# TABLE OF CONTENTS

## INTRODUCTION
- Handbook Purpose .......................................................................................................................... 1
- Sample Position Description .............................................................................................................. 1
- Legal Basis ........................................................................................................................................ 1
- Accreditation ...................................................................................................................................... 1
- History ................................................................................................................................................ 1
- Governing Board ............................................................................................................................... 2
- Organizational Structure .................................................................................................................... 2
- Campus Locations ............................................................................................................................... 2
- Vision, Mission, Values, College Purposes .......................................................................................... 5

## COLLEGE POLICY RELATED TO THE CLASSROOM
- Contact Time ......................................................................................................................................... 7
- Class Breaks ......................................................................................................................................... 7
- Class Cancellation ................................................................................................................................. 7
- Classroom Courtesy ............................................................................................................................. 7
- Class Disruption ................................................................................................................................. 7
- Discipline of Students .......................................................................................................................... 7
- Emergencies ........................................................................................................................................ 7
- Emergency Procedures (Fire, Bomb Threats, Etc.) .............................................................................. 8
- Emergency Rescue Areas ..................................................................................................................... 8
- Food and Drink .................................................................................................................................... 8
- Room Changes ...................................................................................................................................... 8
- Substitute Instructor ............................................................................................................................ 8

## COLLEGE POLICY RELATED TO COMPENSATION
- Salary Calculation ............................................................................................................................... 9
- Method of Payment ............................................................................................................................. 9
- Teaching Load ...................................................................................................................................... 9

## COLLEGE POLICY RELATED TO CONDUCT
- Absence from Class ............................................................................................................................. 11
- Alcohol and Drugs ............................................................................................................................... 11
- Children on Campus ........................................................................................................................... 11
- Employee Grievance .......................................................................................................................... 11
- Guidelines for Appropriate Conduct ................................................................................................ 11
- Interviews and Expressing an Opinion .............................................................................................. 12
- Keys ................................................................................................................................................... 12
- Maintenance of Equipment ................................................................................................................ 12
- Maintenance of Work Area ................................................................................................................ 12
- Non-Discrimination ............................................................................................................................ 12
- Personal Appearance and Demeanor ................................................................................................. 13
- Harassment ......................................................................................................................................... 13
- Smoking ............................................................................................................................................ 13
- Solicitations ........................................................................................................................................ 13
- Use of College Facilities ..................................................................................................................... 14
- COLLEGE POLICY RELATED TO CURRICULUM
- Advisory Committees ......................................................................................................................... 15
- Academic Student Learning Outcomes Assessment (ASLOA) .......................................................... 15
- Attendance Policy ............................................................................................................................... 15
- Audio/Video Recording ......................................................................................................................... 15
- Class Roster ........................................................................................................................................ 15
- Class Size ......................................................................................................................................... 16
- Classroom Supplies ............................................................................................................................ 16
- College Preparatory Program ............................................................................................................ 16
COLLEGE POLICY RELATED TO EMPLOYMENT

Access to Computers ........................................................................................................................................... 23
AIDS ................................................................................................................................................................. 23
College Property .................................................................................................................................................. 23
Discrimination and Sexual Harassment ............................................................................................................... 23
Employment of Aliens ......................................................................................................................................... 23
Employment Papers ............................................................................................................................................ 23
Evaluation of Teaching ......................................................................................................................................... 24
  Administrative Evaluation of Teaching .................................................................................................................. 24
  Student Evaluation of Teaching .......................................................................................................................... 24
Human Resources Office ........................................................................................................................................ 24
Mail and College E-mail ....................................................................................................................................... 25
Office Hours .......................................................................................................................................................... 25
Orientation Session .............................................................................................................................................. 25
Parking .................................................................................................................................................................. 25
Personnel Files ..................................................................................................................................................... 25
Priority Staffing Policy ......................................................................................................................................... 25
Reasonable Accommodation ............................................................................................................................... 25

COLLEGE POLICY RELATED TO GRADES

Grading Policies ..................................................................................................................................................... 26
  Audit .................................................................................................................................................................. 26
  Administrative Withdrawal ............................................................................................................................. 26
  Incomplete ..................................................................................................................................................... 26
  No Credit ...................................................................................................................................................... 26
  Grade Not Reported ..................................................................................................................................... 26
  Withdrawal ................................................................................................................................................... 26
  Withdrawal, Nonattendance .......................................................................................................................... 26
Final or End of Term Grade .................................................................................................................................. 27
Academic Appeals .................................................................................................................................................. 27
## COLLEGE POLICY RELATED TO SAFETY AND SECURITY

- Assault or Threat ............................................................... 28
- Campus Disturbances ...................................................... 28
- Security ........................................................................... 28
- Personal Conduct to Minimize Violence ....................... 29
- Threats of Violence .......................................................... 29
- Warning Signs of Potentially Violent Individuals .......... 30
- Recognizing Inappropriate Behavior ............................... 30
- Use of Force .................................................................... 30

## COLLEGE POLICY RELATED TO STUDENTS

<table>
<thead>
<tr>
<th>Acceleration Programs</th>
<th>31</th>
</tr>
</thead>
<tbody>
<tr>
<td>Advanced Placement (AP)</td>
<td></td>
</tr>
<tr>
<td>Certified Professional Secretary (CPS)</td>
<td></td>
</tr>
<tr>
<td>College Level Examination Program (CLEP)</td>
<td></td>
</tr>
<tr>
<td>Credit by Examination</td>
<td></td>
</tr>
<tr>
<td>DANTES</td>
<td></td>
</tr>
<tr>
<td>Dual Enrollment</td>
<td></td>
</tr>
<tr>
<td>Experiential Credit ..................................................</td>
<td></td>
</tr>
<tr>
<td>Industrial Management Program Enrollees</td>
<td></td>
</tr>
<tr>
<td>International Baccalaureate (IB)</td>
<td></td>
</tr>
<tr>
<td>HCC Live Information 24/7</td>
<td></td>
</tr>
<tr>
<td>Alumni Association</td>
<td></td>
</tr>
<tr>
<td>Articulation Agreements</td>
<td></td>
</tr>
<tr>
<td>Grade Confidentiality</td>
<td></td>
</tr>
<tr>
<td>Information about Students</td>
<td></td>
</tr>
<tr>
<td>Special Programs</td>
<td></td>
</tr>
<tr>
<td>College Preparatory Program</td>
<td></td>
</tr>
<tr>
<td>Concurrent Admissions Program (ConAP)</td>
<td></td>
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<tr>
<td>Criminal Justice Training Institute</td>
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<tr>
<td>Distance Learning</td>
<td></td>
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<tr>
<td>English for Academic Purposes (EAP)</td>
<td></td>
</tr>
<tr>
<td>HCC at MacDill Air Force Base</td>
<td></td>
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<tr>
<td>Honors Program</td>
<td></td>
</tr>
<tr>
<td>Reserve Officer Training Corps (ROTC)</td>
<td></td>
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<tr>
<td>Servicemembers Opportunity College (SOC)</td>
<td></td>
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<tr>
<td>Single Parents, Displaced Homemakers, and Single Pregnant Women Program</td>
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<tr>
<td>Student Support Services</td>
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<td>Weekend College</td>
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<td>WINGS</td>
<td></td>
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<tr>
<td>Student Government Constitution - Bill of Student Rights</td>
<td></td>
</tr>
</tbody>
</table>

## APPENDICES

- Syllabus (suggested format) ............................................. A
- Adjunct Faculty Evaluation Performance Review ............... B
- Adjunct Faculty End-of-Term Review                        C
- The Family Educational Rights and Privacy Act of 1974      D
- Final Exam Schedule .................................................... E
INTRODUCTION

Handbook Purpose

Thank you for agreeing to serve as an adjunct faculty member for Hillsborough Community College (HCC). You are a valuable member of the HCC team. This handbook is intended to answer many of the questions that you may have as an HCC adjunct instructor.

Please note that the Adjunct Faculty Handbook does not bestow any additional rights to employment or employment benefits to College employees. No representative of HCC, other than the Board of Trustees, or the President with the Board’s authorization, has the authority to enter into an ongoing agreement with you for employment for any specified period of time or to make any promises or commitments contrary to the foregoing. As an employee of HCC, you have the right to terminate your employment at any time. HCC retains the same right, regardless of any other College document, oral or written statements issued by a College representative, with the exception of written employment contracts signed by the Chair of the Board of Trustees and the President or designee.

Full-time faculty at HCC work under a contract (the District Board of Trustees/Faculty United Services Association contract; also referred to as the FUSA contract) that is collectively bargained between the faculty union and the District Board of Trustees. Part-time faculty members do not come under the terms and conditions of this collective bargaining agreement.

While every effort has been made to make this handbook current at the time of publication, you should only use the handbook as a preliminary reference tool. When you have a situation that may involve the application of state or federal law, the administrative rules of the State Board of Education, or the College’s administrative rules and procedures, you should consult those sources, as well as your academic dean. Complete copies of all HCC policies and procedures are maintained online at http://www.hccfl.edu/gwsc/president.aspx.

Sample Position Description

Adjunct faculty members are professionals with the responsibility of providing a quality learning experience that assists students in meeting their educational and career goals. Adjunct faculty members perform instruction-related duties and responsibilities in accordance with the mission of the College and the objectives of the course. Adjunct (a.k.a. part-time) faculty positions are advertised on the HCC website at www.hccfl.edu.

Legal Basis

The District Board of Trustees of HCC operates the College in accordance with the Administrative Rules of the State Board of Education, the laws of the State of Florida and the College’s Administrative Rules and Procedures. Copies of the College’s Administrative Rules and Administrative Procedures are available online at http://www.hccfl.edu/gwsc/president.aspx. If a situation arises that involves the application of the above laws, rules, or procedures, you should consult those sources, your supervisor, or the Human Resources Office.

Accreditation

Hillsborough Community College is accredited by the Southern Association of Colleges and Schools Commission on Colleges to award certificates, diplomas, and associate degrees. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4033 or call 404-679-4500 for questions about the accreditation of Hillsborough Community College. Other accrediting or approving institutions are listed in the HCC Catalog.

History

HCC opened its doors in September 1968 to a charter class of 1,625 students. Classes were held in junior high schools, senior high schools, and other community facilities until the first permanent campus, now called the Dale Mabry Campus, was opened in 1970. Steady increases in student enrollment led to the opening of permanent
campuses in Plant City (1977), Ybor City (1978), the MacDill Education Center on MacDill Air Force Base (March 1986), the Brandon Campus (1992), and the SouthShore Campus (2008). Although HCC was the twenty-seventh community college to be established in Florida, student enrollment has grown at such a rapid pace that the College has become among the largest of Florida’s twenty-eight public community colleges.

**Governing Board**

HCC’s District Board of Trustees (BOT) members are appointed by the Governor and confirmed by the Senate for staggered four-year terms. The BOT has all powers necessary and proper for the governance and operation of the College. The BOT and its employees are governed by the provisions of the Florida Statutes and State Board of Education Rules.

**Organizational Structure**

HCC is a complex, multi-campus organization, consisting of entities of interacting parts and dedicated to specific goals. Formal Administrative Rules and Administrative Procedures govern much of the institution’s work. HCC Administration implements the policies within the broad framework established by the BOT. Procedures hold the College together, control its work, and make the operation of the institution possible. Rules and Procedures are available online at [http://www.hccfl.edu/gwsc/president.aspx](http://www.hccfl.edu/gwsc/president.aspx).

**Campus Locations**

**Dr. Gwendolyn W. Stephenson Administration Center**

- **Street address:** 39 Columbia Dr. (Davis Island), Tampa, FL 33606
- **Mailing address:** PO Box 31127, Tampa, FL 33631-3127
- **Telephone:** (813) 253-7000
- **TDD:** (813) 253-7174

HCC’s Dr. Gwendolyn W. Stephenson Administration Center is situated in a picturesque setting on the west bank of the Hillsborough River on Davis Island. Just moments from downtown Tampa, this eight-story building houses the President’s office and the Board of Trustees meeting room.

