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Mathematics, Science & Engineering Division Handbook for Faculty 2009 - 2010

DIVISION INTRODUCTION

The Division Handbook for Faculty is designed to provide an overview of our Division and to familiarize you with faculty support services, teaching tips, and College policies and procedures. Please also refer to the current College catalog, District policy manual, class schedule, student handbook, and the college-wide Faculty Handbook for additional information. Furthermore, please do not hesitate to call the department chairs, division staff, or myself if you have any questions about the College, teaching in general, or any instructional or work related issues.

In response to Title V of the Education Code, we expect faculty members to incorporate the following points into their course objectives, method of delivery, and grading system. These points include:

Teaching in accordance to the State Chancellor's Office approved course outline;

- Maintaining a strong emphasis on writing skills relative to homework assignments and examinations;
- Allowing two hours of outside study time for students for each lecture hour;
- Presenting subject matter with a scope and intensity which requires students to study independently outside of class;
- Promoting the student's ability to think critically as a requirement for participation;
- Using college-level vocabulary, study skills, and course materials;
- Basing grades, in part, on the use of essays and/or problem-solving exercises or skill demonstrations by students.

Teaching is one of the greatest callings in life. It opens the hearts and the minds of our students to new knowledge, growth, and learning opportunities both personally and professionally. Our Division wants the very best teachers in our classrooms. We welcome the opportunity to support and encourage you to be an excellent instructor and to actively promote student learning and success.

DIVISION OF MATHEMATICS, SCIENCE & ENGINEERING

Division Office Hours: Monday through Friday from 7:00 a.m. to 5:00 p.m.
The office will be closed for general use on major college holidays and weekends.

Office Location: SM 334
Office Telephone: (949) 582-4820
Division Web Site: <http://www.saddleback.edu/mse/>

Division Personnel and Departments

Division Dean: **Jim Wright**
office location: SM 339
telephone number: (949) 582-4820
e-mail address: jwright@saddleback.edu

Division Staff: **Suzanne Anderson**
Senior Administrative Assistant
office location: SM 334
telephone number: (949) 582-4820
e-mail address: sanderson@saddleback.edu

Beth Brokaw
Senior Administrative Assistant
office location: SM 334
telephone number: (949) 582-4820
e-mail address: bbrokaw@saddleback.edu

Vacant
Office Assistant
office location: SM 336
telephone number (949) 582-4820
email address:

Division Chairs and Subject Areas:

Astronomy/Physics/Engineering:

Mitch Haeri

office location: SM 140

telephone number: (949) 582-4815

e-mail address: mhaeri@saddleback.edu

Biological Sciences:

Steve Teh (co-chairperson)

office location: SM 254

telephone number: (949) 582-4741

e-mail address: steh@saddleback.edu

Tony Huntley (co-chairperson)

office location: SM 132

telephone number: (949) 582-4401

e-mail address: thuntley@saddleback.edu

Chemistry:

Scott Fier

office location: SM 255

telephone number: (949) 582-4687

e-mail address: sfier@saddleback.edu

Computer Science:

Michele Rousseau

office location: SM 350

telephone number: (949) 582-4728

e-mail address: mrousseau@saddleback.edu

Geology/Marine Science:

Jim Repka

office location: SM 133

telephone number: (949) 582-4694

e-mail address: jrepka@saddleback.edu

Mathematics:

Jeanne Smith

office location: SM 330

telephone number: (949) 582-4315

e-mail address: jsmith@saddleback.edu

Division Departments

Astronomy

Biological Sciences

Chemistry

Computer Science

Engineering

Geology

Mathematics

Marine Science (Oceanography)

Physics

Division Areas

Associate Faculty Office (SM 326)

Associate faculty members in the Division of Mathematics, Science & Engineering are encouraged to use the Associate Faculty Office (SM 326) as a work area and place to store your materials. This room has a computer and some storage space.

The office area will be open Monday through Friday from 7:00 a.m. to 5:00 p.m. Contact the Division staff to get a key to open the office. After hours to open the office area, contact Campus Safety at **582-4585**. **Be sure to lock the office when you leave.**

Teaching Supplies and College Forms

You may obtain teaching supplies and College forms from our Administrative Assistants during regular Division Office hours.

Mailboxes

The full-time faculty mailroom is located in the Division Office area of Mathematics, Science & Engineering on the third floor of SM. Associate faculty in Mathematics, Science & Engineering are provided with individual mailboxes in SM 308 (Faculty/Staff Lounge). The Division mailboxes are for faculty and staff use only; all efforts are made to enforce the security of these mailboxes by making sure that only authorized faculty and staff members handle the mail.

It is imperative that you regularly check your mailbox as you will receive many important documents from students, the Office of Admissions, Records, and Enrollment Services, and Division/College correspondence.

Faculty/Staff Lounge

Faculty and staff are encouraged to eat and relax in our faculty and staff lounge (SM 308). A refrigerator, microwave oven, chairs, tables, and a sofa are located in this room for your convenience and use.

Conference Room (SM 341)

The conference room is furnished with conference tables and chairs. Faculty and staff can reserve this room for interviews, make-up examinations, faculty and staff meetings, student conferences, club activities, and student study groups. Please reserve the use of this conference room with our administrative assistants.

Fax Room Meeting Space (SM 343)

Our fax room is available to meet the needs for smaller groups. It is furnished with a whiteboard/chalkboard and a table that accommodates 6-10 students. This room can be used for make-up exams, student conferences or study groups. Please contact the Division Office staff for availability.

Fax

A fax machine is available in the AGB building, main entrance, switchboard area for faculty use. You may also use the Division fax **(949-347-1936)** by speaking directly to our Division Office staff. The primary use of the Division fax machine is to send and receive College-related information. However, you may request permission to send/receive non-College material if the fax is available. The cost per page (sent or received) is **\$1.00**. **Homework cannot be accepted using the Division fax machine.**

Use of Classroom and Office Facilities

Facilities and Equipment Maintenance

There is no scheduled maintenance for the Division areas, so please be sure to clean up after yourself. If maintenance or repairs are needed on equipment or facilities, please notify the Division Office.

Facilities Procedures

It is requested that the rooms be left clean and in order. If you move the chairs, please return them to their original position before leaving. **No smoking, eating, or drinking is allowed in the classroom.**

Opening and Closing of Classrooms

Classrooms are normally unlocked at least ten minutes before scheduled starting time. If for some reason your classroom should be locked, contact our Administrative Assistants or an officer at Campus Safety (**582-4585**) for assistance.

2009 – 2010 COLLEGE CALENDAR

In addition to the Academic Calendar (posted on the College Web Site), specific important dates for each class are listed online at www.saddleback.edu under **Class Schedules**. Detailed information such as the last day to drop with a “W”, the first day of class, the last day of class, the expiration date for Add Permit Codes (APC) is listed under **class details** and on your class rosters via **MySite**.

PERSONNEL POLICIES AND PROCEDURES

Hiring Process for Faculty

All faculty members are required to go through an interview process with the Division and a formal hiring process through Human Resources (**3rd floor of the Health Sciences Building**). The South Orange County Community College District (SOCCCD) Board of Trustees will officially approve all new faculty hires. Associate faculty members are hired on a semester-to-semester basis with no guaranteed right of employment. The Governor signed legislation increasing the work for up to 66.6% (or the full-time load of 10 LHE each semester) effective January 1, 2009.

Teaching Assignment

If you are interested in teaching in the Division, you must talk to the Department Chair. Teaching assignments will be determined based upon student needs and the college budget. If you are offered an assignment, you must confirm your acceptance of this tentative class assignment by

notifying the Department Chairperson and the Division Office. The Office of Human Resources will formalize this agreement by sending you an Employment Agreement letter to be signed and returned immediately to Human Resources.

Change of Address

Please keep the Division Office and Human Resources informed of any change of address or home/work phone numbers by completing the "Information Update" form. Return the completed form to the Division Office, and it will be forwarded to Human Resources after our records are updated.

Paychecks and Absence Verification

You will be paid the last working day of each month. In March 2009, the Orange County Department of Education activated the **Employee Information System (EIS)**. For employees who have Net Check with the OCTFCU/Schools First or Direct Deposit with other financial institutions, this web site (<https://eis.ocde.us>) will provide access to view your paycheck stub on-line the day before each pay day. This does not change the official pay date; it is just allowing you to view the information that will be reflected on your regular pay day. If you do not have direct deposit, you will need to make arrangements to pick up your paycheck in the Payroll Department. If you have any further questions, please contact the Payroll Department at (949) 582-4890.

If you are absent during the course of the month, you will receive an absence verification form in your division mailbox. Please immediately sign this form and return it to the Division Office.

Sick Leave

All faculty members accrue sick leave at the rate of .0558 hours of leave per paid hour. For full-time faculty, this equates to one (1) day of paid sick leave each month of employment (i.e., 10 days for 10 months; 12 days for 12 months).

Unused sick leave accrues from each academic year to the next. At the beginning of each semester, all faculty members will receive a sick leave allotment credit equal to the appropriate entitlement for the semester. Information regarding the amount of sick leave accrued and remaining is available on MySite under **My Leave Balances** or through the Payroll Office at **582-4890**.

Other Leaves

Other leaves, both paid and unpaid, are also available for faculty members. Please refer to the Academic Employee Master Agreement for specific information.

Class Cancellations

Classes without a minimum enrollment of 22 students may be cancelled or merged with another section. To be counted as an official member of the class, a student must be present and enrolled. However, classes necessary for graduation or with extenuating circumstances may be offered with enrollments of below 22 students with your Dean's approval.

Faculty Evaluation Process

The evaluation of faculty is carried out in accordance with the Academic Employee Master Agreement. The primary purpose of the evaluation process is the continued improvement of instruction and instructional support services.

