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DIVISION INTRODUCTION

The Division Faculty Handbook 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, which can be viewed on the Academic Senate webpage at www.saddleback.edu/asenate, for additional information. Please feel free to call your Department chair, Division Office staff, or Dean 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:

- Teaching in accordance with the State Chancellor’s Office approved course outline.
- Maintaining a strong emphasis on writing skills relative to homework assignments and examinations.
- Allowing students two hours of outside study time for each lecture hour.
- Presenting subject matter with a scope and intensity that 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 instructors 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 Office**

**Office Hours:** Monday through Thursday from 7:30 a.m. to 5:30 p.m., and Friday from 7:30 a.m. to 4:00 p.m. The office is closed on weekends and major College holidays.

**Office Location:** SM 334/336

**Office Telephone:** (949) 582-4820

**Division Website:** www.saddleback.edu/mse/
Division Administrative Staff

Division Dean:  Dr. Christopher McDonald  
Office location: SM 339  
Telephone: (949) 582-4820  
Email address: cmcdonald@saddleback.edu

Division Staff:  Suzanne Anderson  
Senior Administrative Assistant  
Office location: SM 334  
Telephone: (949) 582-4820  
Email address: sanderson@saddleback.edu

Dona Kirsten  
Senior Administrative Assistant  
Office location: SM 334  
Telephone: (949) 582-4820  
Email address: dkirsten@saddleback.edu

Sue Cook  
Administrative Assistant  
Office location: SM 336  
Telephone: (949) 582-4820  
Email address: scook@saddleback.edu

Division Subject Areas and Chairs:

Astronomy/Physics/Engineering:  
Mitch Haeri (co-chairperson)  
Office location: SM 140  
Telephone: (949) 582-4815  
Email address: mhaeri@saddleback.edu

Katherine Meyer-Canales (co-chairperson)  
Office location: SM 141  
Telephone: (949) 582-4593  
Email address: kmeyer7@saddleback.edu

Biological Sciences:  
Tony Huntley (co-chairperson)  
Office location: SM 132  
Telephone: (949) 582-4401  
Email address: thuntley@saddleback.edu
Steve Teh (co-chairperson)
Office location: SM 254
Telephone: (949) 582-4741
Email address: steh@saddleback.edu

Chemistry:
Scott Fier
Office location: SM 255
Telephone: (949) 582-4687
Email address: sfier@saddleback.edu

Computer Science:
Michele Rousseau
Office location: SM 350
Telephone: (949) 582-4728
Email address: mrousseau@saddleback.edu

Geology/Marine Science:
Jim Repka
Office location: SM 133
Telephone: (949) 582-4694
Email address: jrepka@saddleback.edu

Mathematics:
Jeanne Smith
Office location: SM 330
Telephone: (949) 582-4315
Email address: jsmith@saddleback.edu

Division Disciplines
Astronomy
Biological Sciences
Chemistry
Computer Science
Engineering
Geology
Mathematics
Marine Science (Oceanography)
Physics

Division Areas – General Information

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. This office is open during regular Division Office hours. Contact the Division Office staff to get a key to open the office. After the regular Division office hours, the key is
available in one of the mail slots in the Faculty/Staff Lounge (SM 308). Please put the key back into the mail slot when you are finished so others may use it.

Teaching Supplies and College Forms
You may obtain teaching supplies and College forms from our Division Office staff during regular Division Office hours.

Mailboxes
The full-time faculty mailboxes are located in the Division Office area. Associate faculty members are provided with individual mailboxes in the Faculty/Staff Lounge (SM 308). 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 staff members handle the mail.

It is imperative that you check your mailbox regularly as you will receive important documents and correspondence from the Division Office, students, etc.

Faculty/Staff Lounge (SM 308)
Faculty and staff are encouraged to eat and relax in our Faculty/Staff Lounge. A refrigerator, microwave oven, tables, chairs, and a sofa are located in this room for your convenience and use. Please help keep the lounge presentable by cleaning up after yourself.

Conference Room (SM 341)
The Conference Room is furnished with a whiteboard and 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 the Conference Room with the Division Office staff.

Fax Room Meeting Space (SM 343)
Our Fax Room is available to meet the needs of smaller groups. It is furnished with a whiteboard/chalkboard and a table that accommodates six to ten people. This room can be used for make-up exams, student conferences, or study groups. Please reserve the use of the Fax Room with the Division Office staff.

Fax Machine
A fax machine is available in the AGB building (main entrance, switchboard area) for faculty use. You can also use the Division fax, (949) 347-1936, by speaking directly to our Division Office staff. The primary use of the Division fax is to send and receive College-related information. However, you may send/receive non-College materials at a cost of $1.00 per page (sent or received). Homework cannot be accepted using the Division fax machine.
Division Copy Machines
Two copy machines are located in SM 325, which is accessible through SM 329 during office hours. After the regular Division office hours, the key is available in one of the mail slots in the Faculty/Staff Lounge (SM 308). Please put the key back into the mail slot when you are finished so others may use it.

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 staff.

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 (except water) is allowed in the classrooms.

Opening and Closing of Classrooms
Classrooms are normally unlocked at least ten (10) minutes before scheduled starting time. If for some reason your classroom is locked, contact the Division Office staff or Campus Safety at (949) 582-4585 for assistance.

