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Martin Community College

General Information for Adjunct Faculty

Martin Community College's mission is to provide quality, affordable, and accessible learner-centered educational programs, and services that are responsive to the needs of the communities we serve.

STAFF

- President—Dr. Ann Britt
- Dean of Academic Affairs & Student Services—Dr. Phyllis Broughton
- Business/Computer Technologies—Bess Patton, Department Chair/Accounting Instructor
- College Transfer, Dev. Studies, and Allied Health—Barbara Daly, Department Chair
- Public Services and Industrial Technologies – Department Chair
- Admissions Counselor—James Bussell
- Registrar—TBA
- Bertie Campus Interim Director – Minnie Hoggard

OFFICE SPACE

Shared office space has been designated for adjunct faculty in Building 4, Room 8B on the main campus. On the Bertie Campus please use the GED testing room when available or see the Director for other available space. Please obtain the key for appropriate office from your Department Chair on the main campus or from the Director on the Bertie Campus.

MAILBOXES

Adjunct faculty mailboxes are located in Building 1 on the main campus and in the front office on the Bertie Campus. Please pick up your mail on a regular basis.

ONLINE RESOURCES

1. Martin Community College's web site: <http://www.martincc.edu>
2. Martin Community College library's card catalog (CC linc online catalog library): <http://www.eclinc.ncccs.cc.nc.us>
3. Adjunct faculty e-mail access: <http://www.martincc.edu>
4. BlackBoard access: <http://www.martincc.edu> and click on the Distance Learning link
5. Martin Community College's Student Access Center: <http://www.martincc.edu> and click on the Student Access Center link
6. North Carolina Excellence in Teaching: <http://nc-net.info>

HIRING PROCEDURES

Martin Community College is committed to covering the majority of classes with full-time faculty. However, fluctuations in student enrollment and high demand to offer multiple sections of certain subjects make it necessary to hire adjunct faculty. The Department Chairpersons and the Interim Director of the Bertie Campus are in charge of hiring and supervising adjunct faculty in their respective areas of supervision.

Credentials for adjunct faculty are the same as for full-time faculty and in accordance to the guidelines of the Southern Association of Colleges and Schools (SACS). It is the responsibility of your Department Chair to ensure that all adjunct faculty hired meet those requirements. Each adjunct faculty is responsible, upon being hired, of having **all** official transcripts of his/her college work mailed directly to the office of the **Dean of Academic Affairs and Student Services**.

Once reviewed, all documents are filed in the MCC Human Resource office. An official application and completed tax forms are also required.

SALARIES

Salaries are calculated based on the number of contact hours for each course. Martin Community College's commitment is based on student enrollment and instructional and/or institutional needs. Adjunct faculty should not have an expectancy of re-employment at the college. **Final payment of a contract cannot be processed until all materials and required records have been completed and returned.**

TEACHING SCHEDULE

The Department Chair is responsible for notifying all instructors of their teaching schedule.

CLASS CANCELLATION

Instructors are notified in advance, when possible, if the classes are cancelled due to low enrollment. For evening classes starting during the extended period of registration, students usually register right before class. In this case, it is not possible to know in advance whether the class will make or not and instructors may be asked to meet the class until a decision is made.

ABSENCES OF INSTRUCTORS

Instructors **must** contact their Department Chair in advance, except for extreme emergencies, if they are unable to meet their class at the regularly scheduled time. This will allow time for a substitute instructor to be assigned. In the case of an extreme emergency, instructors must still contact the Department Chair as soon as possible so arrangements can be made. The North Carolina Community College System requires that adjunct instructors not be paid for hours of class missed. Therefore, the substitute is extended a contract for the appropriate number of hours and paid by MCC, not by the instructor. The instructor's contract will reflect a deduction of the hours missed.

INCLEMENT WEATHER

In cases of inclement weather, Martin Community College will attempt to announce by 6:15 a.m. for day classes and by 4 p.m. for evening classes the status of opening or closing the College on local radio and television stations, including WIAM Radio Station in Williamston, WNCT-TV Station in Greenville, and WITN-TV Station in Washington. It is the policy of the College to make up missed classes and make-up dates will be announced by the Dean of Academic Affairs and Student Services. When classes are not cancelled, students are responsible for making their own decisions about traveling to the College based on their judgment of local road conditions. However, if the College is open, absences must be recorded.

CONTRACTS

Contracts are prepared by the office of the Dean of Academic Affairs & Student Services. They will be given to the Department Chairs, who will contact instructors or put contracts in employee mailboxes for signatures. Contracts must be returned to the Department Chair's office no later than the 13th of the month to be paid at the end of that month; if turned in after that date, they will be paid the following month.

PELL GRANT FORMS

Do not sign Pell Grant forms unless a student is properly registered and has actually attended class.

