and other materials may be done on the copying machine in W212A. The division office will give you a code to use in the copier. Please make all copies double sided if possible. Our copiers will staple your pages for you. If you need help finding this function, please ask and we will be glad to show you.

You may submit a duplication request in advance (2 days notice) to the division office with the number of copies, instructors name, and the date required noted on the front (post-it note or duplication request form).

## **Room Assignments and Room Changes**

Rooms are assigned through the computer system. You can find your room assignments in the course schedule or online. If there is a room change made for the first class day, they will be posted on the division office door as well as on the door of the room listed in the schedule.

All room changes must be made through the Division dean. Requests for room changes will only be considered for reasons related to the ability to teach your class (eg there are not enough desks in the room); reasons such as you would like for your two classes to be in the same room will not be considered. You must notify the department office of the change as soon as possible. We cannot direct students to where you are if we do not know ourselves. If you hold classes in another location for one day (library, computer lab, etc.) notify the department. It is important, for emergency reasons that we know where your class is at all times.

## **Textbooks and other materials**

Instructors are to use the textbooks adopted by the department for each course. The Division Office will provide instructor annotated textbooks for faculty. Students must furnish their own books. The division office DOES NOT supply loaner copies to students. Instructors are to return textbooks and all ancillary materials back to the Department Office at the end of the semester unless they will be teaching from the same book next semester.

## **Staff Development**

Participate in staff development activities as recommended by the Division Dean and/or department coordinator.

## **Pay Procedures**

All pay checks are now either direct deposit or by E-card. If you have any questions about your paycheck contact the department office or Human Resources (ext. 8703.)

Paychecks for Adjunct instructors are as follows:

Fall Semester: September, October, November, and December

Spring Semester: February, March, April, and May

Summer semester (including May, Summer I and Summer II) vary by class start/end dates.

### **Evaluation of Instruction**

All adjunct faculty should receive a scheduled classroom observation by the Department Coordinator each academic year. The major purpose of the evaluation is to improve instruction. The performance of part-time faculty will be evaluated using the following:

- Student Survey of Instruction (completed by students during fall semester only)
- Instructional Visitation Appraisal (completed by Department Chair or designate someone each year)
- Instructor Appraisal Report Summary

The Division office will return student surveys to the instructor after review. Evaluation reports are added to the adjunct faculty personnel files.

All classes are subject to a visit and evaluation by the Dean or another Administrator at any time.

### **Academic Dishonesty**

Please explain the following to your classes, as some are unaware of its consequences. Many students have never had plagiarism defined to them.

The Vice-President of Instruction may initiate disciplinary proceedings against a student accused of academic dishonesty. Academic dishonesty includes, but is not limited to, cheating on a test, plagiarism and collusion.

Cheating on a test includes:

- Copying from another student's test paper;
- Using, during a test, materials not authorized by the person giving the test;
- Collaborating with another student during a test without permission to do so;
- Knowingly using, buying, selling, stealing, transporting, or soliciting in whole or part the contents of an unadministered test.
- Substituting for another student, or permitting another student to substitute for you to take a test; and
- Bribing another person to obtain an unadministered test or information about an unadministered test.

"Plagiarism" means the appropriation of another's work (ideas and/or words) and the unacknowledged incorporation of that work in one's written work offered for credit. Quotes not identified, as quotes constitute a form of plagiarism even if the borrowed ideas are documented

"Collusion" means an unauthorized collaboration with another person in preparing written work offered for credit.

### **Inclement Weather**

In case of ice or snow, any school cancellation decisions will be broadcast on major local radio and TV stations. The division office phone number will have a voice message stating if the campus is closed as soon as the presidents of the colleges make a decision.

Day classes will be announced no later than 7:00am.

Evening classes will be announced no later than 5:00pm.

## Services

**Drop in computer lab**, W-60 is open for all students and faculty/staff Monday through Sunday. Check list in W-60 for open hours.

**Learning Skills Center**, (W170) x8538, offers assistance for students who need tutorial assistance in reading skills, vocabulary, and grammar. Their hours are Monday - Thursday 8:00am - 9:00pm; Friday 8:00am - 2:00pm; Saturday 8:00am - 5:00pm; and Sunday 1:00pm - 5:00pm. The LSC provides individual tutoring by appointment and group tutoring sessions.

**TRIO/FOCUS**, (W230) x8883, can provide intervention and mentors for students who are not being successful (for whatever reasons). Mentors will contact students and help them learn to manage study time better, to use the school facilities better, to talk through problems, to arrange tutorial help, etc. This is a good program for disruptive students and those who will not work within the course requirements.

**Health Services/Wellness**, (W145) x 8699, can arrange support medical care and emergency help for students who are ill, and she can offer temporary handicapped parking permits for those with special conditions (broken leg, pregnancy, etc.).

