CLASSROOM PARTICULARS

CLASS TIME

Classes should begin promptly at the scheduled time. According to College policies and regulations, an instructor is required to meet classes for the full duration of the class in order to fulfill the minimum time requirements for the awarding of academic credit. This includes initial and final sessions. A prorated portion of the salary will be deducted for time missed in class.

You should include a fifteen-minute break approximately halfway through a three-hour block class. You may not eliminate the break, "banking" the time for early dismissal. Please plan your lessons to cover the entire class period. If you dismiss a 7:00-9:45 class at 9:00, you have done the equivalent of eliminating Fridays for a MWF class. Occasionally, early dismissal of class may be tolerated if the instructor notifies the Program Manager prior to the meeting of the class. Please adhere to these policies so that the College can maintain the utmost quality and comply with instructional time requirements.

FIRST CLASS MEETING

During the first class meeting, an instructor should discuss with the students all requirements and grading procedures for the course. These requirements must be printed in the course syllabus/calendar which is to be distributed the first day of class. You should not deviate from these policies during the term unless the change applies to the entire class in a positive manner. To be successful in a grade grievance, students must prove that the instructor deviated from the course syllabus or awarded the grade capriciously or maliciously, so it is especially important to think through your class management rules, advise your students of them, and then follow them.

MATERIALS TO SUBMIT

By the end of the first week of class, you must submit your office schedule to the Dean’s Office. By the end of the second week of class, you must send copies of your syllabi, course outlines, and assignment calendars to the Dean’s Office and to your program manager for filing and future reference. Please place your syllabi in the bin marked syllabi in Anne White’s office DTEC 433. Please follow the syllabus template found elsewhere in this handbook. You must also submit to your program manager any non-departmental final exams.
TEXTBOOKS

Part-time faculty are required to use the textbook(s) designated for each course. Textbook selections are determined by the full-time faculty on a yearly basis. Be certain that you are using the most current textbook selection.

Textbooks and supplemental books must be authorized by the program manager or dean. If your program manager does not have your textbook, the Dean's Office may obtain one for you from the bookstore, but no faculty member may secure a book from the bookstore without a signed requisition. Program managers will order instructors' guides and other ancillary materials upon request.

STUDENT ATTENDANCE

Faculty must keep accurate attendance records, even if they do not consider attendance when awarding final grades. Doing so is important because HCC must submit attendance reports for students on financial aid. HCC must pay back financial aid monies when you are unable to identify the last day a student attended class.

When you do consider attendance in evaluating performance, you must include a statement in your syllabus that spells out your policies. If you differentiate between excused and unexcused absences, you must include this information.

Students frequently add classes after the first week of class. When you count days a student has missed, you should penalize students for days missed because of late additions.

CLASS ROLLS

Your program manager should provide you with your class roll by the first day of class. You will be able to print out your own rolls via Hawknet Webadvisor. If you don't have your rolls by the first day of class, please let the Dean's Office know. You will receive another roll (or should download another roll yourself) following the drop/add period. The third class roll is generated by the college. Please follow the instructions and deadlines indicated in their accompanying memo. We will no longer provide final grade rolls because you will now submit all grades online.
GRADING

All instructors, both full-time and part-time, will submit final grades online using the Hawknet Webadvisor. You will receive a brief training session during in-service, but if you are new to online grading, you will probably need further instruction. We will hold group instruction sessions throughout the term, but the best way to learn is through buddy-system instruction. Several faculty already know how to use the Hawknet Webadvisor and will be helping others throughout the term. By November, if you are still unclear about how to submit your grades online, please contact the Dean's Office, and we will make sure you receive some help.

At HCC students are awarded letter grades as final grades in all courses. The following list shows the grades recognized by the college:

**Used in GPA computation:**

<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>
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</tr>
<tr>
<td>D</td>
<td>Poor</td>
<td>1</td>
</tr>
<tr>
<td>F</td>
<td>Failure</td>
<td>0</td>
</tr>
<tr>
<td>I</td>
<td>Incomplete</td>
<td>0</td>
</tr>
</tbody>
</table>

**Not used in GPA computation:**

<table>
<thead>
<tr>
<th>GRADE</th>
<th>INTERPRETATION</th>
</tr>
</thead>
<tbody>
<tr>
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<td>Audit</td>
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<td>Administrative Withdrawal</td>
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<tr>
<td>N</td>
<td>No Credit</td>
</tr>
<tr>
<td>NR</td>
<td>Grade not Reported by Instructor</td>
</tr>
<tr>
<td>W</td>
<td>Withdrawal</td>
</tr>
<tr>
<td>WN</td>
<td>Withdrawl, non-attendance</td>
</tr>
</tbody>
</table>

The following letter grades have special requirements:

**Audit:** awarded to a student who enrolls in a class 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 adjustment period.