COURSE SYLLABUS

You must give a syllabus to each student on the first day of class. See your Department Chair if you did not receive a copy of the current course syllabus. You can add your own name, e-mail, and other pertinent information to the syllabus, but you CANNOT change the syllabus in any other way. The syllabus reflects chapters and information that should be covered during that semester. The syllabus is written so that students cover appropriate chapters before taking the next class or transferring to another community college. If you do not complete assigned chapters, and it is a sequel class, the student will not be prepared for the next class.

If you are teaching an online course you must have your syllabus and faculty information posted in BlackBoard/Moodle. You must also post a phone number and times you will be available for student consultations over the phone. MCC has a standard syllabus template. You must use this template for your syllabus.

COURSE PREREQUISITES AND CO-REQUISITES

On the first day of class, be sure all students have met the prerequisites and co-requisites listed on the syllabus for the class. **This is very important.** Remind the students what the prerequisites and co-requisites are for the course and ask them to see their advisors for assistance if they have not met the requirements.

PRELIMINARY SECTION ROSTERS/REGISTRATION VERIFICATION

Preliminary section rosters are issued daily during the late registration process. Please verify that students are officially registered for class by checking their name on your Preliminary Section Roster. They are printed on colored paper. **If you have a student in class that is not listed on your roster, send them to the Registrar's office to register.** After the registration process is over you will be issued an Attendance Report (8 ½ x 14) which will reflect the updated information from late registration. You will turn in this original report to your department chair and make a copy to turn in at the end of the semester with your grade sheet.

ATTENDANCE REPORTS

The accuracy of this report is of great importance. School budget allocations by the Department of Community Colleges are based on this report.

- a. Attendance reports are issued by the Registrar's office.
- b. The month and day your class meets should be listed as column headings on your report (please check for accuracy and notify your Department Chair if there is a problem). Enter an "E" under the date that the student first attends class. **In the case of an Internet class,** you should enter an "E" and the date beside it or write in the dates as column headings up to and including the census date and enter an "E" under the date of the first completed assignment. Also, you should print and attach the official logon information from the Blackboard Statistics to your report.
- c. Absences start on the day the student registered for the class.
- d. If a student withdraws, indicate with a "W" under appropriate date.
- e. If a student is tardy, indicate with a "T."
- f. If a student never attends your class, you will need to administratively withdraw the student and place a "WF" on the date you withdrew the student.
- g. The census date, which is the date when 10 percent of the semester has occurred, is shown on the attendance report. **IMMEDIATELY** after this date, please fill out your attendance report by drawing a bold line on the line following the census date and calculate the membership hours:

- Count only the students who entered your class on or before the census. Enter this number in the box for total students at census date.
 - Calculate total class hours by multiplying the weekly contact hours by 16 and enter in the box for total class hours.
 - Calculate total membership hours by multiplying the total students enrolled at the census date by the total class hours and enter in the box for total membership hours.
- h. Make a copy to keep for your remaining attendance information and submit the original to your Department Chair for his/her review, and he/she will forward to the Registrar's office.
- i. At the end of the semester:
- Complete the attendance report.
 - Be sure to sign, date, and enter your SSN on the bottom of the report
 - Submit the attendance report along with your grades to your Department Chair to verify and forward to the Registrar's office.

DO NOT add student names and social security numbers on the bottom of the attendance report.

Only indicate "WF" if you turned in a "WF" form for the student. If you did not turn in a "WF" form for the student the grade should be "F."

If you need help filling out the form, please feel free to contact your Department Chair or a full-time faculty member.

Please remember to sign and date the bottom of the report before turning it in to the Department Chair.

FINANCIAL AID VERIFICATION

The Financial Aid office will send each instructor a section roster to verify the student's attendance. Be prompt in returning the section roster to the Financial Aid office.

GRADES

A grade sheet will be put in your mail box approximately two weeks before grades are due. You should verify the last date of attendance that is pre-printed on the grade sheet. For students with "W" or "WF" grades this date should match the last date of attendance on your final attendance report. The grade sheet must be returned to the registrar's office by the due date.

Adjunct faculty must submit grade books or a printout of all grades, attendance record, and all tests given that semester to his/her Department Chair at the end of each semester. Department Chairs will store all documents for the appropriate length of time according to state guidelines.

CLASS STATISTICS FOR ONLINE CLASSES

MCC uses the first completed assignment along with the BlackBoard Course Statistics to show when a student entered a course.

The Blackboard Administrator populates students into courses daily, starting with the first day of classes and continues adding students during the registration and drop/add period. **It is very important that you check your Blackboard roster against your preliminary section roster from Student Services daily to ensure all students are in your class.** Keep in mind, that if a student registers late, it will be 24 hours before they can access the course. For example, if a student registers on the second day of the semester, they will not be populated into the course until the third day.

It is very important that all students log into online courses and complete the first assignment within the 10 percent period.

