Ybor City Campus

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

Mailing Address: PO Box 5096, Tampa, FL 33675

Telephone:

- Campus President: (813) 253-7754
- Dean of Academic Affairs: (813) 253-7714
- Dean of Associate in Science & Technical Programs: (813) 253-7604
- Advising and Counseling: (813) 253-7602
- Evening / Weekend / Security: (813) 253-7911

TDD: (813) 253-7785

Ybor City Campus History

HCC’s Ybor City Campus was established in 1974 and has the advantage of being located in a national historic district that dates back to the 1880s. The surrounding community has preserved its Latin heritage and international flavor, and today it has become the city’s hub for multicultural events, entertainment, live performances, and art exhibits.

Ybor City Campus Vision Statement

The Ybor City Campus of Hillsborough Community College aims to provide a high quality learning environment in a culturally and artistically rich atmosphere that reflects the ambiance of Tampa’s Historic Landmark District.

Ybor City Campus Mission Statement

The principal commitment of Hillsborough Community College’s Ybor City Campus is the provision of access to high quality college preparatory, college parallel and pre-professional programs in an atmosphere that supports achievement, values diversity, and is committed to equity and fairness.

Ybor City Campus’s fine and performing arts programs underscore the campus’s commitment to contribute to the rich and diverse cultural life of our community through high quality training, exhibitions, and performances by acclaimed artists, HCC students, and faculty.
Ybor City Campus recognizes that a commitment to open access requires and investment in facilities, services, and programs that support student success.

**Ybor City Campus First Week Principles**

- Learning begins on the first day of class.
- Learning takes place in and out of class.
- Every moment is a learning moment.
- Each minute that the class is scheduled is a learning minute.
- Students design their schedules so that each class meeting is important and designed to maximize their learning and not miss learning moments.
- Faculty design their learning environments so that each moment is a learning moment.
- As a learning leaders, faculty, staff, and administrators, are all involved in making sure the campus is a place of learning, in and out of the classroom.
- Administrators support students, advisors, faculty, and others in maintaining the integrity of the learning environment and the development and reinforcement of policies, procedures, and systems that are learning-centered.
- Learning leaders will support college policies and procedures regarding deadlines and dates for the start of terms, end of terms, withdrawals, and the end of drop/add.
- Learning leaders will use Datatel and Hawknet to support student awareness of college, campus, program, and instructor expectations, guidelines, policies, and procedures prior to registration and the first class meeting, where appropriate.
- An override is neither a right nor a privilege; it is an exception to make up for a college error.
# TABLE OF CONTENTS

- **Quick Reference Numbers** ................................................................. 5
- **Campus Leadership Team** ................................................................. 6
- **Campus Services** ............................................................................. 7-10
- **Library** ............................................................................................. 11
- **Course Syllabus** ............................................................................... 12-13
- **Syllabus Template** ........................................................................... 14
- **Faculty Procedures** .......................................................................... 15-19
- **Entering Student Grades** ................................................................. 20-21
- **Classroom Particulars** .................................................................... 22
- **Term Essentials** .............................................................................. 23
- **HawkNet** .......................................................................................... 24
- **HCC E-mail** ..................................................................................... 25
- **Blackboard Learn** ............................................................................ 26
- **Forms** ............................................................................................... 27
- **The Family Educational Rights and Privacy Act (FERPA)** ............ 28-29
- **Association of Florida Colleges (AFC Membership)** .................. 30-31
## Quick Reference Numbers