PERSONNEL POLICIES AND PROCEDURES

Faculty Hiring Process
All faculty members are required to go through an interview process with the Division and a formal hiring process through Human Resources (third floor of the Health Sciences Building). The 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.

Teaching Assignments
If you are interested in teaching part-time 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 District Human Resources office will formalize this agreement by sending you an Employment Agreement letter to be signed and returned immediately. The Division Office generates an Activity Letter that lists your teaching assignment(s); sign and return one copy to the Division Office.
Change of Personal Information
Please keep the Division Office and Human Resources informed of any change of address or home/work phone numbers. Go to your MySite to update your personal information. Please also inform the Division Office staff so that they can update their records.

Paychecks and Absence Verification
You will be paid the last working day of each month. For employees who have Net Check with the OCTFCU/Schools First or direct deposit with other financial institutions, this website, https://eis.ocde.us, gives you access to view your paycheck stub online the day before each pay day. This does not change the official pay date; it just allows 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 (949) 582-4890.

Other Leaves
Other leaves, both paid and unpaid, also are 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. However, classes necessary for graduation or with extenuating circumstances may be offered with enrollments of below 22 students with the 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 (SLOs)
All faculty members are required to assist in the creation, implementation, and assessment of student learning outcomes on the programs and course levels. The Department Chair will serve as a facilitator of SLOs 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 SLOs are posted on the Educational Planning and Assessment website: www.saddleback.edu/asenate/epa/. Any results of the assessment of SLOs will not be included in the faculty member’s personnel files.

Tenured Faculty Evaluations
All tenured faculty members will receive an administrative evaluation every three years to be conducted by the Division Dean or Vice President for Instruction. The evaluation is based upon one (1) fifty-minute observation of the faculty member in the performance of their duties, and will become a part of the faculty member’s official personnel file. A faculty member may also have a second evaluation conducted by a tenured faculty member of their choice. This second evaluation is intended for instructional improvement and may become 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 will be 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 evaluations during the semester in order to assess student learning and success specific to their classes.

Non-Tenured, Full-Time Faculty Evaluations
Non-tenured faculty members will be evaluated by the Division Dean, as well as members of a Tenure Review Committee, 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 the 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 evaluations during the semester in order to assess student learning and success specific to their classes.

Associate Faculty Evaluations
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 Chair 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 will be 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 evaluations during the semester in order to assess student learning and success specific to their classes.

Sexual Harassment Policy
Sexual harassment is an abusive and illegal behavior that harms victims and negatively impacts the workplace by creating an environment of fear, distrust, and intolerance. Other forms of discrimination based on race, color, gender, ancestry, national origin, age, marital status, disability (mental and physical), and sexual orientation are also prohibited. The SOCCCD is committed to providing a safe, healthy environment that promotes respect, dignity, and equality for all employees and students.

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:

- During regular Division Office hours, call (949) 582-4820 (if possible, at least an hour in advance of class meeting time) to determine if the class(es) should be dismissed, or a substitute is needed. College policy states that after two consecutive absences, a substitute will be authorized.
- Before or after Division Office hours, call Campus Safety at (949) 582-4585 and request that your class be posted as dismissed. You must also notify the Division Office of your absence. Upon your return, please sign the Absence Verification that will be in your mailbox and return it to the Division Office.

Faculty Substitutes
A substitute employee is one who is employed on a day-to-day basis to fill the position of a regular, 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 the Dean and the Vice President for Instruction. All approval of substitutes must be arranged prior to the absence through the Division Office. Substitutes are approved on a case-by-case basis.

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.
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 Campus Safety at (949) 582-4585 AND the Division Office at (949) 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 of the Dean. 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.”

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 cannot be scheduled at the end of the class.

Conference Requests
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 it to the Division Office for approval by the Dean and the Office of Instruction.

College Documents and Forms
Policies governing students and faculty are posted online via your MySite > “Work” > “Employee Services” > “Employee Documents.”

Enrollment Procedures

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

- Access the Saddleback College homepage (www.saddleback.edu)
- Select MySite > Faculty/Staff Login
- Enter your user name and password
- Select “My Work” > “Faculty Services” > “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, download your 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 APCs, immediately contact Admissions and Records Registrar, Joyce Semanik, at (949) 582-4342 for assistance.

From the First Class Session to Census Day
You can add students to your class by giving them Add Permit Codes (APC). The codes are valid until the expiration date printed on them. These dates will vary according to each specific class.

Add Permit Codes (APC)/Last Day to Add
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. To access your APCs, please follow these steps:

- From the Saddleback homepage at www.saddleback.edu, log on to MySite.
- From the menu, choose “My Work” > “Faculty Services”
- From the options, choose “Create/Manage AP Codes”
- Enter the number of codes you want to create/print for each class
- Click on “Create”
- On the next screen, click on ”Create Print File” > ”Print”

Expiration of Add Permit Codes (APC)
The APC deadlines are listed on the top of your roster for each ticket number and on the APC forms. After students are issued an APC, direct them to register online, if paying by credit or debit card, or go in person to the Office of Admissions, Records, and Enrollment Services (SSC 102), if paying by cash or check, prior to the next class period. If students are not listed on your roster, they are not enrolled and may not continue to attend your class.

Procedures to Add Students After the Expiration of the APCs
Only students with extenuating circumstances may add a class after the APC 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, you must complete the (yellow) "Late Add" card and submit it to the Dean for approval. The "Late Add" card can be found in the Division Office.

