

*North Central  
Michigan  
College*

*Adjunct  
Faculty  
Handbook*

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## ***WELCOME***

Welcome to North Central Michigan College. I am pleased that you will be part of our instructional team. NCMC is committed to delivering a high quality educational experience for our students, and we need you to help us fulfill that promise. You have been selected to be a part of our team because of your skills and expertise in your field. Our students expect a great deal from our full time and adjunct faculty, and it is my hope that you will provide a challenging and stimulating experience for your students. For many of our students, you will be the only contact the student has with a representative of the college. I trust that you will value your unique position at NCMC.

I invite you to become an active member of our college community. You are invited to participate in our campus activities. Best wishes for a successful and productive experience.

Cameron Brunet-Koch, Ph.D.  
President

## ***FOREWORD***

Welcome to North Central Michigan College. I would like to add my greetings to those of President Koch. As faculty members, you are at the heart of what NCMC is all about. This *Handbook* is designed to help you understand many of the specific procedures and practices the college has that are relevant to your work, and has recently been updated by the college. Not everything may be in this *Handbook*, however, and you are encouraged to also refer to the current edition of the college catalog, the student handbook, or seek out your Associate Dean, or myself if you still have questions. I can be reached at (231) 348-6812 or at [rbarber@ncmich.edu](mailto:rbarber@ncmich.edu). I will be happy to help. We are glad you have chosen to work with us to help students achieve their dreams of a college education.

Sincerely,

Rick Barber  
Director of Adjunct Faculty

## ***PHILOSOPHY***

We improve the quality of life for our students and the communities we serve.

## ***MISSION***

The mission of North Central Michigan College is to provide educational, economic, and cultural opportunities for student learning, personal growth, and community improvement.

# ***REGISTRATION INFORMATION***

## **GENERAL ADMISSION POLICY**

North Central Michigan College follows an open-door policy of admitting: high school graduates or GED holders, non-high school graduates 18 years of age, and high school students under the Michigan Dual Enrollment guidelines.

All students must demonstrate an ability to benefit from the instructional programs offered by the college. The standards used to determine such ability are testing and/or existing college transcripts. Assessment testing standards are based on the Federal Financial Aid guidelines.

Note: Certain programs (e.g., nursing) are subject to special entrance requirements. For more information consult the College Catalog.

## **REGISTRATION, TUITION, AND FEES**

Registration is completed online using the college's web registration module. For complete registration information including course schedules, log on to [www.ncmich.edu](http://www.ncmich.edu).

Tuition and fees are charged on a per contact hour basis, regardless of the number of hours taken. Each spring the Board of Trustees typically establishes tuition for the upcoming academic year. For current rates, refer to the college website, the course schedule or contact the Student Services Office.

Some courses require payment of a course fee in order to help defray significant costs of disposable/consumable goods. A technology fee is assessed to help defray the cost of updating and maintaining technology-based instructional equipment. For a complete list of fees, see the course schedule or contact the Student Services Office.

## **STUDENT REFUNDS**

An Academic Calendar is published each academic year. The calendar can be obtained from Student Services or on the web. The Calendar contains the Refund periods along with the percentage refund. In general, a student is eligible for a 100% refund if they withdraw or drop a course before the semester begins. In the Fall and Winter semesters the 90% Refund period is the first two weeks of the semester. In summer, the 90% refund period is the first week. All withdrawals must have been officially completed by deadline dates and times.

After the 90% Refund period, no refunds are issued unless there is a documented extenuating circumstance beyond the student's control that is submitted in writing in a timely manner. The student must complete the Refund Appeal Form available from Student Services or the Business Office to be considered for refunds under this category.



If the college cancels a course, all tuition and fees are refunded. Students who receive financial aid should be advised to speak to a financial aid staff member before withdrawing from classes.

## **CHANGES IN STUDENT COURSE SCHEDULES**

Changes in student course schedules, including adding classes or withdrawal from classes, must be initiated by the student. Students who wish to make changes should be directed to the college web site. Students may access their registration account and submit add/withdrawal transactions in real time.

### **Add/drop procedures are as follows:**

Week 1 of the semester: Students may add or drop as they wish. If a class is full, however, the student must obtain written approval from the instructor to be added to the class.

Week 2-3 of the semester: Students may drop as they wish. They may add only with the instructor's written permission which is shown via signed "add" form sent directly to the registrar.

Week 4-14 of the semester: Students may drop as they wish. No adds allowed at all. NO EXCEPTIONS. The only exception to this rule is a dual-enrolled student whose paperwork was not processed in time by the sponsoring high school.

Week 15-16 of the semester: Students may neither add nor drop.

Students may withdraw from a class through the 14<sup>th</sup> week of the fall and winter semesters and through the sixth week of the summer semester. The web registration module may be used anytime during this official Add/Drop period. Each semester the Academic Calendar is published with all official dates for the academic year. A paper copy of the Academic calendar can be obtained from Student Services or viewed online.

A grade of "W" is assigned to the student's transcript for courses that are dropped. No withdrawals are accepted after the official last date to withdraw with a "W". Students should be advised to keep a copy of their online transaction. The refund period is discussed in the refund section of this document.

When a student does drop a class, it is immediately reflected in the instructor's class roster. Therefore, it may be valuable to update class participants by printing off a new roster periodically.

Students who receive financial aid should be referred to seek advice from Financial Aid Staff members before withdrawing from classes, as it may affect future eligibility or award amounts.

If students have questions about adding, withdrawals, or other student policies they should contact the Student Services Office.

The college would, once again, place special emphasis on telling faculty not to allow unregistered students to sit in classes and to check the official class rosters frequently during the opening weeks of the semester.

# ***TERMS & CONDITIONS OF EMPLOYMENT***

## **EMPLOYMENT STATUS**

The College does not employ any permanent adjunct instructors. In the scheduling of both full-time and part-time/adjunct faculty for NCMC courses, the College reviews a variety of factors including, but not limited to, full-time faculty load requirements, matching skills with course openings, location of courses, etc. The administration reserves the right to select and schedule both full-time and part-time faculty as course needs dictate. Adjunct faculty are hired to teach on a semester by semester basis as the College's needs dictate. Being hired to teach in a single semester does not obligate the College nor the Adjunct faculty member to future teaching assignments.

## **ADJUNCT FACULTY JOB DESCRIPTION**

See a full job description in the appendix.

## **ADJUNCT FACULTY CREDENTIALS**

See appendix F for a complete description of required credentials.

## **EMPLOYMENT RECORDS**

As a condition of employment, all adjunct faculty are required to have on file with EduStaff an application form, criminal background check, a resume, official transcripts of all post-secondary education and copies of licenses and/or certificates. Adjunct faculty must also complete a W-4 form, an I-9 form, and submit them to EduStaff.

## **PAYMENT OF WAGES**

Pay for adjunct faculty is based on contact hours taught. Adjunct faculty will be paid one check every two weeks per the regular employee pay period of the college.

Usually there will be six or seven paychecks beginning early in the semester. You will be notified by email when the first check will be issued.

Pay rates for adjunct faculty are based on a scaled increment for highest earned degree. Official transcripts must be on file with the College to verify degree status otherwise faculty will be paid at the rate established for the baccalaureate.

## **CAP ON HOURS PER SEMESTER**

Adjunct faculty are normally allowed to teach up to 9 contact hour's maximum per semester (Fall, Winter, and Summer). To comply with the Affordable Health Care Act, the IRS has determined that for every 1 contact hour, the instructor will spend 2.25 hours in preparation. The college is limited to no more than 28 hours per adjunct faculty member per semester. The Vice President of Academic Affairs and Student Success may grant exceptions for special circumstances.

## EMAIL AT NORTH CENTRAL

North Central Michigan College maintains its own email servers, which allows us to more effectively communicate with students and staff without the fear of being seen as a spammer.

**You must use and check your ncmich.edu email on a regular basis.** The email system is used to communicate with you about courses we would like you to teach, about textbook orders and any issues with a student. Other information about happenings at North Central are sent out via email such as professional development opportunities, meeting requests, and special events on campus or at one of our off-campus sites. You need to list your ncmich.edu email in your course syllabus, no personal emails allowed.

## TUITION WAIVER

All adjunct faculty are eligible for a tuition waiver of up to four (4) credit hours during the semester they are teaching or one of the next two terms. If an adjunct teaches during the fall semester, the tuition waiver may be used that semester, or during the following winter or summer session.

Maximum number of credits is four (4), regardless of the number of classes taught. If an adjunct teaches two (2) classes in the same semester, only four (4) credits would be waived. Credits are not bankable from one semester to another.

The tuition waiver may be used by the adjunct faculty or a spouse or dependent children.