**Special Services**, (W145) x 8691 provides diagnostic screening for students with learning disabilities or those who need support/assistance because of handicaps. Some of the services available include note takers, taped textbooks, sign language interpreters, diagnostic testing, scribes, and readers. Other arrangements such as extended test time are also available.

**Counselling Center**, (W140) x 8859, can provide students with degree requirements here and at other state schools and can offer transfer equivalency information.

**Testing Center**, (W197) x 8571, will provide placement tests scores to verify students have qualified for English courses and will also administer makeup exams or writings for students in your classes. They will not administer final exams.

**Library**, (W163) x 8669, will hold materials on reserve for your students and will provide library tours for your classes with emphasis on whatever topics you request (argument, research papers, etc.). You may also obtain a Staff ID from the Library."

**Media Services**, (W138) x 8655/8640, will provide videotapes, films, computer workstations for classrooms and overhead projectors. Audio-visual Equipment may be reserved by either e- mail or phone call. Reservations in advance (approx. 3 days) are required for films from another campus.

**College Police** For class disturbances, locked classrooms, dead battery, or other car trouble, call College police at x8758 for help. Use a phone in the Division Office, Evening Office or the red phones throughout the campus.

## Grade Book Entry

In accordance with the guidelines established by the District Policy, you must maintain accurate grade rolls (blue sheets). You need to return the blue grade roll as well as the class action notice slips together with the Final Grade Roll (pink sheet) at the end of the semester.

Blue Grade Rolls must include record of attendance for the entire semester. Attendance listed on the temporary rolls (yellow) should be transferred over to the blue grade roll. Once information has been transferred over, you may dispose of the temporary rolls. All grades for the course must be listed out on the second page under “grades” area. (Summer classes may be listed on the first page in the blank date areas at the right) This includes homework assignments, quizzes, extra credit, exam grades and final semester grade. \* Please list somewhere on your blue grade roll how you calculated your grades – example: drop one test grade, % for exams, quizzes, homework, attendance, etc. This helps later on when a student comes back to complain about a grade received. We can usually help them before you have to be contacted or if you are unable to be contacted.

Prepare ahead of time – If you do not have enough space to list all grades on page two of the blue grade roll (page one in the summer), you may use a spreadsheet and attach the original to the permanent blue grade roll. If you attach a spreadsheet, make sure it lists your name, semester/year, course number/ section and registration number. It is important that you condense the spreadsheet down to one page for storage purposes (letter or legal size).

1. X or A = Absent
  2. (X) or (A) = Excused Absence
  3. P (or leave blank) = Present
  4. E = Date Enrolled (late)
  5. W = Withdraw When a student withdraws from a class and you receive a class action notice, you should list on your blue grade rolls the date you received the drop notice.
- Instructors are at liberty to use additional symbols which must be explained at the bottom of the grade rolls.

### **DCCCD POLICY REQUIRES ATTENDANCE BE TAKEN THROUGHOUT THE SEMESTER.**

Students who are not able to provide official proof of class enrollment should not be allowed to attend class. They should be sent to the Registrar’s Office immediately. They can be allowed back into class when they have proof of enrollment or reinstatement.

If you have any questions or need clarification on anything, please feel free to contact the division office.

Each of your students will receive a final grade for your class. It is important that your grading policy be clear and understandable and that your students can calculate their current grade at any point in the semester. Mountain View College uses the following grade format:

| <b><u>Grade</u></b> | <b><u>Interpretation</u></b>                                      | <b><u>Point Value</u></b>                |
|---------------------|---|--|
| A                   | excellent   | 4  |
| B                   | good  | 3  |
| C                   | average   | 2  |
| D                   | poor  | 1  |
| F                   | failing   | 0  |
| E                   | effort but no credit  | not computed *developmental studies only |
| I                   | incomplete  | not computed                             |
| W                   | withdrawn   | not computed                             |
| WX                  | withdrawn, re-enrollment required<br>by subsequent long semester. | not computed                             |

### **“D” grade**

Some instructors give D's as a genteel way of requiring a student to repeat the course. However, some universities do allow a D to transfer. But it is up to the student to find out if a D will be accepted at the university they plan on attending. Many teachers choose not to give the D grade in developmental classes, because students who earn a D are not likely to succeed in the subsequent course. An E grade can be given instead, and students will not be allowed to move on to the next course.

### **“E” grade**

An "E" grade may be given when an instructor wishes to indicate progress made in a developmental studies course only-. Upper level classes do not give an E grade. An E grade is non-punitive and is not computed. The E grade provides more flexibility for re-enrollment, particularly for students who do not achieve a C-level grade in a course. An E grade indicates participation in a course according to guidelines, but was unable to do C-level or passing work that would qualify them to enroll in transfer-level courses. The E grade indicates below college skill level work, but shows participation in and attendance to the class and attempted to do the work in the course.

Students on Federal Financial Aid should check with the Financial Aid Office concerning E grade(s) and any impact they have on benefits.