The Dean will approve or deny the request as outlined on the "Late Add" card. If approved, the student must take the card directly to Admissions, Records, and Enrollment Services. If denied, the Dean will return the card to you.

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 (3) days. If the student does not meet the three-day deadline, they will lose the opportunity to enroll.

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 Financial Assistance Office has an emergency loan program available to students. Please direct students who cannot pay for tuition or books to the Financial Assistance Office in SSC 106. Qualified students in emergency circumstances can borrow up to $200 for the semester (excluding the summer session).

Enrollment Options
If a student is unable to officially enroll in your class, please encourage the student to continue to check the online course schedule at www.saddleback.edu for newly added, re-opened, or 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 order to attend further class sessions. Auditing of classes is not allowed.

Student Drop Process
According to State regulations, all faculty 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.

First Class Meeting and 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 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 if the student is absent for a total of six (6) cumulative instructional hours.

Grading Policies
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.”

Board Grading Policy (Board Policy 5300)
The State Legislature mandates a grading policy for all California community colleges. In compliance with this mandate, the SOCCCD has established the following:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Excellent</td>
</tr>
<tr>
<td>B</td>
<td>Good</td>
</tr>
<tr>
<td>C</td>
<td>Satisfactory</td>
</tr>
<tr>
<td>D</td>
<td>Passing</td>
</tr>
<tr>
<td>F</td>
<td>Failing</td>
</tr>
<tr>
<td>I</td>
<td>Incomplete</td>
</tr>
<tr>
<td>W</td>
<td>Withdrawal</td>
</tr>
<tr>
<td>P</td>
<td>Pass</td>
</tr>
<tr>
<td>RD</td>
<td>Report Delayed</td>
</tr>
<tr>
<td>CR</td>
<td>Credit</td>
</tr>
<tr>
<td>NC</td>
<td>No Credit</td>
</tr>
<tr>
<td>np</td>
<td>No Pass</td>
</tr>
</tbody>
</table>

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 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 are required for all credit courses. Every final examination must be given on the scheduled date and time. Final examination schedules are posted online and 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 at www.saddleback.edu/forms or in the Division Office. It is at the discretion of the instructor whether or not this petition will be accepted.

Use of Incomplete Grades
A grade of “I” for incomplete academic work may be issued for unforeseeable, emergency, and justifiable reasons occurring at the end of the term.

If you are issuing a grade of “I,” you must fill out an Incomplete Grade Record form and submit it to the Office of Admissions and Records. Forms are available in the Division Office, Admissions and Records, or can be downloaded from MySite > Work > Faculty Services > Grade Submission. Please read the information on the Faculty Resource section of the Admissions and Records website, www.saddleback.edu/admissions.
You are 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 (1) year following the end of the term in which it was assigned.

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 “I” grade, they 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 homepage at [www.saddleback.edu](http://www.saddleback.edu)
- Select MySite > My Work
- Select “Faculty Services” > “Submit Grades”

*Your grades are submitted and certified online, and must be completed by the assigned semester due date.*

The Office of Admissions, Records, and Enrollment Services does not require your handwritten signature after you submit and certify your grades online. However, you must submit the following paper documents to the Office of Admissions, Records, and Enrollment Services by the official grade due date:

- Positive Attendance Roster (required for special classes) Spreadsheets with all pertinent information will be accepted in lieu of permanent rosters
- “Incomplete Grade Record” 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 by you to the Office of Admissions and Records on or before the official due date. You can also mail your grade documents to the following address:

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

*Use OVERNIGHT mail to guarantee the safe and timely arrival of these documents. 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 through MySite immediately after you submit and certify them online, provided no other documents are required (i.e., daily attendance records for positive attendance classes AND Incomplete Grade forms).

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, with the appropriate Dean, or designee, no later than forty-five (45) days after the student knew or should have known of the grade in the course. Please refer to BP 5505 or 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 “I” grade or to correct an instructor 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, and should include the following information:

- Your name, college email address, voice mailbox, office hours, and at your option, your home telephone number, work number, or home email address.
- Course number, section and title, meeting days and times, and building and room number.
- 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, i.e., 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 the 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 received, read, and understood 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 that 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 Assessment Process**
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 – General Information**
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 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 that 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 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. However, *prior arrangements must be made through the Division Office.*

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 provided on the course roster.

**Multiple Field Trips**
If a course has multiple field trips over the course of the semester, a Field Trip Request (Multiple) form and Field Trip Insurance Waiver can 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 that conflict in time and date with other classes. However, additional field trips that do not conflict with other classes may be scheduled with approval from the Office of Instruction.

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 can request the use of College vehicles for field trips and excursions. The College has sedans and 12-passenger vans for use. The instructor is responsible for making all transportation arrangements with the Transportation Department. For information regarding vehicle availability and reservations, call *(949) 582-4675.*
Driving College-Owned Vehicles
A faculty member can drive College-owned vehicles with liability covered by Saddleback College. Student drivers must be enrolled in at least twelve (12) units per semester and file an Authorization for Student Driver form. Generally, students must be 21 years of age with a verified good driving record to be approved to drive. Students under 21 may be approved to drive if they have verified excellent driving records. If rental vans are needed, student drivers must be at least 25 years of age. In some instances, student drivers can be paid for their service. A current DMV printout must be on file for all drivers.

