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## ***BOARD OF TRUSTEES***

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Thomas Townsend, Vice-Chairperson

Joseph Gentry II, Treasurer

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Dr. Judith Grenkowicz, Trustee

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Dr. Mark A. Curtis, Vice President for Instruction

Richard Sutherland, Vice President for Administration & Finance

Max P. Lindsay, Dean of Student Affairs

## **DEPARTMENT CHAIRPERSONS**

<b><u>DEPARTMENT</u></b>	<b><u>CHAIRPERSON</u></b>	<b><u>EXT.#</u></b>
Health and Human Services	Monica Bushey	7350
Industrial Technology	Bob Tosch	7421
Language, Arts & Humanities	Karol Walchak	7349
Math / Science	Doug Huizenga	7362
Professional Occupations	Mary Jane Thomson	7313
Social Sciences	Amber Vesotski	7304
Huron Shores Campus	George Falkenhagen	88442



## INTRODUCTION

**WELCOME TO THE ALPENNA COMMUNITY COLLEGE FACULTY!** *We are pleased to have you as a member of our part-time faculty staff.*

*ACC is committed to delivering high quality education to our students and we rely on our part-time teaching staff to help fulfill this commitment. You have been selected to be a part of ACC because of your skills and expertise in your field. We would like to assist you by providing this handbook of employment policies and procedures, instructional guidelines, and the ACC community in general.*

*If you have a question or concern that is not addressed in the handbook, please refer to the current college catalog/student handbook, or feel free to contact your department chairperson or the Vice President for Instruction.*

# **ACC FACTS...**

The college first opened its doors in 1952 and is one of Michigan's 29 community colleges. In 1967 ACC opened a branch campus in Oscoda, now known as the Huron Shores Campus of Alpena Community College. The Alpena campus serves residents of the college district, which includes Alpena County and Krakow and Presque Isle townships in southeast Presque Isle County, as well as a broader service area encompassing Presque Isle, Montmorency, Alcona & Iosco counties. At the Huron Shores Campus, the counties served are Alcona, Iosco and Arenac. The Huron Shores Campus also offers off-site courses at Tawas, Hale and Whittemore-Prescott High Schools.

## **ENROLLMENT**

More than 2,100 credit and non-credit students are enrolled each semester. Headcount and total credit hours have remained steady for the past five years.

## **STUDENTS**

More than 60% of ACC's students attend classes part time; the rest are enrolled full time in 12 or more hours a semester. Students are diverse in age ranging from 18-80 with the average age being 31 years old. There is little diversity in race, economic or cultural level. Most students receive financial assistance. Almost half of ACC students attend at least one evening class.

## **CAMPUS**

The 700-acre central campus is located in Alpena and the Huron Shores Campus is located 50 miles south in Oscoda. Presently, seven buildings accommodate the Alpena campus. The World Center for Concrete Technology and the Fine Arts Center has been completed.

## **CURRICULUM**

ACC offers a full range of undergraduate credit courses that form the first two years of most college curricula. There are more than 50 liberal arts, transfer, career and technical programs designed to help students further their education or enter the job market, with many courses offered online.

## **COSTS**

Tuition and fees are presently \$84 a contact hour for in-district students, \$126 for in-state students and \$168 for out-of-state students with a \$6 per contact hour Student Services fee, a \$6 per contact hour Facilities Maintenance fee, a \$4 per contact hour Technology fee, a \$20 registration fee per semester, and a \$10 per contact hour online course fee collected for each online course.

## **ATHLETICS**

Men and women participate in five intercollegiate sports. Men compete in basketball and golf, while women compete in basketball, volleyball and softball. The campus has health and fitness facilities for aerobic and weight training.

## **FACULTY AND STAFF**

The college has a full-time faculty and staff of about 150. Approximately another 90 work part-time. Most faculty have Master's degrees, and many have or are earning doctorates. ACC faculty have won various awards and are recognized as some of the best in Michigan.

## **ACC FACTS CONTINUED**

**GOVERNANCE**

The Board of Trustees at ACC is composed of seven members who are residents of the college district and are elected at large to six-year terms. Every other year, two to three seats on the board become available. The Board governs the college and sets the budget. Local control is important to the continued well-being of the college and the citizens of the service district.

**UNIVERSITY CENTER**

The Madeline Briggs University Center at Alpena Community College houses offices of accredited four-year institutions who are cooperating with ACC to make completion programs for selected bachelor's and master's degrees available in Northeast Michigan. It is a concept ACC is actively pursuing to bring staff, classes and services from partner colleges to existing facilities at the main campus in Alpena and at the Huron Shores Campus in Oscoda, for the purpose of offering a variety of advanced degree programs in their entirety. Northwood University is currently housed in the University Center and other schools that can deliver programs to meet identified needs of undergraduate and graduate degree seeking students in Northeast Michigan are being sought.

# **Mission, Goals and Philosophy of Alpena Community College**

## **COLLEGE MISSION**

The mission of Alpena Community College is to meet lifelong learning needs by providing educational opportunities through effective stewardship of resources.

## **COLLEGE GOALS**

### Marketing

- Present and position ACC as a compelling, attractive institution of choice for all learners.

### Program Development

- Achieve excellence in program areas of transfer, occupational/technical, developmental, community and continuing education.

### Community Involvement

- Serve as a primary center for regional economic development, diverse programming, recreational/wellness opportunities, and cultural enrichment.

### Culture Change

- Foster an environment of learning that embraces change, cultural diversity, personal accountability, and global thinking.

### Partnerships and Alliances

- Conduct college business with a view to developing partnerships and alliances to expand learning opportunities.

## **PHILOSOPHY**

Alpena Community College is dedicated to the task of providing programs and services to all members of the community who can benefit from them. Accordingly, the college is committed to:

- Recognizing the dignity and worth of the individual.
- Providing an educational environment that promotes and facilitates lifelong learning.
- Maintaining an awareness of global issues and circumstances that influence the educational content and practices of its curriculum.
- Guaranteeing the free and open exchange of ideas.
- Providing equal opportunity for all citizens for post-secondary education.
- Helping students and staff to achieve their maximum potential.
- Striving for quality and setting standards for accountability of the development and operation of programs.
- Maintaining flexibility in establishing the institution's priorities so that the college remains prepared to meet present and future challenges.
- Assisting students to assume responsibility for their own education.
- Contributing to the economic and cultural growth and development of the community college service area.

# ***TERMS OF EMPLOYMENT***

## **EMPLOYMENT RECORDS**

As a condition of employment, all part-time faculty are required to have on file with the Human Resources Office the following forms:

- Employment Application (completed and signed)
- I-9 Employment Eligibility form with copies of identification
- W-4 Federal
- W-4 State
- Hazard Communication Compliance/Right To Know Signature Page
- State of Michigan New Hire Reporting Form
- Direct Deposit (optional, but recommended)
- Criminal Background Check Authorization
- MPERS Beneficiary Nomination Form
- Employee Information Form
- Official Transcripts
- Email Request/Network Agreement

## **COMPENSATION**

The compensation rate for part-time faculty is outlined below. A part-time instructor is defined as anyone who teaches a total of eight (8) or less contact hours per semester. There is no premium for class size.

<b>Contact Hour Rate</b>	<b>Semesters</b>
\$525	1-10
\$550	11-20
\$575	21-30
\$600	31 and up

*Example: the pay rate increase to \$550 will occur with your compensation for your 11<sup>th</sup> semester.*

Payroll amounts are calculated by dividing the total semester compensation by seven or eight equal payments for full semester courses. Courses that are shorter than the full semester length will have different payroll dates dependant upon the start and end dates for the course and the number of pay dates the class spans. The final payment for all courses is contingent upon the part-time faculty member having completed his/her obligation to the college including, but not necessarily limited to, the following:

- Teaching each class as scheduled
- Completing the personnel file
- Submitting student evaluations
- Turning in any items that are college property and have been issued to the faculty member, such as keys, books, audio-visual materials or equipment
- Turning in final grades no later than the designated date and time

Example:

*Instructor A is teaching two courses with a total contact hours of 6.0. This instructor is currently teaching their 11<sup>th</sup> semester at ACC.*

\$550     Rate for 11th semester  
x 6.0     Total Co Hrs (Load)  
\$3300     Total Semester Compensation  
\$3300 ÷ 7 payments = \$471.43 per pay amount  
Payroll will begin Sept 26 and end Dec 19

### **Payroll Schedule/Distribution**

Your individual stipend information can be accessed via WebAdvisor under My Stipends on the Employee menu.

<http://www.alpenacc.edu/personnel/>. Payroll is bi-weekly on Fridays and will begin on the first or second pay date after the drop/add deadline (determined by ACC payroll schedule). Paychecks are available at the switchboard (located at the main entrance of VLH) on scheduled pay dates or in the Human Resources office (VLH 102) on any other date. The Human Resources office is open Mon-Fri 8:00 a.m. – 4:30 p.m., closed Noon – 1:00 p.m.. Paychecks are mailed only to faculty members that do not regularly work at the Alpena campus. Any payroll questions may be directed to the Human Resources office.

### **Direct Deposit**

Direct Deposit is free and available to all employees and is the recommended method of payment. We also offer paperless payroll through Web Advisor. Direct Deposit Forms are available on the college forms website: <http://www.alpenacc.edu/internal/forms.htm>.

### **MILEAGE REIMBURSEMENT**

As an adjunct faculty member, you are eligible for mileage compensation paid at the federal mileage rate for teaching course(s) during the Fall, Spring or Summer semester when your commute from home of residence exceeds 15 miles **one way** to your teaching site (e.g., main campus in Alpena, Huron Shores Campus or any other off-campus site). This means that each mile beyond the reasonable commuting distance of 15 miles \*(i.e., 30 miles round trip) will count for mileage reimbursement.

Implemented August 24, 2009

\*Updated for clarification December 8, 2009

Mileage compensation will be reimbursed following the end of the semester upon submission of a completed Mileage Log to the Instruction Office, Van Lare Hall 109. The Mileage Log is available on the college forms website, <http://www.alpenacc.edu/internal/forms.htm> or from the Instruction Office. If you would like the form sent to your campus mailbox, please call Mary McLaren at 358-7212 or Nancy Seguin at 358-7219. Questions regarding eligibility for mileage compensation should be directed to the Instruction Office.

### **EMPLOYEE INFORMATION CHANGES**

If you need to change your address, name, phone number, update your emergency contact information, or to change your marital status, you will need to submit a new Employee Information Form to the Human Resources office. This form, as well as other college forms, is available on the college forms website: <http://www.alpenacc.edu/internal/forms.htm>. The Office of Retirement Services offers beneficiary change forms and name and address change forms on their website: [www.michigan.gov/ors](http://www.michigan.gov/ors).