On the day after the 10 percent point, you will need to print your BlackBoard course statistics by:

1. Logging into your course
2. Click on the control panel
3. On the right side of your screen, in the Assessment section, locate and click Course Statistics.
4. In section 1, accept the default setting.
5. In section 2, you will need to select the first day of classes and the date of your 10 percent period. (see graphic below)

The screenshot shows the 'Select Report' section with a dropdown menu set to 'Accesses by Content Area'. An arrow points to this dropdown with a callout box that says 'Accept the default setting. Not this setting.' Below this is the 'Filter Options' section. It has two date pickers: 'From this date:' and 'Until this date:'. Both have checkboxes for 'Start Date' and 'End Date' which are checked. The 'From this date:' is set to Sep 05 2004 and the 'Until this date:' is set to Sep 12 2004. An arrow points to both date pickers with a callout box that says 'Click both boxes and select the dates for the first day of classes and **the day after your class 10 percent point.**'

6. After checking the two boxes and choosing the dates, click submit. This may take a few seconds or minutes to complete.
7. You will need to **print three copies** of this. **You will also need to sign and date this report.** Attach one copy to your 10 percent report, give the second copy to your department chair, and keep one copy for your records.
8. For completing your attendance report at the 10 percent date, look at section 2. You will see the date range you entered and your student names (see graphic below.) Under each date you will see a zero (0) or a number of 1 or greater. 0 indicates the student did not log in that day, but a number of 1 or greater indicates the student logged in on that day. The date the student completed the first assignment should have a number greater than 0 as proof of attendance.

	2	2	2	2	2	2
	0	0	0	0	0	0
	0	0	0	0	0	0
	4	4	4	4	4	4
	-	-	-	-	-	-
	0	0	0	0	0	T
	9	9	9	9	9	O
	-	-	-	-	-	T
	0	0	0	0	1	A
	5	6	7	8	9	L
	0	5	6	0	0	11
	0	0	5	5	8	18
	0	0	0	0	0	0
	0	0	10	0	0	10
	0	0	0	8	4	12

GRADING SYSTEM

In the 2008-2009 Martin Community College Career Catalog, the grading systems are explained. Make students aware on the first day of class whether they'll be graded on a 7-point or 10-point

scale. All sections of a course should use the same scale. If you are not sure which scale is used for your class, ask your Department Chair. If a student receives an “I” as a grade, please submit an “Incomplete(s) Grade Report” along with your grade sheet to your Department Chair for his/her signature and to forward to the Registrar’s office. **All “Incomplete Change of Grade” forms are due in the Registrar’s office by the last day to withdraw without receiving an F.** An incomplete “I” is given only if a student has completed 85 percent of course work. If a grade of Incomplete has been reported to the Registrar’s office and needs to be changed after completing the required work (i.e., “I” to “B”) you must:

1. obtain an “Incomplete Change of Grade Form” from your Department Chair or the Student Services’ Office,
2. fill out completely, and
3. send to your Department Chair to forward to the Dean of Academic Affairs and Student Services.

BOOKS, MANUALS, AND KEYS

These items should be requested from your Department Chair. At the end of the term, books, manuals, and keys loaned to the instructor must be returned to the Department Chair, otherwise your paycheck will be held until all materials are returned.

CLASS ATTENDANCE POLICY

Refer to the 2008-2009 Martin Community College Career Catalog, page 42, for the attendance policy.

Martin Community College recognizes that academic success is tied to regular attendance and completion of assigned work and tasks in a timely manner. Students are expected to attend a minimum of 80 percent of the total hours for a course, which includes classes, labs, and shops. Some courses and programs have stricter attendance requirements of 85, 90, or 95 percent based upon the difficulty and complexity of the subject matter. General Education and Developmental courses require 85 percent attendance. The syllabus for each course will specify the attendance requirement.

Students must be present in at least one class during the first ten percent (10 percent) of a course in order to be considered enrolled in the class. If a student has not attended at least one class by the ten percent census date, the instructor will administratively withdraw the student.

Students who miss more than six contiguous contact hours or fail to attend the required percentage of total hours without a justifiable absence and verifiable contact with the instructor may be administratively withdrawn from the class by the instructor and given a grade of “WF.” The “WF” will be equivalent to an “F” when calculated into the student’s GPA. The course syllabus will indicate what the instructor considers a justifiable absence and will define “verifiable contact.” Students may remove a “WF” by submitting appropriate paperwork for an official withdrawal by the last day to officially withdraw without receiving an “F.” The last day to officially withdraw without receiving an “F” is published in the academic calendar for each academic year. The official withdrawal date for mini sessions, block courses, or other non-traditional schedules are available from the registrar and will be included on the course syllabus.