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 driving. For additional protection, students should show the instructor their 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, the same as a College 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 (MSE Division Policy)
A person invited by an instructor to address a College class is considered to be a guest speaker. Guest speakers must be approved in advance by the Dean and the 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.

Textbook Orders (MSE Division Policy)
All college-level courses must have an approved textbook. The Department Chairperson takes the lead in the selection, approval process, and ordering of all textbooks. The Division Office staff processes the orders in conjunction with the Department Chairs and College Bookstore and retains a copy of the orders in the Division Office. Once you have your class assignment(s), you should confirm what textbooks are to be used with your Department Chair or by checking the Bookstore Website. Textbook information is also found online on the Class Schedule. If you need a desk copy of any textbook, contact the Division Office staff.
Please communicate to your students the value and importance of the textbook. Encourage your students to read, not only the assigned text, but other supplementary materials appropriate to the course, as well.

Make-up Examinations
It is your responsibility to arrange a time and place for students to take make-up examinations. For your convenience, you can reserve the Division Conference Room (SM 341), or the Fax Room (SM 343) to conduct make-up examinations throughout the semester. Reserve the rooms through the Division Office. Available on a first-come, first-serve basis is SM 325A, adjacent to the copy room. Note: The Division Office staff does not proctor examinations; therefore, you MUST be on campus while your student is taking a make-up exam.

Auditing
Auditing classes is prohibited; only registered students are allowed to attend classes.

Lost and Found
A campus-wide “Lost and Found” is located at Campus Safety in The Village. If you find an item, call (949) 582-4585, or give it to the Division Office staff. The Division Office has a small “lost and found” area, and the Office staff make every effort to locate the owners of lost items.

FACULTY SUPPORT SERVICES

Online Education and Learning Resources (OE/LR)
New faculty members will find this site especially useful for help with both traditional and online classes. From the Saddleback homepage, go to Academics > Academic Divisions. The phone number is (949) 582-4397.

Faculty MySite
The primary portal for information access at Saddleback College is MySite. Faculty can log on to MySite from on or off campus to retrieve class rosters, submit grades, generate AP Codes, check email, verify remaining sick leave, download forms, and numerous other functions. To connect to MySite, go to www.saddleback.edu, select MySite, and then enter your user name and password.

Voice Mailbox and Email Address
All new, full-time faculty are assigned a College voice mailbox and email address at the beginning of their first semester. All new associate faculty are assigned an email address, but must request a voice mailbox. In lieu of your College voice mailbox and email address, you can have students contact you directly at an alternate telephone number or email address. You can also have your College emails forwarded to an alternate email address. Please contact the Division Office for instructions on how to operate your voice mailbox and email address. Check both your voice mailbox and email regularly, and promptly respond to any messages, as appropriate.
Inform your students on the course syllabus and during the first week of class, on how best to reach you. Your voice mailbox and email are essential forms of communication for your students, the Division Office, and the College community. Please inform your students to contact you directly and not to call the Division Office.

**Telephone System**

All full-time faculty members have a Cisco Systems phone with voicemail, speaker phone, caller ID, call forwarding, and conference call capacity in their offices. For information about your phone and its features, go to [www.saddleback.edu/ts](http://www.saddleback.edu/ts). Associate faculty who have a voicemail extension can access your voice mail remotely by calling (949) 582-4900; when the system answers, press the asterisk (*) button to begin.

**Use of Electronic Communication (Board Policy 4000.2)**

All faculty members are assigned a Saddleback email 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 that students use for contacting instructors.

In accordance with Board Policy 4000.2, Electronic Communication, the District retains the right to restrict access to and use of the electronic/digital information network to staff and students 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.

**Email System**

The College uses Microsoft Office® Outlook Web Access for its email system. 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](https://exchange.socccd.edu) or via MySite by following these steps:

- Go to MySite by accessing [www.saddleback.edu](http://www.saddleback.edu)
- Log on to MySite > click on My Email > Exchange Email

Explore how to best utilize this system via the online instructions posted on the Division website or through individual tutorials via the ITC staff.
Vacation Message – College Email Notice for Students
During your vacation time, students will contact you by email about grades and trying to enroll in your classes. To avoid frustration for both you and the student, you might consider putting a generic message on your College email 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 11. For questions or concerns about enrolling in classes for fall, please attend the first class session.”

To place a message on your College email:
• Go to MySite by accessing www.saddleback.edu
• On the MySite home page, click 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 www.Turnitin.com, which can be linked to a seamless plug-in for Blackboard users.

Blackboard
Faculty 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.

The Faculty Center for Student Success (formerly CIDDE) provides instruction, advice, analysis, professional development, and support for faculty, staff, and administrators in the areas of online course management and technology, and features helpful “getting started” information for Blackboard, faculty websites, MySite, email, instructional tools, and more. The Center’s website is www.saddleback.edu/fcss.

Faculty and Staff Photo Identification Card
All faculty and staff need to obtain a photo identification card to use on any campus copy machines and to take advantage of new technology in Library Services. In order to get your faculty and staff photo identification card, contact the Division Office to obtain your employee identification number. Then go to Admissions & Records in the Student Services Center to get your photo taken and receive your ID card. For new instructors, you must bring a photo ID with you to obtain your card.