### **TERMINATION OF EMPLOYMENT**

If you resign or will no longer teach at Alpena Community College for any reason, please call the Human Resources office to arrange an exit interview. An Exit Interview is a powerful tool that allows our institution to gain an understanding as to why employees leave and what they liked and did not like. In addition, the exit interview will cover a laundry list of items such as final payroll information, return of keys and/or college equipment, retirement options, etc. We value the ability to learn from the past experiences of departing employees and gain an opportunity to improve management/employment practices accordingly. Exit Interviews can help us pinpoint potential action opportunities that can encourage reduction in turnover rates and improve employee morale.

### **BENEFITS**

Following is a summary of benefits afforded the part-time faculty members at Alpena Community College. For more information regarding any of the benefits listed below, please contact the Human Resources Office. *Note: A part-time faculty member is defined as anyone who teaches a total of less than eight (8) contact hours per semester.*

#### **Retirement**

As an employee of Alpena Community College, you will be enrolled in Michigan's Public School Employees Retirement System, one of the best public pensions around. Alpena Community College will submit employer contributions on your behalf and will submit your employee contributions based on the plan you are enrolled in. You will receive a "welcome letter" from MPSERS shortly after receiving your first payroll from the college. In the meantime, we encourage you to take a look at the MPSERS website at [www.michigan.gov/ors](http://www.michigan.gov/ors), which offers a vast array of information and tools about the retirement plan. This website explains how and what percentage of employee contributions will be deducted from your compensation, how and when you will qualify for a pension and how your pension will be calculated. It includes tips for enhancing your retirement by purchasing service credit and forms for submitting a beneficiary or address change and so on. You'll also find the information you'll need if you leave public school employment, as well as an overview of the plan's disability protection, insurance, and survivor benefits.

### **Part-time Faculty Tuition Waiver Policy**

1. Part-time faculty earn .5 contact hour tuition waiver for each one (1) contact hour taught, NOT to exceed a maximum of eight (8) contact hours per academic year. The academic year is determined to begin with the fall semester and end after the summer session.
2. A part-time faculty member may use this benefit for him/herself, or spouse, or an unmarried dependent child as defined by the IRS for personal income tax reporting, at a total of no more than eight (8) contact hours.
3. The part-time faculty member can use this benefit after employment during one (1) academic year with ACC. This tuition waiver benefit is earned in the year prior to the year it is used. The part-time faculty member cannot accumulate this no-cost tuition benefit beyond the subsequent academic year after the year earned.

### **Wellness Center Membership**

As a member of the ACC Staff, part-time faculty may become members at the Alpena Community College Wellness Center free of charge in the current semester you are teaching. Spouses and dependant children (junior in high school or older) may join for only \$20.00 per semester in the semester you are teaching as well. Registration is required through the Campus Services Office located in Van Lare Hall, Room 108. If you discontinue as a part-time employee, the current Wellness Center rates will apply to you and your family. Please contact the Wellness Center for further information and hours of operation.

### **Bookstore Discount**

Part-time faculty members may purchase clothing and supplies at the Alpena Community College Bookstore at the staff discount of 25% off and textbooks for a 10% discount. Part-time faculty members should identify themselves as such to bookstore personnel at the time of purchase to receive this discount.

### **Staff Development**

As a part-time faculty member at Alpena Community College, individuals may request Staff Development funds for professional development opportunities. Such requests will be evaluated by the Staff Development Committee. The application for staff development funds can be found on the college website ([www.alpenacc.edu](http://www.alpenacc.edu)) in the drop-down Popular ACC Sites box under College Forms. This form should be filled out in its entirety, along with a travel form and flyer/brochure describing the event, and submitted to the Department Chair for an account number and signature and then forwarded to the Vice President for Instruction office. Contact Mary McLaren at 358-7212 (109 VLH) for further information.

## **ABSENCES**

### **Class Cancellations Due to Instructor Absence**

If you are ill or if an emergency arises which will prevent you from being at your assigned class, please call

the appropriate phone number below as early as possible. Early notification will assure students will be notified. When you report an absence, your department chairperson should also be notified.

Instructors must not secure substitute teachers for their class(es) without first receiving approval from the appropriate authority. At the Alpena campus, notify the Vice President for Instruction, 358-7458; at the Huron Shores Campus, notify the Director 739-1445, ext, 442. If a substitute cannot be secured for the class, make up the class at a day and time determined by you and your students. It is imperative that lost days be made up; exception to this policy must be approved by the Vice President for Instruction or the Director of Huron Shores.

Main Campus Classes

M-F 8:00a – 4:30p Human Resources Office (989) 358-7211 or (989) 358-7351

M-F 4:30p – 6:00p Evening Technician (989) 358-7209

Office personnel will change the cancellation announcement on the college phone system to include your cancellation, post cancellation notices and contact the students, if possible.

Huron Shores Campus Classes

M-F 8:30a – 5:00p Director’s Office (989) 739-1445 ext. 442

Huron Shores faculty are given a pyramid form for completion for each class. When it is necessary to cancel your class, you are responsible for call the first person on the telephone pyramid.

**Inclement Weather Cancellations**

Alpena Community College’s goal is to maintain a regular schedule of classes at all possible times. If there is a need to deviate from the regular schedule due to inclement weather, the President and designated staff will make a decision prior to 5:45 a.m. whenever possible. One of the following options will be selected:

**Announcement**

**Definition**

Classes are cancelled.....	Classes for the whole day are cancelled. College offices remain open.
Delayed opening.....	Classes starting before the announced time are cancelled; classes starting at or after the announced time meet as scheduled. Offices open at the announced time.
College is closed.....	All classes are cancelled and all offices/services are closed.

Weather conditions are evaluated at 11:00 a.m. and 3:00 p.m. each day. In the event that daytime weather conditions lead to a shutdown decision after the College is already open, one of the following announcements is relayed to staff by the Office of Public Information via voice mail and also broadcast to local radio and television stations.

**Announcement**

**Definition**

Classes are cancelled.....	All ACC classes starting at or after an announced time are cancelled. Offices remain open until 4:30 p.m.
College closing early.....	All ACC classes starting at or after an announced time are cancelled and the College is closed at an announced time.

Designated staff members including the President, Vice President of Finance and Administration, and the Director of Facilities Maintenance consider the following when formulating a decision to cancel classes or close the college: road conditions on US-23 N, US-23 S, M-32, and Werth Road; weather forecasts; and travel advisories from law enforcement officials.

If the College alters its normal operating schedule, a message is sent to the local news media and is recorded on the ACC phone system (1-888-468-6222). When possible, the message is included on the College’s home web page. A phone list is also utilized to directly notify certain employees. Staff and students are encouraged to call the College phone system to verify the College’s status.

**Determining the Advisability of Travel When the College is Open**

A. Guidelines for staff

Staff are individually responsible for determining the advisability of travel during inclement weather conditions. Staff who elect not to report to work due to weather concerns have the opportunity to make up missed work or use personal/vacation time if available.

#### B. Guidelines for students

Travel decisions are the responsibility of each student after assessing the road conditions in their respective area, the condition of their vehicle and their driving skills. The College does not encourage students to take unnecessary risks in order to attend classes. However, the College believes in training students for the workplace. If weather conditions would permit students to travel to work, students are also expected to be present for their scheduled classes.

If a student misses class because of inclement weather, the student must notify the faculty member at the earliest possible time – preferably within 24 hours. Excused absence due to inclement weather is generally a matter between the student and the instructor. The student should consult the instructor’s course syllabus for specific make-up work procedures. If there is an unresolved matter after a student has sought an excused absence from an instructor, the student has the right to appeal the matter according to the Student Complaint Procedure in the Student Handbook.

The Director of the Huron Shores campus makes the decision to cancel HUSH classes or close offices. When a decision is made to alter normal operations, the HUSH director contacts the deans and the Director of Public Information and Marketing. Nursing students should refer to the Nursing Handbook regarding class absences due to cancellations and campus closing.

### **HOLIDAYS**

Classes will not be held on the following days: Labor Day, High School Open House, Fall Break, Thanksgiving, the Friday following Thanksgiving, Staff Development Day, Spring Break Week, and Easter Break. Please note that on the Wednesday before Thanksgiving Break, the college will close at 5:00 p.m. Any classes starting before 5:00 will still be held.

### **EVALUATION OF FACULTY**

Each part-time faculty member will be evaluated during the first semester of employment. This evaluation will include: 1) a classroom observation by the Department Chair, b) a written evaluation submitted to the Vice President for Instruction by the Department Chair, and c) a student evaluation administered according to institutional policy. All part-time faculty are required to administer student evaluations each semester. The forms and instructions, will be made available to you in your mailbox after the 10<sup>th</sup> week of the semester.

### **STUDENT/LEARNING OUTCOMES**

Alpena Community College is developing a comprehensive assessment program that includes a curriculum-embedded assessment process. This process will be used to assess achievement of general education outcomes as an institution. Curriculum-, or course-embedded, means the task is included in the course and may be an existing assignment, test items, class exercise, project, lab report, etc. Courses will be chosen at random throughout the academic year and this task information will be requested to complete the assessment of the designated course.

### **SUPERVISION AND COORDINATION OF INSTRUCTION**

The Vice President for Instruction, Department Chairs, and Directors supervise part-time faculty. Your Department Chair or Director will attend a session of your class for purposes of assistance and evaluation. A full-time instructor from your discipline may be assigned as a mentor to assist you in your orientation to ACC and to coordinate your instructional approach with that of your department. Mentors are compensated and should be consulted for information and guidance as needed.

### **CLASS RECORDS**

You should try to distribute the course syllabus to your students the first week of class; however, they **must**

be distributed by the second week. A model syllabus can be seen in the Classroom Procedures section of this handbook. To assure continuity of course material and transferability of credit to other institutions, your syllabus must follow the master course outline. Your Department Chair can furnish you with the course outline and other syllabi as resources. Be sure to follow the provisions set forth in your course syllabus. This allows your Department Chair to support you in the event of a student complaint.

A copy of your class roster is available online at the college website ([www.webadvisor.alpenacc.edu](http://www.webadvisor.alpenacc.edu)) through WebAdvisor. You need to contact the MIS services office to have a WebAdvisor account created at 358-7374 or [schultza@alpenacc.edu](mailto:schultza@alpenacc.edu). A complete instruction guide for WebAdvisor use can be obtained from the Registrar in VLH 108.

The last day students may open enroll in classes is the end of the first 5 days of the semester (for a 16-week course). After these dates, you should review your class roster to note any discrepancies (e.g., a student attending who is not on the class roster, or a student on the roster and not attending) and report any discrepancy to the Registrar. Only with written permission from the Vice President for Instruction and the course instructor, a course may be added during the second 5 days of the semester. A course may be dropped any time through the 10<sup>th</sup> week of the semester; courses dropped after that date require both instructor and Vice President for Instruction approval. Students are strongly encouraged to talk to their instructor(s) during weeks 2-10 before dropping a course. After the first 10 days of the semester (or 1/10 of the semester for accelerated courses) a grade of W (Withdraw) is assigned for courses dropped during the withdrawal period, or if a student completely withdraws from college prior to the end of the semester no later than the last instructional day prior to final exams. Prior to the 10<sup>th</sup> day of the semester (or 1/10 of the semester for accelerated courses), a dropped course is not reflected on the student record.