In order to use the tuition waiver the adjunct faculty must first complete the Adjunct Faculty Tuition Waiver form found on the Portal under My North Central, Faculty Tools. This must be done before registering for any classes. Send the completed form to the Director of Adjunct Faculty for signature. Once approved and signed the Director will forward the form to the Business office at NCMC.

### **Already an NCMC Student**

If the adjunct faculty, spouse or dependent children are already NCMC students they may register for the class or classes desired. You will be responsible financially for any credits registered above 4 credits and also for all administrative fees.

### **Not an NCMC Student**

If the adjunct faculty, spouse or dependent children are not already NCMC students, you must apply for admission to the College before registering for classes the first time.

Apply online at no cost at [www.ncmich.edu](http://www.ncmich.edu).

You will receive your student number by mail in approximately three business days.

Placement testing as appropriate may be required and specified upon admission.

Once you have a student number you may go online and register for classes. You will be

responsible financially for any credits registered above four credits and also for all administrative fees.

Failure to send the completed Adjunct Faculty Tuition Waiver form to the Business Office before registering for classes, may result in the student being dropped for non-payment.

## **MILEAGE REIMBURSEMENT**

Adjunct faculty are not reimbursed for mileage.

## **HOLIDAYS**

Classes will not be held on the following days: Labor Day, Thanksgiving, the Friday following Thanksgiving, Good Friday, Spring Break Week, Memorial Day and Independence Day. Please note that on the Wednesday before Thanksgiving, the College will close at 5 p.m.

## **STUDENT EVALUATION OF FACULTY**

All faculty are evaluated by students once each semester. Evaluations will be available for students to fill out on the Learning Management System during the 12<sup>th</sup> week. At the end of the semester, faculty will be given access to the survey information. Student feedback can be useful in identifying strengths and weaknesses of the course and of teaching. Student evaluations may be found on the North Central Portal, under quick links.

## **SUPERVISION AND COORDINATION OF INSTRUCTION**

The Dean of Instruction, Associate Deans and the Director of Adjunct Faculty supervise adjunct faculty. Your Associate Dean, or the Director of Adjunct Faculty may attend sessions of your class for purposes of assistance and evaluation.

Adjunct faculty are encouraged to contact full-time faculty for information regarding course objectives, materials, standards or any other issues related to the course. From time to time your Associate Dean or the Director of Adjunct Faculty may designate a full-time faculty member to attend sessions of your class for purposes of assistance and evaluation.

# ***INSTRUCTIONAL SUPPORT SERVICES***

## **ADJUNCT FACULTY OFFICE SPACE**

In Petoskey we have a number of offices dedicated to Adjunct use. In the main administration/classroom building (AD/CL) those offices are rooms 28, 29, 30, 68, 69 and 146. Adjunct offices are also available in the Health & Science building.

If you would like to use any of the offices, please post your office hours on the door, as the office will be shared with other adjuncts.

Each office has bookshelves, desk, chairs, computer and a file cabinet.

All adjunct offices on the Petoskey campus use the same key. Keys are available from the main administration office.

In Cheboygan and Gaylord, both sites have one open office that can be used by adjunct instructors. See the site coordinator for a key to the office.

## **COPY MACHINES**

Copy machines are located in the main administration office, in room 145, and also in the Health Education & Science Center building. A color copy machine is in the main administration office.

Copy machines in Petoskey require a special code for each area of instruction.

Liberal Arts area your code is 740.

Accounting, Business, Computers, Criminal Justice, Legal Assisting or OAS area your code is 640.

Allied Health and Science your code is 410.

In Petoskey, see the Director of Adjunct Faculty for specific instructions in how to use the copy machines in Petoskey. In Gaylord or Cheboygan see the site-coordinator for instructions on the copy machines in both of these locations. **Please be aware of copyright laws and that each person is solely responsible for any infractions.**

## **SCANTRON TESTING**

Scantron equipment for test correction is located in Petoskey in the Faculty/Staff Lounge (room 147) in the Administration/Classroom Building and in office area in Gaylord and Cheboygan. Scantron testing forms are available for purchase from the bookstore.

**Note: Administrative Assistants are not permitted to correct tests for you.**

## KEYS AND SECURITY

Keys to buildings and classrooms are issued by the Administration Office. **All keys must be returned at the end of each semester.**

See the site coordinator in Cheboygan or Gaylord for keys to Cheboygan and Gaylord classes.

**Note: Laboratories are to be open only when the instructor or lab assistant is in the room.**

## ON-CAMPUS MAILBOXES

Mailboxes are provided for adjunct faculty teaching on-campus during the current semester. They are located in the Administration Office. Information will be placed in your mailbox or sent to you via e-mail. **Please check your mailbox weekly.** Adjunct teaching off-campus will have information mailed or e-mailed to them.

## STUDENT AND COMMUNITY PORTAL

It is essential that all faculty members use the college's Student and Community Portal. This portal is the central access point for faculty members for all of the college's electronic resources including but not limited to:

- Learning Management System (Blackboard).
- College's help desk.
- Outlook webmail, receiving and replying to all communications from the college via email, (announcements, requests, assistance).
- Access the Internet when on campus in our classrooms, labs, or library.
- Class rosters.
- Posting final grades for students.

When you complete the hiring process, you are also registered for the portal.

## TEXTBOOKS AND SUPPLIES

Textbooks and supplies are for sale in the College Store. The store will be open evenings for the first two weeks of the Fall and Winter semester and the first week of Summer semester to accommodate students and faculty. On-campus evening students should be allowed time during the first meeting of the class to purchase textbooks. In those instances where delivery has been delayed, the store will make special arrangements for students to obtain the textbooks.

Off-campus students can either order books by phone, through the store or through the college's online store at [collegestore@ncmich.edu](mailto:collegestore@ncmich.edu). The store will mail the books to the students. It is not the responsibility of adjunct faculty teaching off-campus to sell textbooks and supplies.

At the end of each semester, the store announces a buy-back period during which students may sell back used textbooks. The store's buy-back policy is provided to students at the time of registration and notices of the buy-back period are posted around campus.

**Note: Adjunct faculty who wish to change a textbook must see their Associate Dean for details.**

## **LIBRARY and ACADEMIC TECHNOLOGIES**

Many instructional and technology services are provided through North Central Michigan College's and Academic & Administrative Technologies division, including registration for Internet accounts, registration for wireless Internet access, digital audio and video recording ("podcasts") and production, satellite down-linking, videoconferencing, digital and "traditional" library services, and for access to NCMC's Learning Management System server, the College's online electronic learning management system.

### **LIBRARY SERVICES**

North Central Michigan College's attractive, and comfortable library houses over 35,000 volumes to support a wide range of academic disciplines. In addition, the library subscribes to over 300 print periodicals, and provides students and staff 24 hour access to tens of thousands of full-text online periodical databases and electronic books. Instructors are encouraged to use the large videotape and DVD library in their classrooms; materials may also be placed on reserve. Forty computers are available for student and faculty use over the campus high speed network.

Off-campus access to the Library is available 24 hours a day via the Internet by going to the <http://library.ncmich.edu> website and entering an NCMC Student ID and personal information number (PIN) which is the last 4 digits of the Social Security Number. Almost all services available in the Library can be accessed wherever there is access to the internet.

Personalized library instruction for your class is available by appointment for day and evening classes, and students may also make individual research appointments with the librarian. Full-time faculty and Adjunct instructors are eligible for library cards and are encouraged to request library materials to support students' research needs. Find more information under "Resources for Faculty" on the library home page at <http://library.ncmich.edu>. Please contact us with any questions you may have by email ([library@ncmich.edu](mailto:library@ncmich.edu)), or by calling (231) 348-6617, or toll-free at (866)-900-6235.

### **SMART CLASSROOMS**

Smart Classrooms are maintained by IT. These "digital classroom facilities" have a LCD data projector, large screen, and stereo speakers permanently mounted in the room, and have an integrated computer multi-media station that can show DVD and VHS movies, project PowerPoint presentations, and provide high speed Internet access for faculty

Faculty may request training on use and operations of the Smart Classrooms by contacting the IT helpdesk at (231)-348-6617, or toll-free outside the Petoskey area at (866) 900-6235.

## **MULTI-MEDIA (“AV”) EQUIPMENT**

Audio/visual equipment is housed in the main administration building. Video cameras, laptop computers, podcast recording equipment, LCD data projectors, are available. If you wish to use any such equipment on campus contact the IT staff at (231) 348-6617. Due to limited availability during peak usage, you are advised to reserve equipment one week or more in advance. Equipment should be in good order when you receive it, but in the event of malfunction contact library staff.