Admissions & Records is open 9:00 a.m. to 6:00 p.m., Monday through Thursday, and 9:00 a.m. to 12:00 p.m., Friday.
Green (Blue) Books and Scantron Examination Forms
Students can purchase Green (Blue) Books and Scantron forms at the College Bookstore. There are two Scantron machines – one in the Division workroom (SM 329) and one in the Division Faculty/Staff Lounge (SM 308).

Professional Development
The College recognizes the need for all faculty members to remain current in learning/teaching strategies and technology skills. Full-time and associate faculty are encouraged to participate in professional development opportunities and appropriate College staff development workshops. 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 the 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 associate faculty members and represents faculty in the collective bargaining agreement. All faculty members are encouraged to join the union.

Parking Regulations and Permits
When driving on campus, 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 to a parking enforcement officer. If you have an annual or semester parking permit and you drive another car and forget to bring the permit, the Campus Safety Department will issue a free temporary permit for the day. There are no free parking spaces on campus. For further information about parking on campus, call the Campus Safety Department at (949) 582-4585.

Long-Term Parking
Annual and semester faculty parking permits, at an established fee, are available in the Campus Safety Office, located in the Village, parking lot 2. Annual and semester permits are valid in all parking spaces and lots, except handicapped and other posted spaces/areas. Faculty members can purchase an additional parking permit for a second car at the rate of $1 per year.
Intermediate-Term Parking
Daily parking permits are $2 and can be purchased at the yellow permit dispenser machines located by: the entrance to parking lot 1; the Medical Center Drive entrance at the bus stop, adjacent to lot 13; the north end of lot 10; and near the tennis courts in lot 5A. Signs are posted to help you locate the parking permit dispenser machines. Daily parking permits are valid in student parking lots only.

COLLEGE OFFICES AND SERVICES

Audio-Visual Department (The Village 2)
The Audio-Visual Department provides media support for our teaching classrooms, including all off-site locations. The AV Dept. is open from 8:00 a.m. to 8:00 p.m., Monday through Thursday, and 8:00 a.m. to 3:30 p.m. on Friday. The phone number is (949) 582-4520.

Equipment requests must be made online at 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.

If you are having a problem with the AV equipment in your classroom, please call the AV Department (4520) from the classroom so that you can describe the problem directly to a technician.

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

AV Circulation Desk (The Learning Resource Center/LRC)
The LRC’s Audio-Visual circulation desk stocks thousands of items for faculty, staff, and student use. Videos, DVDs, CDs, etc., should be reserved at least 24 hours in advance, if possible. Items, if available, can be checked out without prior notice from the AV circulation desk. Faculty may also place their own items on reserve for student use within the LRC. The phone number is (949) 582-4563.

Bookstore (SSC 134)
The Bookstore 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. Check “store information” on the Bookstore website, or call (949) 582-4715 for more information.

Campus Police and Safety
Saddleback College maintains a Campus Police Department with duly-sworn police officers who are available 24-hours a day. A person may report any unlawful activity or emergency at any time by calling (949) 582-4444 from your cell phone, or 4444 from any on-campus phone; for non-emergencies, call (949) 582-4585. Direct access
to Campus Safety is also available through the red and yellow emergency phones 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 your classroom is locked, call (949) 582-4585 and an officer will be dispatched to 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) offers services for preschool-age children who are a minimum of 18 months old and maximum age of their entrance into kindergarten. Child-care services are available as a first priority for students; all remaining spots are then open to faculty and staff, and community residents. The CDC offers half-day morning and afternoon programs, as well as full-day programs. Minimum enrollment is two (2) half-days per week; a half-day is three (3) hours. Over three (3) hours is considered a full day and is charged at the full-day rate.

The CDC office is located on the lower campus adjacent to parking lot 1A, and is open Monday through Friday from 7:00 a.m. to 6:00 p.m. Contact the CDC at (949) 582-4582, or go to the CDC webpage, www.saddleback.edu/cdc, for further information, including program options and current fees.

**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 (75 computer stations)** – The IMC Lab is located in BGS 248 and is open Monday through Thursday from 8:30 a.m. to 10:00 p.m., Friday from 9:00 a.m. to 4:00 p.m., and Saturday from 9:00 a.m. to 5:00 p.m. Go to www.saddelback.edu/bsed/cim, or call (949) 582-4783 for more information.
- **LAP/ICC (33 computer stations)** – The LAP is located in The LRC, and is open Monday through Thursday from 8:00 a.m. to 8:00 p.m., and Friday from 8:00 a.m. to 2:00 p.m. Students must enroll in TU 300 (a free “0” unit lab).
- **LRC (70 computer stations)** – For hours of operation, check the LRC webpage at www.saddleback.edu/library.
- **SM 207 (29 computer stations)** – Hours are Monday through Friday from 11:00 a.m. to 7:00 p.m.

**Duplicating Center (The Village 10)**
The Duplicating Center is open from 7:15 a.m. to 7:00 p.m., Monday through Thursday, and from 7:15 a.m. to 4:00 p.m., on Friday.

Duplicating requests should be made at least three (3) to five (5) days in advance. During finals and at the beginning of each semester, there may be a five-day turnaround for your materials to be ready. Please make arrangements to pick-up your orders.
For your convenience, files can be sent directly from your computer at home or at school to the Duplicating Center by emailing them to scprintjobs@saddleback.edu. Please include instructions, such as the number of copies, paper size, single-sided or double-sided, hole-punched, etc. The Duplicating Center will run your materials and place them on the shelves in the Duplicating Center within three (3) to five (5) working days upon receipt of your request.