### **SEXUAL HARASSMENT POLICY**

Sexual harassment is not acceptable behavior on the college campus or at college-sponsored events off the campus. Violation of this regulation by students or college employees can result in disciplinary action.

Sexual harassment is defined in the Michigan Civil Rights Act as follows: "...Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct or communications of a sexual nature" when:

1. Submission to such conduct or communication is made a term or condition either explicitly or implicitly to obtain employment.
2. Submission to or rejection of such conduct or communication by an individual is used as a factor in decisions affecting such individual's employment, public accommodations, or public services, education or housing.
3. Such conduct or communication has the purpose or effect of substantially interfering with an individual's employment, public accommodations or public services, education or housing, or creating an intimidating, hostile or offensive employment, public accommodations, public services, education or housing environment.

The college interprets 'unwelcome' to mean:

1. Conduct or communication which a reasonable person in a similar circumstance would consider unwelcome.
2. Conduct or communication which continues after notice is given that the conduct or communication is unwelcome.

Any student or college employee who feels they have experienced or witnessed sexual harassment should immediately notify the Dean of Student Affairs. Alpena Community College forbids retaliating against anyone for reporting sexual harassment, assisting in making a sexual harassment complaint, or cooperating in a sexual harassment investigation.

## ***SUPPORT SERVICES***

### **TEXTBOOK AND SUPPLIES**

The college bookstore is located in the Besser Technical Center. Normal operating hours are from 9:00 a.m. to 4:00 p.m., Monday through Friday. During semester start-up and book buyback, The Bookstore is open extended hours. See the store for details. The Book Store offers new and used textbooks, supplies, ACC clothing, gift items, and software. We have scheduled book sales for Students at the Huron Shores Campus in Oscoda. The Huron Shores Business Office will have more details. Students have the opportunity to sell books back at the end of each semester. Missouri Book Services is contracted to provide buyback services. See store for dates and times.

Faculty is responsible for ordering instructor copies of their textbooks. The Bookstore can loan the appropriate book until the instructor's copy arrives. Forms are located online to change textbooks. Department Chairs can help with both of these procedures. Part-time faculty is allowed to charge necessary supplies to their department, provided the account has been set up. Talk to your Department Chair for details.

Part-time and full-time faculty, as well as their legal dependents, receive the same discount on personal purchases. Textbook purchases are discounted 10% and supplies/clothing/gift items (excluding food, software, and sale items) receive a 25% discount.

### **COMPUTER LABS**

Computer labs are located in the Besser Technical Complex. They are available for staff and students when not in use by a class. Schedules are posted on the lab door. At the Huron Shores Campus, books are sold usually on the Thursday prior to the week that classes begin. Times and dates will be posted prior to each semester for bookstore sales as well as book buy back, which is normally offered at the end of each semester.

### **LIBRARY SERVICES**

The Learning Resource Center is located in the Center Building, and Room 107 at the Huron Shores Campus. The LRC provides a variety of services for the instructor.

Bibliographic Service: Library staff will make lists of books on subjects which faculty request.

Reserve Materials: Faculty members can have library and their own materials placed on reserve. Reserve materials are kept **behind the library desk for controlled use by designated classes**. The instructor determines any restrictions to be placed on these materials. Reserve materials may include books, articles, video cassettes, pictures, audio cassettes, etc. Because students must sign for these reserve materials, instructor can see how frequently and by whom these materials are used.

Extended Checkout: Faculty may check out library materials for an extended period of **90 days**. You may be requested to return items sooner, **if students or other faculty request them**. You will receive a notice of materials checked out in your name at the end of each semester.

Customized Library Orientations: Library orientations can be developed to be directly applicable to your students' needs. Two weeks notice and instructor participation are necessary.

Interlibrary Loan: Books and periodicals can be borrowed from other libraries. Allow 3-4 weeks for delivery.

Book Requests: Faculty can request the purchase of books or other printed materials to be placed in the library.

Facsimile Machine: A FAX is available for college-related business. Sending of non-college business is available at a minimal cost.

### **AUDIO/VISUAL MEDIA SERVICES**

The Media Center is located in the Center Building. In-house A/V services include audio and video cassette taping, audio cassette duplications, and video camera usage. A 24-hour notice is preferred for orders of media

equipment distribution to classrooms. Preparation of media equipment for operation is also available. A/V material purchase requests are ordered on a first-come, first-serve basis until library funds are depleted.

To participate in a teleconference, obtain information about teaching a telecourse, or record a program off a satellite, contact the LRC Director at 358-7249 or [brooksw@alpenacc.edu](mailto:brooksw@alpenacc.edu).

### **SMART ROOMS/CARTS**

ACC has several smart rooms and carts to enhance classroom instruction. Smart rooms have a computer, VCR, document camera, amplifier, and projector. This equipment gives the user the ability to project computer programs, transparencies, pictures, videotapes, and DVD's. Currently the smart rooms are located in VLH 102, VLH 114, VLH 117, VLH 119, BTC 112, BTC 126, CTR 112, CTR 114, CTR 120, NRC 101, NRC 105, NRC 110, and NRC 217 with two more rooms being prepared for housing this technology.

The smart carts have a computer and a VCR. This equipment gives the user the ability to project computer programs and play videotapes in any room on campus that has a screen. There is currently one smart cart in VLH and four in CTR to cover BTC, CTR, and NRC, and one at HUSH. There is also a mobile ITV cart, which gives the instructor the capability of teaching in multiple locations at the same time. It also allows for guest lecturers to be brought into the classroom without the cost of flying and housing them here.

Any questions concerning any of this technology or to arrange for usage, should be directed to John Parris in the Audio-Visual Department at 358-7244, or [parrisj@alpenacc.edu](mailto:parrisj@alpenacc.edu).

### **BLACKBOARD ACCESS**

The online learning content management tool, Blackboard, is available for our part-time and full-time faculty to use to either support and enhance classroom instruction or deliver instruction online. Blackboard includes tools for delivering lecture notes, handouts, illustrations and photos, presentations, announcements, online assessments, collaborative communication tools, and includes an online gradebook. Currently, over 60% of ACC students use Blackboard for staying connected with their coursework or taking classes online. While use of Blackboard by faculty is not mandatory, it is encouraged as it better prepares students for transfer to four-year institutions, enhances and takes learning beyond the classroom, and prepares students for the information technology environment typically found in most careers. Blackboard is supported and managed by ACC's Instructional Development/Website Management Technician, Jeff Blumenthal. Faculty may contact Jeff to learn more about Blackboard and the benefits it creates for students and learning (358-7279 or [blumentj@alpenacc.edu](mailto:blumentj@alpenacc.edu)). For more information, please visit: <http://www.alpenacc.edu/faculty/blackboard>.

### **THE LEARNING CENTER**

The Learning Center (TLC) is located in Van Lare Hall 101 on the Alpena campus and in Building 1810, room 107 on the Huron Shores campus. TLC provides services to students and faculty. Tutoring and instructor-reserved materials are available. Alpena campus hours may change by semester and are available on the ACC Website at [www.alpenacc.edu](http://www.alpenacc.edu). The Huron Shores Learning Center hours may vary based on class scheduling and students' needs. These hours will be posted and distributed at the beginning of each semester. For more information, contact TLC in Alpena at 358-7270 or in Oscoda at 739-1445.

### **ADVISING**

As a member of the part-time faculty, you have no assigned responsibilities for regular students advising. Nevertheless, occasions will arise in the normal conduct of your classroom where you will find it prudent and convenient to advise students having academic problems. There may be occasions when a referral to the counseling office is appropriate.

### **WEBADVISOR**

WebAdvisor gives students, staff, alumni, and the community access to Alpena Community College's information systems. It also allows guest users to view information about courses offered at ACC. Students and guests that visit the WebAdvisor site may search and view current class listings.

Part-time faculty may need to contact the college MIS services office to have a WebAdvisor account created (989-358-7374, [schultza@alpenacc.edu](mailto:schultza@alpenacc.edu)). Some of the services available to part-time faculty on WebAdvisor:

- >Search for sections
- >View your class schedule
- >View your class roster
- >View a student profile
- >View your advisees
- >View a student test summary
- >View a student schedule
- >View a student transcript/transfer information/AP credit
- >Advise a student not assigned to you as an advisee (using the Student Educational Planning link)
- >Create a student educational plan
- >Submit grades
- >Add/drop and register students
- >View your pay advices/paychecks online
- >View your stipends online

For more information about WebAdvisor or to receive assistance using WebAdvisor, please visit: [www.alpenacc.edu/services/wahelp.htm](http://www.alpenacc.edu/services/wahelp.htm). You may also e-mail the help desk for WebAdvisor at [wahelp@alpenacc.edu](mailto:wahelp@alpenacc.edu).

## **COUNSELING**

Counselors are located in Van Lare Hall 101, 107, and 115. The Huron Shores Counseling office is located at the Huron Shores Campus in Room 204-A. Services are provided on a private and confidential basis. Counseling is available by appointment or on a walk-in basis when possible. Counseling covers academics, personal, social and career development concerns.

## **FINANCIAL AID**

The Financial Aid office is located in Van Lare Hall 107. Students receive assistance with procurement of grants, loans, scholarships, and college work-study.

## **DISABILITY SERVICES**

The Learning Center (TLC) is the designated office at ACC to coordinate disability services for all students with identified and documented disabilities. Disability services eligibility decisions and service plans are made on an individual basis. Disability documentation is required before disability accommodation services can be provided. Students applying for disability accommodation services are urged to make the request early in the registration process. Adequate time is necessary to arrange for specific services.

1. Student contacts TLC Coordinator and completes the disability services intake process.
2. Student provides documentation of disability from an appropriate licensed professional to TLC. All disability documentation will be maintained by the TLC Coordinator.
3. The student is contacted by a disability services staff member after documentation has been reviewed.
4. A decision regarding reasonable disability accommodation services is made by the disability services staff member and the student based on the documentation. Arrangements will be made to contact instructors regarding disability accommodation services, if appropriate. Students are encouraged to contact their instructors personally to discuss course expectations early in the semester.

## **STUDENT ACTIVITIES**

\*Inter-collegiate athletic sports. Alpena Community College is one of nine members of the Eastern Conference of the Michigan Community College Athletic Association. Students have the opportunity to participate in men's and women's basketball, men's golf, women's volleyball and softball.

\*Intramurals. The spirit of this program centers itself in competitive participation for students, faculty and staff in flag football, volleyball, basketball, bowling, floor hockey and softball.