Adjacent to the Dr. Gwendolyn W. Stephenson Administration Center is The Corporate Training Center @ HCC. More information about TCTC is available online at [http://www.tampatraining.com/](http://www.tampatraining.com/)

**Brandon Campus**

- **Street address:** 10414 E. Columbus Dr., Tampa, FL 33619-7856
- **Mailing address:** 10414 E. Columbus Dr., Tampa, FL 33619-7856
- **Telephone:**
  - Campus President: (813) 253-7860
  - Dean of Academic Affairs: (813) 253-7995
  - Dean of Associate in Science Programs: (813) 253-7960
  - Dean of Student Services: (813) 253-7880
  - Evening Manager: (813) 253-7816
  - HCCLive: (877) 736-2575
- **TDD:** (813) 253-7858

The Brandon Campus offers an array of on-campus and online credit classes, including those needed to earn an Associate in Arts or an Associate in Science degree. The campus is located on an 82-acre site off Falkenburg Road between SR 60 and SR 574. Primarily serving the central portion of Hillsborough County and the developing corporate-industrial corridor along Interstates 75 and 4, the contemporary campus was designed to meet the needs of the community far into the future.

**Dale Mabry Campus**

2014/2015
### Introduction - Adjunct Faculty Handbook

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<tr>
<th>School</th>
<th>Street Address</th>
<th>Mailing Address</th>
<th>Telephone</th>
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<tbody>
<tr>
<td><strong>Dale Mabry Campus</strong></td>
<td>4001 W. Tampa Bay Blvd., Tampa, FL 33614</td>
<td>PO Box 30030, Tampa, FL 33630-3030</td>
<td>Campus President: (813) 253-7260, Dean of Associate in Arts, Humanities and Communication: (813) 253-7210, Dean of Associate in Arts, Math and Science: (813) 253-7236, Dean of Associate in Science Programs: (813) 253-7479, Dean of Health, Wellness &amp; Sports Technologies: (813) 253-7370, Dean of Student Services: (813) 253-7311, Evening Manager: (813) 253-7432, HCCLive: (877) 736-2575</td>
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HCC’s largest campus is located at Dale Mabry Highway and West Tampa Bay Blvd., across the street from the Raymond James Stadium. The campus specializes in health sciences and technology and offers the required courses for both the Associate in Arts and the Associate in Science degrees. A wide variety of Continuing Education and Distance Learning courses are also available. The Dale Mabry Campus is the home of two large apprenticeship programs, the Independent Electrical Contractors and the Associated Builders and Contractors whose students work throughout the Tampa Bay area.

The Campus’ four-story Technology Building houses the Health Science and Technical programs. Other facilities include the Social Sciences, Sciences, Humanities, Library, and Student Services Buildings. The campus is also home to a gymnasium, tennis and racquetball facility, as well as student housing at Hawks Landing.

| **Plant City Campus** | 1206 North Park Road, Plant City, FL 33563-2799 | 1206 North Park Road, Plant City, FL 33566-2799 | Campus President: (813) 757-2110, Dean of Academic Affairs: (813) 757-2111, Dean of Student Services: (813) 757-2108 | HCCLive: (877) 736-2575 |

The Plant City Campus is situated on a 93.5-acre site on Park Road, one-half mile south of Interstate 4 off Exit 22. A full range of university transfer and technical courses are offered. A large variety of Continuing Education courses are also available on campus and at numerous locations throughout this eastern Hillsborough County community.

This campus also houses the College’s Environmental Science Technology, Advanced Water Treatment, and Veterinary Technology programs. The Plant City Campus also offers a full complement of general education offerings, as well as apprenticeship programs in plumbing, pipefitting and heating/ventilation/air conditioning/refrigeration, and sprinkler fitting. The apprenticeship programs, which are cooperatively offered with United Association Local Unions 123 (Plumbers and Pipefitters) and 821 (Sprinklerfitters), offer students well-paying careers in the trades. The University of Florida also offers several 2+2 programs at the Plant City Campus.

| **SouthShore Campus** | 551 24th Street Northeast, Ruskin, FL 33570 | | Campus President: (813) 259-6100, Dean of Academic Affairs: (813) 259-6150, Dean of Student Services: (813) 259-6151, Campus Enrollment Coordinator: (813) 259-6152, Evening Campus Manager: (813) 259-6115, HCCLive: (877) 736-2575 |
The SouthShore Campus is HCC’s newest location. SouthShore offers all of the requirements for an Associate in Arts Degree plus programs in Emergency Medical Technician, Nursing (RN), Child Care Management, Medical Coding, Business, and Computer Science.

SouthShore is the first Leadership in Energy and Environmental Design (LEED) certified “Green Campus” in the Florida Community College System. The campus uses sustainable construction and environmental technologies to reduce the use of energy, conserve water resources and reduce operating costs. The campus is becoming a regional model for “green” construction.

**Ybor City Campus**

**Street address:** 2112 N. 15th Street, Tampa, FL 33605-3648

**Telephone:**

- Campus President: (813) 253-7755
- Dean of Academic Affairs: (813) 253-7714
- Academic Associate Dean of AS & Technical Programs: (813) 253-6442
- Dean of Student Services: (813) 253-7680
- HCCLive: (877) 736-2575
- TDD: (813) 253-7785

The Ybor City Campus is situated in the heart of Tampa’s historic Latin Quarter. Interspersed with the existing historic structures in Ybor City, the campus buildings were architecturally designed to blend with the surroundings. The campus is minutes away from downtown Tampa and easily accessible to all sections of the county via Interstate 4, State Highway 60, and the Lee Roy Selmon Expressway. Ybor City Campus specializes in the program areas of childcare, business management, computer programming, office education, fire science, art, drama, music and criminal justice training. Also available is a full complement of general education offerings. HCC’s fine arts complex, which features studios, classrooms, a gallery, a theatre and an auditorium, is located here. The campus also boasts an administration building, a faculty building and a learning resource center.

**MacDill Center**

**Street address:** 8102 Condor Street, MacDill AFB, FL 33621

**Telephone:** (813) 259-6396, or (813) 828-4226, or (813) 840-8905

HCC’s Education Center on MacDill Air Force Base, part of the Plant City Campus, is open to military personnel and community citizens; however, active duty military are always given priority in class space availability. All class space availability questions, including student requests for registration overrides, should be directed to the MacDill Center Manager.

Faculty teaching MacDill courses who do not have routine access to the airbase (military personnel, their dependents, and Defense Department employees) must undergo a background investigation before receiving Base access. This process is coordinated by the Center staff. Faculty instructional materials and duplication support are provided by Center staff.

The program at MacDill is based on an accelerated instructional format organized in five 8-week evening terms and eight 4-week weekend terms per academic year; on-line (10-week) and lunchtime (12-week) course offerings are available as well. MacDill course offerings are primarily general education classes, along with introductory/elective courses in degree plans identified by Air Force-administered needs assessments.

Classes are held in airbase-provided classrooms that also accommodate three other educational institutions—Embry Riddle University, Leary Technical College and Saint Leo University. Classrooms and in-class audiovisual equipment are Air Force, not HCC, property.
Hillsborough Community College delivers teaching and learning opportunities that empower students to achieve their educational goals and become contributing members of the local community and a global society.

Hillsborough Community College will excel in proactively responding to the evolving educational needs of our students, staff, workforce, and community through assessment and continuous improvement.

Hillsborough Community College values the complete development of students in pursuit of their academic, personal, social, professional, and career goals.

Hillsborough Community College values its responsibility to anticipate and respond to community need.

Hillsborough Community College values diversity and cultural awareness in promoting the inclusion of all its members within a global society.

Hillsborough Community College values the sustainable use of its environmental, social, and operational resources including the integration of sustainable concepts in the curriculum and its service to the community.

Hillsborough Community College values integrity by having honest and open relationships with its constituencies and between each other within the college.

Hillsborough Community College values continual improvement and innovation leading to measureable advancements in institutional success.

Hillsborough Community College values fiscal transparency, personal and professional accountability, and customer service.

Hillsborough Community College values the continued development of faculty and staff knowledge and skills.

Hillsborough Community College provides the following:

- **A University Parallel Program** that offers the courses of study leading to a bachelor’s degree.

- **Technical Programs** that prepare students to be competitive in the global marketplace.

- **General Education** that offers students the experiences to ensure success in future educational and occupational endeavors, as well as the skills, knowledge, and understanding for a high quality of life.

- **Continuing Education** that provides for lifelong learning through workshops, seminars, and other activities directed toward the specific needs of the College’s constituents.

- **Developmental Education** that reinforces basic skills and prepares students to enter college-level courses.
• **Learning Resources** that continuously develop excellent library services and other activities that support learning.

• **Student Services** that provide a student-focused learning environment to assist students in achieving their educational goals through a diversity of services.

• **Economic Development and Partnerships** that demonstrate efficient and effective responses to community needs, providing an international education program that will enable students to compete globally.
Following are some of the rules and procedures of HCC as they relate to the classroom. This list is not all-inclusive. For additional information regarding the College’s rules and procedures, refer to the HCC Administrative Rules and Procedures (available at http://www.hccfl.edu/gwsc/president.aspx) or contact your supervisor.

**Contact Time**

You are responsible for meeting the required contact time for your class(es). Please do not dismiss your class(es) early. Classes that last 75 minutes do not include a break. For classes that last longer, you may give a ten-minute break.

**Class Breaks**

No class breaks are allowed for classes that meet for 75 minutes or less. For classes that meet for longer periods of time, you may decide whether a ten-minute break is warranted. Classes may not be dismissed early if you do not provide a class break; they are required to meet for the time scheduled.

**Class Cancellation**

HCC reserves the right to cancel any class because of low enrollment or unforeseen circumstances. However, class sessions should not be cancelled unless you have an extenuating circumstance. When we develop the academic calendar, we follow guidelines established by the State Department of Education to ensure that each class meets for the proper number of minutes. Therefore, you must hold class during each scheduled class period and keep the class in session for the entire class period. If an extenuating circumstance arises, bring it to the attention of the appropriate supervisor; he/she will determine whether to cancel the class session.

**Classroom Courtesy**

At the end of your class, erase whiteboards. Retract or move projection screens out of the way. Move projectors and other equipment out of the way. Return chairs to their normal position, and leave the classroom in order for the next class.

**Class Disruption**

An instructor may temporarily dismiss a student from class for good cause, not to exceed one class period. A faculty member may ask the administrator to remove from a class any student who consistently and willfully acts in such a manner as to disrupt the class and to interfere with other students.

**Discipline of Students**

Students at HCC are required to adhere to the Code of Student Conduct and Disciplinary Procedure, which is published in the Student Handbook http://www.hccfl.edu/media/845338/13-14%20handbook%20rev%2081113.pdf. The Campus President through the Dean of Student Services will be responsible for maintaining the discipline of students.

**Emergencies**

All faculty members are responsible for being thoroughly acquainted with the use of fire alarms, exit facilities, fire extinguishers, and the evacuation routes. At the beginning of the term, faculty members should brief students on emergency procedures, routes of evacuation, location of assembly points, and location of “emergency rescue” areas. A phone that connects automatically to the Department of Public Safety is located in each classroom.
Emergency Procedures (Fire, Bomb Threats, etc.)

Upon notification of an emergency situation, a faculty member should:

- Lead a prompt and orderly evacuation of the class. Have students take all personal possessions with them during the evacuation.
- Supervise and assist in the evacuation of any physically disabled students.
- Direct all persons under his/her supervision to stay at least 100 feet away from the scene of the emergency (300 feet for bomb threats) and remain there until given an indication that all is clear.
- When departing, make sure that all windows and doors are closed.
- Remain at the designated assembly point at least 100 feet away from the scene of the emergency (300 feet for bomb threats) until given an indication that all is clear or other instructions are received from College security, administrators, or other HCC officials at the scene.

Emergency Rescue Areas

“Emergency Rescue” areas have been designated and marked on floors above ground level to be used for rescue in the event that routes are blocked or evacuation of a physically disabled person(s) cannot be accomplished safely. Emergency response personnel will be notified to check “emergency rescue” areas when they arrive on the scene. Buildings constructed since 1995 have “Areas of Rescue Assistance” equipped with dual communication devices connected to the College security office. In older buildings not so equipped, trapped persons should maintain communication by periodically signaling to people at ground level.

NOTE: An “Emergency Rescue” area should only be used when evacuation by any other means is not possible. Persons using this area should keep communicating to others by voice or signal.

Food and Drink

Unless otherwise specified, neither food nor drinks are allowed in classrooms.

Room Changes

Temporary – If adverse conditions exist that seriously impair the learning climate, contact your supervisor or his/her designee for assistance in relocating the class.
Permanent – Any room change request must be approved by your Program Manager, Academic Dean, or other authorized person charged with room assignments, and proper notification given to students. Unauthorized room changes can pose problems for those trying to locate faculty or students in emergency situations.