Some equipment (laptops and projectors) are already available for use off-campus. Off-campus faculty should first contact the Director of Off-Campus Programming for use of A/V equipment. Other more “specialized” college equipment may be used at an off-campus center; however, this requires permission by IT staff (call, toll-free, 866-900-6235). The Director of Off-Campus Programming is often in Petoskey once a week, please contact the Director for transportation; if not available, you will be responsible for picking up the equipment late in the afternoon and returning it by 8:30 a.m. the next morning.

## **WIRELESS INTERNET ACCESS**

Wireless access (Petoskey campus only). The NCMC Petoskey campus offers wireless access campus wide. Adjunct Faculty may connect to the guest wireless network and authenticate via a web browser with their NCMC Portal username and password -OR- may connect to the Faculty Staff network with a password inputted by the IT staff. Visit the IT Help Desk in ADCL 66 between the hours of 8:30 AM and 5:00 PM to have this connection established on your device.

## **LEARNING MANAGEMENT SYSTEM (LMS) SERVER ACCESS**

All students and faculty have access to the college’s Learning Management System (LMS) online content server. At this easy-to-use server, you can offer your students one-stop access to all documents (including syllabi and handouts), web links, podcasts (audio and video content), and other class content in your course. All of NCMC’s online courses use (LMS), as well as most of the College’s traditionally-taught classes. For a (LMS) orientation, contact the Director of Adjunct Faculty or IT at (231) 348-6617 (or, toll-free, at (866)-900-6235).

Training on (LMS) for students is also available either for ENTIRE classes, or for individual students. Contact the numbers above if you need this service.

At a minimum all adjunct instructors are required to use the LMS to post the course syllabus and to post grades during the semester.



## **VIDEOCONFERENCING**

The College can provide faculty with access to guest speakers who cannot be on the NCMC campus to address students. This service, known as videoconferencing, is available from the IT Department.

Videoconferencing is available by contacting IT at (231) 348-6664. Some costs may apply and it is requested that you contact your respective associate dean for permission first to set up a videoconference for your class.

## **LEARNING SUPPORT SERVICES (LSS)**

Learning Support Services (LSS) provides accommodations to students with special needs, tutoring, and test proctoring free of charge. An assortment of study guides, math tutorials and a math lab with walk-in tutoring are also available. A Computer Lab is available for quiet study, and class assignments. Learning Support Services is located in room 533 in the Student and Community Resource Center (SCRC). Schedule for summer hours is Monday through Thursday from 8:00 a.m. to 5:00 p.m., Friday 8:30 a.m. to noon. Tests must be completed by posted closing time. Schedule for Fall and Winter are Monday through Friday 8:30 a.m. to 5:00 p.m.

Also provided by LSS are Disability Services for students with documented disabilities. These accommodations may range from longer test-taking times, to more conducive physical facilities in the classroom. Students need to initiate this process by contacting the Director of LSS (231) 348-6617. As an adjunct faculty member, you will receive a notification from LSS describing reasonable accommodations that the student may require. You will then work with the director to provide the necessary accommodations. It is important that you direct any students requesting accommodations to LSS. You are not to make arrangements for accommodations without the express written approval from the Director of LSS.

LSS, in conjunction with the Women's Resource Center, provides services to occupationally enrolled students, either in a degree or certificate program at NCMC, who are in one or more of the following categories: (1) have a hidden or obvious disability; (2) is economically disadvantaged (receives Pell Grant); (3) has limited English proficiency; (4) is preparing for a career non-traditional for his/her gender; (5) in a single parent (including single pregnant women) or (6) is a displaced homemaker. If a student is uncertain whether he/she qualifies for any of these services, he/she should be referred to LSS.

## **ACADEMIC TESTING GUIDELINES FOR FACULTY**

Test proctoring in Learning Support Services (LSS) is for make-up testing and for students testing with accommodations. Please help us to ensure that the resources of LSS are used wisely to benefit students by following these guidelines:

- Each test must be accompanied by a completed Exam Coversheet – exams submitted without completed coversheets will be returned to the instructor.

- Make sure that all directions for the exam are complete. It would be inappropriate for LSS to try to interpret or assume directions beyond what is stated.
- Completed exams must be picked up and signed out by faculty. To protect the integrity of the testing process, LSS will **not** return exams via students.
- Tests must be taken between Monday and Friday during regular hours. No weekend testing is available.
- Please remind students of LSS hours and photo ID requirements.
- All online exams require an appointment made through Liz Otto at (231)-348-6693 or [eotto@ncmich.edu](mailto:eotto@ncmich.edu).
- **Testing through LSS is designed for make-up exams or students with accommodations.** LSS is not sufficiently staffed to handle an entire class of students – either from on-ground or online courses. Please do not send all of your students to LSS for exams. In these situations, exams will be returned to the instructor and referred to the Dean of Instruction and Student Success for follow-up.
- If proctoring is requested for entire classes, LSS *may* be able to proctor in your classroom depending upon staff availability.

#### **Proctoring for Other Schools**

- Testing requested for schools other than North Central will be handled on a case-by-case basis and arrangements are to be made with Liz Otto, Tutorial Coordinator, at [eotto@ncmich.edu](mailto:eotto@ncmich.edu) or 231/348-6693.
- A standard fee of \$20.00/exam applies to all testing for schools except those in the Michigan Community College Virtual Learning Collaborative or North Central University Center Partners.

*When LSS is unexpectedly closed due to bad weather, etc, all exams scheduled to be completed that day will automatically be rescheduled to the next business day that LSS is open.*

# EXAM COVERSHEET

Learning Support Services  
1515 Howard St Petoskey MI 49770

North Central Michigan College  
Phone & fax 231/348-6693

Instructor's Name:

Course Name/Number:

Exam #:

Student's Name:

Student's Signature:

Dates exam may be administered: \_\_\_\_\_ →

Start: \_\_\_ / \_\_\_ / \_\_\_ End: \_\_\_ / \_\_\_ / \_\_\_

Time limit for taking exam: \_\_\_\_\_ →

Materials allowed during testing: ↓

to be taken on line:

- Books
- Notes
- Calculator

Other Instructions:

Other: \_\_\_\_\_

**A separate coversheet is required for each student testing**

## For Office Use Only

Date Test Taken: \_\_\_ / \_\_\_ / \_\_\_ Time Test Began: \_\_\_\_\_ Time Test Ended: \_\_\_\_\_

Test Handed Out By: \_\_\_\_\_ Test Collected By: \_\_\_\_\_

Irregularities: (if so, copy form and give to instructor) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## Accommodations:

- \_\_\_\_\_ Extended time
- \_\_\_\_\_ reader
- \_\_\_\_\_ private room

## MARKETING SUPPORT FOR INDIVIDUAL COURSES

College Communications coordinates all promotional activities for the college. Designing or distributing your own marketing materials is discouraged. All promotion must be done in a way to reflect positively on the college. It is most effective if it is done in a coordinated and timely manner. See the Director of Adjunct Faculty if you need help or have questions about marketing support for your course.

- Postcard promotions are inexpensive and can be used to promote individual courses where a target audience is easy to identify and not too large. Instructors must supply College Communications with draft text and database. They will obtain the database from Bob Marsh in Research on a suggested target audience among current students.
- Posters: A template poster is available for individual course promotion. Faculty can obtain the template from College Communications and use to promote course.

# CLASS ROOM PROCEDURES

## CLASS RECORDS

You must distribute the course syllabus to your students, your Associate Dean, and the Director of Adjunct Faculty the first week of class. A model syllabus can be seen in Appendix A of this handbook. (See your Associate Dean for other examples.) To assure continuity of course material and transferability of credit to other institutions, your syllabus must follow the master syllabus for that course.

Be sure to follow the provisions set forth in your course syllabus. This allows your Associate Dean to support you in the event of a student complaint.

A copy of your class roster is available online on the portal by clicking on My North Central. Click on faculty tools tab and your courses should be listed. Click on the down arrow next to the class and select class roster.

The last day students may open enroll in classes is the end of the first week of each semester. After these dates you should review your class roster to note any discrepancies (e.g., a student attending class who is not on the roster or a student on the roster who is not attending class). Report any discrepancies to the Registrar. Submit final grades per instructions from the Registrar.

## FINAL GRADES

Final grade instructions will be sent out by the Registrar. **All final grades are to be submitted online per the instructions by the first Tuesday following the end of the semester by noon.**

## GRADING AND STATUS SYSTEMS

The course work of each student is rated as follows:

<u>Grades</u>	<u>Honor Points Per Credit</u>
A	4.00
A-	3.67
B+	3.33
B	3.00
B-	2.67
C+	2.33
C	2.00
C-	1.67
D+	1.33
D	1.00
D-	0.67
E	0.00
P* Passing	(Credit Only)

**Status Marks** (No Honor Points):

I	Incomplete
W	Withdraw
AU	Audit
NG	No Grade Submitted by Instructor

\*Certain designated programs have courses taken on a pass-fail basis up to a total of 16 semester credits in a given program.