\*Publications. Publications at Alpena Community College include the student newspaper, "CrossCut," the weekly news bulletin, "The Splinter," a bi-monthly staff newsletter "Inside Information," and a weekly report of room usage and reports "What's Happening the Week of...."

\*Student organizations. Social clubs, service clubs and academically-oriented groups are among the many organizations for ACC students, such as Student Senate, Phi Theta Kappa, Concrete Club, ACC Players, Huron Shores Student Advisory Council, Student Nurse Association, Kappa Beta Delta, and Sigma Zeta.

\*Student Senate. Student Senate coordinates use of student funds through its board and committees, expresses students' opinions, and coordinates activities of special groups and clubs. All student appointments to college committees and boards are made by this body. The Huron Shores Student Union is similar to the on-campus Student Senate.

## **STUDENT EMPLOYMENT**

Students seeking on-campus employment through the work study program, should contact Student Services in VLH 107, or the Learning Center Technician at the Huron Shores Campus in Room 107. Students must make a formal application and be interviewed for open positions.

## **OFFICE SPACE**

There is office space available for part-time faculty in VLH 122A and available space in the Learning Resource Center (CTR building) for part-time faculty to meet with students. Contact the Vice President for Instruction in VLH 109 for more information. At the Huron Shores Campus, a faculty lounge is available in Room 208.

## **TYPING AND DUPLICATING SERVICE**

The word processing center is located in VLH 108. Services include typing, making copies, collating, etc. Huron Shores instructors contact the campus secretary for these services. Some advanced notice is appreciated.

## **TESTING**

The Testing Center in Van Lare Hall 122, is open during normal business hours of 8:00 a.m. - 4:30 p.m. Monday through Friday. Walk-in Compass testing is available on Tuesday and Wednesday from 8-10:00 a.m. and 1-3:00 p.m. Proctoring of tests and make-up exams for ACC students is available by contacting the Testing Center for available days and times. All online, paper/pencil testing is referred directly to the Testing Center. Multiple choice tests and quizzes may be computer scored using the Scantron scanner located in VLH 122. Contact the Testing Coordinator, ext. 7209, if you are interested in using this service or for any information on the testing services.

## **PARKING**

Parking permits are required to park on the Alpena campus. They may be obtained in BTC 101, Parking Patrol Office. Faculty permits on the Alpena campus allow you to park in all lots except those designated "**Handicap**" parking. At the Huron Shores Campus, stop in the office to obtain an "**Application for Instructor Pass.**"

## **KEYS AND SECURITY**

It is college policy that a part-time faculty member not be given classroom keys unless they are working in a classroom normally kept locked. A Maintenance/Custodial Request Form is used to request keys should a key be required for a room, and it is submitted to the Vice President for Instruction for approval before being routed to the Director of Facilities Management. If you experience repeated instances of locked classrooms, please notify your department chair or the Huron Shores office.

## **MAILBOXES AND E-MAIL**

It is a requirement that you establish an ACC e-mail account. Please contact Ann Schultz in the MIS department, VLH 116, or call her at 358-7374 for assistance in establishing the account. There is no charge for this service through ACC. The primary, and only official, everyday means of communication with part-time faculty is through e-mail. Therefore, it is imperative that you acquire an account and then check your e-mail frequently.

It is also important that you maintain a mailbox in the building you teach your course(s). Please check the mailbox before every class session for documents from students, messages from the switchboard, packages, etc. Part-time faculty teaching off-campus should check with their department chair concerning a location for a mailbox to check periodically. Huron Shores part-time faculty members receive mail in the Huron Shores office. Outgoing mail can be deposited in the designated basket located in the mail area.

#### **MAINTENANCE/ROOM USE**

Damaged college property should be reported to maintenance at 358-7202. If you are unable to contact someone in the maintenance department, please report the damage to the Vice President for Instruction at 358-7458. Damage of property in classrooms at Huron Shores campus should be reported to the Director of HUSH at 88442 (internal extension) or 739-1445.

To request a room other than the classroom assigned, contact the Director of Facilities Management. The Director's office is located in BTC 101. Your cooperation in keeping classrooms clean and orderly, both on- and off-campus, is appreciated. If you remove items (e.g., chairs, maps, or AV equipment) from the classrooms, please return them immediately after use. If you are teaching in a computer lab and experience problems with any of the computer or related equipment, contact the Management Information Systems office at 358-7374.

#### **POLICY ON SMOKING, EATING, AND DRINKING**

In keeping with the mission, goals, and philosophy of Alpena Community College to promote a healthy culture of learning, Alpena Community College **property** shall be free of the use of tobacco products. To report violations, an "incident report" form is filed with the Dean of Students (VLH 107) at the Alpena campus and Room 232 at the Huron Shores campus. Eating and drinking are prohibited in all computer labs. Snack areas are maintained for use prior to class or during breaks.

#### **FIRE EVACUATION POLICY**

In the event a fire alarm sounds while classes are in session, students and staff are to evacuate the building following the evacuation plan in your classroom. Proceed in an orderly manner to the nearest exit and withdraw a minimum of 100 feet from the building. Fire extinguishers are located throughout all buildings. Please familiarize yourself with their location.

# **CLASSROOM PROCEDURES**

## **ACADEMIC FREEDOM**

Academic freedom, subject to accepted standards of professional responsibility, will be guaranteed to instructors, and no special limitations will be placed upon study, investigation, presentation and interpretation of facts and ideas. When the instructor makes a presentation outside the classroom setting and is not officially representing the college but is identified as a college employee, he/she will indicate that he/she is speaking as a private citizen.

## **GRADING PROCEDURES**

The student receives one grade in each course taken. This grade combines the results of class work, tests, and final examinations. Grades are indicated by letters, each of which is assigned a certain numerical value in honor points per hours of credit as follows:

A Excellent .....	4.0	C Fair .....	2.0
A- .....	3.7	C- .....	1.7
B+ .....	3.3	D+ .....	1.3
B Good.....	3.0	D .....	1.0
B- .....	2.7	D- .....	0.7
C+ .....	2.3	E Failure .....	0.0

Other marks used on student records include: I (Incomplete), S/U (Satisfactory/Unsatisfactory), W (Withdraw).

**I-Incomplete:** The grade of I (Incomplete) is given only when a student is unable to complete a segment of the course because of circumstances beyond his/her control. The I grade must be removed by completing the required work before the deadlines set by the instructor (but in no case later than the end of the next regular semester) or a grade of E (Failure) will be recorded.

**W-Withdrew:** The grade W (Withdraw) is given in a course if a student processes a drop form for the course during the drop period, or if a student officially withdraws from college prior to the end of the semester no later than the last instructional day prior to final exams.

**S/U-Satisfactory/Unsatisfactory.** The satisfactory/unsatisfactory option gives students an opportunity to enroll in enrichment courses without the grade being used in the computation of the grade point average. The student either receives an S (satisfactory work) or a U (unsatisfactory work). This option may not be elected for courses required for graduation.

It is the academic policy of Alpena Community College that each section of every ACC course must have a grading system that:

- 1) Is understandable by students—All components of the grading system must be explained in detail in each course syllabus. The instructor must orally explain the grading system to each class section as part of the course introduction. The components and procedures used to determine a grade must be described clearly enough that students can understand the system.
- 2) Is relevant to the course—All components of the grading system must relate to the course objectives as stated in the department's course outline and the instructor's syllabus.
- 3) Uses a variety of evaluation methods—The grading system must employ more than one method of evaluating student performance.
- 4) Provides feedback to students—The grading system must provide opportunities throughout the course for students to monitor their progress. The instructor must return to students at least one graded assignment by mid-semester.
- 5) Treats students consistently and fairly—Students with identical results on each component of the grading system must receive the same course grade.

**NOTE:** Your grading policy must be included in your course syllabus.

Grades are to be submitted electronically via the WebAdvisor by the instructor of record. Following is a sample of directions for faculty submitting grades using WebAdvisor. If you don't know the dates specific for the semester you are teaching, please contact Lori Dzieszinski, Registrar, at 358-7353.

### **GRADE ENTRY PROCESS (Spring 2008)**

Grades are to be entered thru WebAdvisor by faculty. Grade rosters will no longer be distributed or collected by the Registrar's office.

#### **Grade Entry Deadlines:**

**Less than 15 weeks courses – due by noon the Monday following your course ending date.**

**15 week courses – due by noon Monday, December 15, 2008.**

You may begin entry at any time following the ending date of your courses. **Grade corrections can be made through WebAdvisor within 24 hours of your initial grade entry.** Beginning with the exam week, grade verification will occur daily thru the December 15 deadline. Upon grade verification, access to WebAdvisor grading will be closed for your course and grades are made available to student through WebAdvisor. All grade corrections after this point will need to be processed by submitting a grade change form to the Registrar's office (108VLH).

The following is an outline for accessing grade rosters for your fall 2008 courses. Please retain for future use.

1. Go to the ACC web site [www.alpenacc.edu](http://www.alpenacc.edu).
2. Go to the ACC Popular Sites drop down menu.
3. Click on WebAdvisor.
4. Log in with your user name and password (Note: If you are new to WebAdvisor, click on "I'm new to WebAdvisor" to set up a new account.
5. Once in, click on Faculty.
6. Under Faculty Information you will find Grading.
7. Click on Grading.
8. Select Fall 2008 term from drop down menu.
9. Enter the date range (08/25/08 to 12/11/08).
10. Click submit.
11. Select "Final" in the drop down menu.
12. Choose one course ready for grade assignment.
13. The grade roster for the course will appear.
14. Enter the appropriate grade for each student.
15. If a student is receiving an **"Incomplete"** grade, enter the expiration date you determined or the policy date of 05/11/09 (required work must be completed no later than the end of the next regular semester). Please be accurate in your date entry. The system automatically changes incomplete grades to failing grades if work is not completed by the assigned date. An Incomplete Assignment form must be completed and submitted to the Registrar's office for grade completion tracking. Incomplete forms are available in the Registrar's office.
16. **If a student is receiving an "E" grade, the last date of attendance is a mandatory field. If the grade is not based on attendance, please use the last date of the semester (Fall 2008 - 12/11/08).** The web grading screen has been modified to accommodate this requirement. Please see the sample on the following page.
17. Please do not assign a "W" withdrawal or "AU" audit grade. Students who processed appropriate paperwork have been removed from the grading roster.
18. Click submit when grade entry has been finalized.
19. Repeat the grade entry process until all courses are graded.

If you have grading questions, please call extension 7353 or email [dziesinl@alpenacc.edu](mailto:dziesinl@alpenacc.edu). For technical questions or problems, please contact our WebAdvisor support at [wahelp@alpenacc.edu](mailto:wahelp@alpenacc.edu) or call extensions 7374 or 7279.