Student Learning Outcomes

All faculty members are required to assist in the creation, implementation and assessment of student learning outcomes on the programs and course level. The department chairperson will serve as a facilitator of student learning outcomes specific to the department. However, each faculty member should develop and post on their class syllabus two or three of their own student learning outcomes specific to the course level. Guidelines on how to establish and assess student learning outcomes are posted on the Educational Planning and Assessment website:

www.saddleback.edu/asenate/epa/.

Any results of the assessment of student learning outcomes will not be included in the faculty member's personnel files.

Tenured Faculty

All tenured faculty members will receive an administrative evaluation every two years to be conducted by the Division Dean or Vice President. The evaluation is based upon one fifty-minute observation of the faculty member in the performance of his or her duties, and will become a part of the faculty member's official personnel file. A faculty member may also elect to have a second evaluation conducted by a tenured faculty member of his or her choice. This second evaluation is intended for improvement of instruction, and it may become a part of the personnel file.

Student evaluations will also be conducted by the appropriate Vice President's office in at least one class, or its equivalent, during the time covered by the evaluation period. These student evaluations will be made available for the faculty member to review, and permanently given to the faculty member at the end of the semester. They will not be included in the faculty member's personnel file. All faculty members are encouraged to implement their own student evaluation during the semester in order to assess student learning and success specific to their classes.

Probationary (Non-Tenured) Full-Time Faculty

Probationary faculty members will be evaluated by the Division Dean, as well as members of a Tenure Review Committee (TRC), on a yearly basis as part of the tenure review process.

Student evaluations may be conducted by the appropriate Vice President's office in at least one class, or its equivalent, per year during the probationary period. These student evaluations will be made available for the faculty member to review, and may be shared with their TRC at the discretion of the probationary faculty member. The evaluations will be given to the faculty member at the end of the semester and will not be included in the faculty member's personnel file. All faculty members are encouraged to implement their own student evaluation during the semester in order to assess student learning and success specific to their classes.

Associate (Part-Time) Faculty

Associate faculty members will be evaluated during their first semester at Saddleback College, and once every four semesters thereafter. Associate faculty will be evaluated by their department chairperson and/or the Dean.

Student evaluations may also be conducted in at least one course during the first semester at the college, and then every other semester thereafter. These student evaluations will be made available for the faculty member to review, and permanently given to the faculty member at the end of the semester. They will not be included in the faculty member's personnel file. All faculty members are encouraged to implement their own student evaluation during the semester in order to assess student learning and success specific to their classes.

Sexual Harassment Policy

Sexual harassment is one of many forms of discrimination and abusive behavior. Other forms of discrimination based on race, color, gender, ancestry, national origin, age, marital status, disability (mental and physical) are prohibited. Sexual harassment is abusive and illegal behavior that harms

victims and negatively impacts the workplace by creating an environment of fear, distrust, and intolerance. South Orange County Community College District is committed to provide a safe, healthy environment for all employees and students that promotes respect, dignity, and equality.

INSTRUCTIONAL POLICIES AND PROCEDURES

Absences

Instructor absences must be reported to the Division Office at the earliest possible time. To report your absence, please follow these steps:

- Call **582-4820** during regular Division Office hours ahead of time to determine if a substitute is needed (if available) or if the class(es) should be dismissed. Office hours are M – F, 7:00 a.m. to 5:00 p.m. College policy is that after two consecutive absences, a substitute will be authorized.
- After 5:00 p.m. or before 7:00 a.m., please call the Campus Safety office at **582-4585**, **to report your absence and request that your class be posted as dismissed. You will still need to notify the Division Office of your absence. Upon your return, please fill out an Absence Verification for payroll purposes.**

Note: Only faculty members who are hired by the District and have prior approval of the Dean are to be used as substitutes for classes. Substitutes are approved on a case-by-case basis.

Late for a Class

If you are late for a class for any reason, you must notify the Division Office. To report your tardiness, please follow these steps:

- Call **582-4820** during regular Division Office hours.
- After Division Office hours call **both** the Campus Safety Office at **582-4585** **AND** the Division Office at **582-4820** and leave a message.

Class Schedule

Instructors are to meet their classes at the scheduled time, date, and location. Any change in time, date, or location must have prior approval through your Dean at **582-4820**. Failure to comply with the class schedule can and will be grounds for disciplinary action, including possible termination.

Class Meeting Times

As stated in the Academic Employee Master Agreement, a “contact hour” is defined as “fifty (50) clock minutes of a sixty (60) minute scheduled classroom activity.” Until now, the Schedule of Classes has never listed the exact end time. There was a tacit understanding that instructors would end their class about 10 minutes before the scheduled time to allow students to get to their next class and for incoming instructors to set up for the next class.

The State Chancellor's Office has recommended that all colleges look into this practice and state the exact end time on the schedule. Effective the Fall semester 2007, the Saddleback College Schedule has listed the exact end time for all classes. These end times need to be adhered to with only one exception – three (3) unit classes, meeting twice a week, will end five (5) minutes before the scheduled end time. All other classes will end at the scheduled time. Breaks may not be scheduled at the end of the class.

Faculty Substitutes for Classes

A substitute employee is one who is employed on a day-to-day basis to fill the position of a regular or contract or temporary employee who is absent from service. **Please do not make arrangements for your own substitute.** The Division maintains an official substitute list approved by your Division Dean and the Vice President for Instruction. All approval of substitutes must be arranged prior to the absence through the Division Office at **582-4820**.

Faculty members may substitute for each other by using an “Unpaid Workload Exchange” in accordance with the Academic Employee Master Agreement 2007– 2010. To facilitate this exchange, complete the “Unpaid Workload Exchange” and submit it to the Division Office.

Conference Request

Requests must be submitted at least ten (10) working days prior to the date of the conference and/or meeting. Every employee shall complete a conference request form and submit the completed form to the Division Office for approval from your Dean and Office of Instruction.

Textbook Ordering Process

The bookstore sets deadlines for textbook orders each semester. Please adhere to these deadlines to ensure that students are able to purchase all of their books prior to the beginning of the semester.

Once you have your class assignment, please request your textbooks via the paper form and return your textbook order to the Division Office. Please note that the Department Chairs will sign off on all textbook orders. The

Division Office will process the order with the College Bookstore and keep a copy of your textbook order in the Division Office.

After placing your textbook order, always confirm its status by:

- ensuring that your textbook order has been correctly posted on the College Bookstore Web Site
- visiting the College Bookstore to ensure that your textbooks are in stock

College Documents and Forms

Policies governing students and faculty are posted online via your Mysite portal under “Work” to “Employee Services” to “Employee Documents.”

Enrollment Procedures

Class Roster

Please access your class roster via the internet. The online roster may be downloaded from a work or home computer by following these steps:

Access the Saddleback College home page (www.saddleback.edu)

- Select MYSITE
- Select FACULTY/STAFF LOGIN
- Enter user name (ex: jsmith)
- Enter password (last 4 digits of Social Security Number + 00)
- Select “My Work” to “Faculty Services” to “Current Schedule”
- Select ROSTER Download

Student Add Process

Prior to first class session

- Students will be able to add/drop your classes by registering online or going in person to the Office of Admissions, Records, and Enrollment Services prior to the official closing of your classes.
- Each class closing time will vary and is generally 24 hours prior to the first class session.
- After your class is officially closed, please download your online class roster and your Add Permit Codes (APC) from the MySite portal at www.saddleback.edu.
- If you are unable to successfully download your class roster or your Add Permit Codes (APC), please immediately contact Admissions and Records, Joyce Semanik, Registrar, at extension 4342 for assistance.

From the first class session to Census Day

You can add students to your class by giving them the Add Permit Codes (APC). The codes are valid until their expiration date. These dates will vary according to each specific class.

Add Permit Codes (APC)

The Add Permit Code (APC) is an electronic method for students to add your class from the first day of class until the code expiration date.

Expiration of APC Codes

The deadlines for the APC Codes are listed on the top of your roster for each ticket number and on the Add Permit Code forms. After students are issued their APC Codes, direct them to register online or to go in person to the Office of Admissions, Records, and Enrollment Services (**SSC 102**) prior to the next class period. **If students are not listed on your on-line roster, they are not enrolled and may not continue to attend your class.**

To access your codes, please follow these steps:

- 1) From the Saddleback homepage at www.saddleback.edu, log onto **MySite**.
- 2) From the menu, choose "My Work" to "Faculty Services"
- 3) From the options, choose "Create/Manage AP Codes"
- 4) Enter the number of codes you wish to create/print for each class
- 5) Click onto "Create"
- 6) On the next screen, click onto "Create Print File"
- 7) When the document appears on the screen, chose "Print"

Procedures to add students after the expiration of the APC Codes

Only students with extenuating circumstances may add a class after the expiration date. Extenuating circumstances are verified cases of accidents, illnesses or other circumstances beyond the control of the student (Def. Title 5 Section 55758)

To add students after the expiration date of the APC code, the instructor must complete the "Late Add" card (yellow) and submit it to your Dean for approval. The "Late Add" card can be found in the Division Office area.

Your Dean will approve or deny the request as outlined on the "Late Add" card. If approved, your Dean will forward the card immediately to the Office of Admissions, Records, and Enrollment Services or request that the student take the Late Add card directly to Admissions, Records, and

Enrollment Services. If denied, your Dean will return the request to the instructor.

The Director of Admissions, Records, and Enrollment Services will review the "Late Add" card. The student will be notified by the Office of Admissions, Records, and Enrollment Services to complete the enrollment process within a limited timeline of three days. If students do not meet the three-day deadline, they will lose the opportunity for enrollment.