Duplicated (shrink-wrap) materials that you want sold at the College Bookstore (syllabi, handouts, etc.) will require a four (4) to six (6) week turnaround time. Notices are sent from Duplicating advising the divisions as to the due dates for duplicated (shrink-wrap) materials. Copyright laws must be complied with for all situations. If you have any questions regarding your duplicating needs, contact the Duplicating Center directly at (949) 582-4513.

Copy machines for faculty use are located in the Duplicating Center and in most Division Offices. These machines are not designated for any particular division use, but are available to all faculty members. A faculty ID card is needed to make copies in all locations.

Graphics Center
The Graphics Center is open 8:00 a.m. to 5:00 p.m., Monday through Friday. Call (949) 582-4510 for an appointment, since an initial consultation is required for scheduling purposes for any job requiring design, paste-up, typesetting, camera work, printing, or bindery. Turnaround time for graphics/printing jobs require a minimum of four (4) weeks for completion.

Note: All duplicating and graphics/printing requests must have the Dean’s signature and the MSE Division’s duplicating account number before work can be initiated.

Health Services (SSC 177)
Saddleback College has an on-site Student Health Center where faculty can 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 open from 8:00 a.m. to 7:00 p.m., Monday through Thursday, and 8:00 a.m. to 3:00 p.m., on Friday. The Center is closed for lunch every day from 1:00 to 2:00 p.m. Their phone number is (949) 582-4606.

Technology Services (The Village 2)
The Technology Services Department is committed to bringing the highest level of technological support possible to the faculty and staff at Saddleback College. They are responsible for the maintenance and installation of computers and media-related equipment throughout the campus. They provide assistance with software installation, troubleshooting network problems, phone and fax assistance, as well as user support for Adobe products and the Microsoft Office® Suite. MySite, CSIS, Power F-aids (Financial Aid), and Escape are also part of Technology Services. Please contact them at (949) 582-4456 for problems related to these applications.
Learning Assistance Program (LAP)
Tutorial assistance is available free of charge to students in the LAP Center, located in the LRC. The hours are 8:00 a.m. to 8:00 p.m., Monday through Thursday, and 8:00 a.m. to 2:00 p.m., on Friday. Call (949) 582-4519 for more information, or go to www.saddleback.edu/library/lap.

Library Services (The LRC)
There are approximately 90,000 books in the collection, 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 the LRC can be requested through Inter-Library Loan. Faculty members can also place materials on reserve to ensure student access to important materials.

Spring and fall LRC hours are: Monday through Thursday from 8:00 a.m. to 9:00 p.m., Friday from 8:00 a.m. to 4:00 p.m., and Saturday from 11:00 a.m. to 5:00 p.m. See the LRC website for more information about holiday closures, summer hours, etc. LRC phone numbers are: (949) 582-4314 (Main); (949) 582-4563 (AV/Periodical Desk); (949) 582-4526 (Circulation/Renewal); (949) 582-4528 (Computer Help Desk); and (949) 582-4525 (Reference).

Reading Lab (The LRC)
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 their own 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 lab classes offer an excellent opportunity for students to brush up on English-language skills, whether they are native or non-native English speakers. 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 the LRC, and is open from 8:00 a.m. to 8:00 p.m., Monday through Thursday, and 8:00 a.m. to 1:00 p.m., on Friday. (Note: During the spring semester, the Lab is closed between 1:30-4:30 p.m., Monday through Thursday.) For more information, call (949) 582-4539.

Writing Center (The LRC)
The Writing Center is a place for students to learn about writing concepts, practice their writing skills, and get help with their writing. It offers two (2) classes: English 301 and English 310. English 301 (16 hours) is a required supplemental lab to English 300. English 310 (24 hours) is an individualized one-on-one program open to anyone who wants to exercise and strengthen their writing skills. Both courses are offered CR/NC for 0.5 units. The Writing Center is located in The LRC; phone (949) 582-4784.
Faculty Center for Student Success (formerly CIDDE) (BGS 249)
The Faculty Center for Student Success is designed to provide instructional support to all faculty and staff in the areas of Blackboard, Web design, faculty profiles, and online classes. The Faculty Center has 25 computer stations (available by reservation) and 2 state-of-the-art media stations enclosed in soundproof booths for video development and pod-casting, and also features helpful “getting started” information for Blackboard, faculty websites, MySite, email, the iPad Project, and other instructional tools. In addition, the Center has copiers, printers, and scanners, work-station space, and much more. Digital cameras and laptops are available for check out on a limited basis.

The Faculty Center is open 7:00 a.m. to 7:00 p.m., Monday through Thursday, and 7:00 a.m. to 4:00 p.m., on Friday. Note: The hours of 5:00-7:00 p.m. are by appointment only. Call (949) 582-4515, or email scfacultycenter@saddleback.edu, for more information. Their website is www.saddleback.edu/fcss.

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 (6) appointments per year. Concerns requiring immediate attention and not involving transcripts are handled on a drop-in basis. Students can call (949) 582-4572, or stop by the Counseling Office. Counseling hours are 8:00 a.m. to 7:00 p.m., Monday through Thursday, and 8:00 a.m. to 12:00 p.m., on Friday.