Final Grading

Class Name CIS-120-1505  
 Title Intro to Microcomputers  
 Location Alpena Main Campus  
 Term Fall Semester 2006

**Instructor**  
 Jeffrey D. Blumenthal

Student	ID	Grade	Expire Date	Last Date of Attendance	Midterm Grade	Class Level	Status	Credits	CEUs
		E		10/08/06		FR	New	3.00	
		B		06/15/07		FR	New	3.00	

**SUBMIT**

## FINAL EXAMINATIONS

The ACC calendar normally provides for a 15-week semester plus days designated as “**exam week**” which are scheduled differently from the regular class schedule. During the summer session, the final exam is held during the scheduled time period. If instructors want to utilize a “take home” final exam, regular classroom instruction activities should be conducted during the scheduled two-hour final exam period.

As a part-time faculty member, you may find that the designated exam day/time is different from your normal class schedule. If it is not possible for you to proctor your final exam, contact your department chair (or the Director of Huron Shores Campus) to obtain a substitute proctor.

## EARLY WARNING SYSTEM

By the fifth (5<sup>th</sup>) week of classes, instructors will receive an Early Warning notice. The instructor must complete the form indicating the students performing below average or have other problems with the class, and forward it to The Learning Center. The student will then receive a recommendation that they meet with a counselor to discuss possible remedies of his/her poor performance.

## CLASS ROSTERS

Class rosters are available through WebAdvisor. Please call extension 7353 or email [dziesinl@alpenacc.edu](mailto:dziesinl@alpenacc.edu) if you have questions concerning class rosters. For technical questions or problems, please contact our WebAdvisor support at [wahelp@alpenacc.edu](mailto:wahelp@alpenacc.edu) or call extensions 7374 or 7279.

## **ATTENDANCE**

**Instructor:** If you are ill or if an emergency arises which will prevent you from being at your assigned class, please call the Human Resources Office (Alpena Campus – 358-7211), for evening classes (after 4:30 p.m.) call the Evening Technician (Alpena Campus – 358-7209 or Huron Shores Campus – 739-1445, ext. 442) as early as possible so that students may be contacted.

Instructors must not secure substitute teachers for their class(es) without first receiving approval from the appropriate authority. At the Huron Shores Campus, contact the Director – ext. 442, at the Alpena Campus, contact the Vice President for Instruction, ext. 7458. If a substitute is not secured for the class, make up the class at a day and time determined by you and your students. It is imperative that lost days be made up; exception to this policy must be approved by the Vice President for Instruction or Director of Huron Shores.

**Students:** At ACC, regular class attendance is considered an essential part of the student's educational experience. However, since some absenteeism may be unavoidable, standards are established by each instructor for his/her own class(es). All absenteeism will be a matter to be resolved between the student and the instructor. Absences may not be used as criteria for lowering a student's grade. However, students may be rewarded for regular attendance.

## **CLASS CHANGES**

Changes in location, meeting time, etc., require approval by the Vice President for Instruction at the Alpena Campus or the Campus Director at Huron Shores-Oscoda.

## **CLASS LENGTH**

Classes should start promptly at the scheduled time and end promptly. It is critical that classes be held for the prescribed amount of time and not abbreviated.

## **CHILDREN IN CLASSES**

Minor children may not be present in classrooms, laboratories, or other instructional or work areas during class sessions or during work hours unless authorized in an organized group.

## **FIELD TRIPS**

An instructor who wants to take his/her class on a field trip must notify the Vice President for Instruction and also the Department Chair in advance. A travel request and field trip request must be submitted.

## **STUDENT ACADEMIC COMPLAINT PROCEDURES**

**About College Operation:** Students with complaints about the college operations should be referred to the Student Services Department, VLH 107. The Dean of Student Affairs will then refer the student to the appropriate supervisor. The supervisor will handle the initial informal discussion with the intent to solve the problem. Please refer to the Student Handbook for complete guidelines.

**About Grading/Instruction:** Student evaluation of instructors is provided for under the terms of the faculty contract. This policy is intended to allow a student the opportunity, with certain restrictions, to voice a complaint about the grading and/or instructional practices of faculty and is not provided as a form of student evaluation. Student requests to change/appeal a grade earned in a course must be requested no later than the end of the next semester (including the summer session) in which the course grade was earned. Steps for the appeal process include verbal, meeting and written. Please refer to the Student Handbook for complete guidelines.

**About Inappropriate Behavior of Faculty/Staff:** Students with complaints about inappropriate behavior of ACC faculty or staff members should contact the Dean of Student Affairs. For the purposed of this policy,

inappropriate behavior will include behavior that is abusive or threatening and any other inappropriate behavior that is so extreme as to cause the student(s) undue fear or embarrassment. Please refer to the Student Handbook for complete guidelines on the verbal and written steps.

## **DISCIPLINE**

Discipline problems are rare. Difficulties arising in this category are those unexpected occurrences for which no procedures have been established. You have the right to ask a student to leave the class if he/she becomes disruptive. You must summarize the incident in a memorandum form and submit it to the Dean of Student Affairs on the main campus or the Director of Huron Shores campus. Normally, a hearing will be conducted before the student is re-admitted to class.

## **CHEATING & PLAGIARISM**

Dishonest scholarly practices include, but are not necessarily limited to taking, using, or copying another's work and submitting it as one's own, intentionally falsifying information or taking another's ideas with the intention of passing ideas in class as one's own.

The judgment regarding a dishonest scholarly practice should, in most cases, be made by the individual instructor. The basic criterion that will be used in judging the dishonest scholarly practice is the intention of the student to enhance his own position within the class by employing a dishonest or unacceptable scholarly practice. A few examples would include (but not limited to): 1) work copied verbatim from an original author, 2) work copies practically verbatim with only a few words altered from the original without proper credit being given, 3) copying answers from another's test paper, 4) evidence of a deliberate and calculated plan to engage in a dishonest academic practice such as gaining access to examinations prior to the time the exam was to be given or the extraction of information regarding an examination from other students, 5) falsification of clinical records.

Consequences for proven cases of dishonest scholarly practices will be determined by the course instructor. Minimum penalties will be: 1) the first offense may result in an equivalent grade of "E" being given for the particular test, project, paper, course, etc., on which the cheating has occurred. The instructor may require the student to demonstrate mastery of the objectives for the particular test, project, paper, etc., however, the grade will remain as "E," 2) the second offense (two total offenses, not necessarily in one course) will result in the student being assigned a failing grade for the course in which the second offense occurred, and 3) any student involved in three total offenses (not necessarily in one course) will be immediately dismissed from the college for one full academic semester. The student has the right to appeal this disciplinary action within 10 days of the occurrence.

The instructor shall report all incidents of dishonest academic practice to the Vice President for Instruction, at the same time informing the chairperson of the department in which the course is offered as soon as possible.

## **WRITING A SUCCESSFUL SYLLABUS**

Each instructor is required to prepare a syllabus for each course he/she teaches each semester. The syllabus document should be prepared in advance and distributed to each student on the first day of class. A copy of this document is sent to the Vice President for Instruction and your department chairperson for syllabus review by the first day of class.

The syllabus is a contract between the instructor and the student; therefore, both are expected to abide by its content. If a student problem or complaint occurs, the course syllabus is often used to resolve the differences. Following are the guidelines for developing a course syllabus, as well as sample syllabi. Master course outlines are housed in the Vice President for Instruction Office for reference.

## **COURSE SYLLABUS PREPARATION GUIDELINES**

The course syllabus is an extremely important component of the instructional delivery system at Alpena Community College. A syllabus should be viewed as the "road map" for the course. More frequently than ever, a syllabus is also being interpreted as a

contract between the instructor, the student, and the institution. Each student should be given a course syllabus during the first week of class. A good comprehensive course syllabus protects the right of the instructor, as well as the student. A syllabus should contain the following information:

- <sup>A</sup>1. **Course Identification:** Course number, title, current term, credit hours, section number, meeting times, days and location.
2. **Instructor Information:**
  - A. Instructor's name, office location, office hours, and phone number. Part-time instructors who do not maintain office hours should include a statement explaining how a student can arrange for an appointment with the instructor.
  - B. **Course Materials:** Course texts and materials required for the course including equipment to be furnished by the student.
- <sup>B</sup>3. **Course Description and Prerequisites:** Include the course description and prerequisite (if applicable) as stated in the current catalog.
- <sup>B</sup>4. **Course Instructional Objectives:** Instructional objectives define the scope of the knowledge, attitude and skills which students are expected to acquire for successful completion of the course. The objectives should be comprehensive and cover the major topics of the course.
- <sup>B</sup>5. **Topics:** Include a broad description of topics.
- <sup>B</sup>6. **Integration of Core Competencies:** Alpena Community College's Student Outcomes Assessment Plan obligates all faculty to assist in the development of core competencies for all students. Faculty should integrate instruction in as many of the core competencies as possible into all courses they teach. Each course syllabus should address which core competencies the course supports and the relationship between the course content and identified core competencies.

This course contributes to the development of the following core competencies basic to all associate degree students:

  - I. **How to learn effectively:**
  - II. **How to solve problems:**
  - III. **How to use mathematical concepts:**
  - IV. **How to communicate effectively:**
  - V. **How to interact with the world:**
- <sup>C</sup>7. **Safety Procedures:** optional (lab-type courses). Include the specific safety procedures to be followed in the course.
- <sup>C</sup>8. **Attendance Policy:** Include the college attendance policy as stated in the catalog, "Students are expected to attend their scheduled classes according to the requirements of the instructor," and further define instructor requirements if necessary. Attendance as a method of evaluation is an individual instructor's decision. If the instructor chooses to use attendance as an evaluation criterion, the grading scale must contain a definitive value (points, percentage, etc.) for the attendance criteria.
- <sup>C</sup>9. **Make-up and Late Paper Work Procedures:** Include a statement or description on procedures for make-up work.
- <sup>C</sup>10. **Grading Procedure:** Include all criteria used to determine the student's grade and the value assigned to each criterion. Multiple methods of assessment (i.e., assignments, projects, research papers, etc.) are encouraged. Include the cumulative total point cut-off for each grade in the college grading system. The grading system must:
  - a. **be understandable by students** – all components of the grading system must be explained in detail in each course syllabus. The instructor must orally explain the grading system to each section as part of the course introduction. The components and procedure used to determine a grade must be described clearly enough that students can understand the system.
  - b. **be relevant to the course** – all components of the grading system must relate to the course objectives as stated in the department's course outline and the instructor's syllabus.
  - c. **use a variety of evaluation methods** – the grading system must employ more than one method of evaluating student performance.
  - d. **provide feedback to students** – the grading system must provide opportunities throughout the course for students to monitor their progress. The instructor must return to students at least one graded assignment by mid-semester.
  - e. **treat students consistently and fairly** – students with identical results on each component of the grading system must receive the same course grade.