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

**Incomplete:** awarded only when requested by the student, approved by the instructor, and confirmed by the academic dean. "I" grades are given only when unforeseen circumstances prevent a student from completing course work during the regular term. Both student and instructor must agree upon and sign the "I" contract, which includes a listing of the work that the student must complete and the deadline for completion. To be eligible for an "I" grade, the student must have completed satisfactorily more than two-thirds of the course work. An "I" grade earned in either the spring, summer I, or summer II terms must be removed before the
end of the eighth week of the following fall term; an "I" grade earned in the fall term must be removed before the end of the eighth week of the following spring term. If not removed by this time, it will be changed to an "F" grade on the student's permanent record.

**No credit:** awarded in college preparatory courses. To remove an "N" grade, a student must repeat the course. The "N" grade is not figured in the cumulative GPA.

**Grade not Reported:** appears on permanent record as "NR" when instructor inadvertently omits the grade.

**Withdrawal:** awarded if student officially withdraws by the deadline as prescribed by the catalog. Note that a withdrawal is different from a **drop**. Students may drop a course during the scheduled drop/add period, or they have the option of dropping a course through an appeals process. In both **drop** cases, the student's name does not appear on the final course roll; the course does not appear on the student's transcript; and the student's course fees are not refunded. A **withdrawal** is considered an attempt to take the course; a drop is not.

A student may officially withdraw from one or all courses without academic penalty by either filing an adjustment form or submitting the request in writing to the campus AR&R office by the midpoint of the semester. There is an official withdrawal deadline date for each semester. Students who officially withdraw are given a "W" grade.

As of fall 1997, students are permitted a maximum of two withdrawals per course. Upon the third attempt, the student will not be permitted to withdraw and will receive a grade for that course. A withdrawal from a course or courses may affect the student's athletic eligibility, financial aid or veterans' benefits, as well as benefits received from other federal agencies.

If a student does not officially withdraw by the deadline date, the instructor must assign a letter grade other than "W" to the grade report. Withdrawals after that date would be granted only through established institutional procedures. Students who officially withdraw from a class are not entitled to continue attending that class.

An instructor may recommend to the College's administration that a student be withdrawn from a class for disciplinary reasons. A student recommended for withdrawal will be notified by the administration and will be given an opportunity to appeal the decision.

**WN:** awarded if student does not attend the first 10 days of a regular term. This grade is assigned by the Registrar if the student is marked "no show" on the third class roll.
STUDENT DISTURBANCES

Class Disruption
An instructor may temporarily dismiss a student from class for good cause, not to exceed one class period. A faculty member may make a request to the administrator for the removal from a class of any student who consistently and willfully acts in such a manner as to disrupt the class and to interfere with other students. Any student disturbance should be reported to the Campus Security, extension 7911. Security can be paged at 220-7032.

Assault or Threat
Any work-connected case of assault or threat of bodily harm to a faculty member shall be reported to the Dean or Program Manager, who will ascertain the facts surrounding the issue and take appropriate action. The Dean will notify the faculty member of her decision concerning the matter. If the assault or threat involves a student, the dean will consult with the faculty member and the student. If it is determined that the continued presence of the student would be detrimental to the educational process in that class, the student will be transferred or withdrawn from that class.

Use of Force
Subject to Florida law, a faculty member may use such force as is necessary to protect himself/herself from attack or to prevent injury to another student.

CLASSROOM ETIQUETTE

Food and drink are not permitted in classrooms. If students leave trash in the classroom, please throw it in the wastebasket. If your classroom is frequently dirty, please let the Dean’s Office know.