<table>
<thead>
<tr>
<th>Problem / Department</th>
<th>Contact</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>If you miss a class</td>
<td>AA Classes -- Dr. Judith Nolasco</td>
<td>253-7714</td>
</tr>
<tr>
<td>If you need supplies</td>
<td>Chantelle Burr</td>
<td>253-7726</td>
</tr>
<tr>
<td>Office Hours, Syllabi</td>
<td>Myra Williams</td>
<td>259-6442</td>
</tr>
<tr>
<td></td>
<td>AS Classes -- Gina Yaquinto</td>
<td>259-6423</td>
</tr>
<tr>
<td></td>
<td>Evening/Weekend -- Security</td>
<td>253-7911</td>
</tr>
<tr>
<td>Emergency Situation, Locked Rooms</td>
<td>Ybor Dept. of Public Safety</td>
<td>253-7672</td>
</tr>
<tr>
<td></td>
<td>HCC Main Security</td>
<td>253-7911</td>
</tr>
<tr>
<td>Username, Password, HawkNet, Web Advisor</td>
<td>HCC Live</td>
<td>253-7000 or submit a ticket</td>
</tr>
<tr>
<td>Pay Issues</td>
<td>AA Classes - Dr. Beverly Ketcham</td>
<td>253-7612</td>
</tr>
<tr>
<td></td>
<td><a href="mailto:bketcham@hecfl.edu">bketcham@hecfl.edu</a></td>
<td>253-7726</td>
</tr>
<tr>
<td></td>
<td>Chantelle Burr</td>
<td>259-6423</td>
</tr>
<tr>
<td></td>
<td>AS Classes -- Gina Yaquinto</td>
<td></td>
</tr>
<tr>
<td>Admission/Records/Attendance</td>
<td>Yvonne Arline</td>
<td>253-7772</td>
</tr>
<tr>
<td>Confirmation/ Grading/Registration</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Advising/Counseling</td>
<td>Margaret Petway</td>
<td>253-7713</td>
</tr>
<tr>
<td>Audio Visual Services</td>
<td>Chuck Bowen</td>
<td>253-7736</td>
</tr>
<tr>
<td>Bookstore</td>
<td>Terri Benson / Chris Dwyer</td>
<td>253-7774</td>
</tr>
<tr>
<td>Career Resources</td>
<td>Alisa Keaton</td>
<td>253-6096</td>
</tr>
<tr>
<td>Computer Labs</td>
<td>Rose Ramsey</td>
<td>253-7616</td>
</tr>
<tr>
<td>Facilities/Maintenance/Room Reservations</td>
<td>Cecilia Pham</td>
<td>253-7977</td>
</tr>
<tr>
<td>Financial Aid</td>
<td>Julie White</td>
<td>253-7630</td>
</tr>
<tr>
<td>Library</td>
<td>Jeneice Sorrentino, Alicia Ellison</td>
<td>253-7645</td>
</tr>
<tr>
<td>Mail Room / Duplicating</td>
<td>Sharon Finklea</td>
<td>253-7637</td>
</tr>
<tr>
<td>Professional Development</td>
<td>Dr. Celeste Fenton</td>
<td>253-7338</td>
</tr>
<tr>
<td>Public Services Technology Bldg.</td>
<td>Benita Cabrera</td>
<td>253-7676</td>
</tr>
<tr>
<td>Students with Disabilities Coordinator</td>
<td>Jeanette Stark</td>
<td>253-7757</td>
</tr>
<tr>
<td>Test Center</td>
<td>Ira Taylor</td>
<td>259-7733</td>
</tr>
<tr>
<td>Academic Success Center</td>
<td>Ariel Gunn</td>
<td>253-7741</td>
</tr>
</tbody>
</table>
# Ybor City Campus Adjunct Faculty Handbook

## Campus Leadership Team

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dr. Shawn Robinson</td>
<td>Ybor City Campus President</td>
<td>253-7755</td>
</tr>
<tr>
<td>Dr. Judith Nolasco</td>
<td>Dean of Academic Affairs</td>
<td>253-7714</td>
</tr>
<tr>
<td>Jack Evans</td>
<td>Dean of Associate of Science and Technical Programs</td>
<td>253-7604</td>
</tr>
<tr>
<td>Del Broadnax-Taylor</td>
<td>Interim Dean of Student Services</td>
<td>253-7772</td>
</tr>
<tr>
<td>David Liller</td>
<td>Academic Assistant to the Campus President</td>
<td>259-6472</td>
</tr>
<tr>
<td>Patrick Cureton</td>
<td>Campus Advisory Council Chair</td>
<td>253-7646</td>
</tr>
<tr>
<td>Rose Ramsey</td>
<td>Council Co-Chair</td>
<td>259-7579</td>
</tr>
<tr>
<td>Judith Freeman</td>
<td>Student Activity Advisor</td>
<td>253-7657</td>
</tr>
<tr>
<td>Ralph Waithe</td>
<td>Facilities Manager</td>
<td>253-7636</td>
</tr>
<tr>
<td>Security</td>
<td>Evening/Weekend Public Safety Lead Officer</td>
<td>253-7911 253-7627</td>
</tr>
</tbody>
</table>
Campus Services

Adjunct Orientation

Please visit this online orientation for Adjunct Faculty - AFOOM
http://citt.hccfl.edu/lectora/afoom/index.html

Duplicating

Located in the Administration Building on the corner of 15th street and Palm Ave.

  Monday – Thursday  7:30 a.m. – 7:00 p.m.
  Friday           7:30 a.m. – 5:00 p.m.

Requests for duplication must be submitted two working days prior to date materials are needed.

Some areas and departments have copy machines for fewer copies. Please see your program manager or department staff assistant.

Mailroom

Main Campus Mailroom is located in the Administration Building on the corner of 15th Street and Palm Ave.