- <sup>C</sup> 11. **Ethics Policy:** Include any and all circumstances under which a student could be dismissed or failed in a class. This should include the statement from the Student Handbook on Disruptive Behavior: “Student behavior that is detrimental to an environment conducive to learning or to the maintenance of a reasonable level of order on the campus or in the classroom shall be considered disruptive conduct. Students involved in disruptive conduct will be subject to disciplinary action as outlined in the handbook and which includes suspension or dismissal,” and the one on Cheating and Plagiarism: “Dishonest scholarly practices include, but are not necessarily limited to taking, using, or copying another’s work and submitting it as one’s own, intentionally falsifying information or taking another’s ideas with the intention of passing ideas in class as one’s own.”
- <sup>C</sup> 12. **Additional Resource Materials:** Include a list of additional resources (i.e., a supplemental reading list) if applicable.
- <sup>C</sup> 13. **Student Work:** Include your procedures/rules for keeping student work (i.e., exams, lab projects, research papers).
- <sup>C</sup> 14. **Non-scheduled Laboratory Work:** (if applicable-optional) Include a statement of the amount of non-scheduled laboratory/practice time the student will be expected to complete to successfully finish the course.
- <sup>C</sup> 15. **Syllabus Revision/Instructor Prerogative:** Include a statement about the instructor’s right to revise the course syllabus as appropriate throughout the semester.
- <sup>C</sup> 16. **Withdrawal:** A student can withdraw from a class through the 10<sup>th</sup> week of the semester (2/3 of the semester for accelerated courses). **Be sure to specify the last date for withdrawal from your course based on this 10-week requirement.**
- <sup>C</sup> 17. **Activity Schedule:** Include a semester schedule of activities/material to be covered in the course with approximate due dates such as tests, text reading assignments, and other activities associated with the student’s grade.
- <sup>A</sup> Course number, title, and credit hours are taken from current approved course outline for this course (current term; section number, meeting times, days, and location may change from semester to semester)
- <sup>B</sup> This information is taken from the current approved course outline on file for this course and is the same for all sections of the course
- <sup>C</sup> Items 7-17 above may vary in content according to the requirements of individual instructors teaching different sections of the same course.

**Available Assistance:** Include all materials (study guides, computer discs) that are available and how students can access them. The following statements are suggested for use in your syllabus but are optional:

*Academic, career, and personal counseling services are available in VLH 101 (The Learning Center), 107, and 115. --Free tutoring for any ACC class is also available in The Learning Center.-- Alpena Community College is committed to affording equal opportunity to students with disabilities by providing access to its programs, activities, and services. It is the responsibility of the student to make known, in a timely manner, the need for any accommodation or auxiliary aids. Please contact The Learning Center, VLH 101, by calling (989) 356-9021, ext. 7342, 7284, 7255, or 7270.*

## INTRODUCTION

Student acquisition of core competencies is considered to be a necessary outcome for the two-year college-educated person. Contributions to this objective may come from a student's experience in an individual class, a required curriculum, or a program. This outcome is not necessarily the product of pre-determined course work as much as it is a synergistic interaction of all aspects of the student's educational experience with the college curriculum.

The concept of "*core competencies*" not only involves the cumulative effects of the college experience, but provides a shared responsibility for collective expectations of all faculty.

## RATIONALE

Those competencies identified as basic to all associate degree students are directly related to the accomplishment of the following Alpena Community College goal:

***"To provide a general core curriculum to enable students to perform successfully in personal, educational, occupational, and social endeavors."***

## GUIDING PRINCIPLES REGARDING CORE COMPETENCIES

- Competency in the basic skills is necessary for success in collegiate-level learning.
- Core competencies should be integrated and reinforced throughout the curriculum.
- There should be a common core educational experience for all students obtaining an associate degree.

Students who receive an Associate Degree from Alpena Community College have learned the following:

- I. *How to learn effectively:*
  - They will possess effective learning skills
  - They will know how to access learning resources and information sources
  - They will understand learning as a life-long process
- II. *How to solve problems:*
  - They will be able to identify a problem, collect and analyze information, develop and apply strategies and evaluate outcomes.
- III. *How to use mathematical concepts:*
  - They can understand and use concepts of mathematics appropriate to their chosen program of study
  - They are able to use mathematical knowledge as a component of problem solving in everyday life
- IV. *How to communicate effectively:*
  - They can read and write with sufficient skill to achieve their educational and personal goals
  - They can speak and listen with sufficient skill to achieve their educational and personal goals
- V. *How to interact with the world:*
  - They have an understanding of the rights and responsibilities of the individual society
  - They have an understanding of historical, social, and geographical forces which shape the world
  - They have an understanding of aesthetic principles
  - They have an understanding of the nature of scientific inquiry
  - They can function effectively as individuals and as members of a group
  - They have an understanding of factors important to mental and physical health and well-being
  - They can clarify values and ethical issues

## #1 HOW TO LEARN EFFECTIVELY

- They will possess effective learning skills
- They will know how to access learning resources and information sources
- They will understand learning as a *life-long process*

### STANDARD

The graduate can

1. Recognize and accommodate his/her learning style preference;
2. Utilize the services provided by a library
3. Utilize learning support when needed, including tutoring, supplemental instruction, videos, etc.;
4. Identify outdated information and acquire the most recent data.

## #2 HOW TO SOLVE PROBLEMS

- They will be able to identify a problem, to collect and analyze information, to develop and apply strategies, and to evaluate outcomes

### STANDARD

The graduate can

1. Identify and define problems;
2. Select approaches to solve problems;
3. Generate possible solutions, hypotheses, or propositions;
4. Collect information regarding proposed solutions;
5. Propose procedures to evaluate the appropriateness of the solution;
6. Recognize steps or factors overlooked, faults in logic, and information not used in the problem-solving process.

## #3 HOW TO USE MATHEMATICAL CONCEPTS

- They can understand and use concepts of mathematics appropriate to their chosen program of study
- They are able to use mathematical knowledge as a component of problem-solving in everyday life

### STANDARD

The graduate can

1. Accurately perform arithmetic operations;
2. Utilize fractions, decimals and percentages;
3. Convert basic units of measurements;
4. Interpret bar, line, and circle graph data;
5. Perform basic algebraic operations

## #4 HOW TO COMMUNICATE EFFECTIVELY

- They can read and write with sufficient skill to achieve their educational and personal goals
- They can speak and listen with sufficient skill to achieve their educational and personal goals
- They can communicate in a variety of modes: oral, written, symbolic, numeric, and graphic, and within a variety of settings: one-on-one, and small or large group

### STANDARD

The graduate can

1. Obtain information from oral and written presentations and non-verbal cues;
2. Send information through oral and written materials and non-verbal presentations;
3. Send and interpret information from numeric and graphic presentations.

## #5 HOW TO INTERACT WITH THE WORLD

- A. They have an understanding of the rights and responsibilities of the individual in society.

### STANDARD

The graduate can

1. Identify the reciprocal relationships between society, social institutions, and individuals
2. Identify restraints and freedoms within social institutions

- B. They have an understanding of historical, economic, political, social, and geographical forces, which shape the world.

### STANDARD

The graduate can

1. Identify social institutions and describe their structure and functions;
2. Identify the principles of development and change of social institutions, nations, and society

- C. They have an understanding of aesthetic principles.

### STANDARD

The graduate can

1. Identify activities and products which constitute the artistic/humanistic aspects of a culture;
2. Identify the impact of artistic/humanistic expressions;
3. Judge which artistic/humanistic expressions would be most congruent with the characteristics of a given culture.

- D. They have an understanding of the nature of scientific inquiry and its technological application

### STANDARD

The graduate can

1. Identify activities and products which constitute the scientific/technological aspects of the world;
2. Describe and utilize scientific concepts and principles that underlie scientific/technological activities and products.

- E. They have an understanding of the effect of technology on their lives.

### STANDARD

The graduate can

1. Explain the impact of technology on the natural environment, the individual and society.

- F. They can function effectively as an individual and as a member of a group.

### STANDARD

The graduate can

1. Explain the importance and impact of self-respect for others in the workplace and society;
2. Distinguish between opportunities to lead and to follow others' leadership;
3. Understand how the skills of others contribute to the success of team projects;
4. Demonstrate acceptable work standards;
5. Complete tasks cooperatively and efficiently.

G. They have an understanding of factors important to mental and physical health and well-being.

STANDARD

The graduate can

1. Identify the life-long practices related to good health and fitness;
2. Understand the relationship between physical and mental health.

H. They can clarify values and ethical issues.

STANDARD

The graduate can

1. Identify major values and ethical issues faced in adult life in one's own culture and other cultures;
2. Distinguish values in contrast to faces;
3. Understand biological, environmental, and economic influences on values;
4. Identify reasons and/or circumstances people use to justify value choices;
5. Recognize the complexity of situations that bring values into conflict.

## SAMPLE COURSE SYLLABUS

### 1. Course Identification:

Course Number/Title: **CIS 111 Computer Operating Systems**

Year: **Spring 2008**

Section No: **3665**

Meeting Times: **5:30 – 7:20 p.m., Tu & Th (February 19 through April 1)**

Location: Bldg. **BTC** Room No.: **209**

### 2. Instructor Information:

Name of Instructor: **Susan Cook**

Office Location: I do not have an office

Office Hours: by appointment

Phone: **(989) 356-9021 or Toll Free: 1-888-468-6222**

*You can leave a message with the operator who will put it in my mailbox, or you can leave me voice mail. To reach the voice mail system first call the college at the above number, then press extension 7510, then press 7814 # (7814 is my voice mail box number) to leave a message. Any class announcements (cancelled class, changed office hours, etc.) will be in the greeting of my voice mail message.*

E-mail: **cooks@alpenacc.edu**

#### Course Materials:

Text: *Microsoft Windows XP, Complete Concepts and Techniques- Service Pack 2 Edition, by Shelly, Cashman, Forsythe (ISBN 0-619-25496-3)*

Supplies: Two USB (flash) drives -OR- Two 3 ½" floppy diskettes, with labels. Obtain them before the second class.

The textbook and supplies are available at the college bookstore.

### 3. Course Description:

This generic one-credit hour course is designed to allow instruction in any one of a number of specific areas including but not limited to: DOS, Windows 98, Windows 2000, Windows XP. Specific goals and topics will, of course, be determined by the computer operating system being studied.

**Prerequisites:** CIS 110 Computer Essentials with 2.0 or better or permission of instructor

### 4. Course Instructional Objectives -

Upon successful completion of this course, students will have acquired the skills necessary to successfully and efficiently utilize the computer operating system being studied.

Specific objectives for individual lessons are listed in the text at the beginning of each lesson.

