Just a point of information... Based on college policies, instructors are not supposed to tell students that they don’t need a textbook for a class. The bookstore will file a complaint when a student attempts to return a book for this reason. Textbooks are officially adopted for a course and the college then purchases these textbooks for resale to students. If you are teaching a course for which you do not think a textbook is needed or you don’t like the textbook, let me know and the textbook could possibly be dropped or changed. If a student can get by in your class without a textbook, let them decide that – please don’t tell them not to get them or to return them.

There may be some textbook for a given semester. Additionally, some textbooks will have new editions. It is the responsibility of the faculty member to check our on-line listing of textbooks and the publisher web site and if your class’ textbook is changing, get back with me next week so I can get you a copy of your new textbook.

One of the reasons for the faculty polo shirts is to show to our students that our adjunct faculty are not guest lecturers but part of our team. We want our students to feel connected to our faculty and to see our faculty connected to the College. Pictures of you on our web site and the sight of you wearing faculty shirts are some of the outward signs that we are all a team here to help our students learn.

If you have to cancel a class, you do need to let me know and you do need to submit a leave slip since adjuncts are not paid for class sessions they do not teach.

If so, if it’s a last minute emergency cancellation, you should let me know on my cell phone. If you cannot reach me, and class is going to start soon, you need to contact the YPST front desk if its weekday daytime (813-253-7676) or security if it’s after hours (813-253-7911 or 220-7032)

Room 134 has an additional desk which has been assigned to me for use by our adjuncts. It will have a telephone and a computer. There is a key box to allow access. Please remember when using that office that one desk is for all our adjuncts and the other is assigned to a full time faculty member.
Please remember the following as you embark on the new semester:

a. Please read your Bios on our web site and let me know of any updates when necessary. It looks very unprofessional to have out-dated bios on our web site.
b. Please turn in copies of your syllabi to me.
c. Ybor Campus does not permit over-rides. Students cannot be allowed to register for classes that are full.
d. Please do not tell students that they don’t need a textbook for your classes.
e. Please remember to post your “WN” grades for students that NEVER attended any of your class sessions. This should be done by the third week of the semester.
f. Please remember that faculty cannot withdraw students from a class – the student must be referred to Admissions.

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It is imperative that you respond to student E-Mails in a timely manner. I continue to get complaints against instructors for not responding to E-Mails in a reasonable amount of time. You need to be checking your E-Mails daily. And please remember – if you give your students an alternate E-Mail address to use, you still must check your college E-Mail daily since students are entitled to use it to contact you.

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We want to add photos of our adjuncts to their web site faculty page. If you have a suitable photo, please E-Mail it to me. Otherwise, I am going to have one of our student interns come to each class and take photos of you sometime over the next few weeks. If you are not allowed to be photographed due to restrictions by your primary employer, please let me know.

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I would like to ask for your participation in our newsletters:

a. We will profile two instructors in each issue. Instructors will be selected based on a combination of seniority, number of classes taught, work experiences, and availability of a picture. If you DO NOT want to be profiled, please let me know.

b. We will profile two courses in each future issue. If you are teaching a specialized course – not a required course or a more standard elective – and you would like to write an article profiling it (just like we did with Serial Killers in this issue), please let me know.

c. We will profile at least one criminal justice career in each issue (just like we did with Crime Analyst in this issue). If you would like to write an article profiling the career you have chosen, please let me know.

d. We would also like to have articles on criminal justice programs within agencies as well as criminal justice news topics. If you would like to write an article on a program or news topic, please let me know.
I need each of you upon receipt of each new issue of the Criminal Justice Today by E-Mail to send an E-Mail within Hawkmail or Blackboard to all your students in each of your with a copy of the Newsletter attached.

Although we are working on getting “Program Wide” E-Mailing capabilities, we don’t have it yet and the cost of color paper reproduction is prohibitive so we would like to see the newsletter sent electronically to all our students and this is the only way right now we can do this. Please send it out by E-Mail on the day we will be issuing it to college faculty and staff as well.

Please announce to your classes that student shirts are available at the bookstore for them to purchase. The student shirts are grey.

All faculty members who wish to teach on-line courses starting Fall 2011 will have to take the on-line training courses in order to be authorized (and able) to teach on-line classes. You will need to take both the Tier 1 and the Tier 2 course from the College’s CITT center.

The Link to register for these courses is: http://citt.hccfl.edu/register/register_bb9.cfm