No Late Add cards will be accepted by the Office of Admissions and Records after the "DR" date. The "DR" date is the "no penalty drop date" noted on your class roster.

Emergency Financial Aid for Students

The Student Financial Assistance Office has an emergency loan program available to students. Please direct students who cannot pay for tuition or books to the Students Financial Assistance Office in **SSC 106**. Qualified students in emergency circumstances can borrow up to \$200 for the semester.

Enrollment Options

If a student is unable to officially enroll in your class, please encourage the student to stay connected to the online course registration at www.saddleback.edu for newly added, reopened, and late start classes.

IMPORTANT:

Due to a personal liability to you as the faculty member and to the College, after the first date of class attendance, the student must be officially enrolled in the class in order to attend the class session.

Student Drop Process

According to state regulations, all faculty members are obligated to drop "no show" and inactive students before the census date. (Title 5 Section 58004) The census date is posted at the top of your roster. Submit these drops online through MySite. Census date for Fall 2009 is September 8, 2009 and census date for Spring 2010 is February 2, 2010.

First Class Meeting & Attendance Policy

In order to accommodate students who wish to add closed classes, the college has adopted the following policy:

Students enrolled in a course who fail to attend the first class meeting may be dropped from the course by the instructor. Students who will miss the first class meeting must advise the instructor of the absence prior to the first class meeting in order to be assured that they will remain enrolled in the class. This does not preclude the fact that students are ultimately responsible for dropping the class should they choose to do so.

Instructors may drop a student from a class when he/she is absent for a total of six cumulative instructional hours.

Grading Policies

Evaluation of Student Learning

Each division course has an official course outline. This course outline has been formally approved through the College governance process and the State Chancellor's Office. Faculty members are required to teach to the course outline and to follow its evaluation process for student learning. Pursuant to the official course outline, all students are required to be evaluated by multiple measures.

Final Examinations (Board Policy 6160)

Pursuant to BP 6160, final examinations of at least two hours are required for all credit courses. Every final examination must be given on the scheduled date and time. Final examination schedules are generally printed in the Course Schedule (page 101) for the Fall 2009 semester and are posted online. The date and time of exams should be incorporated into your class syllabus.

Students can petition to take a final examination early by completing the Petition for Early Final Examination form available online. It is up to the discretion of the instructor as to whether or not this petition will be accepted. Forms are also available in the Division Office.

Grading Policy (Board Policy 5300)

The State Legislature mandates a grading policy for all California community colleges. In compliance with this mandate, the South Orange County Community College District has established the following:

A....Excellent
B....Good
C....Satisfactory
D....Passing
F.....Failing

I.....Incomplete
W....Withdrawal
IP....In Progress
RD...Report Delayed
CR...Credit
NC...No Credit

All students who are officially enrolled in class by the end of the drop period must receive a grade. The end of the drop period varies from class to class. The drop date is listed on your class roster and is the date referred to as “Last Day to Drop.”

Use of Incomplete Grades

Faculty may issue students an Incomplete Grade “I” only when:

1. The student cannot complete the course due to an unforeseeable emergency, and justifiable reasons; and
2. It is the end of the term with only a week or two of classes left.

The faculty member is expected to meet with the student before issuing the “I”. The student must understand the conditions in which the “I” will be removed and agree to complete this obligation. The “I” may be made up no later than one year following the end of the term in which it was assigned. The faculty member will complete an Incomplete Grade Report for “Incompletes” and submit this form with his or her grade documents to the Office of Admissions, Records, and Enrollment Services. The student will receive a copy of the “Incomplete” form by mail.

Please remember that approximately 80% of all “Incompletes” will turn into the grade to be assigned in lieu of its removal. **When a student receives an incomplete grade, he or she must make up any class assignments under the direct supervision of the instructor and through independent efforts outside of the class environment. The student will not be allowed to make up class assignments by attending any of the “missed” classes the following semesters.**

Grade Submission

You must submit grade documents within five (5) working days of the completion of the course. Follow the steps below to access the online grade site.

Access the Saddleback College home page (www.saddleback.edu)

- Select MYSITE, to MY WORK
- Select Faculty Services
- Select SUBMIT GRADES

Your grades are submitted and certified online and must be completed by the assigned semester due date. Please provide a copy of your grades to the Math, Science & Engineering Division Office.

The Office of Admissions, Records and Enrollment Services no longer requires your handwritten signature after you submit your grades online. However, you must submit the following documents to the Office of Admissions, Records and Enrollment Services by the official grade due date:

- Positive Attendance Roster (These records are required for special classes.) Spreadsheets with all pertinent information will be accepted in lieu of permanent rosters.
- Any student "Incomplete Grade Report" forms

Due Date for Grade Documents:

The following grade documents (daily attendance records for positive attendance classes and incomplete grade forms) must be physically taken to the Office of Admissions and Records on or before the official due date. You may also mail in your grade documents to the following address. Use only OVERNIGHT mail to guarantee the safe and timely arrival of these documents.

Address for Overnight mail process:

Jane Rosenkrans
Office of Admissions and Records
Saddleback College
28000 Marguerite Parkway
Mission Viejo, CA 92692-3635

Grades will not be processed until all necessary forms have been received.

Posting of Grades

Posting of grades according to student identifiable information is not permitted due to federal privacy regulations. Grades are available to students at MySite as soon as you submit them and they are scanned into the system. This takes about 48 hours.

Grading and Attendance Records

You must maintain accurate grade records for your classes. These records serve to document the process by which a student earned a particular grade in the course. Along with the course syllabus, this thorough documentation allows for verification and reconstruction of a student's grade should a dispute arise at a later date. It is advisable that you keep the grading and attendance records for at least a year after the end of the semester.

Grade Grievance (Board Policy 5505)

By law, the instructor is solely responsible for the grades assigned; no instructor may be directed to change a grade except in certain narrow circumstances authorized by the California Education Code, Section 76224. When a student believes that the district grading policy has not been followed, the student must first discuss the concern with the appropriate course instructor. If the grade grievance cannot be resolved on an informal level with the instructor, the student can file a Statement of Grievance form as outlined in Board Policy 5505 and in the Student Handbook. Students must file the Statement of Grievance with the appropriate Dean or designee no later than 45 days after the student knew or should have known of the grade in the course. **Please refer to BP 5505 or Page 41 of the Student Handbook to review the entire procedure.**

Grade Changes

Once grades have become official, an instructor has the right to change a student's grade by completing and submitting a Grade Change Form to Admissions and Records. These forms are available in the Division Office or in Admissions, Records, and Enrollment Services. A grade change may be made as an alternate method to issuing a student an incomplete grade or to correct an instructor's error.

TEACHING AND LEARNING

Before the semester begins:

- Develop and post your faculty profile
- Create your course syllabus
- Check on your class reading sources (textbooks, etc.)
- Download in advance the Add Permit Code (APC)
- Download your class roster within 24 hours prior to the first class start day/time

Course Syllabus

All faculty members in the Division will prepare a course syllabus for each course to be taught. This syllabus needs to be submitted to the Division Office prior to the course starting date. The syllabus is your contract with the student. It should include the following information:

- Your name, your college e-mail address, voice mailbox, office hours, and, at your option, your home telephone number, work number or home e-mail address;
- Course number, section, and title, meeting days and times, room and building;

- Prerequisites for the course;
- Description of the course;
- Student learning outcomes;
- Course goals and objectives;
- Grading standards and criteria;
- Policy regarding late assignments;
- Required purchases: textbooks and supplies;
- Dates for major assignments/exams;
- A clear explanation of written assignments for all courses numbered 1-199 (UC or CSU Transfer) that include information competency skills;
- Place, time and date of final examination;
- Topics to be covered in sequence with dates;
- Reading assignments and due dates;
- Absence policy;
- Policy on academic dishonesty and the consequence to any violations of this policy;
- Important college dates including holidays, last day to drop with a "W", etc.;
- Any special student support services, including the Learning Assistance Center, Counseling, Disabled Students Programs and Services, etc.

Given the importance of your course syllabus, you may consider having students sign a contract with you to confirm that they have both received and understand the content of your syllabus.

Written Course Assignments

The General Education requirements for the Associate Degree at Saddleback College include information competency skills. The following may be a useful example of phrasing to include in your course syllabus and as part of your written course assignments.

Completion of a thesis type research paper or project which demonstrates the following information competency skills: selecting and narrowing the topic; developing an outline and draft; selecting the appropriate research method; using a variety of sources including print, online and other media; evaluating reliability and accuracy of information; summarizing and paraphrasing, citing sources and attributing them properly; assessing online information and navigating software; preparing and presenting the final project effectively following laws, regulations, and ethics pertaining to acceptable use of information and technology.

Student Learning Outcomes

The Student Learning Outcomes (SLO) assessment process is a means to discover if students are, in fact, learning what they are expected to learn in courses and programs throughout the college. The accrediting agency for California Community Colleges (ACCJC) has elected to use SLOs as an integral part of its accrediting standards. At Saddleback College, each department has established and implemented its own set of student learning outcomes per course.

Institutional Effectiveness – Curriculum, Student Learning Outcomes, and Program Review

The Academic Senate of Saddleback College has created the Office of Educational Planning and Assessment (EPA) in order to coordinate the efforts of the Curriculum Committee, the Program Review Committee, and the Student Learning Outcomes Implementation Team. Through this office, these three important components of institutional effectiveness will be linked to a comprehensive process of evaluation, planning, and curriculum/program change.