### **“I” grade**

An incomplete grade of "I" may be given when an unforeseen emergency prevents a student from completing the work in a course. The "I" must be converted to a performance grade (A-F) within 90 days after the first day of classes in the subsequent regular semester. If the work is not completed after 90 days, the "I" is converted to a performance grade, usually an F.

An Incomplete Contract is used to assign an incomplete grade and states the requirements for the satisfactory completion of the course. The instructor must pick up the contract from the division office and discuss the rationale for an “I” grade with the dean. The Incomplete Contract must be agreed upon and signed by the student, instructor, and the appropriate division dean and submitted with the final grade report. When an Incomplete Contract must be submitted without a student's signature, the instructor must include a statement indicating that the student is aware of and agrees with the contract.

### **“W” grade**

A student will receive a “W” if he/she drops the class before the official drop date. A “W” will be preprinted on your final grade roll.

Students must initiate their own drops and begin in the counseling and Advising office. You as their instructor cannot do it for them. You will know that the drop form has been processed when you receive a Class Action Notice for that student indicating the drop.

### **“WX” grade**

If a student does not complete course requirements, they may receive a "WX" grade when the instructor determines that reasonable progress has been made and when they can re-enroll for course completion prior to the certification date in the next regular semester. The instructor must pick up the contract from the division office and discuss the rationale for an “I” grade with the dean. If the student does not complete the course requirements, the "WX" is converted to a performance grade. Requires a contract.

## **Dropping a class after the drop date**

Occasionally a student will request a “W” after the official drop date has already passed. In order for the student to even initiate the process, the reason for missing the deadline must be viewed as unforeseen and unavoidable; i.e., simply forgetting or procrastinating are not acceptable reasons. Deaths in the immediate family, serious illness, or some circumstance out of the students control are examples of acceptable reason.

The first step is for the student to talk to the instructor and show whatever supporting documentation he/she has, such as hospital records, an obituary notice, legal correspondence or police reports, etc. You as the instructor will need to decide if the situation is one of extenuating circumstance. If you decide that it is, then you will need to get a “Late Drop After Drop Date” form from the division office, fill it out, and attach the students supporting documentation. If it is sent to the executive dean for signature and processing.

## **Reinstatements**

Occasionally a student who has been administratively dropped will petition to be reinstated, or officially put back into the class. If the student’s petition is approved, you as the instructor will need to fill out a reinstatement form in order for the student to be readmitted to your class. In order to be reinstated, the student will need assistance to catch up on tests and assignments.

If the reinstatement form is completed (including all needed signatures) before the final rolls have been printed, the form should be turned in to the division office.

If the reinstatement form is completed after the final rolls have been printed, the form should be attached to the final grade roll for that class.

## **Grade Changes**

If you need to submit a grade change for a student, you can get a form from the division office, evening office, or registrars office. Give the completed form to the division office, which will then forward it for proper signatures. Once the registrar has approved the change, the student will be notified of the new grade by mail.

## **Resolving Grade Disputes**

A student who believes an error has been made in determining a course grade they must first discuss it with the instructor. If unresolved at this level, the student can then proceed through administrative levels beginning with the dean.

**ITEMS AVAILABLE TO BE CHECKED OUT THROUGH THE  
DIVISION OFFICE (W210)**

|   |
|---|
| Algebra tiles workbook  |
| Algebra tiles   |
| Anglegs   |
| Assorted coins set of 1550  |
| Big base ten class kit  |
| Chalk/Dry Erase 14" Protractor  |
| Chalk/Dry Erase 17" Compass   |
| Compass 18" long, Circle 30" Diameter                                     |
| Cuisenaire Rods class set of 30   |
| Customary Trundle Wheel   |
| Decimals- Basic Addition dominos  |
| Decimals- Basic Subtraction dominos                                       |
| Demonstration Thermometer   |
| Dry erase boards class set of 30  |
| Dry fill Plastic beads 1qt.   |
| Easy shapes base ten blocks   |
| Folding geometric shapes set of 8   |
| Fractions- Basic Addition dominos   |
| Fractions- Basic Subtraction dominos                                      |
| Liter Cube  |
| Measuring jars set of 4   |
| Operation cubes set of 6  |
| Overhead Pattern Blocks   |
| Overhead Rainbow Fraction circles set of 51                               |
| Platform scale  |
| Positive & Negative Number Dice set of 12                                 |
| Tape measures set of 10   |
| Times table challenge   |
| Trundle wheel   |
| Vertical number lines   |
| View-thru geometric solids set of 14                                      |
| Write tool to teach algebra gr. 7-12                                      |
| Writing about Math: Springboard for critical thinking gr. 2-8             |
| Linking Cubes   |
| TI-83 Plus Calculators (class set of 25)                                  |
| TI-83 Plus Calculators w/view screen (to be used with overhead projector) |