  Monday – Thursday  7:30 a.m. – 7:00 p.m.
  Friday           7:30 a.m. – 5:00 p.m.

There are also adjunct mail boxes in the Public Services Technology Building. Please see your program manager or department staff assistant for your location.

Please be sure to check your mail every time you are on campus.

Test Center

Located on the third floor of the Student Services Building on the corner of 14th street and Palm Ave.

  Monday – Thursday  8:00 a.m. – 8:00 p.m.
  Friday           8:00 a.m. – 4:00 p.m.
  Saturday       9:00 a.m. – 1:00 p.m.
**Campus Services Cont.**

**Academic Success Center**

YLRC 105 (first floor of the library building)  
http://www.hccfl.edu/yc/academic-success-center.aspx  
813-253-7796

*Fall and Spring Hours*

Monday – Thursday  
9:00 a.m. – 7:00 p.m.

Friday  
9:00 a.m. – 2:00 p.m.

Saturday  
9:00 a.m. – 1:00 p.m.

*Summer Hours*

Monday – Wednesday  
9:00 a.m. – 6:00 p.m.

Thursday  
9:00 a.m. – 4:00 p.m.

Friday  
10:00 a.m. – 2:00 p.m.

Last day for drop-in tutoring is August 2. The ASC will be open through Tuesday, August 6, so students can work on assignments and ask quick questions.

The Academic Success Center is a place for students to learn, improve their chances of success and build a stronger connection to the college experience. We provide opportunities for students to participate in active and collaborative learning in order to encourage effective study skills, critical thinking, and independent learning.

**Services**

- small group and individual tutoring
- Student Success Seminars
- calculators, textbooks, and solution manuals
- MLA/APA and other writing guides
- CPT prep resources
- Accessibility software and tools

**Tutoring Offered**

- All Math courses offered at Ybor City Campus, including Prep
- any course requiring writing
- Most science courses offered at Ybor City Campus (BSC, CHM, MCB, ESC)
- Prep Reading and Writing
- EAP
- Spanish
- Accounting
Campus Services Cont.

To find out more about our services and policies, arrange a class tour or visit, or refer a student to the ASC. Please visit our website or email us at yborsuccess@hccfl.edu.

Audio Visual and Computer Equipment

Most classrooms are 21st Century Classrooms and are equipped with computers, VCRs, DVDs, and CD players. If you need assistance, please call Chuck Bowen at 253-7736.

Open Computer Lab

Located in the Ybor Building room 303B

<table>
<thead>
<tr>
<th>Days</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday – Thursday</td>
<td>8:00 a.m. – 8:30 p.m.</td>
</tr>
<tr>
<td>Friday</td>
<td>8:00 a.m. – 4:00 p.m.</td>
</tr>
</tbody>
</table>

Lab Policies

- The lab is open to all currently registered students.
- Printing is available for HCC students.
- Students should save any files on USB flash drives—NOT on the C: drive of the computer in the lab.
- The printer will be turned off 10 minutes before the lab closes.

The open lab provides a place for students to complete their assignments or practice different computer skills: MyItLab, research, term papers, check e-mail, and internet browsing.

Computer labs for EAP, OST, Math and Reading Prep, and LRC have different guidelines. Please check with the lab supervisors or deans for specifics.

It is expected that the open computer labs will be used efficiently and responsibly in support of the mission of the college as set forth in the HCC Acceptable Use Policy. All other use not consistent with this policy may be considered unauthorized use.

FRC - Faculty Resource Center

Located on the second floor of the administration building - YADM 202

The Faculty Resource Center is dedicated to providing resources and promoting faculty development. The center will offer support to faculty through various programs that enhance teaching excellence. These programs include seminars, workshops, faculty mentoring, conference availability, educational journals and a faculty meeting space.

If you need assistance, you can contact David Liller at 813-259-6472.
Campus Services Cont.

CITT – Center for Innovative Teaching and Technology

Focuses on faculty development, training, and instructional design to support faculty. CITT provides the following functions:

- Provide and coordinate instructional design services, in-service activities, and training opportunities for faculty to gain skills and knowledge in support of student success.
- Develop, research, and maintain instructional resources and best practices to be used across the wide array of college curricula.
- Encourage and support the integration of instructional technologies used in various delivery methods at the college.
- Evaluate and implement new and emerging instructional technologies for classroom and online instruction; including 21st Century Classroom initiatives.
- Support and coordinate activities related to distance learning and hybrid delivery methods.
- Provide web development and design services supporting the academic functions of the college.
- Maintain web-based instructional technology resources; including the portal, learning management system, and other integrated applications.