CLASSROOM MANAGEMENT

Student Travel – Field Trips and Excursions (Board Policy 6125)

Field trips are components of regularly scheduled classes designed to provide experiences connected with specific elements of the course curriculum. Excursions are also trips connected with a course but which require at least one overnight stay. An example of an excursion would be a trip taken as part of a field study course such as GEOL 172 – Geology Field Studies: Mojave Desert. These activities must be carried out in accordance with Board Policy 6125.

Board Approval

Field trips and excursions that have been approved by the Board of Trustees through the curriculum approval process do not need further approval. However, any field trip or excursion which will be out of state, abroad, or where the duration will be longer than three days, must be brought to the Board of Trustees for review and approval on each occasion.

Field Trip Procedures

There are two types of field trips:

- **Non-Required Field Trips**

A non-required field trip is one that is not essential to the offering of a particular course and has not had funds allocated for college expenses encumbered for such an outing. The instructor is not authorized to miss other teaching assignments in order to lead a non-required field trip, and students cannot be penalized for not attending a non-required field trip that is held outside the regular class time.

- **Required Field Trips**

A required field trip is one that is essential to the course being offered, has been approved as such by the Curriculum Committee and the Board of Trustees, is specified and described in the schedule of classes, and for which a budget has been developed and approved. A faculty member is authorized to miss part of his/her teaching assignments in order to lead the field trip. Prior arrangements must be made through your Division Office.

Both types of field trips require prior approval, with a minimum of two weeks in advance by the college administration. The Field Trip Request and Field Trip Insurance Waiver forms are available online or in the Division Office. These forms must be submitted to the Dean at least ten (10) working days prior to the trip. Two field trips per semester per class are permitted. The Field Trip Request forms and Field Trip Insurance Waiver forms must be completed accurately and the procedure must be followed precisely. The names on the Field Trip Insurance Waiver form and roster must match, since each enrolled student participating in field trips must sign the waiver. If there are minor students in the class, the waiver must be signed by their parent or guardian. A field trip will not be approved without the insurance waiver form. This information is now provided on the course roster.

Multiple Field Trips

If a course will be having multiple field trips over the course of the semester, a Multiple Field Trip Request form and Field Trip Insurance Waiver may be completed at the beginning of the semester for all of the trips to be taken.

Faculty may schedule a maximum of two field trips per semester which conflict in time and date with other classes. However, with Office of Instruction approval, additional field trips which do not conflict with other

classes may be scheduled. Name of form: **Field Trip Requests (Multiple) and Field Trip Insurance Waiver.**

Instructors must provide students with an alternate assignment in cases where students are unable to participate in the field trip due to a sufficient and necessary cause.

When possible, related field trip information, such as dates, times, etc., should be shown in the "Comments" section of the specific class listing in the Schedule of Classes.

Transportation

Faculty may request the use of college vehicles for field trips and excursions. Saddleback College has 12-passenger vans and sedans for use. The instructor is responsible for making all transportation arrangements with the Transportation department. Please call 582-4675 for information regarding vehicle availability and reservations.

Driving College-Owned Vehicles

A faculty member may drive college-owned vehicles with liability covered by Saddleback College. Student drivers need to be enrolled in at least twelve units per semester and must file an Authorization for Student Driver form. Generally, students must be 21 years of age with a good driving record to be approved to drive. Students under 21 may be approved to drive if they have excellent driving records. If additional rental vans are needed, the student must be 25 years of age. In some instances, student drivers can be paid for their service.

Driving Privately Owned Vehicles

If faculty members drive their own cars, they must possess public liability insurance of not less than \$50,000 and property damage insurance of not less than \$25,000.

In the event that students drive their own cars they must also possess public liability insurance of not less than \$50,000, and should make their own arrangements for any passengers they plan on taking. For additional protection, students should show the instructor proof of insurance. Instructors should not make arrangements for students to ride in other students' cars unless arrangements are made to employ the driver and pay for mileage on the car as a school vehicle.

Student Travel – Study Abroad

Pursuant to BP 6150, Student Travel: All study abroad programs must be approved by the Board of Trustees. The proposal for a study abroad program must include, at a minimum, the educational benefits of the program, a list of the college-approved credit courses to be offered during the trip and their relationship with the proposed travel, a budget, and a copy of all contracts with independent contractors for services such as travel, insurance, food, and housing, as appropriate.

Guest Speakers (Board Policy 6140)

A person invited by an instructor to address a college class is considered to be a guest speaker. Guest speakers shall be approved in advance by your Dean and college president. Classroom guest speakers shall not meet with classes on a regularly scheduled basis. It is understood that guest speakers meet with classes on a voluntary basis and thus shall receive no honorarium unless other arrangements have been made and approved.

Desk Copies

Faculty may order desk copies of textbooks by contacting the Division Office for assistance.

Textbook Orders (Board Policy 6130)

All college level courses must have an approved textbook.

- Make sure that you have placed your textbook order through the Division.
- Ensure that the number of textbooks ordered matches the number of students in your class or classes.
- Contact the Bookstore to make sure that your books have arrived.
- Go to the College Bookstore to ensure that your textbooks are on the shelves and listed under your name.

These steps can help eliminate the challenges that students face when purchasing books during the first weeks of classes.

Please communicate to your students the value and importance of the textbook. Encourage your students to read – not only the assigned text, but also other supplementary material appropriate to the course.

Make-up Exams

Make-up exams may not be given to students in the immediate Division Office area. It is the instructor's responsibility to arrange a time and place for students to take make-up examinations. However, for your convenience, you can reserve our conference room in SM 341, the Workroom in SM 325A

or the Fax Room (SM 343) to conduct make-up examinations throughout the semester. Please reserve the conference room and fax room through the Division Office. The Administrative staff does not proctor exams.

Auditing

Auditing classes is prohibited. Only registered students are allowed to attend classes.

Lost and Found

The campus-wide "Lost and Found" is located at Campus Safety. If you find a lost item, contact Campus Safety at **582-4585** for assistance or simply give the item to one of our Division Office staff and they will hold the item until Campus Safety picks it up. Please direct students who have lost items to Campus Safety in The Village on lower campus.

FACULTY SUPPORT SERVICES

Faculty MySite

The primary portal for information access at Saddleback College is Faculty MySite. Faculty are able to log onto MySite from on or off campus and retrieve their class rosters, submit grades, generate APC codes, check e-mail, verify remaining sick leave, download forms, as well as numerous other functions.

To connect to MySite, please follow these steps:

Access the Saddleback College home page (www.saddleback.edu)

- Select MYSITE
- Select FACULTY/STAFF LOGIN
- Enter user name (ex: jsmith)
- Enter password (last 4 digits of Social Security Number + 00)

(Explore the many features of MySite.)

Voice Mailbox and E-mail Address

You will be assigned a voice mailbox and e-mail address at the beginning of your first semester at Saddleback College. In lieu of your work voice mailbox and e-mail address, you may have students contact you directly at an alternative telephone number or e-mail address. You may also have your work e-mails forwarded to an alternative e-mail address. Please contact the Division Office for instructions on how to operate your work voice mailbox

and e-mail address. Please regularly check both your voice mailbox and e-mail and promptly respond to any message as appropriate.

Communicate to your students how best to reach you on the course syllabus and during the first week of the class. Your voice mailbox and e-mail address are essential forms of communication for your students, the Division Office, and college community. Please inform your students to contact you directly and to not call the Division Office.

Telephone System

All full-time faculty members have a Cisco Systems phone with features such as speaker phone, caller ID, call forwarding, and conference call capacity. For information on how to use your phone and its features, please go to <http://www.saddleback.edu/itc/ITCIPP.html>.

Full-time faculty members have voicemail associated with their campus phone. Associate faculty will be given a "voicemail" telephone extension that can be used for receiving messages. To access your voice mail remotely, call **582-4900**. When the system answers, press the * (asterisk) button to begin. Please see your Division administrative assistants for further information.

Use of Electronic Communication (Board Policy 4000.2)

All faculty members are assigned a Saddleback e-mail address. This is the most important form of communication at the College, **and it is recommended that you check your mailbox regularly.** This is also the preferred method of most students for contacting their instructors.

In accordance to Board Policy 4000.2, Electronic Communication, the District retains the right to restrict access to and use of the electronic/digital information network to students and staff for appropriate academic, professional and institutional purposes. Use of the District's electronic/digital information network for other purposes is not authorized and will constitute grounds for revocation of user privileges, removal of offending material, potential disciplinary action and, in appropriate cases, referral to law enforcement authorities.

There is no right to privacy in the use of the District's resources. The District may monitor and access information contained on its resources for investigative and/or administrative purposes, and may take administrative action in response to any violation of this policy, applicable administrative regulation, or other law.

E-mail System:

Effective May 2009, the College has converted its e-mail system to Microsoft Office Outlook Web Access (connected to Microsoft Exchange). You can use a Web browser to access your Microsoft Exchange mailbox from any computer with an internet connection. You can read and send messages, organize contacts, create tasks, schedule appointments and meetings, and write notes on this system.

To access this site via any internet connection, go through the **Exchange Email** at <https://exchange.socccd.edu> or via **MySite** by following these steps.

- Get onto your **MySite** by accessing www.saddleback.edu
- On the **MySite** homepage, click onto **My Email to Exchange Email**

Explore how to best utilize this system via the online instructions posted on the division web site or through individual tutorials via our ITC staff.

Division Web Site <http://www.saddleback.edu/mse/>

The Division maintains its own web site via the Saddleback College Web Site for faculty and student reference.

Vacation Message - College E-mail Notice for Students

During your vacation time, students will contact you by e-mail about grades and getting into your classes for Fall 2009 and/or Spring 2010. To avoid frustration for both you and the student, you might consider putting a generic message on your college e-mail system.