Substitute Instructor

A faculty member is encouraged to make substitute recommendations but shall not make the final substitute assignments. The supervising dean must approve all substitution arrangements.
Listed below are some of HCC’s rules and procedures as they relate to compensation. Adjunct faculty members are not eligible to receive compensation until their supervisors have determined that their classes will not be canceled. Therefore, adjunct faculty members are not compensated for any class sessions held with the students prior to the time the classes were canceled.

The list below is not all-inclusive. For additional information regarding the College’s rules and procedures, refer to the HCC Administrative Rules and Procedures (available at http://www.hccfl.edu/gwsc/president.aspx) or contact your supervisor.

**Salary Calculation**

Part-time credit-course instructional faculty who have taught satisfactorily at HCC for one to eight semesters will be compensated at the rate of $58.00 per instructional point, based on the number of assigned load points. Those who have taught satisfactorily at HCC for more than eight semesters will be compensated at the rate of $60.00 per instructional point, based on the number of assigned load points. No distinction is made for advanced degrees. If a part-time instructor is absent from his/her class, the number of sessions missed will be deducted from his/her pay on a prorated basis.

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One (1) lecture credit hour will generate ten (10) points; One (1) laboratory contact hour will generate eight (8) points; One (1) clinical contact hour will generate eight (8) points; One (1) distance learning credit hour will generate ten (10) points.

**Method of Payment**

At HCC, employees are paid on a biweekly basis. Based on the time required to process employment paperwork, adjunct faculty will not receive their first paycheck until after the term has begun. Payment is made by direct deposit.

**Teaching Load**

During the fall and spring terms, adjunct instructors may be assigned to a teaching load of up to 120 points per term. If an adjunct instructor also works on a part-time basis in another capacity at HCC, the total time worked may not exceed the maximum allowable work week for part-time employees. To calculate the maximum time, each credit hour should be equated to two (2) clock hours and 15 minutes (0.25 clock hour), and ten minutes should be calculated for each credit hour for office hour purposes.
The summer term follows a different formula. For a six-week summer assignment, the teaching load may not exceed 60 points. For an eight-week assignment, the teaching load may not exceed 80 points. For a 10-week assignment, the teaching load may not exceed 100 points, and for a 12-week assignment, the teaching load may not exceed 120 points. Again, these assignments do not take into account any additional part-time employment. To calculate the maximum time for an employee who functions as an adjunct in addition to other part-time work, each credit hour should be equated to 2.25 clock hours as described above, adding ten minutes for each credit hour for office hour purposes.

The table below reflects the maximum load for adjunct instructors per term, including office hours.

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<tr>
<td>Maximum Points</td>
<td>Office Hours Required per Week (in clock hours)</td>
<td>Maximum Points</td>
</tr>
<tr>
<td>120</td>
<td>2</td>
<td>120</td>
</tr>
</tbody>
</table>

2014/2015
Listed below are some of the rules and procedures of HCC as they relate to employee conduct. This list is not all-inclusive. For additional information regarding the College’s rules and procedures, refer to the HCC Administrative Rules and Procedures (available at http://www.hccfl.edu/gwsc/president.aspx) or contact your supervisor.

Absence from Class

Occasionally personal situations, illness or other circumstances may arise that necessitate an adjunct instructor having to miss a class. Should such a situation develop during the term, please remember that you are responsible for contacting your academic dean, program manager, or the evening or weekend campus manager so that (s)he can make the proper arrangements for the class (check with your supervisor for campus-specific procedure). To allow your academic dean sufficient time to find a substitute, such notification should be made as soon as you become aware of your having to miss a class. Under no circumstances should you cancel a class. Likewise, do not send another individual to “cover” your class. Such an individual would be considered a guest speaker and thus would come under the guidelines listed for guest speakers. Please see the Introduction section of this handbook for telephone numbers that will assist you in notifying your supervisor. Pay will be adjusted accordingly.

Alcohol and Drugs

HCC’s alcohol and drug policy in part states the following:

“Hillsborough Community College recognizes the serious nature and potentially harmful effects of using controlled substances in the work place and educational setting. It is the College’s policy to provide both personnel and students with a drug-free work place and learning environment. Nothing less will be acceptable if the College is to be successful with its mission and goals. Consistent with this commitment, College members working together can achieve a “Drug-Free HCC.”

A complete copy of HCC’s Alcohol and Drug Administrative Rule is available online at http://www.hccfl.edu/dao/president/rules/AR%202.05.pdf.

Children on Campus

To ensure their safety, children are not permitted on College property, unless the child is supervised by a parent or guardian or participating in a College sponsored event, e.g., Kollege for Kids. Children are not permitted in the classrooms. The College will not be responsible for any type of injury, accident or incident that may occur if a child is brought on College property. This policy applies to children of students as well as children of employees.

Employee Grievance

Occasionally situations arise in which a part-time faculty member feels he/she has a legitimate dispute regarding the procedural applications of policy as related to wages or other terms or conditions of employment. In these situations, the part-time faculty member is encouraged to bring such matters to the immediate attention of his/her academic dean. If the dispute is not resolved through these informal discussions, the issue will be referred to the campus president, whose decision regarding the disposition of the issue will be final.

Guidelines for Appropriate Conduct

As an integral member of HCC, you are expected to accept certain responsibilities, adhere to certain acceptable business principles in matters of personal conduct, and exhibit a high degree of personal integrity at all times. This not only involves sincere respect for the rights and feelings of others, but also demands that both in your business and in your personal life you refrain from any behavior that might be harmful to you, your coworkers, and/or HCC, or that might be viewed unfavorably by current or potential students or by the public at large. Should your performance, work habits, overall attitude, conduct or demeanor become unsatisfactory in the judgment of HCC, based on violation of the College’s Administrative Rules and Procedures, you will be subject to disciplinary action.
Copies of the College’s Administrative Rules and Administrative Procedures are available online at http://www.hccfl.edu/gwsc/president.aspx

**Interviews and Expressing an Opinion**

Employees who are interviewed or who express their opinion with the news media, magazines, or who participate in another job, may not express their opinions as representatives of the College, unless specifically authorized by the appropriate College personnel.

**Keys**

As needed for a position, you may receive specific keys to College facilities to provide proper access and to maintain a secure environment. These keys are considered the property of HCC. You may not loan or copy the keys. If you lose a key(s), you must notify the Department of Public Safety immediately. If you terminate employment with the College, you must turn in the keys in to the Department of Public Safety prior to receiving your final paycheck.

**Maintenance of Equipment**

You are encouraged to protect and maintain College equipment. You should promptly contact your immediate supervisor whenever your equipment needs maintenance service.

**Maintenance of Work Area**

You are expected to set an example of cleanliness and tidiness in appearance and in the work areas. You are expected to exercise reasonable care with respect to your personal property. Purses and other valuables should not be left unattended in plain view. If you discover an unsafe or unsightly problem or unclean condition, you should contact your campus president.

**Non-Discrimination**

Hillsborough Community College is an equal access/equal opportunity employer that makes employment and education-related decisions without regard to race, color, gender, religion, national origin, age, disability, sexual orientation, marital status or any other bias that is or may be prohibited by law. In addition, the College does not discriminate in employment practices or in the admission and treatment of students. HCC is committed to equitable treatment for all students and employees and to a learning and working environment free of discrimination and harassment for current as well as future students and employees. The College provides equal educational opportunities for qualified individuals with disabilities and complies with, as well as supports the Americans with Disabilities Act.

HCC's Equity Officer ensures compliance with federal and state laws prohibiting discrimination and sexual harassment.

The Equity Office values and responds to equity-related complaints in a very confidential and timely manner (click here for the HCC Equity Statement in Spanish).

Employees and students who believe they have been a victim of discrimination or sexual harassment should contact:

**Dr. Joan B. Holmes**
Special Assistant to the President for Equity and Special Programs
Dr. Gwendolyn W. Stephenson District Administration Center
39 Columbia Drive, Room 718
Tampa, Florida 33606
Telephone: 813-253-7043
Email: jholmes16@hccfl.edu
**Personal Appearance and Demeanor**

Discretion in style of dress and behavior is essential to the efficient operation of HCC. You are, therefore, required to dress in appropriate business attire and to behave in a professional, business-like manner, which includes refraining from the use of vulgar language. You should use good judgment in your choice of work clothes and remember to conduct yourself at all times in a way that best represents you and the College.

**Harassment**

Any employee, student or applicant for employment or admission who believes he/she is the victim of harassment based on sex, pregnancy, sexual orientation, race, national origin, color, age, religion including unwelcome religious persuasion, disability, marital or other protected status may initiate a complaint against the individual allegedly charged with harassment. Harassment will include but is not limited to any slurs, innuendoes or other verbal or physical conduct reflecting on an individual’s race, ethnic background, gender, religion, sexual orientation or disabling condition which has the purpose or effect of creating an intimidating, hostile or offensive educational or work environment; has the purpose or effect of unreasonably interfering with the individual’s work or school performance or participation; or otherwise adversely affects an individual’s employment or educational opportunities.

For procedural steps on harassment allegations, including sexual harassment, please see the Administrative Procedure 2.03 Methods for Processing Harassment Allegations, Including Sexual Harassment.

**Smoking**

Hillsborough Community College is tobacco-free effective January 1, 2013, with Administrative Rule 6HX-10-2.08. This rule establishes College policy prohibiting all tobacco use at Hillsborough Community College. Tobacco use is prohibited on all property and in all facilities owned or leased by Hillsborough Community College, including all vehicles. There are no designated smoking areas on College property. Please follow the link for the complete rule at Administrative Rule 6HX-10-2.08.

**Solicitations**

The College supports the exchange of written thoughts and ideas in an orderly fashion and without disruption to the normal operation of the College. The College makes a distinction between commercial and non-commercial literature, posters, handbills, and banners.

To solicit or to distribute literature or other materials at a campus of HCC, a College-related or non-College related individual, group or organization will submit a completed Request to Solicit and Distribute Materials form to the appropriate campus dean of student services with the following information:

1. the name, address, and telephone number of the individual submitting the request,
2. the purpose, and
3. a copy of the literature or material to be distributed.

The College reserves the right to designate a specific area for these activities.

The Request to Solicit and Distribute Materials form should be submitted at least five (5) working days prior to the activity.

Literature or materials that are offensive to good taste may not be distributed, posted or made available to persons at any HCC campus or the District Administrative Offices. College personnel or students who violate this administrative procedure will be handled according to the appropriate administrative procedure on discipline. Non-College personnel who violate this administrative procedure will be asked to leave the College premises.
To post information, literature, posters, bulletins, etc. on bulletin boards assigned to a particular organization, the information must be authorized by the appropriate organization assigned to the particular bulletin board.

**Use of College Facilities**

The College administrative rules and procedures require that personnel use College equipment, supplies and services for College-related activities and not for personal benefits and/or the benefit of another person or organization. College telephones should be used only for College-related business. Copies of the College’s Administrative Rules and Administrative Procedures are available online at [http://www.hccfl.edu/gwsc/president.aspx](http://www.hccfl.edu/gwsc/president.aspx).
Listed below are some of the rules and procedures of Hillsborough Community College as they relate to curriculum. This list is not all-inclusive. For additional information regarding the College’s rules and procedures, refer to HCC Administrative Rules and Procedures (available at http://www.hccfl.edu/gwsc/president.aspx) or contact your supervisor.

**Advisory Committees**

HCC’s main purpose is to provide local residents with an opportunity for an up-to-date, postsecondary education that will also meet the demands of today’s society, including the employment needs of business and industry. In keeping with this, HCC relies heavily on citizen advisory committees, comprising area leaders, employers and employees in various fields, to keep staff abreast of trends and developments in the world of work.

**Academic Student Learning Outcomes Assessment (ASLOA)**

HCC places a priority on student success, measured through the assessment of student learning outcomes. All faculty members are expected to assist in assessing learning outcomes. If you have any questions on the overall assessment program of student learning outcomes or information on creating those outcomes, please go to http://www.hccfl.edu/departments/associate-in-arts/academic-student-learning-outcomes-assessment.aspx.

**Attendance Policy**

Instructors must publish a statement in the course syllabus regarding their attendance policy. Those faculty who differentiate between excused and unexcused behavior must include this information on their course syllabus. Students are responsible for reading the syllabus and arranging to make up work missed because of absence. A student who registered late should not be penalized for late registration during the drop/add period. **Instructors must keep student attendance records and will be requested to submit these at the end of each term. The grades may be recorded in a standard HCC grade book or electronic spreadsheet.** A copy of HCC’s Student Attendance administrative procedure is available at http://www.hccfl.edu/procedures/AP%203.410.pdf.