Comprehensive objectives for the course are centered around these three areas:

- To teach both the fundamental and some advance skills necessary to use Windows XP
- To Provide a solid foundation of Windows XP knowledge on which students can build
- To expose students to real-world examples and procedures that will prepare them to be skilled users of Windows XP

## 5. Topics:

Essential Windows skills  
Working with files and folders  
Menus, dialogue boxes, toolbars. Help  
Effective file management  
Windows applications in action  
Customizing the Windows environment  
Windows shortcuts

## 6. Core Competencies:

- I. **How to learn effectively:** through processes that require the student to complete computer assignments both in a lab environment and on their own. The student will utilize learning support from lecture, hands-on learning, in-class review, tutoring, and supplemental instruction. Learning to use computer applications will be emphasized as a life-long process.
- II. **How to solve problems:** through the usage of interactive labs (hands-on) that pose a variety of computer concept questions. Students collect relevant information and input it into the computer, receiving immediate feed-back to their responses.
- III. **How to use mathematical concepts:** by emphasizing the use of the operating system in determining memory and media storage capacities; determining how much capacity is being used and how much is unused.
- IV. **How to communicate effectively:** through the use of computer terminology, business communications and numeric/graphic presentations. The student will gain sufficient skill in reading and understanding software documentation, enabling the student to achieve educational and personal goals through computer use.
- V. **How to interact with the world:** by understanding the effect of technology on our lives.

## 7. SAFETY PROCEDURES:

Students are to familiarize themselves with all emergency procedure bulletins posted in the instructional areas and follow those procedures in the event of an emergency. The following Computer Lab Rules are to be observed:

- a) Computers are provided for use by Alpena Community College students, faculty and staff only.
- b) Computers are for class and research-related use only. Games and personal use of computers are not allowed.
- c) Copyright laws forbid duplication of copyrighted software.
- d) Food, beverages, and tobacco products are **not allowed**.
- e) The user will be held responsible for replacement or repair of deliberately damaged software or hardware.

- f) Report any hardware or software problems to your instructor or the lab supervisor immediately.
- g) The computer lab's first priority is to serve scheduled classes. When a lab is reserved for a class, it is unavailable to other students unless arrangements are made with the class instructor.
- h) Minor children are not to be brought into the computer lab.
- i) Personally owned software is not to be loaded on college computers.

Note: Computer labs close on the last day of final exams each semester. Labs reopen for student use on the first day of classes.

## 8. ATTENDANCE POLICY:

The college catalog states, "Students are expected to attend their scheduled classes according to the requirements of the instructor." Reliable attendance is one of the most important performance traits of a successful student, and employee. Therefore, students are expected to attend all class sessions except for illness or unforeseen emergencies.

## 9. MAKE-UP AND LATE PAPER WORK PROCEDURES:

All assignments are due at the beginning of the class on the due date. If you will need to miss a class you can send your assignment to class with a friend or give it to the receptionist at the front desk of VLH (BEFORE it is due) and it will be placed in my mailbox. This must be done prior to class. **Late assignments will NOT be accepted.** Make-up is allowed at the discretion of the instructor. **There will be NO make-ups for exams unless arrangements have been made PRIOR to the scheduled time.** Students must be ready to verify the accuracy of their justification.

- Tests may not be made up.
- Late homework and labs will not be accepted.

## 10. GRADING PROCEDURE:

Grades will be determined in the following manner:

Objective test covering information from the lecture portion of the course: 1/3  
 Classroom assigned projects: 2/3

Assigned Labs/Homework are graded in the following manner:

9 - 10 = A  
 8 = B  
 7 = C  
 6 = D

The objective test is graded on the following scale. It may include questions pertaining to the actual functions on the software/hardware learned. Additionally, a hands-on task may be given to the student that will help demonstrate the student's mastery of the areas covered.

90 - 100 = A  
 80 - 89 = B  
 70 - 79 = C  
 60 - 69 = D

Assignments must have your name, class, section, assignment number, and date written on the top right corner.

EXAMPLE:

Jane Q. Student CIS 111-3665 Homework #1 03/20/08
--

Many assignments look very much alike; therefore I need this identification on all papers. Papers turned in differently will not be graded.

**After the first week of class all assignments must be done using the computer and printed out, unless the instructor explicitly states otherwise. (No hand-written assignments will be accepted after the first week of class.)**

Final grades are determined by the following scores:

Grade	Score	C+	77-79
A	93-100	C	73-76
A-	90-92	C-	70-72
B+	87-89	D+	67-69
B	83-86	D	63-66
B-	80-82	D-	60-62

**Be aware that any credit on assignments or the exam, even if less than a passing grade, is better than none, since the final course grade is based on a total of points earned. Partial credit will be given if assignments/exams are not complete.**

**11. ETHICS POLICIES:**

Student behavior that is detrimental to an environment conducive to learning or to the usual maintenance of a reasonable level of order on campus or in the classroom shall be considered disruptive conduct. Students involved in disruptive conduct will be subject to disciplinary action outlined in the handbook, which includes suspension or dismissal.

A student is subject to dismissal or failure in this class if involved in cheating and/or plagiarism, as outlined in the Student Handbook. Students are encouraged to confer with each other on laboratory projects; however, copying the work of another or joint projects are considered cheating.

Cheating and plagiarism are defined in the student handbook as “dishonest scholarly practices which include, but are not necessarily limited to taking, using or copying another’s work and submitting it as one’s own, intentionally falsifying information or taking another’s ideas with the intention of passing ideas in class as one’s own.” The penalty for cheating will be the minimum penalty described in the student .

There are no group projects in this class. All work handed in should be indicative of your own individual efforts.

The instructor reserves the right to make a copy of any of the work she collects. This includes both diskettes and papers.

**12. ADDITIONAL RESOURCE MATERIALS:**

Additional resource material is continually being published; reference is made to these various supplemental documents at appropriate times throughout the course.

**13. AVAILABLE ASSISTANCE:**

Tutors are available (at no cost) in the Learning Center (101 VLH) to assist students with work in this course. Please try to resolve your questions with the instructor before requesting tutoring assistance from the Learning Center. If you need to use The Learning Center's tutors, call the college's main phone number (at the beginning of this document) and ask the operator for "The Learning Center" to set up an appointment.

Alpena Community College is committed to affording equal opportunity to students with disabilities by providing access to its programs, activities and services. It is the responsibility of the student to make known in a timely manner, the need for any accommodation, or auxiliary aids. Please contact The Learning Center, VLH 101, by calling (989) 356-9021, ext 7342, 7284, 7255 or 7270.

**14. STUDENT WORK:**

Assignments are generally collected in class and returned the following week. Students who wish the last assignments to be mailed to them should bring a self-addressed, stamped envelope of the necessary size to the last class; otherwise, I will hold your papers and disks two weeks into the following semester and then toss them.

All assignments will be handed back after they have been graded with the exception of the final exam, which will not be returned to the student. Exams will be kept on file until two weeks into the following semester; students may view them up until that time.

**15. NON-SCHEDULED LABORATORY WORK:**

The college has two open lab areas available for student use that are suitable for the completion of assignments. Students may use the A.C.C. Library, or The Learning Center (TLC). Hours of operation are posted at these locations. The Learning Center is located in room 101 Van Lare Hall. Do NOT use the classroom labs for work outside of class time. This is against the college's policy.

Of course, the time required to complete assignments varies from individual to individual--the nature of this course allows the student to complete some of the assignments during class lab time. However, 2-8 additional hours a week may be needed outside of class.

**16. SYLLABUS REVISION/INSTRUCTOR PREROGATIVE:**

This syllabus is subject to change at the discretion of the instructor to meet the needs of the students and/or instructor as events occur throughout the semester.

**17. WITHDRAWAL:**

This class may be dropped with a full refund during the first week of the class. You may drop the class with permission of the instructor through the fourth week of class. No refund will be granted during this period.

**Withdrawal:** The last withdrawal date for this less-than-full-semester class is 03/14/08.

18. ACTIVITY SCHEDULE:

DATE ASSIGNED	CLASS ACTIVITIES: & ASSOCIATED READING	PAGE AND ASSIGNMENT	DATE DUE
02/19 02/26	Project 1 pp. 1.1 - 1.66 Introduction to Windows; mouse operations; desktop features; working with windows, desktop views, starting and stopping applications, using Windows Help, shutting down Windows	1. Read Project 1 (pp. 1.1-1.66) completing the activities described as you read 2. In The Lab #1 (p. 1.73) 3. In The Lab #4 (pp. 1.78 – 1.79) 4. Project 1 Handout (20 Points)	02/28
02/28 03/04	Project 2 pp. 2.1 - 2.48 Creating documents and folders on the desktop; moving docs into folders; saving to disk; opening, modifying and printing documents; “short cuts”; deleting folders and files.	1. Read Project 2 (pp. 2.1 – 2.48) completing the activities described as you read. 2. Use Help #1 (pp. 2.61 – 2.62) 3. In The Lab #2 (pp. 2.65 – 2.66) 4. Project 2 Handout (10 Points)	03/06
03/06 03/11	Project 3 pp. 3.1 – 3.66 “My Computer” features & functions; management of open windows; coping, moving, deleting files; “Explorer” features & functions; copying, moving, deleting, renaming files and folders with Explorer; finding files & folders with Explorer; Run command; Properties of objects	1. Read Project 3( pp. 3.1 – 3.66) completing the activities described as you read. 2. In The Lab #1, pp. (3.69 – 3.70) (20 Points) 3. Project 3 Handout (30 Points)	03/13
03/13 03/25	Project 4 pp. 4.1 – 4.71 Project 5 pp. 5.1 – 5.67 Customizing your computer; control panel features & functions, solving hardware problems with help troubleshooter; viewing hardware properties; adding and removing software.	1. Read Project 4 (pp. 4.1 – 4.71) completing the activities described as you read. 2. Read Project 5 (pp. 5.1 – 5.67) completing the activities described as you read. <b>SKIP Adding USB Device (5.43 – 5.44), Adding a Program (5.62 – 5.65)</b> 3. In The Lab #1 (pp 4.74 – 4.76) 4. Project 4/5 Handout (30 Points)	03/27
03/27	Project 6 pp. 6.1 – 6.56 Searching, Recycle Bin.	1. Read Project 6 pp. (6.1 – 6.56) completing the activities described as you read. Searching using the Internet portion should be done at ACC, if you don’t have Internet access at home. 2. Project 6 Handout (40 Points)	04/01
04/01	<b>FINAL EXAM !!</b>	<b>Final Exam to be given during regular class time! Bring a floppy disk or USB drive.</b>	04/01

## EMERGENCY PROCEDURES

**In the event of an emergency, dial 911.** Note: If you use a college telephone on campus, you must dial (9) 911. In the event of a medical emergency, make the individual(s) as comfortable as possible until assistance arrives. Part-time faculty teaching off campus should familiarize themselves with the emergency procedures at their particular site.

After an accident occurs, it must be reported and the appropriate information recorded on a "Claim/Incident Report" and turned in to Administrative Services, VLH 110.