Here is an example:

I will be unavailable to respond to your emails on a daily basis during the summer. If you have general questions about grade concerns, I will respond to you after August 17, 2009. For questions or concerns about enrolling in classes for Fall 2009 please attend the first class session.

To place your message on your college e-mail:

- Get onto your MySite by accessing Saddleback.edu
- On the MySite homepage, click onto Web Email – Options – Vacation Message
- Follow the instructions for “Vacation Message.”

Note: Be sure to turn the message off when you return.

Turnitin.com

To identify and prevent plagiarism, the college now has a license to use <http://www.Turnitin.com> which can be linked to a seamless plug-in for Blackboard users.

Blackboard Account for Classes

You are encouraged to establish a blackboard account to post your syllabus, course calendar, assignment descriptions, lecture notes, and discussion boards for each of your classes. You can create an account by contacting your Division Dean via e-mail at jwright@saddleback.edu.

ITC will provide assistance to any instructor who would like to learn about the Blackboard system. ITC User Services can be reached at 582-4397 or via e-mail at usersrv@saddleback.edu or <http://www.saddleback.edu/itc/user/>.

Faculty and Staff Photo Identification Card

All faculty and staff will be required to obtain a faculty and staff photo identification/swipe card to use any campus duplicating machines and to take advantage of new technology in library services. To obtain your faculty and staff photo identification card, please contact the Division Office for further information.

Once you have obtained your employee identification number through the Division Office, please go to Admissions & Records in the Student Services Center to get your photo taken and to receive your identification card.

Admissions & Records is open:
8 a.m. to 7 p.m. on Mondays through Thursdays
8 a.m. to 5 p. m. on Fridays

For additional information, contact Admissions & Records at 582-4555.

Blue Books and Scantron Examinations

Students may purchase Blue Books and Scantron forms at the College Bookstore. There are two Scantron machines – one is located in the Division workroom (**3rd floor of SM – SM 329**) and one is located in the Division Staff Lounge (**3rd floor of SM – SM 308**).

Professional Development

The college recognizes the need for all faculty members to remain current in learning/teaching strategies and technology skills. Associate Faculty members are encouraged to take part in professional development

opportunities by participating in appropriate college staff development workshops and other professional development opportunities. Professional development activities will be posted in the Division area.

Campus Committees/Task Forces

In the spirit of shared governance, all faculty members are encouraged to participate on campus committees and task forces. Please contact your Dean for additional information on these committees and task forces.

Faculty Organizations

Academic Senate

The Academic Senate is the faculty organization that governs "Academic and Professional Matters" relative to AB 1725. Representatives from each Division serve on the Academic Senate throughout the year.

Faculty Association

The Faculty Association is the union for both full-time and part-time faculty members and represents faculty in the collective bargaining agreement. All faculty members are encouraged to join the union.

Parking Regulations and Permits

Long-Term Parking

Annual and semester faculty parking permits, at an established fee, are available in the Campus Safety Office. Annual and semester permits are valid in all parking spaces and lots except handicapped and metered stalls. Faculty members are allowed to purchase an additional parking permit for a second car at the rate of \$1 per year.

Intermediate-Term Parking

Daily parking permits are \$2.00 and can be purchased at the yellow permit dispenser machines located at (1) the entrance to Parking Lot 1; (2) the Medical Center Drive entrance at the bus stop by the flag pole adjacent to Parking Lot 13; and (3) the north end of Parking Lot 10. Signs are posted to help you locate the parking permit dispenser machines. Daily parking permits are only valid in student parking lots.

Free Parking

There is a limited amount of free parking space available on campus. However, these spaces are located at a distance away from the main

campus area. Free spaces are available along College Drive West bordering parking Lots 9 and 10 and by the district warehouse in Parking Lot 1.

When driving on campus please obey all posted traffic and parking signs. Campus Safety Officers enforce district parking rules and regulations and state traffic laws. Violators will be cited. You can avoid parking tickets by making sure that your parking permit is always displayed so that it is visible by a parking enforcement officer. If you have an annual or semester parking permit and you drive another car or forget to bring the permit, the Campus Police Department will issue a temporary permit free of charge for the day. For further information about parking on campus, please call the Campus Police Department at 582-4585.

College Offices and Services

Audio-Visual Department (Library 121)

The Audio-Visual Department provides media support for our teaching classrooms, including all our off-site locations. Audio Visual is located in Lib 121, and is open from 7 a.m. to 8 p.m. Monday through Thursday, and 9 a.m. to 3:30 p.m. on Friday. The phone number is **582-4520**. Audio-Visual may move to The Village possibly in Spring 2010.

All requests for equipment must be made online (www.saddleback.edu/itc/av/) at least 24 hours in advance for Saddleback College locations and 48 hours in advance for off-site locations. Semester-long requests should be made as soon as possible at the beginning of each semester to ensure equipment availability. Please do not remove Audio-Visual equipment from any area without contacting Audio-Visual because other instructors may have reserved the equipment.

Please do not move audio-visual equipment from one room to another as the technicians lose valuable time searching for equipment.

The audio-visual circulation desk on the second floor of the Library stocks thousands of items for student and staff use. Videos, DVDs, audio cassettes, CDs, slides, etc. should be reserved through audio-visual services at least 24 hours in advance, or can be checked out by the faculty member from the AV circulation desk. Faculty may also place their own items on reserve for student use within the library.

Bookstore (SSC 134)

The Bookstore is located in SSC 134, and is open Monday through Thursday from 7:30 a.m. to 7:30 p.m. and Friday from 7:30 a.m. to 4:00 p.m. During the first two weeks of each semester it also has extended hours that are posted near the Bookstore entrance. The phone number is 582-4715.

Campus Police and Safety

Saddleback College maintains a Campus Police Department with duly sworn police officers available 24-hours a day throughout the year. A person may report any unlawful activity or any emergency at any time -- day or night -- by calling **582-4585**, or for emergencies **4444** from an on campus telephone or **582-4444**, if you are calling. Direct telephone access to Campus Safety is also available through the red and yellow emergency telephones located in most of the campus buildings, and in Parking Lots 1, 5A, 9, 10, 12 and 13.

The Campus Police are responsible for opening all classrooms in the morning, and locking them at night. If you arrive at your classroom and it is locked, call **582-4585** and an officer will be dispatched to come and open it for you. The Campus Police are also happy to escort you to your car after dark.

Child Development Center

The Child Development Center (CDC) programs are open to children from 2.6 through 5 years of age who are toilet-trained. The center offers educational opportunities for the children of faculty, staff and students, as well as community members. The educational experience at the CDC includes activities such as art, cooking, music, language arts, and science. The CDC is located on lower campus adjacent to Parking Lot 1A, and is open Monday through Friday from 6 a.m. until 6 p.m.

Please contact the center at **582-4582** for further information, including program options and current fee schedule.

Computer Labs for Student Use:

Please refer students in your classes to use these labs to access Blackboard, **MySite**, and college emails and to conduct research and write homework assignments.

- **IMC Lab in BGS 248 (75 computer stations)** –Hours are: Monday through Thursday from 9 a.m. to 10 p.m., Friday from 9 a.m. to 6 p.m., and Saturday from 9 a.m. to 5 p.m.

- **LAP/ICC in Library 114 (44 computer stations)** - Hours are: Monday through Thursday from 8 a.m. to 8 p.m. and Friday from 8 a.m. to 4 p.m. Students must enroll in TU 300 (a free "0" unit lab). The LAP may move to The Village in Spring, 2010.
- **Library (75 computer station)** – Hours are: Monday through Thursday from 8 a.m to 9 p.m., Friday from 8 a.m. to 4 p.m., and Saturday from 11 a.m. to 5 p.m. This may move to The Village in Spring 2010.
- **SM 207 (29 computer stations)** – Hours are: Monday through Friday from 8 a.m. to 7 p.m.

Duplicating and Graphic Design (Library 128)

Duplicating

The Duplicating Center is located in the Library, room 128, phone **582-4513**. The center is open from 7:15 a.m. to 7 p.m. Monday through Thursday and from 8 a.m. to noon and 1p.m. to 4 p.m. on Friday.

Duplicating requests should be made three to five days in advance. During examinations and at the beginning of each semester you can plan on a five-day turnaround. Instructors should make arrangements for picking-up orders.

For your convenience, files can be sent directly from your computer at home or at school to the Duplicating Center by e-mailing **scprintjobs@saddleback.edu**. Please include with these files the instructions on how you want the job done such as the number of copies, paper size, single-sided or double-sided, hole- punch, etc. The Duplicating Center will run your materials and place the materials on the shelves in the Duplicating Center within three (3) working days upon receipt of your request.

Duplicated materials that you wish to have sold at the Saddleback College Bookstore (syllabi, handouts, etc.) will require a four to six-week turnaround time. Notices will be sent out from the Duplicating Department advising the divisions as to the due dates for duplicated materials throughout the academic year. Copyright laws must be complied with in all situations. If you have any questions regarding your duplicating needs, please contact the Duplicating Center directly.

Copy machines for faculty use are located in the Duplicating Center and in most Division Offices. These machines are not designated for particular division use but

are available to all faculty members. A faculty ID number is needed to make copies in all locations.

Graphics Center (Library 123A)

The Graphics Center is located in the Library, room 123A, phone **582-4510**. Office hours are 8 a.m. to 5 p.m. Monday through Friday. Please call for an appointment. An initial consultation is required for scheduling purposes on any job requiring design, paste-up, typesetting, camera work, printing or bindery.

Turnaround time for graphics/printing jobs require a minimum of four weeks for completion. All duplicating and graphics/printing requests must have the appropriate Deans' signature and duplicating account number before work can be initiated.