**Audio/Video Recording**

A student shall not, without the faculty member’s express authorization, make or receive any recording, including but not limited to audio and video recordings of any class, co-curricular meeting, organizational meeting or meeting with a faculty member. Further, the student does not have permission to post class lectures or course lectures on the web. In compliance with ADA regulations, exceptions to this statement are made in the cases of situations in which the student has requested appropriate accommodations for his or her disability.

**Class Roster**

Class rosters are available electronically via HawkNet, the College’s on-line information system, at www.hccfl.edu/hawknet.aspx. You will log in to access your faculty page, and select the “class roster” under the “faculty information” area. Training on how to access your class roster will be provided by your supervising dean or designee.
Class Size

At HCC, a minimum number of students must register in a class for that class to be taught. The College reserves the right to cancel the class if the number of students enrolled is too low to justify offering the course or because of other extenuating circumstances.

Classroom Supplies

Classroom supplies may be obtained from your Administrative Supervisor.

College Preparatory Curriculum

The College Preparatory Curriculum is designed to improve student performance in the college-entry skills of reading, English and mathematics. See the “College Policy Related to Students” section in this Handbook or the HCC Catalog for more detailed information.

Courses Offered in Non-Traditional Formats

Courses offered in non-traditional formats include distance learning, online, learning communities, computer-based instruction, weekend college, dual enrollment, and acceleration programs. For more information on Distance Learning opportunities, contact the Director of Instructional Technology at 253-7017. For information on dual enrollment and weekend college, contact the Director of Associate in Arts Degree Programs at 253-7002.
Copyright Compliance

HCC adheres to the provisions of the United States Copyright Law and to the Fair Use Guidelines. The College has established a procedure, Copyright Compliance, to assist employees and students in adhering to those provisions. A copy of the procedure is available at http://www.hccfl.edu/procedures/AP%204.07.pdf.

More copyright information is available by copying and pasting the following link into a browser: http://libguides.hccfl.edu/content.php?pid=38840&sid=298858#6119772

The use of media is limited to those materials that have been lawfully purchased or made for the purpose of instructional use in a classroom. Media must be part of the regular instructional process and the use must be by the teacher and students, face-to-face. Media may not be used for extracurricular purposes unless written permission has been secured. Refer to the copyright compliance procedure.

Take care when requesting or making photocopies. The copyright law and related guidelines protect the holder of the copyright and offer only a limited number of privileges even to the academic community. Any request for duplication of published materials must be approved by your academic dean to insure that no copyright violations are taking place. HCC does not approve of any unauthorized duplication of materials and will not accept responsibility for any individual violating this policy.

Course Syllabi

**All faculty are required to provide students with course syllabi, ideally by the first day of class.** Instructors are required to give a copy of their syllabi to their academic dean within two weeks of the beginning of their class. **For information that MUST be included in the syllabus, please see Appendix A.**

You are encouraged to use the online tutorial prepared by the Center for Innovation Teaching and Technology (CITT), which includes a template, at this location: http://citt.hccfl.edu/lectora/syllabus/index.html

Your syllabus should include the last day to drop a class with a refund and the last day to withdraw without a grade. This information is especially helpful for students whose class(es) meet on dates that do not align with the regular academic calendar.

As soon as you have been assigned a course to teach, you should prepare your course outline. If duplication services are needed, give it to Campus Services as quickly as possible.

If you are teaching a general education course, please include on your syllabus as many general education outcome statements as apply (see the complete list below).

**General Education Outcome Statements**

Students who complete their HCC general education core curriculum should be able to demonstrate their:

- Ability to think critically,
- Ability to express themselves clearly in written and oral communication,
- Ability to express themselves effectively in quantitative terms,
- Understanding of and appreciation for the value and significance of culture,
- Appreciation of the scientific method of inquiry and the historical and contemporary impact of science on daily life,
- Understanding of global, political, social, economic, and historical perspectives,
- Ability to use technology to access, retrieve, process, and communicate information.

**Discipline-Specific Guidelines**

See your program manager or academic dean for discipline-specific guidelines.
**Educational Support Services**

**Duplication Facilities**: Each campus maintains duplication equipment for reproduction of printed materials. Please note that only materials to be used in your classroom will be printed or duplicated by HCC staff. Likewise, only materials to be used in the classroom should be duplicated on HCC equipment. Staff will need sufficient lead time to get your work done. Be sure to check with the applicable Duplication Facility’s staff as to the amount of lead time required.

**Libraries/Learning Resources Centers**: Each campus library/LRC provides materials supporting the curriculum and objectives of HCC. Comprehensive information about library resources and services can be found at the following link: [http://libguides.hccfl.edu/hcclibraries](http://libguides.hccfl.edu/hcclibraries)

The following campus services are available to all faculty:

- **Brandon LRC**: Library Services - ext. 7803
  AV Services - ext. 7803
- **Dale Mabry LRC**: Library Services - ext. 7381
  AV Services - ext. 7384
- **Plant City LRC**: Library Services - ext. 2109
  AV Services - ext. 2120
- **Ybor City LRC**: Library Services - ext. 7645
  AV Services - ext. 7615
- **MacDill Center LRC**: Library Services - 828-3607
  AV Services - ext. 5744
- **SouthShore LRC**: Library Services – ext. 5744

- **Audiovisual Materials (AV) and Services** - AV equipment and programs may be requested by contacting the campus library/LRC or campus AV office. Programs may also be assigned for student use in the learning labs of each campus. You are invited to visit your campus library/LRC for more information on services, resources and procedures.

- **Bibliographic Instruction** - Please schedule with a librarian. The instruction can be for general library research or tailored to fit a specific class assignment.

- **Determine Holdings for Class Assignments** - A librarian will identify resources that support your course syllabi and prepare reading lists. If students are required to use specific library resources, a librarian should verify the availability of the resources and also suggest additional resources that might be appropriate.

- **Internet Access** - Access is provided through the electronic catalog known as LINCC (Library Information Network for Community Colleges).

- **Interlibrary Loan** - Librarians or library staff will borrow materials or obtain photocopies from other libraries.

- **Materials Selection** - The librarians work closely with faculty and involve them in materials selection as outlined in the HCC Collections Development Policy. You are invited to visit your campus library for more information on services, resources, and procedures and to apply for a library card.

- **Research Assistance** - A librarian will conduct literature searches, prepare bibliographies, and provide general reference information.

- **Reserves** - Personal copies or library materials may be placed on reserve.

**Test Centers**: Test Centers, located on all campuses, administer faculty make-up, placement, and counseling-related tests. To take tests, students must show two forms of identification (ID), one of which must bear a current photo. Students and faculty members should contact the Test Center for hours of operation.

Students with disabilities needing alternative testing arrangements must contact an HCC Coordinator of Services for Students with Disabilities. Listed below are the telephone numbers for each:

- **Brandon Campus**: 253-7914 or 253-7858 (TDD)
End of Term

Final Grades - The information regarding processing of final grades is found in the "College Policy Regarding Grades" section of this Handbook.

Maintaining Student Records - Faculty members should keep proof of student grades for one full year. HCC maintains student records on paper, microfilm, and computer files. Students have one year to correct any discrepancies in these records. After that, source documents for microfilm and computer files may no longer be available. Therefore, the burden of proof for changes made after the one-year period lies with the student.

Exam Schedule

During the fall and spring terms of each academic year, the class schedule is modified to allow for two-hour examination periods. The exam schedule for 2014-2015 appears as Appendix E. This schedule modification applies only to Monday through Friday daytime classes. No modifications are made for evening or weekend classes since those class periods are already of sufficient length to allow for final examinations. Faculty members must follow the exam schedule. No finals exam should be administered the week prior to final examinations. While you are not required to give a comprehensive final exam, you are required to meet your classes on these exam days. If you do not wish to give a final exam, the time may be used for such activities as a final lecture period, a course review period, or a final grade review with students. The final exam schedule for the fall and spring terms is also contained in the Student Handbook.

Field Trips

If you intend to take your class on a field trip, you must have each student complete and sign a Release and Hold Harmless form. The form must be signed by your academic dean prior to taking the field trip. A copy of this form can be obtained from your dean's office.

First Class Meeting

During the first class meeting, an instructor should discuss with the students all requirements and grading procedures for the course, including makeup policy, testing policy, and attendance policy. These requirements must be printed in the course syllabus/calendar which is to be distributed the first day of class if possible. Faculty should not deviate from these policies during the term unless the change applies to the entire class in a positive manner. The dean may be unable to defend a faculty member in a controversy with a student when exceptions to the above procedures are made.

Instructors should also discuss prerequisites with students during the first class meeting. If a student does not meet the course prerequisites, he/she should be informed and directed to admissions, registration, and records for a schedule adjustment.

General Education

General Education provides a foundation upon which a student’s learning experience is built. It offers students the opportunity to acquire the skills and knowledge necessary to have a broad understanding of a changing world. The HCC general education program is designed to provide students with the knowledge, skills, and vision necessary to allow them to become valued participants in a complex and culturally diverse world. The program encourages intellectual inquiry, helping students to develop an understanding of the human mind and spirit, as well as a sense of history and the dynamics of the society around them. As students plan for the world that lays ahead of them, the
general education program gives them an appreciation of the world that preceded them, as well as a frame of
reference for the world in which they live.

To determine the degree to which HCC students have achieved mastery of our general education curriculum, faculty
have developed several student learning outcomes to help evaluate student achievement. Students who complete the
HCC General Education core curriculum should be able to demonstrate their
• Ability to think critically,
• Ability to express themselves clearly in written and oral communication,
• Ability to express themselves effectively in quantitative terms,
• Understanding of and appreciation for the value and significance of culture,
• Appreciation of the scientific method of inquiry and the historical and contemporary impact of science on daily
  life,
• Understanding of global, political, social, economic, and historical perspectives,
• Ability to use technology to access, retrieve, process, and communicate information.

To assist with this evaluation, faculty have developed additional student learning outcomes by discipline cluster, as
follows:

Cluster 1 (Communication): Students will demonstrate the ability to
1.a. communicate in standard American English.
1.b. think critically, showing original thought.
1.c. read critically.
1.d. organize a task and follow through to completion.
1.e. apply the principles of information literacy to include finding, evaluating, synthesizing, and documenting
  legitimate secondary sources.
1.f. apply logical reasoning.
1.g. contribute to group or class discussions.

Cluster 2 (Humanities): Students will demonstrate the ability to
2.a. communicate an understanding of core terminology and concepts in a discipline of the humanities: visual art,
  performing art, music, literature, religions and/or philosophies.
2.b. discuss the unique contributions of an individual composer, visual artist, performing artist, author, or thinker.
2.c. explain how a culture’s values, beliefs, and/or ethical standards are expressed in their visual art, performing art,
  music, literature, religions and/or philosophies.
2.d. relate the contribution of a past culture or historical tradition to a current culture.
2.e. explain how the cultural history of the world is interconnected, or how an individual cultural or ethnic group has
  made a unique contribution to the civilization of the world.

Cluster 3 (Mathematics): Students will demonstrate the ability to
3.a. utilize mathematical techniques and procedures in problem-solving activities.
3.b. recognize and use the words and symbols of mathematics
3.c. utilize logical reasoning and critical thinking skills in analyzing mathematical problems and models.
3.d. comprehend and draw appropriate inferences from numeric data in various forms.

Cluster 4 (Science): Students will demonstrate the ability to
4.a. utilize logical reasoning and critical thinking skills in analyzing scientific problems and models
4.b. use and understand the scientific method of inquiry
4.c. provide examples of how scientific knowledge affects and changes our lives.
4.d. distinguish between ideas constructed using scientific methodology and ideas with a pseudo-science basis.

Cluster 5 (Behavioral Science): Students will demonstrate the ability to
5.a. communicate an understanding of the vocabulary, concepts, key people, theoretical approaches and scientific
  method to the study of human behavior.
5.b. communicate an understanding of the relative effects of biological, social, environmental, and technological
  factors on humans
5.c. discuss and evaluate the relative efficacy of key factors affecting relationships among cultures and between
generations.

5.d. discuss future challenges faced by societies and individuals in the 21st century.

Cl **uster 6 (Social Science)**: Students will demonstrate the ability to
5.a. analyze and examine historical sources in order to recognize their benefits and biases.
5.b. place events, people, and ideas within historical context.
5.c. develop questions which promote critical analysis.
5.d. understand, analyze and respond to historical questions through oral and written communication methods.
5.e. learn how to conduct research, properly cite sources, and understand plagiarism.