Please erase the boards when you leave the classroom. It is rude to leave this task to the instructor who follows you.
SMOKING

Smoking is not permitted in any campus building. This is a fire regulation which you must follow at all times.

EMERGENCY PROCEDURES

Student Illness in Class

If a student becomes incapacitated during class, clear the furniture from around the student and place the student on his/her side. Call Campus Security immediately, at extension 7911. If Campus Security does not answer, dial the operator ("0") and ask for Campus Security.

If a student who has become ill in your class loses any bodily fluids, do not attempt to clean up. Such fluids may contain pathogens that can cause illness to others and must be contained by trained personnel. Move your class to another available room, and then call Campus Security.

Fire, Bomb Threats~ etc.

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

1. Lead a prompt and orderly evacuation of the class. Have students take all personal possessions with them during the evacuation.

2. Supervise and assist in the evacuation of any physically handicapped students.

3. Direct all persons under his/her supervision to stay at least 100 feet away from the scene of the emergency and remain there until given an indication that all is clear.

4. When departing, make sure that all windows and doors are closed.

It is the responsibility of all faculty members to be thoroughly acquainted with the use of fire alarms, exit facilities, and fire extinguishers. Faculty members should also be familiar with the evacuation routes which are posted in all classrooms.
FACULTY PROCEDURES

ABSENCE OF AN INSTRUCTOR FROM CLASS

Part-time instructors who must miss class must contact the Dean's Office prior to the class meeting. A prorated portion of the salary will be deducted from the class missed. For example, if your class is scheduled to meet 15 times and you miss one session, 1/15th of your salary will be deducted. Our office will try to find an appropriate substitute for you, but you may not engage your own substitute. All substitutes must already work within our system and must be approved by our office. Failure to notify the Dean's Office of class dismissal or substitution will be considered absence without leave and subject the instructor to dismissal. In case of emergency, contact the Dean or the Program Manager by telephone.

OFFICE HOURS

For each 10 load points that you teach, you must post and maintain one-half office hour per week. You must submit your office hours to the Dean's Office and advise your students of these hours no later than the second week of classes. Your office hours should be scheduled at times convenient for students and are subject to approval of the Dean. The Dean's Office will review your hours and attempt to return your signed office hour schedules by the third week of classes, but you must begin keeping your office hours immediately, even if you have not yet received your signed form.

You should hold your office hours in one of the adjunct offices in the Social Science (245) or Humanities Buildings (223) or Technology Building (461B). All offices have computers and phones (to call out only). Prep instructors may also hold office hours in the prep lab, but Writing Center assistants may not keep office hours in the Writing Center. You must notify the Dean's Office or your program manager (in advance, if possible) when you are absent from your office hours.

ADMINISTRATIVE EVALUATIONS

All part-time faculty are evaluated annually by the Dean of her designee (usually the Program Manager or Assistant to the Dean). According to Administrative Procedure 2.032, the evaluation consists of four parts:

1. student evaluation (required for at least one class each term during the year)
2. classroom observation by the Dean, Program Manager, or designee (at least once a year). The instructor will sign the final evaluation, and then the Dean will co-sign, acknowledging the observation.
3. review of course syllabi, calendar, and/or outlines, including timeliness of submission.
4. for those classes with departmental final examinations, a review of the results of the exam in relationship with the final grade assigned to each student. Final exam scores should be included in your final grade report.
SOLICITATIONS

Solicitations for the benefit of any employee, community group, or other cause shall be made only with the approval of the President of the College.

COLLEGE PROPERTY

Materials belonging to the College are not to be removed from the College premises without authorization.

CHILDREN ON CAMPUS

Children of employees and students are not to be brought on campus. If a child should be brought on campus, the College will not be responsible for any type of injury or incident that may occur. Campus Security or the Night Campus Manager should be called for children left unattended. Children should never be allowed in the classroom during a scheduled class.

INVENTORY CONTROL

Although a complete inventory of all equipment is maintained, each faculty member is responsible for equipment assigned to his/her area.

DAMAGES AND THEFT OF PROPERTY

Damages to and/or theft of College and personal property should be reported to the Dean and to the Campus Security Office, ext. 7911.

LOST AND FOUND

Found items should be taken to the Security Office or the Night Campus Manager, where a record of such items is maintained. Lost items should be reported to the Campus Security Office.