Health Services (SSC 177)

Saddleback College has an onsite Student Health Center where faculty members can also be treated for minor ailments such as headaches and cuts, have their blood pressure checked, consult with a nurse, and be tested for tuberculosis. The Center is located in SSC 177 and is open from 8 a.m. to 7 p.m., Monday through Thursday, and from 8 a.m. to 3 p.m. on Friday. The phone number is **582-4606**.

Innovation and Technology Center (ITC) (Location – SA/Telephone 582-4456)

The Innovation and Technology Center (ITC) is a support service under the Vice President of Instruction, and is charged with providing support and instruction as it relates to information technology at Saddleback College. The computer lab at ITC is available for faculty use. In addition to regular computers, the lab also has several multimedia computers, document scanners, and slide scanners. Digital cameras and laptops are available for faculty to check out on a limited basis.

The Center also offers various workshops that focus on introducing faculty to computer systems and software applications that enhance instruction, research, innovation and job performance. Faculty members are encouraged to attend a complete workshop series while pursuing their own specific goals and objectives related to teaching, research or other work at Saddleback College. Demonstration workshops are also available on such topics as purchasing a computer, classroom presentation tools and the use of multimedia to enhance both teaching and learning.

The Innovation and Technology Center workshops are offered to faculty free of charge and flex credit will be given to participating faculty who request it.

The Center will also attempt to accommodate any faculty group requesting a customized special topic workshop or individual faculty member who is not able to attend one of the scheduled workshops during one-on-one sessions. For further information please visit their web site at <http://saddleback.edu/itc/user> or call **582-4397**.

Learning Assistance Program (Library 114)

Tutorial assistance is available to students free of charge in the LAP Center located in Room 114 on the first floor of the Library. The hours are 8 a.m. to 8 p.m. Monday through Thursday, and 8 a.m. to 2 p.m. on Friday. Please call **582-4519** for information, or visit their website at <http://www.saddleback.edu/library/lap/>.

Library Services:

The Library hours are as follows:

Monday through Thursday	8 a.m. to 9 p.m.
Friday	8 a.m. to 4 p.m.
Saturday	11 a.m. to 5 p.m.
Sunday and School Holidays	Closed

There are approximately 90,000 books in the collection, approximately 350 periodical subscriptions, database access to many other periodicals, and an excellent collection of audio-visual aids to supplement the curriculum. Materials not available at our library can be requested through Inter-Library Loan. Faculty members may also place materials on reserve to ensure student access to important materials. Please note that the Library may move to the Village in Spring, 2010.

Reading Lab (CC8)

The Reading Lab offers individualized lab classes (ENG 333 and 332) designed to help students improve spelling, reading comprehension, grammar, vocabulary or study skills at the student's pace. Students meet with the lab instructor for diagnosis and program planning, then work independently on the assigned material, but always have an instructor present to offer assistance and instruction. These classes offer an excellent opportunity for your students to brush up on English language skills whether they are native or non-native speakers of English. The lab classes are open entry/open exit: students may register for and complete a class anytime throughout the semester.

The Reading Lab is located in CC8, and is open from 8 a.m. to 1 p.m. and 5 p.m. to 8 p.m. Monday through Thursday, 8 a.m. to 1 p.m. on Friday, and

9 a.m. to noon on Saturday. For more information, contact the Lab at **582-4539**.

Writing Lab (Library 110B):

The Writing Lab is an open entry/open exit lab course for students completing writing assignments in any course. The lab is not a "fix-up shop" for writing problems but, rather, a place for students to improve confidence and skills in writing no matter what stage of the writing process or level of proficiency. Students register for Eng 310, for 0.5 credit, and receive credit for completing 16.6 hours in the lab during the semester. In consultation with the instructor (who is a full-time faculty member), the student develops an individualized program of computer-based exercises and writing practice. The lab is **located in Lib 110B, and can be reached by phone at 582-4784**.

Center for Instructional Design and Distance Education (Location – BGS

249/Telephone – 582-4397 E-mail address – usersrv@saddleback.edu The Center for Instructional Design and Distance Education (CIDDE) is designed to provide instructional support to all faculty and staff in the areas of Blackboard, web design, faculty profiles, and online classes. The Center has 25-computer stations and two state-of-the-art media stations enclosed in soundproof booths for video development and pod-casting. In addition to the computers, the Center contains document scanners, slide scanners, digital cameras and laptops for faculty use. Digital cameras and laptops are available for faculty to check out on a limited basis. The computer lab is open Monday-Thursday 8:00am – 6:30pm and on Friday from 8:00am – 4:00pm

Student Services

Counseling Center (SSC 167)

Counselors are available to assist students with course selection; preparing for transfer, a degree or employment; making career decisions; and resolving personal problems that interfere with their success in college. Students are provided a maximum of six appointments per year. Students can call **582-4572**, or stop by the counseling office located in SSC 167. Concerns requiring immediate attention and not involving transcripts are handled on a drop-in basis. The office hours are 8 a.m. to 7 p.m. Monday through Thursday and 8 a.m. to 3 p.m. on Friday.

Re-entry Services/Women's Center (SSC 149)

The Re-entry Services/Women's Center provides advisement, support groups and referral to community resources for both men and women who are changing careers or searching for new direction in their lives. The emphasis

is on making people in the community aware of the opportunities available for resuming education training and seeking employment. Located in SSC 149, the Center is open 8 a.m. to 5 p.m. Monday through Friday. The phone number is **582-4611**.

Career/Education Resources Center (SSC 139)

Assistance is available in the Career/Education Resources Center for students needing help making career decisions. Resources include career information, college catalogs and transfer information, and computerized career guidance programs to help identify career goals. There is also a Job Search Center that assists current students and recent graduates in obtaining a job. The Center is located in SSC 139, and is open from 8 a.m. to 7 p.m. Monday through Thursday and 8 a.m. to 3 p.m. on Friday. The phone number is **582-4575**.

Extended Opportunity Programs and Services (SSC 126)

Extended Opportunity Programs and Services (EOPS) is an outreach and attendance program designed to assist low-income and educationally disadvantaged students in achieving a college education. EOPS eligible students may receive college and financial aid application assistance; priority registration; EOPS book service, academic, personal and career counseling; tutoring; and assistance in transferring to four-year colleges and universities. The EOPS office is located in SSC 126, and is open 8 a.m. to 4:30 p.m. Monday through Thursday and 8 a.m. to 3 p.m. on Friday. For additional information please call **582-4620**.

Financial Assistance and Scholarships (SSC 106)

Various types of financial assistance, including federal, state and community programs, are available to students attending Saddleback College. Types of assistance may include grants, loans, scholarships or work-study. The Student Financial Assistance Office is located in SSC 106. Their hours are 8 a.m. to 4:30 p.m. Monday through Thursday and 8 a.m. to 3 p.m. on Friday. You can reach them at **582-4860**.

Matriculation (SSC 225 - Upstairs)

The matriculation office provides assessment, orientation, advisement and follow-up services for new and continuing students. The process assists students in identifying their skill level in English, Mathematics, Reading and English as a Second Language and also provides them with academic planning toward their identified academic goals. The center is located in SSC 225, and is open 8 a.m. to 4:30 p.m. Monday through Thursday and 8 a.m. to 3 p.m. on Friday. Evening services are limited to scheduled

assessment and orientation/advisement sessions. For additional information, call **582-4970**.

Disabled Students Programs and Services (SSC 113)

Special Services (Disabled Student Programs and Services) is committed to serving students with disabilities enrolled at Saddleback College and to serve you, the faculty, in your instructional capacity. They are a reliable source of information, consultation and liaison for all classroom and campus disability issues.

To qualify for services, students must have a known or documented disability, verification by an appropriate professional, and an educational limitation that precludes the student from fully participating in general instruction without specialized services or academic adjustments. Students should apply for eligibility in Special Services immediately after they complete their application for admission to the college.

Students are encouraged to speak with their instructors early in the semester to discuss their educational functional limitations and to make their instructors aware of authorized academic adjustments. Students are not required to disclose their specific disability but may do so out of personal choice. Students must inform you of their functional limitations within a reasonable time frame before quizzes, exams or finals.

All information related to a student's disability must remain confidential. If you have any questions concerning a student or disability, please contact the Special Services department for information at **582-4885** or in person in SSC 113.

Transfer Center (SSC 140)

The Transfer Center provides information and assistance to students preparing to transfer to a four-year college or university. The Transfer Center arranges appointments with representatives from four-year colleges and universities, assists students in selecting a transfer institution, and provides assistance in completing the transfer application and meeting application deadlines. The Transfer Center is located in SSC 140. Their hours are 8 a.m. to 7 p.m. Monday to Thursday and 8 a.m. to 3 p.m. on Friday. For additional information call **582-4328**.

Student Support Services

Grade Reports

Students may access their grade reports on-line at www.saddleback.edu via the MySite portal for students approximately 24 hours after the completed grade documents have been submitted to Admission, Records, and Enrollment Services.

If you have any other questions or concerns regarding Admission, Records and Enrollment Services, please contact:

Joyce Semanik, Registrar	(949)582-4342
Jane Rosenkrans, Director	(949)582-4340

Student MySite

Please encourage students to access their grades, class schedule, and other important student information via Student MySite. To access Student MySite, students will need to follow these steps.

- Log onto www.saddleback.edu
- Click the "MYSITE" icon
- Enter student identification number as the pin number and the last four digits of his or her social security number.

Class Schedule

From any computer with internet access, a student may easily check the status of their class schedule via **MySite** and make modifications such as adding and/or dropping classes in accordance with college policy.

Student E-mail

Upon enrolling in a course, students automatically receive a college E-mail account. This account enables the student to send and receive E-mails anywhere world-wide via the internet. Students can get their E-mail address from their class registration form. Please encourage your students to regularly access their student E-mail via **MySite**.