Each grade assigned for an hour of credit (exclusive of physical education and pass/fail courses) creates an honor point value. Total values are arrived at by multiplying the number of honor points for a grade by the number of credits in the course.

### **Incompletes**

A student who fails to complete all the requirements of a course because of extenuating circumstances may receive an incomplete ("I"). An incomplete is given at the discretion of the instructor, and is intended to be granted only in situations where the majority of the coursework has been successfully completed and the student is doing passing work. The remainder of the course requirements, as determined by the instructor, must be fully satisfied by the end of the next semester, or the "I" grade will automatically be recorded as an "E."

### **Withdrawal from Classes**

A student will receive a "W" (Withdraw) if he/she withdraws through the 14<sup>th</sup> week during the regular semester or through the sixth week of summer semester. A "W" grade will appear on the official transcript without penalty. All course withdrawals and additions must be processed through the Student Services Office.

### **"No Grade" and Auditing Status**

The "NG" (No Grade) is a temporary status used only until the faculty member officially submits a grade to the Registrar.

A student who wishes to attend the class sessions of a course but who does not wish to receive credit for it may register as an audit ("AU"). Deadline for declaring audit for Fall or Winter semester is the fifth week; for summer semester the deadline is the third week of the semester. Courses audited cannot be counted toward graduation requirements.

**Note: Your grading policy must be included in your course syllabus.**

## **GRADE CHANGE FORM**

Instructors may change a student's final grade by submitting a grade change form to the registrar. The form may be found on the portal under Faculty Tools.

## **STUDENT ATTENDANCE**

The college does not have an attendance policy. If you choose to establish one for your course, the consequences for students who fail to comply must be clearly stated in your course syllabus.

## **STUDENT MISCONDUCT**

Membership in the college community carries with it obligations relative to conduct both within and outside the classroom. Students are responsible for obeying municipal, state, and federal laws which govern the community, as well as rules and regulations of the college. The Student Conduct Standards (see the Student Handbook) also apply to off-campus activities, such as field trips, off-campus classes, and college-sponsored events.

If a student participates, individually or in a group, in any violation of the Student Conduct Standards, he/she can be

subject to disciplinary action.

Misconduct should be reported using the form found on the Portal under the tab titled Forms. Complete this form as soon as possible after any incident that involves any serious form of student misconduct or to report any student behavior which you feel may cause harm to the student, yourself, or other students. Also if you observe behavior that you think is a threat to you or others, call 911.

## CANCELLATION OF CLASSES

Cancellation of **on-campus classes** due to severe weather or other conditions will be announced by the college through area radio and TV stations. Day class cancellation will normally be announced by 6:30 a.m. Evening class cancellation will normally be announced by 5 p.m. If day classes are cancelled, classes are cancelled for both day and evening, and support service offices are closed, as well.

Cancellation of **off-campus classes** due to severe weather will be regulated by the specific public school system hosting the college courses. For example, if Gaylord Public Schools are closed, NCMC classes held in Gaylord (including the Gaylord University Center) are also cancelled. You should be aware of the status of the school system where your course is held and be aware of media announcements covering updates on school cancellations.

In the event a high school or other facility is closed due to student illness, College courses will still be held, as planned. Any exceptions to this will be communicated with faculty, staff, and students as soon as possible. If the College decides to close due to student illness, faculty, staff, and students will be notified using all available methods, including Gmail, Blackboard, and the NCMC website.

Adjunct Faculty are encouraged to use Blackboard to assign course content in the event of a snow day or at any other time a class may be canceled. This use of Blackboard helps keep students connected and on track when classes cannot be held.

Students and others can check for announcements of class status by calling (231) 348-6600 or looking online for class cancellations at [www.ncmich.edu](http://www.ncmich.edu) or by checking course announcements in Blackboard. Faculty and students who have signed up for “My Alerts” will also be notified by email, text, Twitter and Facebook.

If you are unable to meet your class, please contact your Director of Adjunct Faculty and the Instructional Support Assistant. If there is a need to locate a particular student, it is important that we have accurate information regarding whether a class is meeting on a specific day. Off-campus faculty should contact the Director of Off-Campus Programming and the Instructional Support Assistant.

In the event of excessive absenteeism (i.e., more than one class) faculty are expected to make a reasonable attempt to cover the material missed.

## CANCELLATIONS THAT OCCUR THE LAST WEEK OF CLASSES

If an off-campus or on-campus class is cancelled during the final week of the semester because of inclement weather, faculty can handle the calculation of students’ final grades by doing the following:

1. If the instructor thinks he/she can arrive at an appropriate and accurate final grade for the course for all students, the final examination or activity that was scheduled may be waived.
2. If any student objects to the waiver of the final activity because he/she wants the grade for it to be included

in the final course grade, the instructor must make individual arrangements for that student.

3. If the instructor thinks that the final week activity (examination, report, presentation, etc.) is essential to determining all students' final grades. The off-campus instructor should work with the Director of Off-Campus Programming to determine an alternate day, time, and place to administer that activity. The on-campus instructor should work with his or her associate dean. The college will assist the instructor in contacting students about these arrangements.
4. In the cases of # 2 and # 3 above, if the end of the semester grade submission deadline occurs before the alternate activity date, the instructor should give the students an incomplete ("I") as the final grade. This "I" will be changed as appropriate following the completion of the alternate activity. Please refer to the college catalog for policies regarding incomplete grades.

## **FIELD TRIP POLICY**

A field trip is defined as any class activity that takes place off campus. Any faculty who wish to take their class on a field trip must complete a field trip request form and submit it to their Associate Dean. This form can be found on the Portal under the Faculty Tools tab; Adjunct Faculty Forms.

## **PROCEDURE FOR STUDENT ACADEMIC COMPLAINTS**

Before students take academic complaints to an advisor, counselor or administrator, they should try to resolve their concerns with the teacher in question.

If the student is not satisfied with the outcome of the meeting, he/she may then take the complaint to the appropriate Associate Dean.

If the student is still not satisfied he/she may then take the complaint to the Vice President of Academic Affairs.

For a complete description of the procedure, please refer to the Student Handbook available at [www.ncmich.edu](http://www.ncmich.edu).

## **FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)**

FERPA protects student's privacy while enrolled in college and certain information about the student cannot be given out to anyone, including parents. It is our practice that any student taking a class at North Central is covered by FERPA regardless of age or status including dual-enrolled students. What information can and cannot be given out is described in the document below. If you have any questions about FERPA, see the Director of Adjunct Faculty, your Associate Dean or the Registrar.



# FERPA

(Family Educational Rights and Privacy Act)

North Central Michigan College (NCMC) will exercise every measure to protect students' rights and privacy. The only information that may be released/disclosed is directory information.

**DIRECTORY INFORMATION – NO AUTHORIZATION  
RELEASE REQUIRED FROM STUDENT:**

- ✓ Name
- ✓ Address
- ✓ Telephone Number(s)
- ✓ Student Classification (active/inactive)
- ✓ Dates of attendance by term/year
- ✓ Full-time/Part-time
- ✓ Degrees/Honors/Dates earned
- ✓ Certificates/ Dates earned
- ✓ Field of Study
- ✓ E-mail Addresses

**Note:** Records from previous schools become the property of North Central Michigan College and cannot be sent to another school or released to student.

**RELEASE AUTHORIZATION REQUIRED:** Requires written, signed, and dated authorization from student. (Do not release over the phone – even to individual claiming to be the student!)

- ✗ Class Schedule
- ✗ Class Grades
- ✗ GPA
- ✗ Number of credit hours
- ✗ Social Security Number
- ✗ Any/All Financial Aid Information
- ✗ Payment/Billing Information
- ✗ Academic Standing
- ✗ Date of Birth
- ✗ Race/Ethnicity
- ✗ Transcript
- ✗ All records not indicated as directory information

**Note:** If a PARENT produces a current tax form (1040) listing student as a dependent to the Registrar's Office, then any requested information may be released to that parent.

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Releasing Information to NCMC employees: *Always & only on a NEED TO KNOW basis.*

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If you have any questions, please call Renee DeYoung or Nicki Morris in Student Services

# Early Alert



Early Alert is a program aimed to increase the success of at-risk and struggling students has be introduced. It is called Early Alert Referral, and it is intended to connect struggling students with services or interventions early in the semester when they could have some positive effect on the student's course success.