Make-up work may be allowed at the discretion of the instructor, and the instructor’s policy on make-up work will be included in the course syllabus. Students in clinical and cooperative educational work experiences must complete 100 percent of the required hours to receive a passing

grade. Clinical or cooperative work experience make-up hours require clinical or cooperative educational work site approval and approval of the instructor.

Habitual tardiness and/or early departure in a course may, at the discretion of the instructor, be considered in computing class attendance. The course syllabus will include the instructor's definition of tardiness and early departure.

Students will be counted absent from the date they register for each course.

Note: Under DVA regulations, the enrollment of veterans or dependents will be terminated or adjusted if they are administratively withdrawn or if they officially withdraw.

If an instructor fails to report for a class within 15 minutes of the scheduled beginning time and has not left instructions, those students present should sign a sheet before leaving and designate a student to submit it to the Dean of Academic Affairs and Student Services.

ADMINISTRATIVE WITHDRAWAL POLICY

The census date is the date on which 10 percent of the total course hours have met. Students must be present in at least one class during the first 10 percent of the course in order to be considered enrolled in the course. Students who do not attend the course by the census date will be administratively withdrawn from the course by the instructor and will not be allowed to attend class.

In addition, instructors may administratively withdraw a student missing six (6) contiguous hours or failing to attend the required percentage of total hours of a course without justifiable absence and verifiable contact with the instructor.

Students will receive a grade of "WF" for the administrative withdrawal. The "WF" will be equivalent to an "F" which will be calculated into the student's GPA.

A student may remove the "WF" grade by submitting appropriate paperwork for an official withdrawal by the last day to officially withdraw without receiving an "F" during the semester to the Registrar's office. When a student has been administratively withdrawn from a course and he/she wishes to be reinstated, he/she must contact the instructor of the course. If the instructor grants the student's request to be reinstated to the course, a *Course Reinstatement* form must be signed by the instructor and submitted to the registrar.

SCHEDULE CHANGES

Any changes in class schedules such as changes in instructor, classroom number, hours/days a class is taught need to be made official in the office of Academic Affairs & Student Services by your Department Chair. Changes of classroom for one day should be approved by your Department Chair and posted on the door of the regular classroom.

CLASS TIME

Classes must start on time and run the full length of time scheduled. **Classes should not be cancelled by you under any circumstances.** By canceling a class, you are depriving students of instruction time. Class meeting times are subject to audits by state officials through unannounced visits.

EARLY WARNING SYSTEM

If a student misses several classes or has any academic/personal problems which interfere with academic progress, please use a referral form to refer him/her to the counselor. Forms can be obtained from your Department Chair or Student Services Office.

INSTRUCTORS' EVALUATIONS

All instructors are evaluated by the students and by their Department Chair on a yearly basis.

FINAL PAYCHECK

The last paycheck for the current semester will be retained until final grades and attendance reports have been turned in to the Registrar's office; textbooks and other instructional materials and records have been returned to the respective Department Chairperson; and all documents (i.e., original transcripts) have been received. If you are on direct deposit, you will have to see the payroll clerk to have this process restarted.

FINAL EXAMS

Day Classes

Final exams should be given during the days and hours designated by the exam schedule distributed toward the end of the semester. **DO NOT** change your assigned exam schedule. See your Department Chair if you have conflicts or problems.

Evening Classes

Final exams are given on the last night of class.

PHOTOCOPYING

Printing services are available at the Print Shop in Building 2, Room 5. If you need less than 40 copies, you may use the self-service copy machine outside the Print Shop. To make copies on this machine you must obtain a departmental code from your Department Chair. If you need copies, go to the Print Shop or see a library employee. These photocopiers are not for student use. There is a coin-operated photocopier for student use located inside the library. At the Bertie Campus, use the photocopier in the front office.

COPYRIGHT LAW

Beware of restrictions concerning copying of materials protected by the Copyright Law.

TUTORING SERVICES

Please refer students to the Academic Skills Center (Building 4, Room 38B).

AUDIOVISUAL MATERIALS

On the main campus, audiovisual equipment and materials are available from the Library and must be returned to the Library. Several TV-VCR's and overhead projectors are kept in Buildings 3 and 4. Consult the library for the availability of this equipment. You may also check with your Department Chair about using a laptop and projector. At the Bertie Campus, audiovisual equipment is available in the front office.

ONLINE CLASSES

If you are teaching an online course, you must initiate a Blackboard Action Request form to have a course created and submit it to your Department Chair. Blank forms may be obtained from your Department Chair.

BOOKSTORE HOURS

Regular hours: 8:30 a.m. – 6:30 p.m. M-TH
8:30 a.m. – 12 Noon F

Summer Hours: May Vary

LIBRARY HOURS

8:00 a.m. - 9:00 p.m. M-TH
8:00 a.m. - 4:30 p.m. F

Summer Hours

8:00 a.m. – 9:00 p.m. M-TH

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