Student's Rights and Responsibilities

Student Conduct

Students at Saddleback College are responsible for their conduct and for respecting the rights and privileges of others. Saddleback College students are expected to conduct themselves in a manner compatible with the

functions of the college as an educational institution and to respect and obey all civil and criminal laws. Failure to adhere to the standards as established by the Board of Trustees for South Orange County Community College District is just cause for disciplinary action. For additional information, check with the **Student Handbook 2009 – 2010**. Faculty members should also specify their own classroom procedures on their written syllabi.

Academic Honor Code and Dishonesty Policy

It is each student's responsibility to adhere to the Saddleback College Academic Honor Code, which upholds the integrity of the instruction and the educational process so that all students have an equal opportunity to demonstrate their academic abilities. Academic dishonesty will not be tolerated.

Academic dishonesty includes, but is not limited to:

Cheating

Cheating is any act or attempted act of fraud, deception or distortion of the truth by which a student misrepresents mastery or understanding of academic information or material. Cheating includes, but is not limited to:

- The use of unauthorized sources of information during tests. This would include such items as crib sheets, electronic devices, dictionaries, tests, and/or other aids excluded by the instructor. It also includes any act or the use of any item which would be deemed as cheating by a reasonable person.
- Looking at another student's exam or using another's exams, assignments, or other work, or allowing another student to do so.
- Completing an exam or assignment for another person, or allowing another person to complete any part of an assignment or exam for one's self.
- Altering graded class work and resubmitting that work for reconsideration.
- Engaging in any kind of unauthorized assistance or communication with another person during an exam.
- Purchasing, copying, accepting, stealing, or otherwise obtaining exam information, assignments or other class work.

Plagiarism

Plagiarism is the inclusion in total or part of another's words, ideas, work, material or data as one's own. Plagiarism includes, but is not limited to:

- Quoting or paraphrasing materials without citing the source in some acceptable manner and submitting those materials as one's own work.
- Copying, using or borrowing another's ideas, assignments, test answers, lab work, research, report, term paper, computer program, file or data, etc. and submitting it as one's own work or allowing another student to do so.
- Submitting as one's own work, work prepared by others or prepared in collaboration with others.
- Reproducing another's work so closely that any reasonable person would, after careful evaluation of the circumstances, conclude that plagiarism has occurred.

Falsification/Fabrication

Any acts of inventing or altering information in order to deceive are considered falsification or fabrication. Falsification or fabrication includes, but is not limited to:

- Inventing and submitting of falsified, fabricated, or fictitious information or falsely attributing the source as coming from another person or material.
- Falsifying signatures on required forms or other academic records.
- Using another person's identification, falsifying one's identification, or representing one's self as another person.
- Changing official academic records or documents, without going through a proper approval process.
- Knowingly misrepresenting successful completion of prerequisites.

Recommended Range of Sanctions and Disciplinary Actions

In matters of alleged academic dishonesty, the responsibility for initiating disciplinary proceedings rests with the instructor and the instructor's academic division. The Vice President for Student Services will assist if the student or the instructor so requests, or if such action is deemed necessary by the Vice President for Student Services. The following disciplinary actions and procedures are not meant to be a comprehensive list, but are guidelines. Students should be notified, verbally or in writing, in regard to unacceptable behavior, and potential sanctions; the faculty member is advised to file a written report with the Vice President for Student Services.

Disciplinary Actions

For Matters Requiring Mild Discipline

- The student is given a verbal or written warning about some unacceptable behavior.
- The student is moved to another seat and warned.
- Advise the student that all future work will be closely monitored.

Stronger Disciplinary Actions

- Assign additional work, or have the student rewrite the assignment, or take another version of the test, paper, etc. This must be completed by the student, or the faculty member may move to a stronger disciplinary action.
- Lower the grade on the assignment or test.
- Give the student a zero or an "F" on that assignment or exam. If there is an option to drop the lowest grade, the option will not apply in this case.
- Assign an "F" for the course.
- Expulsion from the course.
- Request that the Vice President for Student Services suspend or expel the student from the institution.

Faculty Response to Academic Dishonesty

All faculty members are required to develop their own policy and consequences for acts of dishonesty in the classroom within the framework established by the College's recommended range of sanctions and disciplinary actions. Please communicate this policy and its consequences to your students in writing via your course syllabus and verbally during the first week of classes.

Academic Dishonesty Report

Students have a right to challenge the disciplinary action. In order to maintain a written report of stronger disciplinary actions and to ensure a tracking system for students who repeatedly violate the academic honor code and dishonesty policy, please complete and submit the **Academic Dishonesty Report** to your Division Dean within ten (10) business days of the incident.

THE MATHEMATICS, SCIENCE & ENGINEERING DIVISION POLICY ON ACADEMIC INTEGRITY can be accessed by going to the following web site (www.saddleback.edu/ap/mse/documents/integrity/pdf). This document was approved by a vote of the MSE Division with the purpose of clarifying some specific student actions that promote or violate

academic integrity values. It should be read as a reinforcement, clarification and extension of the "Academic Honor Code" as stated in the saddleback College Catalog (under the section of "Student Rights and Responsibilities ") and in the Student Handbook as the "Code of Conduct".

Emergency Procedures

Note: For all emergencies the command post is the President's Office.

Emergency Phones

The following areas on campus have emergency phones that will be activated by the telephone company's main office in a major power failure. The regular phone system will remain active for six hours during which time you should call the main switchboard at 582-4500 and ask for the special number. After six hours these activated numbers will be used:

<u>Office/Location</u>	<u>Activated Number</u>	<u>Special Number</u>
President, AG 104	364-3166	582-2041
V. Pres. Instruction, AG 133	364-3166	582-2047
V. Pres. Student Services, SSC 107A	364-3169	582-2048
Student Development, SSC 210	364-3160	
Math/Science/Engineering, SM 334	364-3170	
Fine Arts, FA 124	364-3158	582-2039
Physical Education, PE 422	364-2080	
Health Center, SSC 179	364-3165	582-2036
Maintenance/Operations	364-2062	
Chancellor, HS		582-2058
Campus Police Station	364-3155	582-4925

Campus Police Station (Cell Phones) 283-2633 & 283-2635

On-Campus Emergency Procedures

1. Dial the Campus Police at **4444**.
2. Give your name, location and nature of the emergency.
3. The Campus Police will take appropriate action to contact the proper agency for assistance: Paramedics, Fire Department, Sheriff's Department, etc. In the event of an injury or emergency illness, the college nurse will be transported to the scene.
4. Render first aid, if qualified.

Earthquakes

If you are indoors duck under a desk or sturdy table, or move against an interior wall and protect your head and neck with your arms. Stay under cover until the shaking stops. Hold onto the desk or table and move with it. Do not use the elevators.

Fire Alarms

In the event of a fire alarm, evacuate all the rooms and report the fire immediately as an emergency by dialing **4444**.

Nuclear Emergency

Stay indoors and close all windows, doors and air vents. Tune your radio to 106.5 FM or 105.3 FM for emergency information. Your area representative will advise if evacuation is warranted.

Off-Campus Emergency Procedures

Each off-campus instructor is responsible for locating the nearest available telephone and for contacting the proper authorities (fire-rescue, paramedics, police, etc.) in the event of a serious emergency. If a student becomes disruptive or violent, notify the Orange County Sheriff's Department and request that the student be removed from the classroom for the evening. Notify Campus Police immediately at **582-4585** of any emergency situation. The fastest way to contact emergency authorities is to dial **911**. At some off-campus high school locations, the Adult Education Offices are open until 9 p.m.

An Incident Report should be filed immediately after any emergency.

Should you ever have a health and safety concern or a personal safety or crime prevention situation that may not necessarily be an emergency but has the potential of escalating or becoming a problem or an emergency, please report the circumstances as soon as possible to campus police at **582-4585**.

Saddleback Campus Safety Procedures

For all faculty, administrators, managers, and classified staff, the College has posted a comprehensive Disaster and Safety Guide, Emergency Procedures, Campus Evacuation Areas, and Evaluation Plan. Please download and familiarize yourself with these very important safety procedures.

Access the Saddleback College home page (www.saddleback.edu)

- Select **MySite** to **My Work** (link of the left side) to **Employee Services** to **Documents** – scroll down to **Saddleback Campus Safety**.

- Click onto the following documents: **Saddleback College Disaster Safety Guide, Saddleback College Emergency Procedures, Saddleback College Evacuation Areas, and Saddleback College Evacuation Plan.**

Additional information on emergency information and Campus Police can be obtained by going to the following website:

<http://www.saddleback.edu/police/>

In particular there are two Safety Information videos:

Flashpoint (Staff) (Student)
Shots Fired! (Staff) (Student)

Forms and procedures for emergencies are posted on this website.

CLASS PROCEDURES AND TEACHING TIPS

Components of Effective Instruction

- Enthusiasm
- Preparation and organization
- Ability to stimulate student thought and interest
- Clarity
- Knowledge and love of the content

(Source: Improving Your Classroom Teaching)

Characteristics of Good Teachers

Some characteristics that students look for in good teachers are:

- Being knowledgeable, organized, and in control.
- Possessing good communication skills and utilizing techniques to enhance classroom communication.
- Having a good attitude and empathy, and exhibiting honesty.
- Being fair in treatment of individuals in class as well as in evaluation.
- Being professional and business-like in appearance and conduct
- Utilizing questions and other techniques to stimulate discussion and involve students.
- Having a pleasant personality.
- Utilizing a variety of teaching techniques and strategies.
- Taking time for individual students and their concerns.
- Striving to build student self-esteem and success.