Between weeks 3 and 5 in the semester (2 and 3 in summer), you, the instructor, identify students in your courses who you believe are struggling or who exhibit signs of at-risk behaviors. These include:

- Poor attendance
- Missing/incomplete assignments
- Poor grades
- Classroom behavior/attitude
- Poor Preparation/participation
- Lack of Study skills

The instructor fills out an Early Alert form for each student who they think could benefit from a success intervention. This is received by Student Services, and then the student is contacted to create a success plan with an advisor. This plan could include visiting the instructor, counseling/advising, tutoring, workshops, course referral, skill building, and will hopefully lead to the conquering of personal barriers for each student.

Early Alert programs were developed as retention tools to improve student persistence and success rates. Faculty awareness of potential problems constitutes the backbone of this program and is the key to its success. This system has been a proven method at many colleges, and one we hope will increase the success rates for our students as well. Many student responses have indicated an appreciation for simply knowing their instructors and others are concerned for their success and have made an effort to reach out to them.

The Early Alert form may be found on the Portal under Quick Links.

We thank you for your continued efforts to increase student success .

# ***COLLEGE POLICIES & PROCEDURES***

## **SPRING BREAK POLICY**

Spring Break will coincide with the Spring Break of the institution hosting the off-campus classes. For example, NCMC classes offered in Gaylord will recognize the Spring Break week of Gaylord Area Schools.

NCMC students taking classes at more than one NCMC location may find their classes observing different Spring Break periods. In these cases, students are responsible for making individual arrangements with their instructors. Faculty are encouraged to make reasonable accommodations for students missing class because of conflicting Spring Break periods. However, faculty are not expected to provide special instruction for students absent for this reason. Responsibility for getting material missed under these circumstances rests with the students.

## **POLICY ON SMOKING, EATING AND DRINKING**

**Beginning August 1, 2011, NCMC is Tobacco-Free.** In an effort to maintain a healthy work and learning environment for all students, employees and visitors, the college will prohibit the use of all tobacco products by employees, students, and visitors on the Petoskey campus, except inside individual automobiles.

The prohibition will apply to all buildings, and facilities, and all outdoor locations owned or controlled by the college. For purposes of this policy, tobacco is defined as any tobacco product that is smoked, chewed, or consumed in any other fashion. Also included in this policy are electronic, nicotine-containing devices commonly referred to as “e-cigarettes.”

Products that are part of a smoking-cessation program, including patches or gum containing nicotine, are not banned by this policy.

Off-Campus faculty should comply with the smoking policies of the host institution.

**Eating and drinking are prohibited in all computer labs.** Snack areas are maintained for use prior to class or during breaks.

## **EMERGENCY PROCEDURES**

**In the event of an emergency call 911.** Note: If you use a college telephone on campus, simply dial 911 (no other numbers). In the event of a medical emergency, make the individual(s) as comfortable as possible until assistance arrives.

Adjunct faculty teaching off-campus should familiarize themselves with the emergency procedures at their particular site.

A summary of all emergency procedures may be found in the appendix.

## **BEHAVIOR INCIDENT REPORT**

Anytime an incident occurs in the classroom or at the facility in which you are teaching, which involves a medical, security or safety concern, a Behavior Incident Report should be completed. The form may be found on-line on the portal in your My North Central, click on the tab Forms.

Once completed college administration is automatically notified and will be able to address the issue directly.

## **FIRE EVACUATION POLICY**

In the event a fire alarm sounds while classes are in session, students and staff are to evacuate the building following the evacuation plan in your classroom. Proceed in an orderly manner to the nearest exit and withdraw a minimum of 100 feet from the building.

If you encounter a fire, pull the nearest fire alarm and evacuate as instructed above. The alarm automatically alerts the Petoskey Public Safety Department.

Fire extinguishers are located throughout all buildings. Please familiarize yourself with their location.

## **MAINTENANCE**

Damaged college property should be reported to maintenance at (231)-348-6384. If you are unable to contact someone in the maintenance department, please report the damage to the Director of Adjunct Faculty.

Damage of property in classrooms off-campus should be reported to the Director of Off-Campus Programming.

Your cooperation in keeping classrooms clean and orderly, both on- and off-campus, is appreciated. If you remove items (e.g., chairs, maps, or A/V equipment) from the classrooms, please return them afterwards. For classrooms off-campus, it is requested that rooms be left exactly as found. For example, chairs should be placed on top of desks, lights turned off, white boards wiped down, and electronic equipment turned off.

If you are teaching in a computer lab (rooms 140, 144, 150 or 218) and experience problems with any of the computer or related equipment, contact IT HELP DESK at (231)-348-6617 (ext 6617 from a campus phone) and either relay the problem or leave a message.

If this equipment is not available for use in your classroom or not working properly, please notify the Director of Off-Campus Programming. If you are teaching at the University Center in Gaylord, an instructor podium equipped with a computer is available for instructional use. For training on how to use this equipment or to report any problems that may occur with equipment, please contact the Director of Off-Campus Programming.

# ***THE SYLLABUS***

## **WRITING A SUCCESSFUL SYLLABUS**

A successful syllabus should communicate to students what the course is about, how it fits into the curriculum or major, and what will be required of the students for them to complete the course with a passing grade.

A thorough syllabus contains two parts:

1. General information about the course, the instructor, the work required and the policies;
2. A schedule of readings, assignments, examinations and due dates of projects or papers.

Because the syllabus gives students an overview of the course and the work required of them, it may be viewed as a sort of "contract" between students and teachers. Accordingly, you should plan carefully when preparing your syllabus and strive for precision and specificity when writing it. You should be very clear about the consequences involved with whatever policies you adopt for your class. For example, can students miss an exam with or without prior notification? What happens if they do miss an exam or submit assignments late? Think through the possible scenarios and elaborate on them, so that it is as unambiguous as possible. If you have any questions about this, please see your Director of Adjunct Faculty.

## **The Syllabus**

**Part I: General Course Information** (optional information in italics):

### **The Course**

- Course title
- Course Description
- Course number, course section and credit hours
- Classroom location, days and hours the class meets
- Prerequisites, (if any)

### **The Instructor**

- Full name and title
- ncmich email address
- ncmich phone number and ext. number

### **Required Materials**

- Textbooks
- Other required materials, such as notebooks, lap-top computers or calculators

### **Course Description**

- Objectives: describe the subject matter of the course as well as what new information, understanding, or skills students should acquire by the time they have completed the course
- Course Goals: briefly describe the purpose of the course and why it is important

- **Course Structure:** briefly describe the organization of the course
- **Instructional Method:** describe briefly any major instructional approaches to the material (e.g. case method, practical, or simulation)

**Policies** (be precise and specific so that both you and your students have a guide of policies and consequences should difficulties arise)

- **Attendance:** define precisely what role attendance will play for students.
- **Lateness:** define precisely how you will handle tardiness.
- **Class Participation:** Explain what is expected of students in terms of participation and how it will affect students' grades.
- **Academic Dishonesty:** Explain what constitutes cheating and plagiarism as well as the possible sanctions that can result from academic dishonesty.
- **Copy and Paste** the College's statement on academic dishonesty into your syllabus. See text on checklist.
- **Policy on accepting late papers or assignments.**
- **Policy on make-up tests.**
- **Policy on use of electronic equipment in the classroom.**
- **Policy on the use of PDA's, cell phones, I-pods or similar electronic devices in class.**
- **Technology Disclaimer.**

### **Grading**

- **Components of the Final Grade:** list all aspects of the course that contribute to the student's grade (e.g. deliverables, participation, exams)
- **Weighting:** indicate the percentage of the final grade each component of the course will contribute
- **Criteria:** describe as specifically as possible what criteria will be used to determine course grades including grading scale
- **Calculation:** explain the means by which grades are to be determined (numerical scale, what points means, total points possible)

### **Part II:**

#### **Schedule of Events, Readings, Assignments, Examinations, and Due Dates of Papers and/or Projects**

This part of the syllabus should indicate what work is expected of students by a particular date. Although providing students with an accurate plan of how the semester will progress is important. Course schedules should be indicated as tentative. An overly detailed syllabus can very easily lead to frustration for both you and your students.

Organize the schedule of events and tasks to best meet your goals, the preparation level of your students, the subject matter, and the class structure: by week; class section; or day.

## Checklist for Writing a Successful Syllabus

The following checklist can help you develop your syllabus. Most NCMC courses have a master course syllabus. Please contact your Associate Dean if you do not have a copy of the master course syllabus for your course.

\_\_\_\_\_ Course number, section, title, meeting days and time, room, and building.

\_\_\_\_\_ Your name, title, ncmich telephone number and ext, ncmich email.

\_\_\_\_\_ Your office hours or a time when students can meet with you.

\_\_\_\_\_ Course Description (as listed in Master Course Syllabus).

\_\_\_\_\_ Required purchases texts and supplies.