Re-Entry Services/Women’s Center (SSC 140C)
The Re-entry Services/Women’s Center provides advice, 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 educational training and seeking employment. The Center is open from 8:00 a.m. to 5:00 p.m., Monday through Thursday, and from 8:00 a.m. to 12:00 p.m., on Friday. The phone number is (949) 582-4611.

Center for Career/Life Development (SSC 140)
Students who need help in making career decisions can get comprehensive assistance in the Center for Career/Life Development. Resources include career guidance and information, college catalogs, transfer information, and computerized programs to help identify career goals. There is also a Job Search Center to assist current students and recent graduates in obtaining a job. The Center is open from 8:00 a.m. to 7:00 p.m., Monday through Thursday, and 8:00 a.m. to 12:00 p.m., on Friday. The phone number is (949) 582-4575.
Extended Opportunity Programs and Services – EOPS (SSC 126)
EOPS is an outreach and attendance program designed to assist low-income and educationally disadvantaged students in achieving a college education. EOPS-eligible students can receive college and financial aid, application assistance, priority registration, textbook service, academic, personal, and career counseling, tutoring, and assistance in transferring to four-year colleges and universities. The EOPS office is open from 8:00 a.m. to 4:30 p.m., Monday, Tuesday, and Thursday, 8:00 a.m. to 7:00 p.m. on Wednesday, and from 8:00 a.m. to 12:00 p.m. on Friday. For more information, call (949) 582-4620.

Financial Assistance and Scholarships (SSC 106)
Various types of financial assistance, including federal, state, and community programs, are available to students. The types of assistance may include grants, loans, scholarships, or work-study. The Student Financial Assistance Office is open from 8:00 a.m. to 4:30 p.m., Monday and Thursday, 8:00 a.m. to 6:00 p.m., Tuesday and Wednesday, and from 8:00 a.m. to 12:00 p.m., on Friday. The phone number is (949) 582-4860.

Matriculation (The Village 8)
Matriculation provides assessment, orientation, advisement, and follow-up services for new and continuing students. The process assists students in identifying their skill levels in mathematics, reading, English, and English as a Second Language (ESL), and helps students plan toward their identified academic goals. Matriculation is open from 8:00 a.m. to 4:30 p.m., Monday through Thursday, and 8:00 a.m. to 12:00 p.m., on Friday. Evening hours are limited to scheduled assessment and orientation/advisement sessions. For more information, call (949) 582-4970.

Disabled Students Programs and Services (DSPS) (SSC 113)
Special Services is committed to serving students with disabilities and to serve the faculty in an instructional capacity. DSPS is a reliable source of information and consultation, and is the liaison for all classroom and campus disability issues.

To qualify for services, students must have a known or documented disability verified 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, or within the first week of classes.

Students should speak with their instructors early in the semester, usually by the first week of classes, 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 if they choose. All information related to a student’s disability must remain confidential. If you have any questions concerning a student or disability, contact DSPS at (949) 582-4885, or go in person to
SSC 113. Their office hours are 8:00 a.m. to 4:30 p.m., Monday through Thursday, and 8:00 a.m. to 12:00 p.m., on Friday.

Transfer Center (SSC 225)
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 open from 8:00 a.m. to 7:00 p.m., Monday through Thursday, and 8:00 a.m. to 12:00 p.m., on Friday. Call (949) 582-4328 for additional information.

Crisis Intervention Team (CIT)
The CIT is composed of professional counselors from the Counseling Center and the Student Health Center who are available to assist when a Saddleback student or staff member experiences a psychological emergency and is in need of immediate help. For questions, or to call for assistance, the CIT phone number is (949) 582-4572.

STUDENT SUPPORT SERVICES

Grade Reports
Grades become available to students through MySite immediately after you submit and certify them online. If you have any other questions or concerns regarding Admission, Records, and Enrollment Services, contact:

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

Student Email
Upon enrolling in a course, students automatically receive a College email account. This account enables students to send and receive emails. Students can get their email address from their class registration form. Please encourage your students to regularly access their student email via MySite, and to confirm their email preference if they wish to forward their Saddleback email to a personal email address.

Student MySite
Encourage students to access their grades, class schedule, and other important information via MySite at www.saddleback.edu.

Class Schedule
From any computer with internet access, a student can 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’S RIGHTS AND RESPONSIBILITIES

Student Conduct
Students at Saddleback College are responsible for their conduct and for respecting the rights and privileges of others. 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 the South Orange County Community College District is just cause for disciplinary action. For additional information, refer to the Student Handbook 2014/2015. Instructors 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 instructional and educational process so that all students have an equal opportunity to demonstrate their academic abilities. Academic dishonesty will not be tolerated in any way.

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 that would be deemed as cheating by a reasonable person.
- Looking at or using another student’s exam, 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 classwork 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 in 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:
• The 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 the 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 disciplinary action. For matters involving stronger disciplinary sanctions, the faculty member is advised to file a written report with the Vice President for Student Services.

Mild Discipline Actions
• The student is given a verbal or written warning about an 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, 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.
• Expulsion from the course.
• Request that the Vice President for Student Services suspend or expel the student from the College.
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 ensure a tracking system for students who repeatedly violate the academic honor code and dishonesty policy, complete and submit the Academic Dishonesty Report to the Division Dean within ten (10) business days of the incident.

The MSE Division Policy on Academic Integrity
The MSE Division policy on academic integrity can be found on the College website, 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 clarification, reinforcement, 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
For all emergencies, the command post is the College President’s Office.