Links for CITT

- CITT Home - http://citt.hccfl.edu/
- Workshops & Training - http://citt.hccfl.edu/training.cfm
Library

Hillsborough Community College Ybor City Campus Library

Located on the second floor of the YLRC Building

Monday – Thursday 8:00 a.m. – 8:00 p.m.
Friday 8:00 a.m. – 4:30 p.m.

Hours may vary during the Summer Terms

Resources and Services

- Internet Access and Online Resources
  - Access to over 75 article databases
  - Remote access: http://hccfl.edu/yborlibrary

- Reference and Information
  - In person, by telephone or e-mail
  - Live virtual through “Ask a Librarian” – www.askalibrarian –
    - Sunday – Thursday 10:00 a.m. – Midnight
    - Friday – Saturday 10:00 a.m. – 5:00 p.m.

- Books and DVDs

- Reserve Materials

- Quiet place to study or relax
  - Popular magazines, newspapers, and leisure collection
  - Televisions and VCRs

- Interlibrary Loan

- Partnership with Tutorial and Writing Center

- Ybor City Special Collection
  - Historical materials and artifacts pertaining to Ybor City, Tampa, and Florida
  - Repository for Tampa Hispanic Heritage, Inc. and Pan American University Women

- Reciprocal borrowing
  - Florida community colleges and state universities
**Course Syllabus**

All faculty members must distribute a course syllabus and a tentative course calendar to each student before the last day of drop and add: usually the first day of classes. For each assigned course, the faculty member must submit an electronic copy of the syllabus and course calendar to the Program Manager and the Dean’s office no later the second week of class. **This syllabus is a binding contract between the student and the faculty member.** This document remains on file in the dean’s office for one year.

A syllabus template is available online (http://www.hccfl.edu/yc/academic-affairs/faculty-forms--resources.aspx), and a sample is provided.

The syllabus should be typed and must include the following sections:

- **Syllabus Heading:** The syllabus heading should display the following items:
  - Semester
  - Course title
  - Course prefix and number
  - Section number
  - Class days, meeting times, and classroom location
  - Instructor’s name
  - Office Hours

- **Textbooks:** The following information should be included for both required and supplemental texts:
  - Title
  - Author
  - Edition
  - Copyright date

- **Course Description and prerequisites/Co-requisites:** This information can be found in the current HCC Catalog and must be included in the syllabus. You may copy the information directly from the catalog. All students must abide by the prerequisites/co-requisite requirement as stated in the catalog unless otherwise waived by the faculty and approved by the Dean.

- **Gordon Rule:** The HCC Catalog designates Gordon Rule Requirements. If you have questions, please consult your Program Manager.

- **Course Objectives or Intended Learning Outcomes:** Each cluster establishes a list of course objectives for all courses offered within its division. If you need a list of course objectives, please see your Program Manager.
Course Syllabus Cont.

- Instructional Methods: Lectures, films, computers, field trips, active learning activities, etc.

- Office Hours: The following information should be included:
  - Office hours
  - Office location
  - E-mail – Upon hire, all faculty are given a Network Account to enter grades and retrieve rosters, and all are given an HCC email account.

- Grading Policy: Each component (quizzes, homework, tests, exams, etc.) that will be used to calculate the student’s final grade should be outlined on the syllabus.

- Attendance Policy: Students are required to attend class regularly and punctually; however, faculty members set their own attendance policies. The faculty member must keep accurate attendance records to comply with federal laws regarding student financial aid. If students miss classes, regardless of the cause, their opportunities for learning and academic success will be adversely affected.

- Academic Dishonesty Policy: Faculty members are at liberty to establish consequences for plagiarism and cheating, but the policy should be stated explicitly.

- Course Calendar: Each syllabus should have a course calendar which outlines a tentative class-by-class schedule. The calendar should include the date, lecture topic, test reference, exam dates, and deadlines for assignments.

- Withdrawal Dates: The syllabus should state two important dates published each semester in the online Schedule of Classes:
  - Last day of Drop/Add
  - Last day to withdrawal without a grade

- Consider adding the following: Students who have received financial aid this semester should not drop or withdraw from this class without first talking with someone in the financial aid department. Dropping or withdrawing may require you to repay the financial aid you received for this class, including all federal and state aid, both grants and loans. This is especially true for Bright Futures and Pell Grant recipients.
Course Syllabus Template

SYLLABUS

Course Number/Prefix
Course Title
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 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:
Faculty Procedures

Absence of an instructor from class:

- Part-time instructors who miss a class MUST contact the dean’s office and their program manager prior to the class meeting. Please DO NOT just cancel a class.

- 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.

- Your program manager will try to find a 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 an absence without leave, and the instructor is subject to dismissal.
  - In case of an emergency, contact the dean or the program manager by telephone.