\_\_\_\_\_ Prerequisites (As listed in Master Course Syllabus).

\_\_\_\_\_ Course outcomes or objectives (As listed in Master Course Syllabus).

\_\_\_\_\_ Schedule of assignments; readings, exams, papers, and other required learning assessment activities.

\_\_\_\_\_ Grading standards and criteria (Students should know what elements of the class will determine their final grade and what grading scale you will use in assigning the final grades.)

\_\_\_\_\_ Course policies regarding, attendance, make-ups, late assignments, tests or exams, extra credit, extensions, illnesses, cheating, and plagiarism, Grades including P/F, I, and W grades.

\_\_\_\_\_ Course Calendar (indicate tentative, subject to change)

\_\_\_\_\_ Supplementary material to help students succeed in the course, studying, note taking, additional readings or resources.

\_\_\_\_\_ Include Technology disclaimer.

Let's face it: technology breaks, servers go down, transfers' time out, files become corrupt. The list goes on and on. These are not considered emergencies. They are part of the normal production process. An issue you may have with technology is no excuse for late work. You need to protect yourself by managing your time and backing up your work.

\_\_\_\_\_ Include Accommodations Statement: **Disability Information**

Reasonable accommodations can be provided for students with documented disabilities. Please contact Learning Support Services to arrange these: SCRC 533, (231)-348-6817 or (231)-348-6687, or [lss@ncmich.edu](mailto:lss@ncmich.edu).

\_\_\_\_\_ Include the college's statement on Academic Dishonesty.

Academic Dishonesty, misconduct, cheating or plagiarism or other forms of academic dishonesty

including acquisition without permission of tests or other academic materials. Included are those students who aid and abet, as well as those who attempt such behavior. Plagiarism includes, but is not limited to, the use whether by paraphrase or direct quotation, of published or unpublished work of another person without full and clear attribution. It also includes the unacknowledged use of materials prepared by another person or agency engaged in the selling of term papers or other academic materials. Incidents of academic dishonesty shall be dealt with according to the procedures outlined in Academic Dishonesty as found in the student handbook. Any act of academic dishonesty in this course will result in a failure of the assignment and possible failure of the course.

\_\_\_\_\_ Electronic copy of syllabus sent to Associate Dean or the Director of Adjunct Faculty.

\_\_\_\_\_ Post a copy of the syllabus on Blackboard.

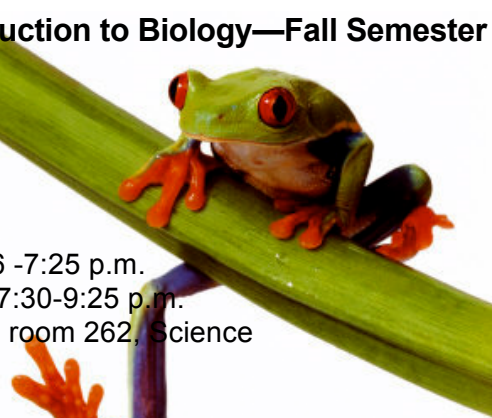


# MODEL SYLLABUS

## Introduction to Biology—Fall Semester 2010

### Course Information

Course number .....	BIO 101 A
Credit hours .....	4
Prerequisites .....	None
Lecture .....	Tues & Thurs, 6 -7:25 p.m.
Lab .....	Tues or Thurs, 7:30-9:25 p.m.
Location .....	Lecture & lab in room 262, Science Building



### Instructor Information

Instructor .....	Anna Walker
Home phone/email .....	(231) -838-6842/ <a href="mailto:awalker@ncmich.edu">awalker@ncmich.edu</a>

### Course Description

This is a biology course designed especially for non-science majors and for those students wishing to improve their skills before attempting more advanced studies. During lecture, class discussion and lab activities, students are introduced to biological concepts and the importance of these concepts to life on earth. Dissection is **not** required.

### Course Outcomes

After successfully completing this course students will:

- understand the methods by which scientists gain knowledge.
- understand basic biological concepts and their application to the real world.
- know how to use proper and safe scientific methods in the laboratory.
- be able to share scientific knowledge with others.
- know how to use scientific methods to solve biological problems.

### Materials Needed

Biology 101 A, Lecture Outlines  
 Binder (2" suggested to organize notes and outlines)  
 Lab Handouts (furnished by instructor)  
 Calculator (not required, but helpful for some labs)  
 Textbook: *Concepts in Biology*; [Eldon Enger](#), [Frederick Ross](#), [David Bailey](#); McGraw-Hill Science  
 \*\*\*\**textbook is not required for class assignments but recommended as a study tool and for further reading*

### Evaluation Criteria

Labs .....	12 @ 25 .....	300 points
Exams .....	3 @ 100 .....	300 points
Hot Topics in Biology Paper.....		25 points
Endangered Species Brochure.....		45 points
Phylogenic Tree Project.....		30 points
Participation .....		100 points
Total Points Possible .....		800 points

**\*\*\*point values and assignments are subject to change at the instructor's discretion**

## **Grading Scale:**

A = 94 - 100%

A- = 90 - 93%

B+ = 87 - 89%

B = 84 - 86%

B- = 80 - 83%

C+ = 77 - 79%

C = 74 - 76%

C- = 70 - 73%

D+ = 67 - 69%

D = 64 - 66%

D- = 60 - 63%

E = BELOW 60%

Grades will be posted and updated weekly after the first exam. You will be given a confidential ID number so you can keep track of your progress. Students are encouraged to email or see the instructor before or after class to discuss any concerns relating to grades, labs or exams.

## **Student Responsibilities**

### **Class Attendance**

Students who do not attend class regularly do poorly on exams and lose participation points. Students who do not attend labs lose lab points. Tardiness to lecture or lab is inappropriate because it is disruptive to other students who have arrived on time. Students who arrive late will lose participation points.

### **Labs**

Lab reports are due at the end of the lab period during which they are accomplished. If you are unable to attend your regular lab session for a good reason you may be able to come to a different section (see page 1) or schedule a lab makeup **if** you make arrangements with me ahead of time. If it is impossible to make up the lab during the same week, an alternate assignment may be available in the case of extreme circumstances but not for avoidable absences. You may be eligible to be excused from one lab only **if** you put your reason for missing in writing and turn it in to me either before the session or within one week of the missed lab. Arrive at lab on time to avoid missing important instructions.

### **Exams**

There are three exams each worth 75 points. The questions will be fill-ins, matching, essay and short answer. Exams are not given early. Make-ups may be available for a good reason (this is my decision). **Call ahead if you are going to miss.** If it was possible for you to contact the instructor on the day of the missed exam and you did not, a make-up is unlikely. **There will be an automatic 5 point deduction in participation points for taking an exam as a make-up.**

**\*\*\*\*\*The most effective way to prepare for an exam is to practice and make sure that you are able to perform all of the assigned objectives.**

### **Biology Mini-Projects**

During the semester, each student will complete three small assignments that relate to the topics that we are covering in class. A rubric will be supplied for each assignment. Each deadline will be posted at least two weeks before the project is due. **Late projects will loose 10% points per day.** The projects will be evaluated on their organization, neatness and completeness.

### **Participation Points**

Students can expect all of these points if they attend class regularly, arrive on time for lecture and lab, actively take part in all of the class activities, come to class prepared, take all exams on time, follow directions, maintain a positive attitude, keep cell phones and other electronic devices turned off during lecture and lab,

and behave in a helpful, responsible and appropriate manner.

### **Academic Dishonesty**

Academic Dishonesty, misconduct, cheating or plagiarism or other forms of academic dishonesty including acquisition without permission of tests or other academic materials. Included are those students who aid and abet, as well as those who attempt such behavior. Plagiarism includes, but is not limited to, the use whether by paraphrase or direct quotation, of published or unpublished work of another person without full and clear attribution. It also includes the unacknowledged use of materials prepared by another person or agency engaged in the selling of term papers or other academic materials. Incidents of academic dishonesty shall be dealt with according to the procedures outlined in Academic Dishonesty as found in the student handbook. Any act of academic dishonesty in this course will result in an E or 0 points for the assignment and possible failure of the course.

### **Technology Disclaimer**

Let's face it: technology breaks, servers go down, transfers time out, files become corrupt. The list goes on and on. These are not considered emergencies. They are part of the normal production process. An issue you may have with technology is no excuse for late work. You need to protect yourself by managing your time and backing up your work.

### **Disability Statement**

Reasonable accommodations can be provided for students with documented disabilities. Please contact Learning Support Services for assistance: (231) 348-6817 or [lss@ncmich.edu](mailto:lss@ncmich.edu).

### **Need Help?**

I hope that you will not be afraid to ask for help. See me during my office hours, e-mail or call. If I don't answer the phone, leave a message. Free tutors are available through Learning Support Services.