## MEDICAL EMERGENCY PROCEDURES

At the time the accident/injury occurs, the following action will take place:

### I. Administer First Aid

**First Aid Kits are located in:**

#### **BESSER TECHNICAL CENTER**

**Automotive Lab, Room 113  
Lab, Room 111  
Physics Lab, Room 120  
Machine Tool & Welding Lab, Room 103/105  
Custodian's Office  
Dining Services, Room 107  
Facilities Management/Parking, Room 101**

#### **THE CENTER**

**CEHRD Office, Room 108  
Library, Room 111  
Wellness Center, Room 101  
Auto Body, Room 124**

#### **FINE ARTS CENTER**

**Art Room Office**

#### **NATURAL RESOURCES CENTER**

**Nursing Lab, Room 215  
Chemistry Lab, Room 109  
Botany Lab, Room 110  
Microbiology Lab, Room 108  
Anatomy Lab, Room 112**

#### **UNIVERSITY CENTER BUILDING**

**Conference Room**

#### **VAN LARE HALL**

**Campus Services, Room 108  
Student Services/Switchboard, Room 109  
Custodian's Office  
Copy Room, Room 103**

#### **HUSH**

**Main Office – Room 206  
Learning Center – Room 107  
Science Lab – Room 111**

### II. If further medical attention is necessary: **CALL 911**

- A. Give 911 operator the location of victim (building, room, etc.) and any information as instructed by the operator.
- B. If possible, send someone to meet and guide the ambulance.

- C. Have someone stay with injured person (should not be left alone) - Call loudly for help if necessary. If unable to obtain help, make the judgment as to whether it is safe to leave victim long enough to get help.

III. If or when no further attention is necessary:

Complete the incident/accident report form and send it to Administrative Services, Room #110, Van Lare Hall, Attention: Dick Sutherland. Incident report forms are available in all administrative offices and college laboratories.

**At Huron Shores Campus:**

At the time the incident/accident or injury occurs, take the following action:

I. Administer first aid - first aid kits are located in the following rooms:

- 107 The Learning Center
- 111 Science Lab
- 206 Huron Shores Campus Office

II. If further medical or emergency help is needed:

A. Notification

- 1. Report emergency to: Public Safety Department - 739-9793
- 2. Provide the department with location and extent of injury or damage
- 3. Send someone (if possible) to meet and guide emergency personnel
- 4. Stay with victim (victim should not be left alone). Call loudly for help if necessary

III. Complete the incident/accident report form (available in the Huron Shores Administrative Office) and turn it in to the Director of the Huron Shores Campus.

**TELEPHONE OPERATOR WHO RECEIVES REPORT OF MEDICAL EMERGENCY:**

The Operator will:

- A. **Call 911**
- B. Notify appropriate building personnel (contact the first person listed - if not available, proceed down the list in order indicated):

**Van Lare Hall**

- 1. Mark Curtis, ext. 7458
- 2. Dick Sutherland, ext. 7368
- 3. Tom Brindley, ext. 280
- 4. Max Lindsay, ext. 7200
- 5. Carolyn Thomas, ext. 7211

**HURON SHORES**

- 1. George Falkenhagen ext 442
- 2. Lori Pulda ext 295

**Besser Technical Center**

- 1. Dr. Olin Joynton, ext. 7246
- 2. Lee Spragg, ext. 7247
- 3. Tom Ludwig, ext. 7202

**University Center Building**

- 1. Lesslee Dort, ext. 7302
- 2. Mark Curtis, ext. 7458

**Natural Resource Center**

- 1. Mark Curtis, ext. 7458
- 2. Dick Sutherland, ext. 7368

**Fine Arts Center**

- 1. Laurie Wade, ext. 7343

**BUILDING PERSONNEL ANSWERING EMERGENCY CALL:**

- A. Proceed immediately to scene of accident/incident.
- B. Ask victim which next of kin should be contacted?
- C. Contact next of kin as directed.
- D. Complete accident/incident report.
- E. Send report to Administrative Services, Attn: Dick Sutherland, Van Lare Hall, Room #110.

**EYE INJURIES:**

Foreign Body: Wash with tepid water: Seek medical attention.  
If shattered glass strikes eye, seek medical attention immediately.  
Blunt hits - seek medical attention.  
Lacerated Cornea - seek medical attention (avoid infection).

**EAR INJURIES:** Seek medical attention, but:

- (a) Outside part of ear, apply ice.
- (b) Bleeding from inside ear: cover ear with gauze pad to soak up blood but:  
**Do not put anything inside ear.**

**NOSE:**

Nosebleed due to trauma:  
(a) ice pack  
(b) if bleeding lasts more than five minutes, go to Emergency Room  
(c) if blood is gushing, go to Emergency Room immediately  
(d) if high power hit to nose and no bleeding, go to Emergency Room

**SPRAINS:** seek medical attention.

**CUTS, SCRAPES, BRUISES:**

Clean with soap and water  
Apply Band-Aid  
For bruise - apply ice: if under fingernail, may need medical attention

**BLISTERS:**

Do not break. Cover with a dressing (Band-Aid). If blisters are a result of a burn, or if person is diabetic, advise to seek medical attention.

**FAINTING AND DIZZINESS:**

Feeling faint: sit down and lower head between legs.  
If feeling lasts beyond 1 - 2 minutes, or )  
If feeling is followed by confusion ) Call 911  
If accompanied by chest pain )  
Loss of bladder/bowel control )

**STUBBED TOES, SMASHED FINGERS:**

Try ice, rest, elevation, and seek medical attention.

**SEIZURES:**

Protect person from injury  
Clear the area, keep as quiet as possible  
Turn on side to prevent person from swallowing tongue

**POISON:**

Call 911

**INSTRUCTION AND STUDENT SERVICES**  
**STANDING COMMITTEES**  
2009-2010 ACADEMIC YEAR

ACADEMIC STANDARDS COMMITTEE

Mark Curtis  
Jane Speer  
Bob Tosch  
Deb Hautau  
Matt Dunckel

CURRICULUM COMMITTEE

Mark Curtis  
Audrey Julian  
Amber Vesotski  
Mike Kelley  
Todd Artley  
Carol Putkamer

DEPARTMENT CHAIRPERSONS

Karol Walchak (Language, Arts and Humanities)  
Doug Huizenga (Math/Science)  
Amber Vesotski (Social Sciences)  
Mary Jane Thomson (Professional Occupations)  
Bob Tosch (Industrial Technology)  
Monica Bushey (Health and Human Services)  
George Falkenhagen (Huron Shores Campus)

## COLLEGIAL CONSULTANTS

### NEED TO KNOW ABOUT..

### CALL....., OR ASK FOR.....

Academic Affairs Office/ Instructional Support/Student Testing	Mark Curtis, Vice President Mary McLaren, Executive Assistant Nancy Seguin, Secretary Linda Souva, Testing Coordinator	VLH 109D 7458 VLH 109C 7212 VLH 109 7219 VLH 122 7209
Admissions/Financial Aid/Student Services Financial Aid	Max P. Lindsay, Dean Mark Beins	VLH 107B 7200 VLH 107C 7205
Admissions/Recruiting	Mike Kollien, Director Phyllis Tippman, Secretary	VLH 111B 7339 VLH 111B 7234
AV Equipment	John Parris	CTR 117 7244
Bookstore	William Matzke, Manager Joan Misiak	BTC 104 7259 BTC 104 7274
Business Office/Requisitions/Travel/Purchasing	Anna Soik, Secretary Sue Willyard, Secretary	VLH 110 7213 VLH 110 7281
Career Planning, Resumes	Richard Sanderson, Career/ Placement/Veterans	VLH 109B 7265
Work Place Development	Don MacMaster, Dean of Workforce Development	CTR 108 7344
Data Center/Computer Labs/Phone	Mark Grunder, Assist. Director, MIS Vicky Kropp, Assist. Director, MIS Randy Repke, MIS Operator Glenn Helwig, Computer Lab Technician Ann Schultz, Clerical/Operator Assistant	VLH 116 7376 VLH 116 7231 BTC 128 7204 VLH 116 7454 VLH 116 7374
Duplicating/Typing Services	Connie Kaczorowski, Word Processor	VLH 108 7361
Foundation Office	Penny Boldrey, Director of Dev/ACC Foundation Barb Szczesniak, Secretary	BTC 125 7297 BTC 125 7359
Wellness Center	Noel Curtis	CTR 101 7391
Library	Wendy Brooks, Dean Nat Salziger, Technician Kelly Jackson, Technician	CTR 111 7249 CTR 111 7406 CTR 111 7252
Parking Sticker/Maintenance/Room Utilization	Sally Shubert	BTC 101 7360
Personnel/Benefits	Carolyn Thomas, Director Cindy Besaw	VLH 102 7211 VLH 102 7351
Public Relations/Publications	Jay Walterreit	BTC 125 7215
President	Dr. Olin Joynton Lee Spragg, Executive Assistant	BTC 125 7246 BTC 125 7247
Registration, Transcripts	Lori Dzieszinski, Registrar Kathy Skuse, Clerical Assistant	VLH 109C 7353 VLH 108 7228
Student Support Services	Dana LaBar, Grant Director Monica Bushey, Counselor Jackie Witter, Secretary	VLH 101 7255 VLH 101 7350 VLH 101 7342

## COLLEGIAL CONSULTANTS

### NEED TO KNOW ABOUT..

### CALL....., OR ASK FOR.....

The Learning Center	Kim Salziger, Developmental Studies Tech	VLH 101	7329
	Sara Burt, Developmental Studies Tech	VLH 101	7329
	Jackie Witter, Secretary	VLH 101	7342
Talent Search	Robert Newton, Director	BTC 108	7283
	Jean Waeiss, Secretary	BTC 108	7348
Tutoring	Yvonne White, Tutoring Coordinator	VLH 101	7270
Upward Bound	Joe Klemens, Director	AHS	7260
	Deb Klemens, Secretary	AHS	7260
Veterans Affairs	Richard Sanderson, Counselor	VLH 115	7265
Huron Shores Campus, Phone 739-1445	George Falkenhagen, Director	HUSH	442
	Lori Pulda, Secretary	HUSH	295
HUSH Learning Center, 747-5018	Jill Dorcey, TLC Technician	HUSH	445



### STUDENT CLUBS AND ADVISORS

INTRAMURALS .....	Bobby Allen
NURSING STUDENT ASSOCIATION.....	Mary Linton and Corky Williams
PHI THETA KAPPA.....	Karol Walchak
THE CROSSCUT (Student Newspaper).....	Kerrie Miller
PRESIDENTIAL LEADERSHIP.....	Max Lindsay
STUDENT SENATE.....	DanTuuri
KAPPA BETA DELTA.....	Mary Jane Thomson and Dan Cary
SIGMA ZETA .....	Dan Rothe