Office Hours

- For each ten (10) load points taught, a part-time faculty member will post and maintain twenty minutes of posted office hours per week plus 10 minutes by appointment. Thus, if you teach a three-hour class, you must hold one hour of posted office hours and one hour of availability by appointment. The availability of these office hours shall be made known to students in writing by the end of the second week of classes (Office hours should be included in the syllabus). The faculty member must provide his/her academic dean or supervisor with a copy of the office hour schedule form as early as possible but not later than the end of the second week of classes.

- Office hours will be scheduled for the convenience of students during regularly scheduled college hours and will be subject to approval of the academic dean or supervisor.

- By the end of the third week of class, academic deans or supervisors will review submitted office hours and return them if approved or issue a request to change the office hours if they do not comply with guidelines outlined previously. However, prior to receiving an approved office hour schedule, all faculty members will be required to maintain office hours.

- Faculty members will notify their academic deans or supervisors (in advance when possible) when they will be absent from scheduled office hours.
Faculty Procedures Cont.

- Faculty members may hold office hours in the following designated adjunct faculty offices:
  - Faculty Resource Center located on the second floor of YADM 202

Lockers
- Lockers are available on the second floor of the Administration Building and the Faculty Building.
- If you would like a locker, please contact David Liller at 259-6472

Mailbox
- Within the first two weeks of the term, all adjunct faculty will be provided a mailbox key to be used for the semester.
- Please check your mailbox every time you are on campus.
- Adjunct faculty must return mailbox key at the end of the term.

Electronic Files
- You can save electronic files under the U drive in My Computer.
- You can access these files from classrooms and adjunct office areas.
- Please contact your program manager / dean for access.

Copying
- If you do not need the services of the copy center, which is normally used for larger print requests, you can use the copier located on the second floor of the Administration Building.
- There is an access code for this printer. Please see your dean or program manager to receive the code.

Supplies
- Classroom and office supplies such as markers and folders are located in the dean’s office - YADM 304 and the Faculty Resource Center - YADM 202.

Administrative Evaluations
- All part-time faculty are evaluated annually by the dean of his/her designee (usually the program manager or assistant to the dean). According to Administrative Procedure 2.032, the evaluation consists of the following:
  - The appropriate academic dean or designee will evaluate all new adjunct faculty members during the first academic term, and all other returning adjunct faculty members annually. The completed evaluation form will be forwarded to the Human Resources Office prior to the end of the academic year.
Faculty Procedures Cont.

- The academic dean or designee may or may not notify the adjunct faculty member prior to classroom observation.

- The academic dean or designee will observe the adjunct faculty member teaching in the classroom for a minimum of fifty (50) minutes.

- Following the formal observation, the evaluator will complete the Adjunct Faculty Evaluation Performance Review form which will be forwarded to the part-time faculty member for comment and signature. The evaluator will sign the Adjunct Faculty Evaluation Performance Review form to complete the evaluation process. The adjunct faculty member’s signature will not constitute concurrence or approval with the contents of the form. In the event the adjunct faculty member elects not to sign the form, the evaluator will note this on the form.

- The academic dean or designee will ensure that the evaluated faculty member receives a copy of the completed evaluation form. The academic dean will forward the original copy to the Human Resources Office to be maintained in the faculty member’s limited access file.

- If the adjunct faculty member’s performance is unsatisfactory, the evaluator may review the results with the faculty member with written suggestions for improvement and a specific time for corrective action.

- Within ten (10) calendar days following the date of evaluation, an adjunct faculty member who is dissatisfied with his/her evaluation, may provide a written response to the academic dean to be attached to his/her evaluation form.

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 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.
Faculty Procedures Cont.

Lost and Found

- Found items should be taken to the security office, where a record of such items is maintained. Lost items should be reported to a campus security officer.

Textbooks

- 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

- You MUST take attendance at every class. Several important federal reports require use to indicate the last date of attendance for our students. This has become especially important since 9/11, since we must report all foreign students’ attendance. Last date of attendance also has implication for financial aid and funding, so it is important to have accurate records.

- Students are not to add classes after the end of drop/add or to full classes regardless of actual student attendance. When you count days a student has missed, you should not penalize students for days missed during the drop/add period.

Classroom Etiquette

- Food and drink are not permitted in classrooms. This includes students and faculty. 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.

Emergency Procedures

- Emergency Phones are now located on the walls in all classrooms. These phones dial directly to HCC Security. In case of an emergency, pick up the phone and tell the dispatcher the problem. Please do not try to use these phones to make other calls, as they only go to the security office.

- Fire, Bomb Threats, etc.
  Upon notification of an emergency situation, a faculty member should do the following:
    - Lead a prompt and orderly evacuation of class. Have students take all personal possessions with them during the evacuation.
    - Supervise and assist in the evacuation of any physically handicapped students.
Faculty Procedures Cont.