**Gordon Rule**

**Gordon Rule Requirements**

State Board of Education Rule 6A-10.030 (the Gordon Rule) is a rule stipulating requirements of student performance in both the communications and mathematics areas. Satisfactory completion of this rule requires that a student earn a grade of “C” or better in each applicable course.

Students fulfill the Gordon Rule requirement upon successful completion of the general education curriculum. Within the communications area, the student is required to complete writing assignments as designated in the instructors’ syllabi in the areas of English, humanities, history, natural science, physical science, behavioral science, and history/political science. Certain courses and disciplines have word-count requirements. For example, ENC 1101 requires that students write a total of 6000 words, 3000 of which must be graded. Gordon Rule behavioral science courses require that students write a minimum of 1000 words that must be graded. Within the mathematics area, completion of the general education mathematics courses fulfills the requirement. Prerequisite courses must be completed, or appropriate test scores attained, before enrolling in Gordon Rule courses.

**Guest Speakers**

A written request to invite an outside speaker must be submitted by a full-time or part-time faculty member through the appropriate academic dean for review and approval by the campus president at least two (2) weeks prior to the event. See your academic dean for a copy of the form required.

**Records Management**

HCC follows Florida Statute directives and operates a records management program. Any tests or examinations you give to students and receive back must be retained for one year. Gordon Rule papers have the same retention requirements. Of course, you may return these tests and papers to the students, in which case you do not have to comply with this retention requirement.

**Religious Observances**

HCC will reasonably accommodate the religious observances, practices, and beliefs of students pertaining to the admission, class attendance, and the scheduling of examinations and work assignments. Students will notify each instructor at least one week prior to an intended religious observance. Students may implement the administrative procedure for a student grievance if they believe they have been unreasonably denied an educational benefit due to their beliefs or practices.

**Textbooks**

Textbook adoptions are based upon the request of full-time faculty committees on each campus. **You must use the textbook assigned to the course.** Your academic dean will provide you with a copy of the required text and any other support materials for your course. You will be required to sign for these books and return them to the dean’s office at the end of the term in which you are teaching. When a text is required for a course, this text is to be
identified in the course outline and used as one of the instructional tools for that course. While adjunct instructors do not have the prerogative of making the textbook optional for their students, they should discuss their textbook suggestions or concerns with full-time faculty and with their academic dean. As instructors, your textbook suggestions are extremely valuable.
Listed below are some of the rules and procedures of HCC as they relate to employment. This list is not all-inclusive. For additional information regarding the College’s rules and procedures, refer to the HCC Administrative Rules and Procedures (available at http://www.hccfl.edu/gwsc/president.aspx) or contact your supervisor.

**Access to Computers**

Each campus is equipped with facilities that allow faculty members access to computers. The respective campus president or dean will determine policy regarding the availability of and access to computers.

**AIDS**

HCC recognizes that employees with a life-threatening illness such as AIDS may wish to continue their employment and, in fact, that continued employment may be therapeutically important to their recovery process. The College also recognizes that it must satisfy its legal obligation to provide a safe work and educational environment for all employees, students and visitors to our premises. As long as employees who have AIDS are able to maintain acceptable performance standards according to established College policies and procedures, and the weight of medical evidence continues to indicate that AIDS cannot be transmitted by casual workplace contact, employees with AIDS will be permitted to continue to work. In determining such an employee’s ability to continue in employment, the College will consider making reasonable accommodations to the employee’s condition, consistent with applicable federal, state and local laws. As part of its overall AIDS program, HCC conducts periodic training sessions with employees to provide information about the nature of this disease and to help prevent the fear often experienced by employees due to lack of understanding of AIDS and especially how it can be transmitted. A copy of HCC’s Policy on Aids is available at http://www.hccfl.edu/dao/president/rules/AR%202.13.pdf.

**College Property**

No College materials, equipment, or property can be removed from the College premises unless such action is necessary for College-related business or College-sponsored activities. Requests to remove property must be approved by the appropriate administrator. Unauthorized use or misuse of property may result in disciplinary action or termination.

**Discrimination and Sexual Harassment**

Please see College policy regarding these topics in the “College Policy Related to Conduct” section of this handbook.

**Employment of Aliens**

Federal laws prohibit the employment of unauthorized aliens. Proof of eligibility for employment must be provided by the prospective employee before commencing employment.

**Employment Papers**

Before adjunct instructors can be hired and placed on the HCC payroll, they must undergo a credentials certification process. Certification to teach credit courses at the college level generally requires that the instructor have a master’s degree. As a part of or in addition to the master’s program, instructors must have successfully completed eighteen (18) graduate semester hours in the academic area in which they are being certified to teach.

Human Resources must conduct a background investigation through the Florida Department of Law Enforcement (FDLE) before hiring applicants selected for adjunct faculty positions (excluding public safety, fire protection, and dual enrollment). Adjunct faculty will need a background investigation unless (1) an investigation was completed after January 3, 2001, and (2) the gap in employment with the College did not exceed one year.
Employment Eligibility Verification (Form I-9) – The purpose of this form is to document that each new employee (both citizen and noncitizen) hired after November 6, 1986, is authorized to work in the United States. The administrator or supervisor making an offer of employment will advise candidates of the requirement to show proof of employment eligibility and will instruct the candidates to appear in person with supporting documents before a College-designated certifying official before they begin work. The candidate may choose to produce any documents listed on the reverse of the I-9 form to prove employment eligibility. Particular documents will not be prescribed nor suggested.

You must also provide the following documents prior to employment:
- Transcripts. If the transcript is a student copy, then an official copy must be requested by the employee and forwarded for inclusion in the records within 30 days of employment. Your dean will let you know if transcripts are not required based on the classes you are teaching.
- Evidence of degree or certification if it is required by the teaching position and is claimed on the application.
- Evidence of a high school diploma or GED if high school is the highest educational level required by the teaching position.

All forms must be completed before employment begins. The originals will be maintained in the HCC Human Resources Office and copies will be filed in the office of your academic dean.

**Evaluation of Teaching**

**Administrative Evaluation of Teaching**: Adjunct instructors are administratively evaluated once a year. If you are teaching a daytime course, the evaluation will be performed either by your academic dean or program manager. If you are teaching an evening course, the evaluation will be conducted by your academic dean, evening manager, or program manager. The evaluation will consist of a classroom visit, which may or may not be arranged beforehand. If the administrator enters your classroom while you are giving an exam, showing a movie, or otherwise not lecturing, he/she will probably leave and come back at a later date.

Following the formal classroom visit, the administrator will complete an *Adjunct Faculty Evaluation Performance Review* form, which will then be given to you for your review and signature. If you wish to make written comments regarding your evaluation, you may do so. These written comments will then be attached to the complete evaluation form. A copy of this signed form will be placed in your personnel file. A copy of the form is located in Appendix B of this handbook.

**Student Evaluation of Teaching**: Student evaluations are done once per term to give instructors an idea of how they are being perceived by their students. Evaluations of adjunct faculty are conducted in an online format after the last day for students to withdraw from the course. If you are teaching more than one class, you will be allowed to choose which section is evaluated during the fall term; your academic dean will choose one section for evaluation during the spring term. You will receive a reminder by email prior to the beginning of the evaluation period. **Please be certain that you inform your students of the importance of providing their feedback regarding your course.** Research indicates that faculty involvement in this process is the most important factor in achieving high response rates to online evaluations. Results of the student evaluations, including all comments, will be provided to you at the end of the term, or after you have input the grades for that course. The student evaluation criteria serve as a basis for evaluation, along with the evaluator’s assessment of the presentation to the student during classroom visitation.

**Human Resources Office**

The Human Resources Office is located on the second floor of the Dr. Gwendolyn W. Stephenson District Administration Center on Davis Island. Any questions regarding all personnel-related matters, including employment practices and employee benefits, should be directed to the Human Resources Office.
Mail and College E-mail

On each campus, adjunct faculty are provided with campus mailboxes and College email. Formal communication between the administration and part-time faculty will be primarily through email. Messages from students will be placed in your campus mailboxes. You must check your mailbox and your College email on a regular basis to receive your mail in a timely manner.

Office Hours

All instructional staff (including part-time instructors) are required to maintain office hours. With the exception of music adjuncts, all adjunct faculty are expected to maintain 10 minutes of posted office hours per credit hour per week. Music adjuncts will calculate their office hours based on the following formula: Total Load Points divided by 60 minutes equals the posted office hours per week. Copies of the office hours should be turned in to the academic dean on the appropriate form by the end of the first week of class. On each campus, an area has been designated as the adjunct faculty office area. Be sure you locate this area, inform your students of the location, and remind students of your office hours as listed on your course outline. Please note that the office area is available for your use only during the term in which you are teaching.

Orientation Session

Formal orientation sessions may be scheduled once every major term. Your supervisor will provide you with campus-specific and/or discipline-specific information about the course(s) you will teach.

Parking

Adjunct faculty should contact their deans for specific instructions related to parking.

Personnel Files

The Human Resources Office maintains official personnel files on each employee. These files contain documentation regarding all aspects of the individual’s employment with the College, such as salary, evaluations, beneficiary designation forms, disciplinary documentation, and letters of commendation. You may review your personnel file by contacting the Human Resources Office.

Priority Staffing Policy

Full-time faculty members at HCC work under a contract that is collectively bargained between the faculty union and the District Board of Trustees. That contract gives full-time faculty priority over part-time faculty for course assignments on all campuses. You may be offered a class to teach and subsequently be bumped from that class by a full-time instructor. This normally happens when a class scheduled to be taught by a full-time instructor is cancelled, and the instructor needs another class to meet his/her contractual teaching load.

Reasonable Accommodation

Grading Policies

Students will be awarded letter grades for courses taken at HCC. The following list shows the grades recognized by the College.

Grades used in computing grade point average (GPA):

<table>
<thead>
<tr>
<th>Grade</th>
<th>Interpretation</th>
<th>Point Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Excellent</td>
<td>4</td>
</tr>
<tr>
<td>B</td>
<td>Good</td>
<td>3</td>
</tr>
<tr>
<td>C</td>
<td>Average</td>
<td>2</td>
</tr>
<tr>
<td>D</td>
<td>Poor</td>
<td>1</td>
</tr>
<tr>
<td>F</td>
<td>Failure</td>
<td>0</td>
</tr>
</tbody>
</table>

Grades not used in computing GPA:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Interpretation</th>
</tr>
</thead>
<tbody>
<tr>
<td>AU</td>
<td>Audit</td>
</tr>
<tr>
<td>AW</td>
<td>Administrative Withdrawal</td>
</tr>
<tr>
<td>I</td>
<td>Incomplete</td>
</tr>
<tr>
<td>N</td>
<td>No Credit</td>
</tr>
<tr>
<td>NR</td>
<td>Grade not reported by instructor</td>
</tr>
<tr>
<td>S</td>
<td>Satisfactory</td>
</tr>
<tr>
<td>U</td>
<td>Unsatisfactory</td>
</tr>
<tr>
<td>W</td>
<td>Withdrawal</td>
</tr>
<tr>
<td>WN</td>
<td>Withdrawal, nonattendance</td>
</tr>
</tbody>
</table>

The following letter grades have special requirements:

AU: awarded to students who enroll in credit classes for enrichment but not for credit. A change in enrollment from credit to audit or audit to credit can be made only during the designated schedule adjustment (drop/add) period.

AW: awarded by the College for reasons such as non-payment of fees, non-compliance with rules, or extenuating circumstances.

I: awarded only when requested by the students, approved by the instructors, and confirmed by the appropriate academic deans. I grades are given only when unforeseen circumstances prevent students from completing course requirements during the regular term. An I contract is agreed upon and signed by both students and instructors. Contracts include a list of the course requirements students must complete and the deadline by which the work must be completed. To be eligible for an I grade, students must have satisfactorily completed at least two-thirds of the course requirements. I grades must be removed before the end of the eighth week of the following term (excluding summer term), or they will be changed to F grades on the students’ permanent records. Students should refer to the Student Services Important Calendar Dates for Students.

N: N grades are awarded only in college preparatory courses. The N grade is awarded to students who attend class through the end of the term but who do not reach the level of skill or knowledge required to move on to the next course. Students who receive an N grade do not earn credits, and N grades are not included in calculating students’ cumulative GPAs. Students who receive N grades must repeat the courses during the following term.