# APPENDIX B

## MICHIGAN RIGHT-TO-KNOW LAW

The following written Hazard Communication Program has been established for North Central Michigan College in compliance with the Michigan Right-to-Know Law. The Program will be available in the office for review by all employees.

### *I. Areas of Responsibility*

Area	Responsible Party
Art Department	Professor of Art
Biology Department	Professor of Biology
Chemistry Department	Professor of Chemistry
Food Service & Conference Center	Director of Food Service & Conference Center
Library and Academic Technologies	Associate Dean of Library & Academic Technology
IT	Associate Dean of Library & Academic Technology
Nursing Department	Associate Dean of Nursing and Allied Health
Physical Plant	Physical Plant Director
Student Community Resource Center	Director of Student Community Resource Center

### *II. Hazard Determination*

- A. NCMC will rely on material safety data sheets from material suppliers to meet hazard determination requirements.
- B. Purchase Orders will contain the wording "Products Will Not Be Received Unless Proper Hazardous Labeling Is On The Product Container."

### *III. Labeling*

- A. Individuals identified in section "I" will be responsible for seeing that all containers coming into their areas are properly labeled.
- B. All incoming labels shall be checked for: identity, hazard warning, name of supplier.
- C. Each individual shall be responsible for seeing that all portable containers used in his or her work area are labeled with identity and hazard warning.
- D. All piping that carries natural gas must be labeled at access points and at every ten (10') feet throughout the campus with the words: "Natural Gas" in the color blue.

### *IV. Material Safety Data Sheets (MSDS)*

- A. A complete MSDS will include the following information:
  - Identity of hazardous ingredients.
  - Chemical characteristics (flash point, boiling point, etc.)
  - Physical hazards such as fires and explosions.

- Health effects, including signs of exposure, acute and chronic effects, and primary routes of entry.
  - Exposure limits.
  - Ingredients which are known or suspected of causing cancer.
  - Precautions for safe handling.
  - Measures to control exposures, such as ventilation and personal protective equipment.
  - Emergency first aid procedures.
  - Name, address and phone number of the supplier.
- B. The plant supervisor will be responsible for compiling and maintaining the master MSDS file. It will be kept in the Physical Plant.
- C. Copies of MSDSs for all hazardous chemicals, to which departmental employees may be exposed, will be kept in a binder in the departmental supervisor's office.
- D. MSDSs will be available for review by all employees during each work shift. Copies will be available upon request to the departmental supervisor.
- E. All of the above information will be available to all outside contractors from the responsible person for each listed area.

#### ***V. Employee Information and Training***

- A. The Director of Physical Plant will coordinate, facilitate, and maintain records of safety training conducted at NCMC for all affected employees.
- B. Each new employee will view a video and receive a list of hazardous materials in the particular work area. Employees will sign a form stating they received the list and training on the following:
- The requirements of the Right to Know Law.
  - The methods used to detect hazardous chemicals in the workplace in the specific hazards of chemicals to which employees might be exposed.
  - How to find and use written information like labels and MSDSs.
  - The measures necessary to reduce harmful exposures, such as local exhaust ventilation

#### ***VI. Hazardous Non-Routine Tasks***

- A. On occasion, employees are required to do work in hazardous areas (e.g., confined spaces). Prior to starting work in such areas, each employee will be given information about the hazards involved in these areas. This information will include the specific chemical hazards and safety and protection measures employees can take to lessen risks involved in performing these tasks.
- B. It is the policy of the College that no employee will begin work in a confined space, or any non-routine task, without first receiving a safety briefing.
- C. The Director will work with the local fire department in keeping them updated and completing any forms they require regarding hazardous chemicals.

#### ***VII. Disposal of Hazardous Chemicals***

Products with hazardous chemicals will be disposed of only if approved by the departmental supervisor or

his designee and the Director of Physical Plant and certified hazardous waste service must be used.

***VIII. Informing Contractors***

- A. It is the responsibility of the Director of Physical Plant of North Central Michigan College to provide any other contractors with employees, exposed to our chemicals, with the following information:
  - 1. Hazardous chemicals with which they may come in contact.
  - 2. Measures the contractors should take to lessen the risks.
  - 3. Where to get MSDSs for all hazardous chemicals.
  
- B. It is the responsibility of the Director of Physical Plant to obtain chemical information from contractors when they will expose our employees to hazardous chemicals which they may bring into our workplace.

## ***APPENDIX C***

### **NORTH CENTRAL MICHIGAN COLLEGE POSITION DESCRIPTION**

Position Title Adjunct Faculty	Position Code	Original Date July 28, 2010	Grade
Organizational Unit Instruction	Reports To: Director of Adjunct Faculty/ Associate Dean	Rev No & Date June 19 2012	Page 1 of 2

#### **GENERAL DESCRIPTION**

1. Adjunct Faculty will utilize active learning strategies to assist the learner in meeting the course objectives.
2. Adjunct Faculty will teach college course work as defined by North Central Michigan College and assigned by either the Director of Adjunct Faculty or the Associate Dean.
3. Adjunct Faculty will be evaluated by students and college administration.
4. Adjunct Faculty will participate in outcomes assessment efforts of the college.
5. Adjunct Faculty will conduct themselves in a professional manner promoting statesmanship with students, other faculty and administrative staff.
6. The College does not employ any permanent adjunct instructors. In the scheduling of both full-time and part-time/adjunct faculty for NCMC courses, the College reviews a variety of factors including, but not limited to, full-time faculty load requirements, matching skills with course openings, location of courses, etc. The administration reserves the right to select and schedule both full-time and part-time faculty as course needs dictate. Adjunct faculty are hired to teach on a semester by semester basis as the College's needs dictate. Being hired to teach in a single semester does not obligate the College nor the Adjunct faculty member to future teaching assignments.

#### **DUTIES**

1. Attends annual planning seminars usually held prior to both fall and winter semesters.
2. Use the Learning Management Model (LMM), currently Blackboard, for posting of course syllabus and student grades.

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Adjunct Faculty		June 2012	2 of 2

3. Create a syllabus for each course taught in accordance with master syllabi and will make it available to all students during the first week of classes. Adjunct Faculty will also send an electronic copy of the course syllabus to the Director of Adjunct Faculty and your Associate Dean within the first week of each semester you teach.
4. Follow textbook ordering procedure and will respond promptly to requests for textbook information.
5. Submits final course grades by noon on the Tuesday following the end of the semester.
6. Use the ncmich.edu email account to communicate with students, faculty and staff and will check it frequently and respond in a timely fashion to all emails.
7. Arrange with students to be available outside the classroom.
8. Maintain course records as appropriate to normal college procedures and for course assessment.
9. Communicate with students both verbally and in writing according to FERPA guidelines.
10. Participate in professional development opportunities on campus when available.
11. Follows all college procedures and policies.
12. Performs other related duties as assigned.

### **MINIMUM QUALIFICATIONS**

1. Bachelor's degree in related field to course being taught, master's preferred from a regionally accredited institution.
2. Minimum two years teaching in a post-secondary environment preferred.
3. Knowledge of adult learning theory and techniques
4. Demonstrate an understanding of, and commitment to, the mission of a comprehensive community college.
5. Skills necessary to identify and use relevant technology.
6. Excellent written/verbal skills.



## *APPENDIX D*

# **NORTH CENTRAL MICHIGAN COLLEGE COPYRIGHT FAIR USE POLICY**

North Central Michigan College acknowledges and encourages the appropriate use (i.e., reproduction, distribution, performance and display) of copyrighted works and materials for teaching, scholarship and research purposes consistent with federal copyright law and the standards for fair use. Given both the importance of complying with federal copyright law and the difficulty of determining fair use, this policy provides guidance for the use of others' work as well as links to copyright and fair use resources.

For purposes of this policy, copyrighted works and materials include all audio visual, electronic, and printed works and materials under copyright protection. Some materials are not subject to copyright protection, including:

works that lack originality (e.g., the phone book);  
freeware;  
US Government works;  
facts;  
ideas, procedures, concepts, principles or discoveries as distinguished from a description, explanation, or illustration thereof; and  
works in the public domain, including works with copyrights that have expired (generally older than 95 years). Since a copyright notice is no longer required, the absence of the ©, especially for works published after 1978, does not necessarily mean the work is in the public domain.

The concept of fair use is embodied in section 107 of the copyright law. This law provides that certain limited use of copyrighted materials for such purposes as teaching, criticism, commentary, reporting, scholarship and research is not infringement of copyright. The law sets forth four factors to be considered when making a determination of fair use:

- The purpose and character of the use, including whether such use is of a commercial nature or is for nonprofit educational purposes;
- The nature of the copyrighted work;
- The amount and substantiality of the portion used in relation to the copyrighted work as a whole;
- The effect of the use upon the potential market for, or value of, the copyrighted work.

# APPENDIX E

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### Shelter in Place

- Stay in your room/office/classroom.
- Notify those around you not to leave the building. The exterior doors will be locked to prevent persons from entering the buildings.
- Lock the doors, cover the door window, pull down the blinds and stay calm.
- Stay away from windows.
- Check your email or the college website for additional updates.
- Report any suspicious activity, sounds or smells to our Physical Plant- 6385 or 911 (on campus phones) or 231-439-6385 (cell phones).
- Come out when you receive the "all clear."

### Student Unrest

- Call 9-1-1 if necessary
- Call 231-439-6385 to notify Administration of the incident
- Ensure the safety of students and staff first
- Communicate information to staff
- Assist Law Enforcement as requested
- Move student or students involved to an isolated area
- Keep students calm
- Implement Lockdown Procedures if appropriate
- Do not allow students to leave the class room until you receive an all-clear signal
- Defuse situation, if possible
- Assess counseling needs of victim or witness

### Fire/Explosion

- Call 9-1-1 immediately
- Activate the building fire alarm
- Call 231-439-6385 to notify Administration of the incident
- Evacuate building using the posted plans, closing all doors
- Do not use elevators
- Assist the disabled outside or to enclosed stairwell
- Advise Emergency Responders of location of disabled persons
- Evacuate to a safe distance outside
- Keep clear of roads and driveways
- Take attendance after arriving at assigned location
- No one may re-enter building until entire building is declared safe

### Hazardous Substance Exposure

- Briefly assess the situation
- Call 9-1-1
- Protect yourself
- Call 231-439-6385 to notify Administration of the incident
- Seal off area of leak/spill

### Toxic Fumes/Vapors

- Evacuate area, close door if possible
- Call 231-439-6385 to notify Administration of the incident
- Seal off area
- Assist victims as necessary





### Suspicious Letters/Packages or Containers


- Do not touch the item
- Call 231-439-6385 to notify Administration of the incident immediately
- Call 9-1-1
- Evacuate area, close doors or section off the area

### Flood/Water Damage

- Call 231-439-6385 to notify Administration of the incident immediately
- Evacuate area, close doors or section off the area

## Emergency Procedures



These procedures are provided as guidance only.

Never do anything to endanger yourself or others!

Abnormal or suspicious behavior should be documented and reported to a supervisor.

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**Police - Fire - Medical Emergency:** 911

**Maintenance:** 6385  
(from in-house phone):

**Maintenance 231-439-6385**  
(from off-campus/cell):

A complete **EMERGENCY CHECKLIST** for an emergency event is located in each office and classroom.

**For escort to your vehicle, contact maintenance.**

**NOTE:** Faculty and staff working at an off-campus site should familiarize themselves with the emergency procedures for that site. Always begin by calling 911. After following the procedures at the off-campus site, the NCMC employee is responsible for communicating with his/her supervisor.

### Telephoned Bomb Threat

- Use Bomb Threat Checklist
- Have a co-worker call 9-1-1 and 231-439-6385 while you're talking to the caller
- Ask where the bomb is located, when will the bomb go off, what materials are in the bomb, who is calling, why is caller doing this
- Listen closely to caller's voice and speech patterns and to noises in background
- Do not hang up the phone when done with the caller
- The College Incident Commander or designee initiates building evacuation procedures
- DO NOT ATTEMPT TO SEARCH THE PREMISES – The appropriate Law Enforcement Agency will coordinate search procedures to determine if the campus is safe.

### Medical Emergency

Call 9-1-1

- If qualified, administer first aid – If not seek someone who is
- Send someone to retrieve the AED
- Have someone call 231-439-6385 to notify Administration of the incident
- DO NOT MOVE VICTIM except to prevent further injury
- Stay with victim until Law Enforcement or Emergency Medical Services arrive
- Get info as to what happened and name of the victim
- As an official of the College, NEVER transport the patient to the hospital – the patient MUST go by ambulance, with a friend, or a family member.
- Document (in the incident report) how the victim was transported

### Severe Weather

- Move students and staff to designated safe areas (basement or interior hall of lower floor)
- Avoid auditoriums, elevators, gymnasiums, and similar large rooms
- Stay away from all windows and exterior doors
- Faculty should to take class attendance
- Account for all students
- Remain in safe area until emergency personnel have issued an all clear signal

### Lockdown

- Do not sound the fire alarm. If a fire alarm does go off during a lockdown, do not evacuate unless you smell smoke
- Know your exits
- Shut the blinds or pull the shades down
- Cover any windows or openings
- Turn off the lights. DO NOT respond to anyone at the door until "all clear" is announced
- Lock yourselves in classrooms, dorm rooms and offices. Do not lock exterior doors
- Stay low, away from windows and barricade door(s)
- Put your cell phones on vibrate
- Do not make any noise
- Take note of who left the room prior to the lockdown notice, and write down those names with intended destination (Example – John Smith left the classroom at 1:15 p.m. to use the restroom)

Lock Out-Lockdown response (See below)

**Get Out:** if the threat is in your area. **RUN**

**Take Out:** if the threat is in your immediate area and you can't run. **FIGHT!**

- If you are outside of a building when a lockdown is announced, stay outside
- Physical education classes being held in the gym should move into a locker room. Lock all doors and find a safe area
- Any students in the cafeterias should move to the nearest classrooms
- If in a restroom, move to a stall, lock it and crouch on the toilet
- Anyone in the hallway should move to the closest classroom immediately
- Cafeteria workers/support staff should stay in the area they are in, secure the doors and turn out the lights
- Students and staff in the library should remain in the library. Librarians should lock the doors, turn out the lights and locate a safe area

## Appendix F

North Central Michigan College relies on its instructors to maintain at all locations to provide the highest possible academic experience for students through engaged and effective teaching. The diverse backgrounds of North Central faculty members enable students to have a range of perspective throughout their educational careers.

College faculty members at all locations meet the same qualifications and high expectations as described below.

### Traditional

For most academic courses, requirements are a master's degree in the content area of a non-related master's degree with 18 graduate hours in the content area. In many cases, a Ph.D. in the discipline is preferred. For most career and technical courses, requirements are a bachelor's degree in the content area or an associate's degree in the content area with a minimum of two years of work/occupational experience. Specific licensures/certifications may be required for select career and technical courses.

	Degree Attainment	Credit Hours in Area of Instruction	Teaching Experience	Work Experience in Area of Instruction
General Education Courses	Master's Degree in content area or a non-related Master's with 18 grad hours in content area	18 grad hours in content area	3 years preferred	None required
CTE Courses	Bachelor's or Associate's Degree with work experience	Undergraduate hours in content area	2 years preferred	Two years, plus any applicable licensures or certificates

### Non-Traditional

The College recognizes that knowledge and expertise can be gained through alternative career paths. In lieu of the traditional credentials a candidate can submit a body of evidence that would replace the traditional credentials. The body of evidence should carry sufficient strength of

information to affirm to a higher education peer that the individual is equivalently qualified to teach the course as those with traditional credentials. The body of evidence may include a collection of such things as credentials, work experience, teaching experience at a level consistent with the proposed assignment, teaching experience at the post-secondary level, student ratings, superior evaluations, and outstanding references in addition to other possible materials.

A mixture of traditional and non-traditional evidence is common. When less traditional evidence is presented, stronger non-traditional evidence must be demonstrated. Consideration of qualifications under the non-traditional process may vary by department and the Dean of Instruction will make such judgments on a case-by-case basis.

Criteria considered in the non-traditional process for general education or liberal arts elective courses include:

- Minimum of three years teaching experience in the content area, with additional consideration given for having taught advanced placement (AP) courses or college level courses; **and**
- Successful completion of undergraduate and graduate level coursework to reflect knowledge and depth in the content area at a competence level that indicates the ability to teach the college level course, including a minimum of nine (9) graduate hours of related course work in the content area; **and**
- A Master's in Education or current enrollment in a master's program or ongoing continuing education/professional development equivalent to six (6) credit hours every three years.

Exception to Criteria(Provisional/Emergency):

An instructor who does not meet the traditional requirements may seek a provisional approval based on a commitment to an educational plan that moves to fulfill the requirements above in a given period.

Thus, a candidate with exceptional experience might commit to earning nine (9) or more graduate credits in the content area within a two-year period. Approval under the exception to the criteria process is considered provisional (one or two semesters) and the instructor must demonstrate progress towards earning the graduate level hours in order to receive another provisional approval that allows continuation until the required credential standards are met. Once the criteria are met and submitted for approval, the provisional status will be removed and a standard appointment period can begin.