- Direct all persons under your 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.

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

Grading

- All instructors, both full-time and part-time, will submit final grades online using WebAdvisor. To make sure your grades were properly submitted, be sure to see the confirmation screen after submitting your grades. If it does not appear, your upload was not successful. Print out the confirmation screen, which is actually your roll with the grades. Grades are due 48 hours after your last class meeting.

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

<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>
<tr>
<td>I</td>
<td>Incomplete</td>
<td>0</td>
</tr>
</tbody>
</table>

<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>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>Withdrawal, nonattendance</td>
</tr>
</tbody>
</table>
**Entering Student Grades**

**Grades submission and due dates**
- Grades are submitted via HawkNet WebAdvisor
- Grades are due 48 hours after a course ends.
- Please note that grades can only be entered via HawkNet. If you are teaching a course via MyHCC (Blackboard), the interface for grades is not connected. Grades are loaded to the student transcripts after midnight each night. You may make changes to your grade roster until that time. Once a grade is transcripted, a Change of Grade form must be submitted.

**Incomplete Grade ("I")**
- Incomplete grades are awarded only when requested by the students, approved by 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” contracts is agreed upon and signed by both students and instructors.
  - “I” contracts include a list of course requirements students must complete and the deadline by which the work must be completed.
  - To be eligible, students must have satisfactorily completed at least two-thirds of the course requirements with at least a “C”.
  - “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 record.

**Students not on roster**
- If you have students who have been sitting in your class but are not on the grade roster, please advise the student to contact Student Services. Once the issue is resolved, the student will provide the instructor with documentation that he/she is registered.

**Use of WN, W, and F Grades**
- “WN” – Student never attended class or never signed into an online course. This grade is to be assigned at the beginning of the term, generally at the end of drop/add or after the third class meeting but no later than 9 calendar days from the first class. You may not give a student a WN at the end of the term. There is no refund of tuition to the student. If, at the end of the term, you realize you have neglected to report a WN, please contact your Dean for the appropriate form.
  - In the event you marked a student with a WN grade and he/she is now attending class, you can submit an Adjustment for WN Grade Reinstatement to Class Form.
**Entering Student Grades Cont.**

- “W” – Student initiated withdrawal from the course section. No refund of tuition.

- “F” – Student completed course but did not pass due to academic performance. No refund of tuition.

**Links for submitting grades via HawkNet WebAdvisor**

- HawkNet WebAdvisor: [Entering Grades](#)
- HawkNet WebAdvisor: [Class Roster & Student Profiles](#)
- HawkNet WebAdvisor: [Export Class Roster](#)
- HawkNet WebAdvisor: [Attendance Confirmation](#)
Classroom Particulars

Class Time
- Classes should begin promptly at the scheduled time. According to College policies and regulation, an instructor is required to meet classes for the full duration of the class in order to fulfill the minimum time requirements for awarding academic credit. This includes initial and final sessions. A prorated portion of 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 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 from a MWF class. Occasionally, early dismissal of a class may be acceptable if the instructor notifies the program manager or the dean’s office prior to the meeting of 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 second week of class, you must submit your office schedule to the dean’s office.

- By the second week of class, you must send copies of your syllabi and assignment calendars to the dean’s office and to your program manager for filing and future reference. Please follow the syllabus template.

Textbooks
- Part-time faculty are required to use the textbook(s) designated for each course. Please do not tell students they do not need to purchase the book. Textbook selections are determined by the full-time faculty on a yearly basis. Be certain that you are using the most current textbook selection.
Term Essentials

Teaching Load
- During the fall, spring, and summer terms, adjunct instructors may be assigned a teaching load up to 110 points per term by the academic dean. While this normal teaching load may vary somewhat depending upon individual circumstances, a part-time teaching assignment above 110 points must be approved by the respective Campus President.