NR: when instructors omit a grade, NR is placed on transcripts.

W: awarded to students who officially withdraw by the deadline.

WN: grades are initiated by faculty and awarded to students who have never attended class. The WN grade must be submitted no later than 9 calendar days after the beginning of the semester associated with a 16-week regular term. For abbreviated sections, the WN grade must be submitted by the last day to drop the class.
This date will vary depending on the start date for the class and how long it runs. The student is financially responsible for cost of the course(s).

**Final or End of Term Grades**

Faculty must enter their grades via the web – HawkNet-WebAdvisor.


Grades are due 48 hours after the section ends. Instructions for entering grades can be found at the following link: http://citt.hccfl.edu/adjunctInservice/GradingPolicyHandout.pdf. Grades are updated to the student record at midnight (students will be able to see the grades on the day after the instructor posts).

Faculty may not award a grade of W or WN at the end of the course. The WN grade is awarded by the faculty as part of the Non-Attendance Confirmation procedure. A grade of W indicates a withdrawal from the section initiated by the student.

**Academic Appeals**

Students must adhere to the standards of academic performance as established in the course syllabus. However, students are protected against prejudicial or capricious evaluation and may dispute an assigned grade by asking the instructor for reconsideration. If the grade remains in dispute, students should contact the campus dean of student services, who will then address the issue via the academic grievance procedure. No grade will be changed without the approval of the instructor and the campus president.

**Grade Point Average**

Each letter grade has a point value. To determine a grade point average (GPA), multiply the number of points for each grade earned times the number of the course’s credit hours. A “B” (3 points) in a 3 credit hour course is worth 9 points. An “A” (4 points) in the same 3 credit hour course is worth 12 points. Add the total grade-point values for all courses and divide by the total number of credit hours to find GPA.

Example:

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
<th>Grade</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENC 1101</td>
<td>3 credits</td>
<td>A (4 points)</td>
<td>12</td>
</tr>
<tr>
<td>CGS 1000</td>
<td>3 credits</td>
<td>C (2 points)</td>
<td>6</td>
</tr>
<tr>
<td>HUM 2210</td>
<td>3 credits</td>
<td>F (0 points)</td>
<td>0</td>
</tr>
<tr>
<td>PEM 1954</td>
<td>1 credit</td>
<td>B (3 points)</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>10 credits</strong></td>
<td></td>
<td><strong>21 Points</strong></td>
</tr>
</tbody>
</table>

Divide 21 points by 10 credits = 2.10 GPA.

A GPA of 2.0 or higher is required for an associate degree from HCC.
COLLEGE POLICY RELATED TO SAFETY AND SECURITY

In addition to the information that appears below, see related safety issues in the section on College policy related to the classroom. Specifically, see the sections on emergencies, emergency procedures, and emergency rescue areas.

Assault or Threat

Any work-related case of assault or threat of bodily harm to a faculty member shall be reported to the faculty member’s dean or program manager, and simultaneously to security, who shall ascertain the facts surrounding the issue and take appropriate action. The dean will notify the faculty member of a decision concerning the matter. If the assault or threat involves a student, a consultation with the faculty member and student will be held. If the continued presence of the student is considered detrimental to the educational process in that class, the student will be transferred or administratively withdrawn from that class.

Campus Disturbances

No one is knowingly permitted to disrupt or interfere with the administration, function, or activities of any educational institution according to state law (FS 877.13). In addition, no one is to encourage a student to disrupt the educational process or to interfere with the attendance of any student or employee. Any person who violates this law may be charged with a second degree misdemeanor and, upon conviction, be fined up to $500, subjected to 60 days imprisonment, or both.

Security

HCC’s security force, which is available to assist all students and employees, patrols College property to detect and deter criminal activity; provides protection to individuals on campus; provides security of College property; and detects and documents hazardous, unusual, and suspicious conditions. The Department of Public Safety provides information and assistance on a 24-hour basis. The Department of Public Safety uses uniformed patrol officers with marked vehicles and officers on foot patrol to observe, detect criminals and suspicious activities, enforce traffic and parking regulations, and assist students and employees in related matters.

Students, employees, and members of the community are required to adhere to all local, state, and federal laws, statutes, and ordinances in addition to HCC administrative rules and procedures. Copies of the College’s Administrative Rules and Administrative Procedures are available online at http://www.hccfl.edu/gwsc/president.aspx. The Department of Public Safety is responsible for monitoring the compliance of these laws and many of the rules and procedures at HCC.

Responsible students or employees should take the following actions:

- notify the Department of Public Safety of suspicious conduct, criminal activities, and hazardous situations;
- refrain from leaving doors and windows open;
- walk to cars and classes in groups or with a companion (call an officer at 253-7911 if students or faculty need someone to walk them to their cars);
- walk in well-lighted areas at night, even when in a group;
- use intuition – if you feel you are being followed, change direction and walk toward a group of people or a secure area;
- watch and maintain possession of your belongings;
- avoid strangers that appear suspicious or out of place;
- contact Security to ask for assistance.

The U.S. Department of Defense Personnel Security Research Center (PERSEREC) recommends the following personal conduct guidelines, reproduced from Combating Workplace Violence/Guidelines for Employers and Law Enforcement.
Follow these suggestions in your daily interactions with people to de-escalate potentially violent situations. If at any time a person’s behavior starts to escalate beyond your comfort zone, disengage.

### Do

- Project calmness: move and speak slowly, quietly and confidently.
- Be an empathetic listener: encourage the person to talk and listen patiently.
- Focus your attention on the other person to let them know you are interested in what they have to say.
- Maintain a relaxed yet attentive posture and position yourself at a right angle rather than directly in front of the other person.
- Acknowledge the person’s feelings. Indicate that you can see he or she is upset.
- Ask for small, specific favors such as asking the person to move to a quieter area.
- Establish ground rules if unreasonable behavior persists. Calmly describe the consequences of any violent behavior.
- Use delaying tactics which will give the person time to calm down. For example, offer a drink of water (in a disposable cup).
- Be reassuring and point out choices. Break big problems into smaller, more manageable problems.
- Accept criticism in a positive way. When a complaint might be true, use statements like “You’re probably right” or “It was my fault”. If the criticism seems unwarranted, ask clarifying questions.
- Ask for his recommendations. Repeat back to him what you feel he is requesting of you.
- Arrange yourself so that a visitor cannot block your access to an exit.

### Do Not

- Use styles of communication which generate hostility such as apathy, brush off, coldness, condescension, robotism, going strictly by the rules or giving the run-around.
- Reject all of a client’s demands from the start.
- Pose in challenging stances such as standing directly opposite someone, hands on hips or crossing your arms. Avoid any physical contact, finger-pointing or long periods of fixed eye contact.
- Make sudden movements which can be seen as threatening. Notice the tone, volume and rate of your speech.
- Challenge, threaten, or dare the individual. Never belittle the person or make him/her feel foolish.
- Criticize or act impatiently toward the agitated individual.
- Attempt to bargain with a threatening individual.
- Try to make the situation seem less serious than it is.
- Make false statements or promises you cannot keep.
- Try to impart a lot of technical or complicated information when emotions are high.
- Take sides or agree with distortions.
- Invade the individual’s personal space. Make sure that you have a space of three to six feet between you and the person.

If you notice situations which may lead to a potential or real safety or security problem, notify the local campus security office or call 253-7911. After hours call 220-7032 (cellular phone). Upon request, the College will make available its policies, procedures, statistics, and information relative to safety and security.

### Threats of Violence

Threats to do bodily harm or property damage by College personnel, students, visitors, or any other individual against another while at HCC is totally inappropriate. A threat of violence, either verbal or written, expressed or implied, will not, under any circumstances, be tolerated at HCC. Any other threat of a material and substantial disruption to the operation of the College is also prohibited. An employee making any threat prohibited by this rule will be disciplined according to the appropriate administrative procedure, up to and including termination. A student making any threat prohibited by this rule will be disciplined according to the appropriate administrative procedure, up to and including expulsion. Any other individual making any threat prohibited by this rule will be required to leave College property immediately. Notification will be made to the appropriate law enforcement agency when appropriate. The failure of any employee or student to report any threat prohibited by this rule that is made by students, employees, or any other person against any person or the operation of the College will also result in disciplinary action.
PERSEREC provides the following warning signs of violence and inappropriate behavior. The focus is on the employer/employee relationship, but the warning signs are also applicable to the faculty member/student relationship.

**Warning Signs of Potentially Violent Individuals**

No exact method exists to predict when a person will become violent. One or more of these warning signs may be displayed before a person becomes violent but does not necessarily indicate that an individual will become violent. A display of these signs should trigger concern as they are usually exhibited by people experiencing problems.

- Irrational beliefs and ideas;
- Verbal, nonverbal, or written threats or intimidation;
- Fascination with weaponry and/or acts of violence;
- Expressions of a plan to hurt themselves or others;
- Externalization of blame;
- Unreciprocated romantic obsession;
- Taking up much of a supervisor’s time with behavior or performance problems;
- Fear reaction among coworkers/clients;
- Drastic change in belief systems;
- Displays of unwarranted anger;
- New or increased source of stress at home or work;
- Inability to take criticism;
- Feelings of being victimized;
- Intoxication from alcohol or other substances;
- Expressions of hopelessness or heightened anxiety;
- Productivity and/or attendance problems;
- Violence towards inanimate objects;
- Steals equipment or sabotages projects;
- Lack of concern for the safety of others.

**Recognizing Inappropriate Behavior**

Inappropriate behavior is often a warning sign of potential hostility or violence. When left unchecked it can escalate to higher levels. Employees who exhibit the following behaviors should be reported:

- Unwelcome name-calling, obscene language, and other abusive behavior;
- Intimidation through direct or veiled verbal threats;
- Throwing objects in the workplace regardless of the size or type of object being thrown or whether a person is the target of a thrown object;
- Physically touching another employee in an intimidating, malicious, or sexually harassing manner. That includes such acts as hitting, slapping, poking, kicking, pinching, grabbing, and pushing;
- Physically intimidating others including such acts as obscene gestures, “getting in your face,” and fist-shaking.

**Use of Force**

Subject to Florida law, a faculty member may use such force as is necessary to protect him/herself from attack or to prevent injury to another student. Any student disturbance of this or any matter should be reported to the campus security at once.
The following student-related information is condensed from the HCC Catalog and other documents for a brief overview. Please see the Catalog for further explanation or contact your academic dean.

**Acceleration Programs**

**Advanced Placement (AP):** college credit awarded based on scores from the College Board Advanced Placement Program examinations.

**Certified Professional Secretary (CPS):** college credit awarded when Certified Professional Secretary Exam passed with “CPS” designation.

**College Level Examination Program (CLEP):** demonstrated achievement through both general and subject exams results in college credit.

**Credit by Examination:** Credit earned in approved courses by scoring at least a “C” on the appropriate HCC examination.

**DANTES:** credit earned in State approved courses for successful completion of Defense Activity for Non-Traditional Education Support (DANTES) exams.

**Dual Enrollment:** credit awarded simultaneously for high school and college for in-state courses designated as Dual Enrollment.

**Experiential Credit:** credit awarded for experience in a limited number of technical programs.

**Industrial Management Program Enrollees:** 33 credits awarded towards an associate in applied science degree in Industrial Management to students who have successfully completed one of the approved training programs from the Tampa Electric Company and have successfully completed a minimum of 15 credit hours of industrial management courses.

**International Baccalaureate (IB):** awarded when student meets curricular, service, and thesis requirements and scores at a prescribed level on the internationally standardized subject examinations.

**HCC Live Information 24/7**

HCC Live 24/7 is the name of the college wide call center that connects students with direct assistance with financial aid, admissions, financial services, distance learning, and the technology help desk. HCC Live features live chat, phone assistance, email exchange, and call back, as well as a detailed self-help online knowledge base to provide a single reference for answers to many of the students’ questions. The call center contact number is (813) 253-7000 or the Toll Free number is (877) 736-2575. For more information about the HCC Live Information 24/7 go to our website at [http://hcclive.hccfl.edu/ics/support/default.asp?deptID=8283](http://hcclive.hccfl.edu/ics/support/default.asp?deptID=8283).

**Alumni Association**

HCC has an active Alumni Association whose members are committed to being advocates for the College. More information about HCC’s Alumni Association can be found at [http://www.hccfl.edu/gwsc/alumni.aspx](http://www.hccfl.edu/gwsc/alumni.aspx).