(Source: A Handbook: For Adjunct/Part-time Faculty and Teachers of Adults)

Improving Classroom Communication

Listed below are several ideas to improve classroom speaking:

- Speak loudly, clearly, and at a rate comfortable to you.
- Avoid attaching yourself to the lectern. The lectern should be used to hold notes, not as a crutch. Do not sit at the desk.
- Keep your eyes on the students. Look for non-verbal as well as verbal feedback.
- Never read lectures.
- Speak from an outline, rather than a script.
- Use supplements (charts, graphs, PowerPoint) for explanations whenever possible.
- Encourage a friendly, open atmosphere. Try to monitor understanding. Rather than saying, "everybody got that?" - ask a student to rephrase the idea or concept.
- Move around the classroom. Moving close to the students indicates openness and friendliness.
- Present yourself energetically and with confidence. Audiences will invest about as much confidence in the speaker as the speaker demands.
- Allow disagreement without being defensive.
- Enter the classroom with optimism and good will.

(Source: A Handbook: For Adjunct/Part-time Faculty and Teachers of Adults)

Procedures for Class Preparation:

- **Prepare your Course Syllabus for each class**

As a faculty member, you are required to prepare a syllabus for each class section. On your syllabus, include such information as your faculty contact information and office hours (if applicable), student learning outcomes, course topics and schedule, grading standards, student conduct, academic dishonesty policy, and any other pertinent information. This is your contract with the student, so be detailed.

Important: Provide the Division Office with a copy of your course syllabus within the first week after the beginning of each class. Submit your syllabus in hard copy form to the MSE Division Office.

Create two or three Student Learning Outcomes for each course

Using the Division guidelines, establish two or three student learning outcomes for each course. Post these outcomes on your course syllabus.

- **Establish and post online your Faculty Profile**

Create and post your faculty profile online. Include a general overview of your academic background and work experience.

- **Establish and use Blackboard for your classes, if desired.**

- **Use the Textbooks and other Supplemental Materials**

According to the official course outline, you are required to use a college level textbook for each class.

- **Download your Class Roster within 24 hours prior to the first class session**

Your class will officially close about 24 hours before the first class session. Download your class roster via **MySite** after the official closing of each class and before the first class session. You can download your class roster from any computer with access to the internet and a printer.

- **Download your Add Permit Codes (well in advance of your classes)**

You can download your Add Permit Codes once you have faculty access to **MySite** and your semester class schedule. Download your Add Permit Codes well in advance of each class. The college system often experiences glitches during such heavy use time as the beginning of the semester. To avoid such glitches and added frustration, download all necessary materials at your earliest convenience.

Students will add and drop your class until the official class close time (24 hours prior to the first class session). From the beginning of the semester registration process until the expiration of your class Add Permit Codes, you can add students to your classes without Dean permission. Once the codes have expired, the student "grace period" to add late is over.

- **Explore your MySite**

There is a wealth of information on your faculty **MySite**. Familiarize and use the many functions of **MySite**, including, but not limited to, your class schedule, college announcements, employee documents, your benefits, grade history, class rosters, Add Permit Codes, and online grade submittal.

- **Learn how and use your College E-mail**

Your primary form of communication with the college, division, and outside of class with your students is through your college E-mail. Our E-mail system is

Microsoft Office Outlook Web Access (connected to Microsoft Exchange). You will receive a college E-mail address. You can access your college E-mails from any computer with internet access. As an option, you may easily forward your college E-mails to your private address.

- **Check out each Classroom before the first class session**

Make sure that you are familiar with the class configuration, location, and equipment prior to the first class session.

Daily Lesson Plan

One of the most important activities an instructor performs is that of preparing for class. Before you enter the classroom, you should have thought about what you are going to do and why you are doing it. It is essential to teach to the course outline as approved through the Board of Trustees. As you create your lesson plan, consider including the following:

- A list of definitions that should be clarified for the students.
- The objectives of the class.
- The activities in which each student will participate.
- A definite plan for the activities of the instructor.
- The assignment for the next session.

FIRST DAY OF CLASS

Beginnings are important! Whether it is an introductory course or an advanced course in the major field, start the term off well. Students will decide very early – some say the first day of class – whether they will like your course, its contents, you as the teacher, and the fellow students.

During the first day of class...

- Hit the ground running with substantial content;
- Be prepared and well organized;
- Take attendance and conduct the appropriate record keeping by adding or dropping students as appropriate;
- Start getting to know your students by name;
- Introduce yourself;
- Hand out an informative, attractive, and user-friendly syllabus;
- Review the syllabus in detail;
- Provide learning opportunities that spark intellectual curiosity and challenge students;
- Engage students in classroom activities that encourage active learning; and
- Build a sense of community in the classroom.

TEACHING TIPS – TOP TEN

1. Come each day with carefully thought out sequences of topics. Know what you are going to do in the lesson.
2. Be professional. Be on time and be ready.
3. Create the atmosphere you want.
4. Make it a class you would like to attend. If you appear bored, the class will be also.
5. Realize your students are not you.
6. Show your humanity and that you care. Create bonds. Tell them about yourself, your family and particularly your experience. Show concern for the students, including a reasonable perspective on his/her professional and personal needs.
7. Have fun! Go to staff development workshops and other activities to help you improve. Attend In-Service. When was the last time you learned something brand new? In our job we are continually learning how to teach. We should all be devoted to quality teaching.
8. Evaluate your students fairly. Try to figure out how they capture information. Instead of examinations give “knowledge festivals.”
9. Help them succeed. They have a right to succeed. A sense of sharing, learning and adventure should all be part of the classroom experience.
10. Enthusiasm! It is what students will remember us by.

MINOR STUDENTS AND THEIR PARENTS

Saddleback College enrolls a large number of minor students especially through the Special Admission Program for K-12 students. It is very important to understand that when a minor student becomes a student at any college, all rights afforded to parents under FERPA (Family Educational Rights and Privacy Acts) transfer to the student. In essence, parents do not have the right to inspect the minor student's records or gain access to information related to their attendance at Saddleback College. At Saddleback College, students may access their academic records online. In that way, they may share the information with their parents/guardians.

It is the policy of the college that all students act on their own behalf. Persons, other than the student, are not permitted to enroll, add or drop classes, participate in classroom learning, or request transcripts and records on behalf of the student.

Minor students and their parents/guardians must also understand that they are entering a college environment which is designed with adults in mind. Therefore, the atmosphere of the campus, in general, and of the classrooms, in particular, will frequently reflect an adult population.

Students should be aware that:

- Courses may have frank discussions about sensitive topics.
- Audio-visual presentations may be graphic in their content.
- Students may be exposed to vulgar language outside of the classroom.
- Smoking cigarettes is allowed on campus.
- Instructors cannot sit with underage students while they wait for their ride.

As an instructor, you are responsible for understanding and protecting the rights of students under FERPA.

Key Issues when addressing parents of minor students:

- Most parents pay for their children's education. In response, they feel they have a right to know about their children's learning experience. Parents may attempt to pressure you into discussing the status of their children in your classes. Since this directly violates the student's rights under **FERPA**, please advise parents to consider reviewing the academic history and class status individually with their children via **MySite**, **Blackboard**, or the returned graded assignments coupled with the course syllabus.
- Parents may ask you to audit your classes in their children's absence. This is prohibited as it strictly violates our college's auditing policy.
- When parents become unreasonably demanding and difficult, please have them email their concerns to the Division Office at: jwright@saddleback.edu, sanderson@saddleback.edu; or bbrokaw@saddleback.edu
For the sake of our staff, PLEASE do not send them to the Division Office.
- When the safety of you or others is involved, extremely abusive and unruly parents may be immediately report to Campus Safety at X 4444.
- For any difficult incident, please immediately complete and submit an "incident report" to your Dean.

TEACHING THE Y GENERATION

To effectively address the learning needs of our students, teaching is consistently evolving to include multiple learning styles, diverse modes of delivery, and a focus on learning-centered instruction. Most recently, you as instructors will be confronting how to best teach to our **Y Generation** of students. These students were born roughly between 1980 -2002 and can also be referred to as **Millennial Net Generations** and/or **Echo Boom**.

Who are these students?

Characteristics of the **Y Generation**:

- Racially and ethnically diverse
- Collaborative – “You help me. I’ll help you.”
- Wired for complexity – can multitask
- Techno-savvy – wired to technology and love it
- Interactive style – eclectic, team, networking, flexible, and fun-loving
- Tend to be law abiding, socially conscious, education-minded, confident, upbeat, and full of self-esteem

What the **Y Generation** expects in your classroom:

- Technology
- Study groups
- Shared learning
- Consensus
- Minimized grade pressure
- Community service
- Make it FUN

What the **Y Generation** wants from education:

- To be with friends
- To do relevant things in class
- To teach and be taught by friends
- To have an unlimited flow of information
- To have flexibility
- To have fun

What can you do as an instructor?

- Be willing to learn
- Understand that effective teaching is an evolutionary process. To teach well means to change with the needs of our students
- Keep current in the latest teaching practices in your discipline
- Be flexible and enjoy the future

Note: The information presented on the **Y Generation** comes from multiple outside sources.

Teaching Online

In response to today's economic conditions, some students will be unable to afford driving to campus (gas prices) and to maintain a fixed schedule for an extended period of time due to changing demands at work and home.

While the mode of delivery is different, the teaching standards for face-to-face, and online classes are the same with a focus on teaching excellence.

To establish and maintain teaching excellence in our online classes, instructors who wish to teach online should consider the following:

- Develop your skills on Blackboard and the Power Point
- Take courses and workshops on online instruction
- Work with your Dean and department chairperson to identify potential online courses to be taught