Payment Schedule

<table>
<thead>
<tr>
<th>Period</th>
<th>Start Date</th>
<th>End Date</th>
<th>Pay Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>BW12</td>
<td>5/16/2013</td>
<td>5/29/2013</td>
<td>6/7/2013</td>
</tr>
<tr>
<td>BW13</td>
<td>5/30/2013</td>
<td>6/12/2013</td>
<td>6/21/2013</td>
</tr>
<tr>
<td>BW15</td>
<td>6/27/2013</td>
<td>7/10/2013</td>
<td>7/19/2013</td>
</tr>
<tr>
<td>BW16</td>
<td>7/11/2013</td>
<td>7/24/2013</td>
<td>8/2/2013</td>
</tr>
<tr>
<td>BW17</td>
<td>7/25/2013</td>
<td>8/7/2013</td>
<td>8/16/2013</td>
</tr>
<tr>
<td>BW18</td>
<td>8/8/2013</td>
<td>8/21/2013</td>
<td>8/30/2013</td>
</tr>
<tr>
<td>BW19</td>
<td>8/22/2013</td>
<td>9/04/2013</td>
<td>9/13/2013</td>
</tr>
<tr>
<td>BW20</td>
<td>9/05/2013</td>
<td>9/18/2013</td>
<td>9/27/2013</td>
</tr>
<tr>
<td>BW21</td>
<td>9/19/2013</td>
<td>10/02/2013</td>
<td>10/11/2013</td>
</tr>
<tr>
<td>BW22</td>
<td>10/03/2013</td>
<td>10/16/2013</td>
<td>10/25/2013</td>
</tr>
<tr>
<td>BW23</td>
<td>10/17/2013</td>
<td>10/30/2013</td>
<td>11/08/2013</td>
</tr>
<tr>
<td>BW24</td>
<td>10/31/2013</td>
<td>11/13/2013</td>
<td>11/22/2013</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>BW1</td>
<td>12/12/13</td>
<td>12/25/13</td>
<td>01/03/14</td>
</tr>
<tr>
<td>BW02</td>
<td>12/26/13</td>
<td>01/08/14</td>
<td>01/17/14</td>
</tr>
<tr>
<td>BW03</td>
<td>01/09/14</td>
<td>01/22/14</td>
<td>01/31/14</td>
</tr>
<tr>
<td>BW04</td>
<td>01/23/14</td>
<td>02/05/14</td>
<td>02/14/14</td>
</tr>
<tr>
<td>BW05</td>
<td>02/06/14</td>
<td>02/19/14</td>
<td>02/28/14</td>
</tr>
<tr>
<td>BW06*</td>
<td>02/20/14</td>
<td>03/05/14</td>
<td>03/14/14</td>
</tr>
<tr>
<td>BW07</td>
<td>03/06/14</td>
<td>03/19/14</td>
<td>03/28/14</td>
</tr>
<tr>
<td>BW08</td>
<td>03/20/14</td>
<td>04/02/14</td>
<td>04/11/14</td>
</tr>
<tr>
<td>BW09</td>
<td>04/03/14</td>
<td>04/16/14</td>
<td>04/25/14</td>
</tr>
<tr>
<td>BW10</td>
<td>04/17/14</td>
<td>04/30/14</td>
<td>05/09/14</td>
</tr>
<tr>
<td>BW11</td>
<td>05/01/14</td>
<td>05/14/14</td>
<td>05/23/14</td>
</tr>
<tr>
<td>BW12</td>
<td>05/15/14</td>
<td>05/28/14</td>
<td>06/06/14</td>
</tr>
<tr>
<td>BW13</td>
<td>05/29/14</td>
<td>06/11/14</td>
<td>06/20/14</td>
</tr>
<tr>
<td>BW14</td>
<td>06/12/14</td>
<td>06/25/14</td>
<td>07/04/14</td>
</tr>
<tr>
<td>BW15</td>
<td>06/26/14</td>
<td>07/09/14</td>
<td>07/18/14</td>
</tr>
</tbody>
</table>

*Off normal schedule
HCC HawkNet

Help Desk  813-253-7000

HawkNet
A term used to describe the Web-based resources for students, faculty, and staff at Hillsborough Community College. There are four main tools within HawkNet: WebAdvisor, MyHCC and Wireless Internet access.

- Choose from the links below to either access a HawkNet resource or to manage your password.

  - HawkNet—WebAdvisor
    - Search and/or register for classes, view your grades, and access your educational records.

  - HCC Wireless Network
    - Information for devices using Windows Operating Systems and Internet Explorer on how to access the HCC wireless network.

  - MyHCC
    - Updated version for Distance Learning and Web-Enhanced courses at HCC

  - Password Management
    - Manage your HawkNet password. It is important to note that the same username and password are used to access WebAdvisor, Campus Cruiser, and the HCC wireless internet. This means that if you change your password, the password will change for all three systems. The Office of Information Technology strongly suggests that you immediately change your password from your faculty or staff ID number to a personal password. If you need assistance, please contact the help desk.
HCC Email

Your email account at Hillsborough Community College is administered through Outlook. This account is the only official way to communicate with students other than Blackboard. **Do not give your personal or other email accounts to students.** Please check your HCC email regularly, as it is the only way your Dean and Program Manager will communicate important campus and department information to you.

- **HCC Outlook Account**
  - From the HCC Homepage, click the Faculty link
  - Click **Check Your Email via Web**
  - You will be prompted to enter your Username and Password

Microsoft Office 365/Hawkmail365 (HCC student email)
Hillsborough Community College moved to a new student email system called Microsoft Office 365.

- **Microsoft Office 365/Hawkmail 365**
- **Office 365 Features**
  - Access from phone, PC, or MAC
  - Collaborate in real time
  - Coordinate your schedule
- **Log In to Office 365**
  - Go to hccfl.edu and select **Hawknet**
  - Click on **Login**
    - Login ID: WebAdvisor ID
    - Password: same WebAdvisor password
MyHCC - Blackboard Learn

MyHCC - Blackboard Learn Log In

- Access Blackboard Learn
  - User Name: Your HCC Network Login
  - Password: Your HCC Network Password

Blackboard - MyHCC Assistance Center
The MyHCC-AC is your one-stop-shop for all online learning at HCC. The MyHCC-AC is located in Blackboard as a course. Within the center you will find the following:

- Blackboard learning management system training based on course delivery method
  - Web-enhanced
  - Hybrid
  - Online
- Course design resources and examples
- Required forms to teach online courses
- Additional resources for Blackboard and online learning
- Link to the HCC Live help desk.

Blackboard Training Videos

- Course Environment
  - Tour of Course Environment
  - Editing the Course Menu
  - Using the Text Menu
  - Adding a Content Area
- Grade Center
  - View Grading Details
  - Creating Grade Center Categories
- Tests
  - Creating a Multiple Choice Question
- Assignments
  - Creating Assignments
**Forms and Links**

Those individuals reading this page on the printed version of the handbook can visit the links below by examining the web-based version of the handbook at [http://www.hccfl.edu/ye/academic-affairs/faculty-forms--resources.aspx](http://www.hccfl.edu/ye/academic-affairs/faculty-forms--resources.aspx).

**Forms**

- Adjunct Faculty Evaluation Form
- Faculty Office Hours Form
- Test Center Instruction Sheet and Form
- Duplication Services Form
- End of Term Verification Form
- Adjustment for WN grade - Reinstatement Form

Dean Nolasco’s office prefers documents provided in electronic format.

**Links**

- Ybor City Campus Learning Council
- Adjunct Resources
- Faculty Success Seminars
- Adjunct Faculty Announcements
- Faculty Resource Center
- Adjunct Resource Handout
- Grading Policy Handout
- MyHCC Handout
- Instructional Technology Handout
- Adjunct Preparation Checklist
- District Adjunct Faculty Handbook
FERPA

THE FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT OF 1974
20 U.S.C. ' 1232g

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,1 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.2 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;3 (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;4 (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.

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 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. 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.

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.

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).
Why Join?

As long as man has been on earth, the need to be with others with similar interests and the desire to learn have raced through the veins of humankind. It is for those reasons that associations have existed and flourished and continue to be an important part of the world’s fabric.

So it is with AFC. The opportunity to network with those who have similar interests, job responsibilities and geography make this association click. But, there is a lot more to AFC.

Imagine a place where you can turn for professional development, friendship and answers to tough questions. Think of being given the opportunity to not only read and talk about the legislative process, but having the chance to actually impact the results. Consider getting involved in a group that offers you unlimited ways to be a leader, learn new skills and be recognized by your peers for your efforts.

From education to chapter activities, in groups like our commissions to our councils, and with organized and effective advocacy in Tallahassee and the general public, the Association of Florida Colleges is the home for every community college professional in the state.

Membership Dues

Retiree Membership Dues: Annual dues for retired members are $10 per year.

Adjunct Faculty Membership Dues: Annual dues for adjunct faculty of community colleges are $10 per year.

Part-time Employee Membership Dues: Annual dues for part-time employees of community colleges and the Division of Community Colleges are $10 per year.
Member Benefits:

- 15% tuition grant and members may apply for the FACC/Nova Tuition Scholarship
- Discounts for Universal Studios and Islands of Adventure - www.ticketmaster.com/promo/27343. Contact Eileen Johnson for the passcode.
- FACC Appreciation Days at Wet N’ Wild Orlando.
- One class car upgrade, $10 off a weekly rental or up to $15 off a weekend rental at Hertz Rent a Car.

How AFC Works For You

AFC leadership and lobbyists monitor all legislation to determine its impact on community colleges and community college employees and then provide information to legislators so they can make informed decisions. AFC works in partnership with the Council of Community College Presidents to increase funding. Our legislative program encourages participation in the political process through a team approach. AFC has become a force in Florida. Your support makes us stronger and more effective.

HCC AFC Contact

Lefran Reddin – lreddin@hccfl.edu

Join online at

http://www.myafchome.org/join-afc