**Articulation Agreements**

HCC has many articulation and other agreements with technical centers, other colleges, and universities. More information on these agreements can be found at [http://www.hccfl.edu/academics/articulation-agreements.aspx](http://www.hccfl.edu/academics/articulation-agreements.aspx).

**Grade Confidentiality**

At HCC, grade confidentiality is considered to be an important part of a student’s right to privacy. Accordingly, student grades are to be treated as confidential information shared only between the individual student and his/her instructor. A student’s grades are not to be discussed with anyone other than the student and are not to be posted by social security number or name. See the HCC Catalog for more information regarding confidentiality of student records.
Information about Students

Please note that access to student records is regulated by the Family Educational Rights and Privacy Act of 1974 (FERPA), also known as the “Buckley Amendment.” A complete overview of the Buckley Amendment is located in Appendix D of this handbook.

Special Programs

College Preparatory Curriculum: The college preparatory curriculum is designed to improve students’ performance in reading, writing and mathematics. In accordance with SBE Rule 6A-10.0315 Common Placement Testing and Instruction, “a student who entered 9th grade in a Florida public school in the 2003-2004 school year, or any year thereafter, and earned a Florida standard high school diploma or a student who is serving as an active duty member of any branch of the United States Armed Services shall not be required to take the common placement test and shall not be required to enroll in developmental education instruction in a Florida College System institution. However, a student who is not required to take the common placement test and is not required to enroll in developmental education under this paragraph may opt to be assessed and to enroll in developmental education instruction.” Students who are required to take the college placement test and who earn scores below the state-mandated minimum scores must enroll in college preparatory communication and computation instruction. Depending on the areas needing remediation, students will be placed into college preparatory writing, reading, and/or computation courses.

Students must see an advisor to ensure that they enroll in the appropriate courses that will best meet their needs.

Concurrent Admissions Program (ConAP): HCC admits eligible U.S. Army soldiers upon enlistment and guarantees full admission during enlistment and for two years after they complete active military service. Enlisting Army Reserve soldiers are also eligible, and admission is deferred until completion of initial active-duty training, i.e., about six months.

Criminal Justice Training Institute: Operating under the auspices of the Criminal Justice Standards and Training Commission, enrollment is open to law enforcement and corrections officers. Course offerings include Advanced Training, Career Development, and Specialized Training for Law Enforcement & Correctional Officer entry-level training.

Distance Learning: A variety of Distance Learning options is available each term for students as an alternative to courses offered in the traditional manner. The flexibility and convenience of on-line courses make them the perfect learning alternative for students with demanding work and family responsibilities. Students must meet the same course objectives as in traditional, on-campus courses, including Gordon Rule assignments as appropriate.

English for Academic Purposes (EAP): Courses in English for Academic Purposes are offered at the Ybor City and Dale Mabry campuses. The six levels of instruction are designed to help non-native English speakers reach a level of proficiency that will prepare them for better employment or academic opportunities.

HCC at MacDill AFB: See page 4.

Honors Program: Designed to promote a rigorous academic program for exceptionally talented and motivated students. With the evolving goal of gaining a comprehensive view of the nature of thought, knowledge, and human understanding in an environment of creative interaction, students will explore the fundamental ideas of human civilization from a variety of academic disciplines. The honors students will be challenged to accept their moral responsibilities, which include leadership, thoughtful self-governance, and service to others. The Honors Program reflects the mutual commitment by both students and faculty to achieve the following goals:

1. Create an atmosphere of scholarly inquiry with an emphasis on critical research resulting in a major documented paper or project.
2. Cultivate the higher levels of the cognitive domain including application, analysis, synthesis, and evaluation.
3. Experiment with alternative learning strategies to foster an environment of creative interaction and intellectual flexibility.
4. Explore personal attitudes and values to form an ethical canon with which to meet the challenge of a world of extreme transitions.

Honors Work includes a minimum of six Honors courses selected from four of the following five disciplines: Communications, Humanities, Mathematics, Natural Science, Social Science; one-credit
orientation seminar; and twelve hours community service per Honors semester. See the HCC Catalog for admission criteria, privileges, and advantages.

**Reserve Officer Training Corps (ROTC):** HCC students may participate in the ROTC programs conducted through the University of South Florida and Florida Southern College.

**Servicemembers Opportunity College (SOC):** A group of over 400 colleges and universities providing voluntary postsecondary education to members of the military. As a SOC member, HCC recognizes the unique nature of the military lifestyle and is committed to easing transfer of relevant course credits, providing flexible academic residency requirements, and crediting learning from appropriate military training and experiences.

**Single Parents, Displaced Homemakers, and Single Pregnant Women Program:** Provides education, counseling, training, and job placement assistance to promote financial self-sufficiency through high-wage training opportunities for the unemployed, underemployed, or low-income earners.

**Student Support Services:** A federally funded TRIO program designed to facilitate the retention, graduation, and transfer of disadvantaged students by assisting with academic, career, cultural, and personal development. Students with disabilities, students from low-income families, or students whose parents have not graduated from a four-year college are eligible.

**Weekend College:** Credit courses, which meet the associate degree requirements, are held on Saturday. Under one option, three 16-week terms are offered per academic year. Students taking six hours per term can complete degree requirements in 10 terms. Terms vary in length; weekend classes are published in the credit course schedule.

**WINGS:** The WINGS program is designed to promote the graduation of students pursuing AS, AAS, or college certificate programs. A variety of support services is offered to address short-term, as well as lifelong goals. Students may qualify for partial tuition and textbook support, in addition to childcare assistance.

**Student Government Constitution – Bill of Student Rights**


**Students with Disabilities**

HCC encourages all qualified students to attend the College. As a result, we enjoy a very diverse student population. This diversity includes students with disabilities. HCC makes every effort to help students with disabilities get the most out of attending college—by providing services and reasonable accommodations to ensure access to all academic programs, services and activities—in compliance with the Americans with Disabilities Act of 1990 (ADA).

The ADA defines a person with a disability as any person who has a physical or mental impairment that substantially limits one or more of such person’s life activities; has a record of such impairment; or is regarded as having such an impairment. Examples of disabilities include, but are not limited to: physical impairment, visual impairment, hearing impairment, learning disability, speech/language impairment, alcohol/drug abuse, AIDS, psychiatric disability, and ADD/ADHD.

Depending upon documentation provided to the campus Services for Students with Disabilities Coordinator, available services/accommodations include, but are not limited to: learning disability specialist, sign language interpreters, note takers, readers, tutors, alternative testing arrangements, recorders, visual magnifiers, and specialized computer hardware and software on campus. All services are free. All accommodations listed on the form provided by the Coordinator of Services for Students with Disabilities for a particular student are to be provided in accordance with the Americans with Disabilities Act (ADA). Faculty members with a question or a concern about an accommodation are strongly encouraged to contact their Academic Dean and the campus Services for Students with Disabilities Coordinator at the campus where the class is being taught.

Students needing accommodations must self-identify and provide appropriate documentation of disability to the campus Office of Services for Students with Disabilities. Students may contact the Services for Student with Disabilities Coordinator to discuss documentation guidelines.

**Campus Contacts:**
Brandon – BSSB109, 253-7914
Students with Learning Disabilities

If you think a student has a learning disability, refer him/her to the Office of Services for Students with Disabilities (see the last paragraph above for campus-specific contacts). In addition, some of the campuses have Learning Disability Specialists.

Students with a learning disability have average or above average intelligence and a deficit in ONE OR MORE of the following areas: oral expression, listening comprehension, written expression, reading decoding, reading comprehension, mathematic calculation, or mathematic reasoning.

Note: Terms often used to refer to students with learning disabilities are dyslexia, dyscalculia, Specific Learning Disability, SLD, and LD.

Characteristics of students with learning disabilities may include but are not limited to the following:
1. Reads slowly, often rereads material several times for comprehension;
2. Performs frequent or and simple spelling errors;
3. Omits words or word endings;
4. Has difficulty copying from text or board;
5. Reverses/confuses numbers and symbols;
6. Has poor mastery of basic math facts;
7. Has difficulty following directions/instructions;
8. Has difficulty with organizational skills;
9. Exhibits inconsistent performance;
10. Has difficulty proofreading work.

Note: Characteristics and degree of severity will vary from student to student. These characteristics alone do not indicate a learning disability.
SYLLABUS

Course Prefix, Number, Section
Course Title and Credit Hours

Term

Instructor’s Name:
Telephone Number:

Email Address(es) / Other Contact Information:

Office Hours (Day, Time, Location):

Class Schedule:

Course Description:

Course Intended Outcomes:

Text Book and Materials:

Required:

Supplemental:

Grading / Exam System:

Academic Dishonesty Policy:

Attendance Policy:

Instructional Methods (including examination policies):

Request for Accommodations:

If, to participate in this course, you require an accommodation due to a physical or learning impairment, you must contact the Office of Services to Students with Disabilities. The office is located in the . You may also reach the officer by telephone at (813) (voice line) or, (813) (TTD).

Assignments:
Appendix B – Page 1 of 2

**ADJUNCT FACULTY**  
**PERFORMANCE EVALUATION REVIEW**

<table>
<thead>
<tr>
<th>Name</th>
<th>Colleague ID (Not SSN)</th>
<th>Position Number</th>
<th>HR Processed</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Discipline/Area</th>
<th>Location</th>
<th>Evaluator</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Pre-Evaluation Conference Date</th>
<th>Formal Observation Date</th>
<th>Duration</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Specific Evaluation Criteria: Instructional Skills**

1. The instructor laid the ground work for class by reviewing material from the previous class and indicating objectives for this class.
2. The class presentation was well planned and organized.
3. Important ideas were clearly explained.
4. The instructor was enthusiastic.
5. The class proceeded in a logical fashion toward the objectives.
6. There was an analysis, summarization, or conclusion at the end of class.
7. The instructor listened to the students’ views.
8. The instructor’s delivery was effective in terms of voice, diction, and modulation for emphasis.
9. The majority of the students were interested and attentive.
10. If audiovisual aids were used, they were used effectively.
11. The class appeared orderly and disciplined.
12. The instructor involved as many students as possible in class.
13. The instructor probed for sources or misunderstandings.
14. The instructor made use of the textbook for the session.
15. The instructor started and stopped the class on time.
16. The instructor made good use of time.

**Examples of Strength in Narrative Form:**

---

2-1-094 (09/10)
Areas Needing Improvement, if any.

<table>
<thead>
<tr>
<th>Satisfactory</th>
<th>Satisfactory, Needs Improvement</th>
<th>Unsatisfactory</th>
</tr>
</thead>
</table>

Based upon this evaluation, I consider the faculty member's overall performance to be:

Evaluator Signature | Date

Administrator Signature | Date

I have read the above evaluation. I understand that my signature does not constitute a concurrence or approval but signifies that I have been shown this evaluation and that I may add a rebuttal.

Adjunct Faculty Member Signature | Date

Reverse of 2-1-094 (09/10)
## Adjunct Faculty End-of-Term Review

**Note:** This form is applicable to part-time instructional faculty only.

<table>
<thead>
<tr>
<th>Name</th>
<th>Colleague ID (Not SSN)</th>
<th>Discipline/Area</th>
</tr>
</thead>
<tbody>
<tr>
<td>Campus Location</td>
<td>Academic Dean</td>
<td>Term</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Yes</td>
</tr>
</tbody>
</table>

1. I certify that I have met all my scheduled classes for the term except when on approved leave.

2. I certify that I have met my office hours except when on approved leave.

3. I certify that I have provided my students with a course outline that includes a tentative lecture schedule, grading policy, and attendance policy.

4. If applicable, I certify that my students have complied with the Gordon Rule policies.

5. I certify that I have provided my students with an exam schedule.

6. I have read the HCC catalog regarding student rights.

7. I am in compliance with policies regarding guest speakers and field trips.

8. I am in compliance with copyright laws.

9. I am in compliance with policies regarding class rolls.

10. I am in compliance with policies regarding textbooks.

11. I am in compliance with policies regarding student evaluation of instruction.

MY SIGNATURE VERIFIES THAT I HAVE MET THE TERMS AND CONDITIONS OF MY CONTRACT AS OUTLINED ABOVE.

Adjunct Faculty Member: ____________________________  Date: ________________

2-1-035 8/12
The Family Educational Rights and Privacy Act of 1974 (FERPA), also known as the Buckley Amendment, regulates access to records by generally providing that students, parents or the students themselves, if they have reached the age of 18 or are attending a postsecondary institution, have access to their records but access by others is limited. FERPA applies to any public or private educational agency or institution which receives funds from any federal program administered by the Department of Education. While FERPA does not expressly prohibit certain conduct regarding student records, it provides that federal education funds will be cut off from institutions which do not comply with the law.

FERPA applies to all education records, defined as those records, files, documents, and other materials which contain information directly related to a student and are maintained by the school or person acting for the school. The definition includes admissions files, identification information, scholastic records, standardized test scores, disciplinary records, medical health records, and information pertaining to special services provided to the student. The act excludes the following records from this definition: (1) records of instructional, supervisory, administrative, and educational personnel in the sole possession of the maker and not accessible to or revealed to any other person except a substitute; (2) records of the institutional law enforcement unit if those records are used only for law enforcement purposes, if they are not shared with anyone other than law enforcement officials of the same jurisdiction, and if the personnel of the law enforcement unit do not have access to the institution’s education records; (3) employment records of a student employed by the institution, provided the student is not employed as a condition of his/her status; (4) records of an eligible student which are made or maintained by a physician or other recognized medical professional and are used only in connection with the student’s treatment and are not available to anyone else; (5) records of persons after they are no longer students at the institution, such as a report of jobs held by graduates.

FERPA gives parents of students under the age of eighteen the right of access to all education records kept about their child. Once the child becomes eighteen or attends an institution of postsecondary education (even if under the age of eighteen), the student becomes eligible to see all of his/her education records except (1) financial records of the parents or (2) confidential letters of recommendation placed in the file before January 1, 1975. The student has a right to see any letters of recommendation placed in her/his file after January 1, 1975, unless the right to see them has been waived. An institution may ask a student to waive the right to see letters of recommendation but must clearly explain that the failure to waive such a right will not result in any negative action by the institution.

The parents of a student under the age of eighteen and an eligible student are the only two classes of persons with the right to examine education records. The act permits institutions to grant the right of access to other persons without the parents’ or the student’s consent. Such individuals include (1) institutional officials who have a legitimate educational interest in seeing the information, (2) institutions at which the student seeks or intends to enroll, (3) parents of a student who has reached the age of eighteen or attends a postsecondary school if they claim the student as their tax dependent, (4) certain federal and state authorities if the records are needed to audit or evaluate a federally funded education program, (5) persons connected with an application for or receipt of financial aid, (6) persons who are conducting studies for the institution to develop or validate predictive tests or to improve instruction, and (7) accrediting organizations in order to carry out their accrediting functions.

An institution may designate certain kinds of information as directory information and make it available to the public without the parents’ or the eligible student’s consent. Directory information includes the student’s name, address, telephone listing, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, the most recent previous institution attended, and other similar information.

\[1\] Such an individual is called an “eligible student” under the law.

\[2\] The law applies to an institution whose students receive Department of Education funds and, in turn, use those funds at the institution.

\[3\] Under this exception, privately maintained teacher notes about students are not covered under the law if the notes are not shared with anyone but a short-term substitute teacher.

\[4\] An exception provides that these records may be reviewed by a physician or other appropriate professional of the student’s choice.
The institution must, however, inform the student’s parents or the eligible student what information will be included as directory information and provide them with the opportunity to object to the release of specific information about that student without their permission.

No records except directory information may be released to persons other than those specifically listed in FERPA without (1) the written consent of the parents or the eligible student, (2) a court order, or (3) a lawfully issued subpoena. For example, the institution may not release education records to prospective employers, local police, the Federal Bureau of Investigation, or persons running credit checks without the parents’ or the student’s consent.

FERPA provides the eligible student or parents with the right to a hearing to challenge the accuracy of records and the right to place with the records a written statement of disagreement with material contained in the records. Institutions must inform eligible students and their parents on an annual basis of their rights under FERPA and what information is to be treated as directory information. They must also inform these individuals that they have the right to complain about violations by the institution to the Department of Education.5

Institutions are also required to adopt a written policy implementing FERPA. The policy must include (1) how the institution provides the annual notice of the rights of students and parents, (2) the procedure a parent or eligible student must follow to gain access to the student’s records, (3) whether the institution will make copies of the records for the parent or student and, if so, for what fee, (4) a list of the types and locations of education records kept and the official responsible for them, (5) a definition of who is an institutional official and what is a legitimate educational interest if the institution releases education records to institutional officials, (6) a list of the information classified as directory information, and (7) the procedure a parent or student must follow in order to challenge a record or to place an explanation in the file.

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5The courts have refused to recognize a private cause of action under FERPA which would permit eligible students to sue an institution for violations of the act. Girardier v. Webster College, 563 F.2d 1267 (8th Cir. 1977).
# FINAL EXAM SCHEDULE
## FALL TERM 2014

For MONDAY/WEDNESDAY/FRIDAY classes the Exam Day is Friday, December 5, 2014 or Monday, December 8, 2014 as noted below.

<table>
<thead>
<tr>
<th>If your class meets MWF at:</th>
<th>Exam Date</th>
<th>Exam Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>8:00 – 8:50 a.m.</td>
<td>Friday, December 5</td>
<td>8:00 – 9:50 a.m.</td>
</tr>
<tr>
<td>9:00 – 9:50 a.m.</td>
<td>Monday, December 8</td>
<td>8:00 – 9:50 a.m.</td>
</tr>
<tr>
<td>10:00 – 10:50 a.m.</td>
<td>Friday, December 5</td>
<td>10:00 – 11:50 a.m.</td>
</tr>
<tr>
<td>11:00 – 11:50 a.m.</td>
<td>Monday, December 8</td>
<td>10:00 – 11:50 a.m.</td>
</tr>
<tr>
<td>12:00 – 12:50 p.m.</td>
<td>Friday, December 5</td>
<td>12:00 – 1:50 p.m.</td>
</tr>
<tr>
<td>1:00 – 1:50 p.m.</td>
<td>Monday, December 8</td>
<td>12:00 – 1:50 p.m.</td>
</tr>
<tr>
<td>2:00 – 2:50 p.m.</td>
<td>Friday, December 5</td>
<td>2:00 – 3:50 p.m.</td>
</tr>
<tr>
<td>3:00 – 3:50 p.m.</td>
<td>Monday, December 8</td>
<td>2:00 – 3:50 p.m.</td>
</tr>
<tr>
<td>4:00 – 4:50 p.m.</td>
<td>Friday, December 5</td>
<td>4:00 – 5:50 p.m.</td>
</tr>
<tr>
<td>5:00 – 5:50 p.m.</td>
<td>Monday, December 8</td>
<td>5:00 – 6:50 p.m.</td>
</tr>
</tbody>
</table>

For MONDAY/WEDNESDAY classes the Exam Day is Monday, December 8, 2014 or Wednesday, December 10, 2014 or as noted below.

<table>
<thead>
<tr>
<th>If your class meets MW at:</th>
<th>Exam Date</th>
<th>Exam Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>8:00 – 9:15 a.m.</td>
<td>Monday, December 8</td>
<td>8:00 – 9:50 a.m.</td>
</tr>
<tr>
<td>9:30 – 10:45 a.m.</td>
<td>Wednesday, December 10</td>
<td>9:30 – 11:20 a.m.</td>
</tr>
<tr>
<td>11:00 – 12:15 p.m.</td>
<td>Monday, December 8</td>
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<td>Wednesday, December 10</td>
<td>12:30 – 2:20 p.m.</td>
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<td>3:30 – 4:45 p.m.</td>
<td>Wednesday, December 10</td>
<td>3:30 – 5:20 p.m.</td>
</tr>
<tr>
<td>5:30 – 6:45 p.m.</td>
<td>Monday, December 8</td>
<td>5:00 – 6:50 p.m.</td>
</tr>
<tr>
<td>7:00 – 8:15 p.m.</td>
<td>Wednesday, December 10</td>
<td>7:00 – 8:50 p.m.</td>
</tr>
</tbody>
</table>

For MONDAY ONLY classes, the Exam Day is Monday, December 8, 2014.

For WEDNESDAY ONLY classes, the Exam Day is Wednesday, December 10, 2014.

For FRIDAY ONLY classes, the Exam Day is Friday, December 5, 2014.
For **TUESDAY**/**THURSDAY** classes the Exam Day is Tuesday, December 9, 2014 or Thursday, December 11, 2014, as noted below.

<table>
<thead>
<tr>
<th>If your class TTH meets at:</th>
<th>Exam Date</th>
<th>Exam Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>8:00 – 9:15 a.m.</td>
<td>Tuesday, December 9</td>
<td>8:00 – 9:50 a.m.</td>
</tr>
<tr>
<td>9:30 – 10:45 a.m.</td>
<td>Thursday, December 11</td>
<td>9:30 – 11:20 a.m.</td>
</tr>
<tr>
<td>11:00 – 12:15 p.m.</td>
<td>Tuesday, December 9</td>
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<td>Tuesday, December 9</td>
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</tr>
<tr>
<td>5:30 – 6:45 p.m.</td>
<td>Tuesday, December 9</td>
<td>5:00 – 6:50 p.m.</td>
</tr>
<tr>
<td>7:00 – 8:15 p.m.</td>
<td>Thursday, December 11</td>
<td>7:00 – 8:50 p.m.</td>
</tr>
</tbody>
</table>

For **TUESDAY ONLY** classes, the Exam Day is Tuesday, December 9, 2014.

For **THURSDAY ONLY** classes, the Exam Day is Thursday, December 11, 2014.

For **WEEKEND (SATURDAY/SUNDAY)** classes the Exam Day is:

- For **SATURDAY ONLY** classes, the Exam Day is Saturday, December 6, 2014.
- For **SUNDAY ONLY** classes, the Exam Day is Sunday, December 7, 2014.

Final exams for classes that do not meet at any of the above times will be scheduled by the instructor and should not conflict with the above schedule.
## FINAL EXAM SCHEDULE 
### SPRING TERM 2015

For MONDAY/WEDNESDAY classes the Exam Day is 
**Friday, May 8, 2015** or **Monday, May 11, 2015**, as noted below.

<table>
<thead>
<tr>
<th>If your class meets MWF at:</th>
<th>Exam Date</th>
<th>Exam Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>8:00 – 8:50 a.m.</td>
<td>Friday, May 8</td>
<td>8:00 – 9:50 a.m.</td>
</tr>
<tr>
<td>9:00 – 9:50 a.m.</td>
<td>Monday, May 11</td>
<td>8:00 – 9:50 a.m.</td>
</tr>
<tr>
<td>10:00 – 10:50 a.m.</td>
<td>Friday, May 8</td>
<td>10:00 – 11:50 a.m.</td>
</tr>
<tr>
<td>11:00 – 11:50 a.m.</td>
<td>Monday, May 11</td>
<td>10:00 – 11:50 a.m.</td>
</tr>
<tr>
<td>12:00 – 12:50 p.m.</td>
<td>Friday, May 8</td>
<td>12:00 – 1:50 p.m.</td>
</tr>
<tr>
<td>1:00 – 1:50 p.m.</td>
<td>Monday, May 11</td>
<td>12:00 – 1:50 p.m.</td>
</tr>
<tr>
<td>2:00 – 2:50 p.m.</td>
<td>Friday, May 8</td>
<td>2:00 – 3:50 p.m.</td>
</tr>
<tr>
<td>3:00 – 3:50 p.m.</td>
<td>Monday, May 11</td>
<td>2:00 – 3:50 p.m.</td>
</tr>
<tr>
<td>4:00 – 4:50 p.m.</td>
<td>Friday, May 8</td>
<td>4:00 – 5:50 p.m.</td>
</tr>
<tr>
<td>5:00 - 5:50 p.m.</td>
<td>Monday, May 11</td>
<td>5:00 – 6:50 p.m.</td>
</tr>
</tbody>
</table>

For MONDAY/WEDNESDAY classes the Exam Day is 
**Wednesday, May 6, 2015** or **Monday, May 11, 2015**, as noted below.

<table>
<thead>
<tr>
<th>If your class meets MW at:</th>
<th>Exam Date</th>
<th>Exam Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>8:00 – 9:15 a.m.</td>
<td>Monday, May 11</td>
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<tr>
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</tbody>
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For MONDAY ONLY classes, the Exam Day is **Monday, May 11, 2015**

For WEDNESDAY ONLY classes, the Exam Day is **Wednesday, May 6, 2015**

For FRIDAY ONLY classes, the Exam Day is **Friday, May 8, 2015**.
For TUESDAY/THURSDAY classes the Exam Day is
Tuesday, May 5, 2015 or Thursday, May 7, 2015 as noted below.

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