Emergency Phones
In the event of a major power failure, the college’s phone system will remain active for 7 to 12 minutes. It is recommended that you use your cell phone for communication during this period. Fax machines with the 346 and 347 prefixes have direct lines to AT&T and should remain active during a power outage.

Campus Police Emergency Cell Phones: (949) 283-2633 and 283-2635

On-Campus Emergency Procedures
- Dial the Campus Police at 4444.
- Give your name, location, and nature of the emergency. If the situation does not permit you to give this information, ask for “Mr. Armstrong”; this is a code name for an extreme emergency.
- 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.
• Render first aid, if qualified.

If you ever have a health or 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, report the circumstances as soon as possible to Campus Police at (949) 582-4585.

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. When the shaking stops, evacuate the building using the stairs, and proceed to a designated area. A map of the designated areas is posted in all campus buildings.

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 a 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
While on an off-campus event (i.e. field trip, high school campus, etc.), each 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, call 911 and request that the student be removed from the premises, if possible. Notify Campus Police at (949) 582-4585 of any emergency situation immediately upon returning to the college campus.

Note: An Incident Report should be filed with the Division Office immediately after any emergency, on- or off-campus.

On-Campus Safety Procedures
The College has posted a comprehensive Disaster and Safety Guide, Emergency Procedures, Campus Evacuation Areas, and Evacuation Plan on their website. Please download and familiarize yourself with these very important safety procedures. Go to the Saddleback College website www.saddleback.edu:
• Select MySite > My Work > Employee Services > Documents – scroll down to “Saddleback Campus Safety”
• Click on the following documents: Saddleback College Disaster Safety Guide, Saddleback College Emergency Procedures, Saddleback College Evacuation Areas, and Saddleback College Evacuation Plan.
Additional information on emergencies, forms and procedures, and Campus Police can be obtained by going to their website: www.saddleback.edu/police/. In particular, there are two safety information videos for staff and students: Flashpoint and Shots Fired!

MINOR STUDENTS AND THEIR PARENTS

General Information
Saddleback College enrolls a large number of minor-age students, especially through the Special Admission Program for K-12 students. It is very important to understand that when a minor (under 18 years old) becomes a student at any college, all rights afforded to parents under the Family Educational Rights and Privacy Act (FERPA) transfer to the student. In essence, parents do not have the right to inspect the minor students’ records, or gain access to information related to the minor students’ attendance at Saddleback College. Minor students may access their academic records online. In that way, they may share the information with their parents/guardians, if they so choose.

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 that 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.

Minor 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 in designated areas on campus.
- Instructors cannot sit with underage students waiting for rides home.

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 to audit your classes in their children’s absence. This is strictly prohibited as it violates the college’s auditing policy.

If parents become unreasonably demanding and/or difficult, please have them email their concerns to the Division Dean. **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 reported to Campus Safety at ext. 4444.

For any difficult incident, immediately complete and submit an “Incident Report” to the Dean.

Authorization to Exchange Information
In the event that any student requests to have their parent present during discussions with the Division faculty or staff, the student must sign an “Authorization to Exchange Information” form. This protects the rights of all parties involved, whether the student is a minor or not. This form can be obtained from the Division Office.

**CLASS PROCEDURES AND TEACHING TIPS**

Components of Effective Instruction
- Enthusiasm
- Preparation and organization
- Ability to stimulate students’ thoughts and interests
- 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 for you.
- Avoid ‘attaching’ yourself to the lectern or desk. The lectern should be used to hold notes, not used as a crutch. Do not just sit at the desk and talk.
- 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, etc.) for explanations, whenever possible.
- Encourage a friendly, open atmosphere. Try to monitor students’ 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 of the semester; you may submit either a hard copy or an electronic version.
- **Create two or three Student Learning Outcomes (SLOs) 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 your Faculty Profile online.** 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.**
- **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 (APCs).**
You can download your Add Permit Codes once you have faculty access to MySite and your semester class schedule. The College system often experiences glitches during such heavy-use time as the beginning of the semester. To avoid these glitches, and the added frustrations they can cause, download APCs and other necessary materials well in advance of your classes. Students will add or 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 APCs, you can add students to your classes without the Dean’s 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 MySite; familiarize yourself with it. You can find your class schedule, College announcements, employee documents, benefits information, grade history, class rosters, Add Permit Codes, online grade submittal, and more.

- **Learn how and use your College Email.**
  Once you are officially hired, you will receive a College email address, which is your primary form of communication with the College, Division, and your students, outside of class. As an option, you can forward your College emails to an alternate email 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 by 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 your activities.
- The assignment for the next session.

### FIRST DAY OF CLASS

Beginnings are important! Whether it is an introductory course or an advanced course in a major field, begin the term on a positive note. 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 their fellow students. During the first day of class:

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

TOP TEN TEACHING TIPS
1. Start 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 to convey.
4. Make it a class you would like to attend. If you appear bored, the class will be bored, too.
5. Realize your students are not you.
6. Create bonds. Show care and concern for the students, including a reasonable perspective on their professional and personal needs.
7. Have fun! Attend staff development workshops, in-service, and other activities to help you improve yourself. We are continually learning how to teach and should be devoted to quality teaching.
8. Evaluate your students fairly. Try to figure out how they capture information.
9. Help your students 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 one of the things by which students will remember you.

NOTES: