



HANDBOOK

FOR

PART-TIME FACULTY

2011-2012



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Truckee Meadows Community College
7000 Dandini Boulevard
Reno, Nevada 89512-3999
(775) 673-7000

Part-time faculty adds an important dimension to the college's instructional staff. The “real world” skills, exceptional knowledge and diverse experiences part-time faculty bring to TMCC plays a significant role in accomplishing our instructional mission.

This handbook is intended to assist you in your role as an instructor and enhance your experience as a member of the TMCC community. We hope you find it useful.

Each year the information in this handbook is revised. We welcome your suggestions for changes which will make the content clearer or more meaningful. Please direct your suggestions to Associate Dean Fred Lokken at 673-7148 (e-mail flokken@tmcc.edu).

Truckee Meadows Community College is an Equal Opportunity/Affirmative Action Employer and does not discriminate on the basis of sex, race, color, religion, age, disabilities, or national origin in the education programs or activities which it operates.

Revised 10/11

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ORGANIZATION

History

In 1969, the community college system was established by the Nevada State Legislature. In 1971, Governor Mike O'Callaghan dedicated Western Nevada Community College as one of three community colleges in the Community College Division of the University and Community College System of Nevada. In 1979, The Board of Regents split Western Nevada Community College and established Truckee Meadows Community College (TMCC). TMCC became the fourth community college within the University and Community College System of Nevada, now known as the Nevada System of Higher Education (NSHE).

TMCC initially operated under the name of Western Nevada Community College. The parent campus was located in Carson City. Stead Air Base housed a secondary campus serving the greater Reno-Sparks area. Both campuses had their own student organizations, faculty senates, and administrative organizations. In addition to Stead Air Bas campus, space for registration and classrooms was also provided by the Washoe County School District. The first of the multi-phases of construction for a campus on Dandini Boulevard in Reno began in 1975. The Dandini Campus became the central hub for the staff, programs and students.

As student demand for courses and programs increase, additional sites have opened. Other TMCC sites are: the High Tech Center at Redfield, the IGT Applied Technology Center, the Meadowood Center and the Redfield Performing Arts Center.

Vision

Truckee Meadows Community College creates the future by changing lives.

Mission

Truckee Meadows Community College promotes student success, academic excellence and access to lifelong learning by delivering high quality education and services to our diverse communities.

Values

The values upon which Truckee Meadows Community College bases its mission and vision statements are the principles, standards and qualities the college considers worthwhile and desirable. Truckee Meadows Community College is committed to:

- * Student access and success
- * Excellence in teaching and learning
- * Evidence of student progress through assessment of student outcomes
- * Nurturing a climate of innovative and creative thought
- * Collaborative decision making
- * Community development through partnerships and services
- * Ethical practices and integrity
- * Respect, compassion, and equality for all persons
- * Responsible and sustainable use of resources
- * Fostering attitudes that exemplify responsible participation in a democratic society

Strategic Initiative 1: Achieving Student Success

Goal: To foster a culture that ensures access to programs and services essential to students' academic and personal achievement and demands and supports excellence in teaching and learning.

Strategic Initiative 2: Welcoming and Diverse Environment

Goal: To enhance and ensure an environment that is mutually respectful, socially supportive, accessible, safe, physically pleasing and provides opportunities for personal growth.

Strategic Initiative 3: Stewardship of College Resources

Goal: To achieve college goals through responsible human and resource development and management.

Strategic Initiative 4: Partnerships and Service

Goal: To expand and maintain partnerships and promote service to the community.

Accreditation

TMCC is fully accredited by the Northwest Commission on Colleges and Universities. In addition, numerous programs and courses are endorsed or certified by professional associations and accrediting agencies.

Organization and Management

TMCC is a comprehensive community college organized in a manner designed to manage its staff and serve its diverse student body in the most effective and efficient way possible. It is one of four community colleges, one research institution, one state college and two universities in the Nevada System of Higher Education (NSHE). The Board of Regents has ultimate authority and legal responsibility for all higher education in the public sector of the state. The chief administrative officer for TMCC is the President, who reports to the Board of Regents through a Chancellor. The organizational chart for TMCC can be accessed through the TMCC Human Resources website at <http://www.tmcc.edu/hrs/>

ADMINISTRATIVE POLICIES

Part-time Faculty Responsibilities

Major duties of part-time faculty include course preparation, teaching, student evaluation, and submitting reports as required by immediate supervisors or representatives of other departments. Your job responsibilities also include the following:

- Teach classes as agreed upon with immediate supervisor (department chair, coordinator).
- Meet each class as scheduled and hold class for the full time frame designated in the class schedule.
- Provide each student (at the beginning of the course) with a comprehensive course syllabus. **Note:** Please see your Department Chair for sample syllabi or reference the information under the "Curriculum and Instruction" section of this handbook.
- Prepare course materials.
- Check your TMCC e-mail account daily.

- Periodically examine student work and provide each student with progress reports related to meeting the objectives of the course.
- Coordinate and work with division support personnel to assist in preparing and printing materials for handouts. Support sustainable campus thru reductions in printed materials.
- Plan and administer a fair grading system. Departments may also have sample grade templates.
- Maintain accurate attendance and grade records and documentation; submit records as required.
- Submit official rosters and final grades by the established deadlines using People Soft software.
- Make advance arrangements with the department for classroom supplies/equipment as needed.
- Review proposed new textbooks, if requested by your immediate supervisor.
- Attend the part-time faculty orientation and any other training programs or meetings required by your department.
- Provide students with the opportunity to complete appraisal forms and return them on time to the Part-time Faculty Support Center or designated location.
- Return keys and other college property at the end of each semester.
- Other duties as assigned by your supervisor and/or within the scope of the Letter of Appointment (LOA).

Academic Freedom

Academic Freedom is essential and applicable to both teaching and research. Freedom in teaching is fundamental for the protection of the rights of instructors while teaching, and facilitates discussion and pursuit of knowledge within the subject with candor and integrity, even when the subject requires consideration of topics that may be politically, socially or scientifically controversial. In order to ensure the freedom to seek and profess knowledge, faculty members shall not be subjected to censorship or discipline by TMCC on grounds that the faculty member has expressed opinions or views that are controversial, unpopular or contrary to the attitudes of TMCC or the community. For additional information on the Nevada System of Higher Education (NSHE) policies regarding academic freedom, please refer to this website: http://system.nevada.edu/Board-of-R/Handbook/Title-2/T2-CH02.doc_cvt.htm.

Americans with Disabilities Act

The Americans with Disabilities Act (ADA) states that a person is eligible for accommodations if they have a qualifying disability. (Please visit <http://www.tmcc.edu/drc/eligibility/> for eligibility information.) Students with documented disabilities have the right to free accommodations to ensure equal access to educational opportunities at TMCC. The college provides disability services at no charge to the student. Students are responsible for filling out an application, providing documented proof of their disability, participating in a personal interview and assisting

in the development of an accommodation plan, which may include one or more of the following services:

- Note taking assistance/ transcription
- Textbook reproduction
- Interpreter/captioning services
- Access to specialized computers and software
- Appropriate testing accommodations
- Tutoring referrals
- Auxiliary aids
- Faculty Liaison/academic advising

Please note the following Disability Resource Center (DRC) policies and procedures:

- Direct interested students to visit the DRC in RDMT 315 or call 775-673-7277.
- You may tell students that they will need to have documentation of their disability. We can help students obtain referrals if needed.
- Students should not receive accommodations before meeting with the DRC.
- You will receive DRC paperwork from students after they visit with us.
- Documentation and accommodation determinations will be handled by the DRC.

*These policies are designed to protect you and the college from any potential litigation from the Office of Civil Rights.

ADA Course Syllabi Insertion: The following statement **must** be included in all course syllabi, and it is suggested that you read the statement to students on the first day of class:

Qualified self-identified students with documented disabilities have the right to free accommodations to ensure equal access to educational opportunities at Truckee Meadows Community College. For assistance, contact TMCC's Disability Resource Center at 775-673-7277, TTY 775-673-7888, or come by the Red Mountain Building, room 315.

For more information about the Disability Resource Center and its services, please visit: <http://www.tmcc.edu/drc/faculty/>.

Campus Community Conduct Policy and Procedures

TMCC encourages all of its students to pursue academic studies and other college sponsored activities that will promote intellectual growth and personal development. In pursuit of these goals and in recognition of the College's Statement of Institutional Values, all members of the college community (students, faculty and staff) are responsible for complying with Nevada System of Higher Education (NSHE) and college guidelines and meeting the appropriate college requirements. TMCC has an obligation to maintain conditions under which the work of the college can go forward freely, in accordance with the highest standards of quality, academic and institutional integrity, and freedom of expression. In joining the academic community, students enjoy the right of freedom to learn and share responsibility in exercising that freedom. Students are expected to conduct themselves in accordance with standards of the college.

The TMCC Campus Community Conduct Policy and Procedures and Incident Report forms are available online at: <http://www.tmcc.edu/facstaff/>. This document outlines the process for handling misconduct. To address any questions or concerns involving students, please call 775-673-7114 or 775-673-7270.

Drug/Alcohol-Free Workplace

The following revised policy is intended to comply with the Omnibus Anti-Drug Act of 1988 which requires the recipients of federal funds to provide a drug-free workplace.

- The unlawful manufacture, distribution, dispensation, possession, or use of illegal drugs and alcohol by faculty, staff, or students in the workplace, on TMCC property, or as part of any TMCC activity is prohibited.
- A violation of any of the above prohibitions will result in disciplinary action, which may include expulsion or termination as prescribed by Nevada Revised Statutes 284 and 453; Title 2 of the Nevada System of Higher Education; Title 4, Codification of Board Policy Statements; and college policy.
- The use of illicit drugs and abuse of alcohol cause problems which permeate our society. These include increased crime, decreased productivity (both academic and vocational), and deterioration of social and family relationships, increased chance of injury or death, and loss of or damage to property.
- The Employee Assistance Program is available to provide help to college employees and their families with a drug or alcohol or drug/alcohol-related problem. This help is available by calling (775) 786-6563 in northern Nevada. This assistance is provided by off-campus agencies and is completely confidential.
- Federal law requires that an employee notify the employer of any criminal drug statute conviction for a violation occurring in the workplace no later than five days after such conviction. This notification must be made in writing and directed to TMCC's Human Resources Department, which will notify the appropriate departments.
- An employee convicted as described above will be required, unless employment is terminated, to participate in the Employee Assistance Program or other appropriate substance abuse assistance or rehabilitation program.

As part of the Drug-Free Schools and Communities Act, TMCC will provide to employees and students information on campus rules and regulations pertaining to alcohol and other drugs, the health and social effects, legal sanctions, and available counseling and treatment programs.

Equity and Diversity

It is the policy of TMCC to provide equal employment opportunity to all qualified applicants in employment, hiring, training, recruitment, development, promotion, salaries, benefits and other terms and conditions of employment for all persons without regard to race, color, religion, creed, national origin, sex, age, or disability. Further, TMCC maintains an affirmative action program and fully supports the hiring and promotion for women, ethnic minorities, Vietnam era veterans, disabled veterans, disabled persons and persons of a diverse sexual orientation. This policy is consistent with federal and state laws, regulations and executive orders.

TMCC is dedicated to this statement of policy and philosophy and will maintain an environment free of improper or illegal discrimination for employees and students who participate in the programs, services and activities of Truckee Meadows Community College.

Nondiscrimination Statement: TMCC does not discriminate on the basis of sex, age, race, color, religion, disability, national origin, sexual orientation, marital status, veteran or disabled veteran in the programs or activities that it operates. All operating policies of the college direct such nondiscrimination as it pertains to, but is not limited to, the instructional programs, student services program, learning resources services and the employment of all professional, classified and student employees.

The college is in compliance with Executive Order 11246, Title VII of the Civil Rights Act of 1964, as amended by the Equal Employment Opportunity Act of 1972; Title IX regulation Implementing Educational Amendments of 1972; Section 504, Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990, the 1991 Civil Rights Act and all other federal, state, and Nevada System of Higher Education (NSHE) rules, laws, regulations and policies.

Copyright Policy

All TMCC faculty must comply with relevant provisions of the Copyright Act as concerns use of copyrights materials in instruction (fair-use provision). For assistance, the following resources are available:

For photocopying: The TMCC Copy Center/Peggy Hannah at 673-7049

For library materials: The TMCC library/Neil Siegel at 674-7608

Evaluation

The Department Chair or a designee will observe new part-time instructors during their first semester of teaching. Returning instructors may also be observed as time permits. Your evaluation is based upon the course goals and objectives and your degree of success in meeting them. Course preparation, instructional delivery, and student examination (quizzes, tests, etc.) are among the most important variables used to evaluate your teaching performance. In addition, your students will complete a "Student Appraisal of Instruction" survey which will be tabulated and distributed to you and your department dean at the end of each semester. Classroom or lab observation of the part-time instructor, an instructor self-evaluation, and student evaluation of instruction may constitute the evaluation program for your academic division. Your immediate supervisor will inform you of the evaluation system being used.

Facilities

Food and Beverage Policy – Food and beverages are prohibited in the classrooms. Food and beverages should be consumed only in designated dining and vending areas.

Smoking Policy – Public policy of the State of Nevada supports restricting smoking in public places. Smoking of tobacco in any form is prohibited in public buildings. There will be no smoking in any facilities utilized by TMCC.

Alcoholic Beverages – State law prohibits open containers and drinking alcoholic beverages in public buildings.

Faculty Identification Cards

Faculty identification (ID) cards are issued at the Academic Support Center in the Red Mountain Building, room 315. Allowing you to take advantage of TMCC's support services, it will permit access to University of Nevada, Reno services, such as the Getchell Library, and provides reduced admission to the Fleischmann Planetarium and Lombardi Recreation Center.

Family Educational Rights and Privacy Act (FERPA)

The Family Educational Rights and Privacy Act (FERPA) mandate confidential treatment of all documents containing personal information pertinent to students and employees. FERPA is a federal law enacted in 1974 that applies to all colleges and universities receiving funding from the U.S. Department of Education. Breach of FERPA guidelines could result in the revocation of all federally awarded financial aid funding for TMCC. The following guidelines are intended to assist you in complying with FERPA requirements. Please do not release any personal or academic information to anyone other than the student. Here are a few examples, but compliance is not limited to those listed.

- Secure class rosters, grade sheets, and tests that clearly identify students by name, social security number, student number, telephone number, address or any other unique identifying information.
- Do not release any information over the phone, especially grades or student schedules.
- Do not release information to parents or spouses on students in your class without students' **written** permission. High school students are considered adults while attending TMCC, and as such are guaranteed the same rights as all other students.
- Do not leave graded tests or homework in piles for students to pick up on their own. You must return assignments to students individually.

If you have any questions or need further clarification, please contact Ty Moore, the Director of Admissions and Records Office at 775-673-7043. For the full disclosure on FERPA, please refer to Appendix G of the latest TMCC catalog. Compliance with these requirements is absolutely essential and stringently monitored. Reported breaches of the policy could result in disciplinary measures.

Grant-in-Aid (Tuition Waiver)

Grants-in-aid are available to pay a portion of the registration fees for part-time instructors. The number of credit hours for a tuition waiver is based upon the number of credits taught during the preceding semester, not to exceed six credit hours. Credits do not accumulate from semester to semester. Fall and spring course loads are used to determine eligibility. These waivers are valid only for courses offered by TMCC and may not be used for Workforce Development & Continuing Education courses or courses offered during the summer.

This form and additional information about tuition waivers are available in the Part-time Faculty Support Center in RDMT 315.

Human Resources

Employment Records: Part-time faculty must have all hiring documents on file before an employment contract can be issued. Please contact Human Resources at 775-673-7253 to complete all appropriate paperwork or to obtain additional hiring information.

Personnel Files: Personnel files contain confidential information and therefore access to and release of their contents is limited. Individual personnel records are not public records subject to

disclosure. The Human Resources Office maintains an official personnel file for each part-time instructor. For the purpose of gathering information for the preparation of performance evaluations, immediate supervisors may keep separate files on part-time instructors. You have the right to examine and duplicate the contents of your official personnel file as well as the work record file of your academic division. For information concerning personnel files, please contact Human Resources at 775-673-7253.

Name and Address Changes: In order to maintain accurate personnel records, any change in name, address, exemption status, benefits, etc, must be submitted to the Human Resources Office and/or filed online using the Employee Self Service Program (ESS) online at:

<http://mustang.nevada.edu/hrip/tmcclog.htm>

Employment Contract: Part-time instructors are hired on a Letter of Appointment (LOA). Properly completed, this document serves as a contract between you and the Nevada System of Higher Education (NSHE). It is essential that LOA information be current and correct. As a part-time instructor, you are hired for the time designated on your LOA contract. A maximum of 9 credits or 49% FTE can be taught among NSHE institutions without consent/permission from the Vice President of Academic Affairs at TMCC. Please note that TMCC is not obligated to continue your employment beyond the last day of the term stated on your current contract. Part-time faculty does not have continuing appointment rights.

Paychecks: Semester salaries are divided into equal monthly installments. Paychecks are issued on the last business day of each month. Hourly employees will submit time sheets on specific dates and paid on a semi-monthly basis. Paychecks will be mailed to your home address unless requested in writing to be held in the Controller's Office. Your direct deposit will show up in your bank account on the day you should be paid. Please note that pay for a partial month's work will appear on your check for the following month.

Direct Deposit: TMCC strongly encourages the use of the direct deposit option. Please contact Human Resources to set up your direct deposit account, or you can use Employee Self Service (<http://mustang.nevada.edu/hrip/tmcclog.htm>). **Once set up please allow two pay periods for Direct Deposit to become effective. Paychecks will be mailed to your home address on file with Human Resources until Direct Deposit takes effect.**

Sexual Harassment

Sexual harassment of students, employees, staff and users of college facilities is unacceptable and prohibited under the Board of Regents' policy. This policy is consistent with TMCC's efforts to maintain equal employment opportunity, equal educational opportunity, nondiscrimination in programs, services and use of facilities, and the affirmative action program.

TMCC is committed to maintaining a community in which students, faculty, administration and academic staff work together in an atmosphere free of all forms of sexual harassment, exploitation or intimidation. Harassment includes uninvited direct or suggestive remarks about an individual's age, religion, gender, race or disability. Sexual harassment violates professional ethics as well as applicable federal and state laws.

Sexual harassment in the workplace is discriminatory, unlawful and clearly inconsistent with the standards and mission of an academic community. TMCC regards such behavior as a violation of the standards of conduct required of all persons associated with the institution.

Sexual harassment may be described as sexual advances, requests for sexual favors and other physical conduct or expressive behavior of a sexual nature where (1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or education; (2) submission to or rejection of such conduct by an individual is used as the basis for academic or employment decisions affecting that individual; or (3) such conduct has the purpose

or effect of interfering with an individual's academic or professional performance or creating an intimidating, hostile, or demeaning employment or educational environment.

Sexual Harassment Prevention training is now mandatory for all part-time faculty and must be completed every two years.

If you or one of your students requires additional information, please phone Michele Meador in Human Resources at 775-673-7249 or e-mail her at mmeador@tmcc.edu.

TMCC Department of Public Safety/TMCC Police

The TMCC Department of Public Safety (DPS) is a police department providing law enforcement service on TMCC's campuses. The DPS is staffed with both sworn police officers and non-sworn officers. Staff includes police officers, community service officers and cadets. Police officers have full peace officer powers while community service officers provide non-enforcement services. Cadets provide supplemental uniformed presence while earning supervised work experience and/or college credit.

If a part-time instructor requires *emergency* assistance, he or she should call 911 from the classroom. If an instructor needs an officer for any other reason, a TMCC DPS officer can be reached at 775-674-7900. The Reno Police Department dispatch can be reached for non-emergency calls at 775-334-2121.

DPS officers can respond to crimes, traffic accidents, assist in disputes, provide escorts to vehicles, perform crime prevention inspections or instruction, assist with fires or hazardous material spills, perform first-aid, and provide general assistance to the TMCC community. For more information about the TMCC Department of Public Safety, please visit their website: <http://www.tmcc.edu/police/>

Bomb Threats: Both state and federal laws prohibit anyone from making bomb threats and provide for imprisonment and fines. TMCC takes bomb threats seriously because they threaten life and property, and the college urges enforcement of the strictest possible penalties.

Emergency Exit of Buildings: All instructors are responsible for informing their classes of emergency evacuation procedures. You will be asked to certify that you have reviewed emergency procedures with your students. An evacuation plan is posted in each classroom at all campuses and centers. Any questions regarding the evacuation plan should be referred to your department chair or site coordinator.

Alarm and Evacuation System and Procedures

- Verbal notice or fire alarms are used to sound evacuation. **FAILURE TO EVACUATE IS UNLAWFUL.**
- Remain calm and orderly; walk quickly, but do not run to the nearest exit.
- Use the stairways to exit. **DO NOT USE THE ELEVATORS.**
- Follow instructions of emergency personnel (i.e. firefighters and/or police).
- Seek out and give needed assistance to any disabled individuals in the area. If time permits, turn off power and close doors.
- Take your coat and valuables.
- Exit to any parking lot away from the buildings. Keep roadways and walkways clear for emergency vehicles.
- Stay in the parking lot until instructed otherwise.
- Do not re-enter buildings until told to do so by emergency personnel.

PLEASE READ THE EMERGENCY PROCEDURES CAREFULLY AND PERIODICALLY REVIEW THEM.

Accidents/Injuries: If you or any student suffers **any** accident or injury while on **any** facility operated by the College, the accident should be reported immediately to campus police at 775-673-7900 or 5-7900 from your classroom.

First Aid – Call 911

In the event of a serious illness or injury on campus, call for help immediately. Do **not** leave the victim alone. Give appropriate first aid until emergency personnel arrive. **DO NOT MOVE** the victim unless absolutely necessary.

Theft /Vandalism: Immediately report the theft of equipment or any instances of vandalism to campus police.

Parking: There is no assigned parking at any of the campus locations. Please abide by all parking signs and regulations. Metered parking and disabled parking restrictions are strictly enforced.

If you would like an escort to your car, please contact the TMCC Police Department on Dandini at 775-674-7900, or 5-7900 from your classroom.

Workplace Safety

The Nevada Occupational Safety and Health Act were created to allow you to do your job in a safe and healthy workplace. In order to ensure a safe working environment, each employee is required to read the brochure entitled **Workplace Safety: Your Rights and Responsibilities**. After reading the brochure, the form on the last page needs to be completed and turned into the Human Resources Department in LIB 200. Please contact Human Resources at 775-673-7168 for additional information.

OSHA requires that all employees have Hazard Communication (Right-to-Know) training. The Safety Office offers this training periodically during the year. A web-based training program is being developed in the interest of convenience and accessibility. For information please call the Safety Office at 775-674-7951

Guidelines: To comply with campus safety guidelines, and ensure the safety of the students, all instructors are requested to make sure each class is given the following information: **Please read the Emergency Evacuation Plan that is posted in each classroom.**

- For general office safety, no household type extension cords are allowed. If you need an extension cord, power strips are available from your department. When using extension cords, ensure that they are not subjected to stress, sharp corners or pinch points. Make sure they do not create a trip hazard.
- Never plug a power strip into another power strip.
- Portable heaters can be used if they have an on-off switch, are less than 1500 watts and if they automatically shut off if tipped over.

- In classrooms or offices, it is a violation of the Fire Code to prop doors open that open to an exit corridor. Doors may be left open if they have an automatic closure device in the event of a fire.

Injuries: Should you or a student be injured in the classroom or on campus, it is your responsibility to report the injury to your immediate supervisor, department chair or dean. If you are located at one of the offsite education centers, notify the Site Coordinator /Evening Supervisor. Your supervisor is responsible for completing, signing, and submitting the Employer Report of Industrial Injury **within 24 hours** from the time the injury occurred. **(This is the timeframe required by law)**. Supervisors can obtain forms from the Human Resources Office.

CURRICULUM AND INSTRUCTION

Your immediate supervisor is your department chair. For routine situations (daily operations) or situations involving class scheduling, course preparation, teaching, and student evaluation, you will interact most often with your students, immediate supervisors, and classified support staff. However, in order to carry out your assigned teaching responsibilities, you may also interact with departments such as Admissions and Records and Student Financial Aid and Scholarships. Ensuring that accurate enrollment, official People Soft rosters and final grades are submitted correctly and on time is essential for accurate recordkeeping.

Academic Support

The Part-time Faculty Support Center provides a wide range of services. For full details, please contact us, or visit our website at <http://www.tmcc.edu/ptf/>.

- Fred Lokken, Associate Dean, Part-time Faculty Support Center – SIER 104
Contact: Office – 775-673-7148, Fax 775- 673-7176.
E-mail – flokken@tmcc.edu
- Barbie Wright, Program Officer – RDMT 315-A
Contact: Office 775-674-7977
E-mail – bwright@tmcc.edu
- Chantal Rendon, Administrative Assistant – RDMT 315-C
Contact: Office 775-673-7932
E-mail: crendon@tmcc.edu

Site coordinators are available in the evenings and on weekends on the Dandini Campus. Other TMCC sites may also have staff available after hours, and you may contact that site for their schedule.

- | | |
|---------------------------------------|---------------|
| • Dandini Campus | 775- 673-7000 |
| • High Tech Center at Redfield | 775- 850-4000 |
| • Meadowood Center | 775- 829-9004 |
| • Redfield Performing Arts Center | 775-789-5672 |
| • TMCC /IGT Applied Technology Center | 775- 856-5300 |

Departmental Support Services

Support of faculty and students is provided by classified program and administrative assistants and aides. They are assigned responsibilities by their divisions; among these responsibilities are office related duties in support of part-time instructors' preparations. Clerical assistance is available to assist in preparing classroom/lab instructional materials. You should provide at least one week's notice to the clerical staff to ensure materials are ready when needed. Reproduction request forms may be submitted at the Part-time Faculty Support Center or delivered to your academic department. Do not assume that you or administrative staff can photocopy class materials at the last minute.

Purchases: Please contact your department for information regarding purchase of books, materials or classroom supplies. TMCC cannot reimburse instructors for classroom supplies or instructional materials. It is very important that you do not use your own funds for purchase of classroom supplies or other materials.

Field Trips: Please consult with your dean or department chair when planning field trips. **Field trips must be cleared in advance with your immediate supervisor.** Anytime your class meeting location changes for the purpose of a field trip, each student must fill out a "Waiver of Liability" form. The form releases the college of liability when the student participates in a field trip. You must collect the form from each student and keep all forms until the field trip is completed. In compliance with Section 504, any building that is visited by a class must be accessible to any disabled students in the class. The "Waiver of Liability" forms are available in the division's office or the Part-time Faculty Support Center in RDMT 315.

Please notify your department chair, the Part-time Faculty Support Center and your Site Coordinator of the date and time of your field trip.

Enrollment Procedures

It is not unusual for students to attend the wrong class or wrong section of a class. You may assist by asking students to carefully check their receipts for the precise course information to ensure they are attending the proper course and section. This can be done as a group during the first class meeting and individually for each student who subsequently adds or has missed the first class meeting. Any student who does not have a receipt for a specific class or is **not** on the class list is not officially enrolled and may not continue to attend unless a receipt can be shown. If a student is not enrolled in the proper section of your course, he or she should be referred to Admissions and Records in RDMT 319. Please be sure to return enrollment receipts to your students.

Never allow non-enrolled students (those without a receipt or those not listed on the class roster), including wait-list students, to attend class meetings. These students may check with academic department offices or Admissions and Records for seat availability. You must receive written permission from your department chair to enroll students in excess of the maximum number of seats allotted for the class. Students who wish to enroll in a closed class should be referred to the academic department for approval.

Adding and Dropping Courses: The add/drop period is published in the class schedule. Students may contact the Academic department for approval of adding a class during late registration. **Class capacity may not be exceeded unless approved by your division dean and the Scheduling Office.** Students may not add classes after the official add/drop period without permission from the division. Please refer students with requests to add a class to the appropriate academic department. Students may withdraw from full-term courses through the end of the 8th week of the semester. This date will be published each semester on the Academic Calendar. Information regarding refunds for regular semester courses for students who officially withdraw

can be obtained in the Admissions and Records office or in the class schedule. **Important Note:** All students receiving financial aid should contact the Financial Aid Office before dropping a class.

Auditing a class must be requested by the end of the first week of the semester. Audit forms can be picked up at Admissions and Records.

First Class Meeting

Enrollment Verification: The first item of business for the first class meeting is to check the class attendance against the class roster. Official rosters can be obtained through MyTMCC PeopleSoft.

Students in attendance, but whose names do not appear on the roster, should be sent to Admissions and Records in RDMT 319 to verify and/or correct their registration.

Attendance Records and Policy: Maintaining accurate attendance records is essential for students receiving financial aid and veterans' benefits. Attendance record sheets may be obtained from MyTMCC PeopleSoft. The TMCC attendance policy states "Students are expected to attend all classes for which they have registered." In general, "unexcused absences of classroom hours in excess of the number of credits to be earned in the course may be considered excessive." TMCC Faculty Senate approved a policy that will allow instructors to withdraw students for non-attendance and/or for not meeting the prerequisites of a class. Each instructor is free to establish his/her own attendance policy as appropriate. **Please note: A copy of your course syllabus clearly stating your attendance policy must be supplied to each student and to your department chair.**

Course Standards and Student Responsibilities: It is important during the first class meeting to clearly state the standards and expectations of the course and to discuss the responsibilities of the students. Informing students verbally and in writing of course requirements and expectations at the beginning of the course can help avoid misunderstandings later. This information may also impact the refund policy which allows a student to receive a 100% refund. Please consult course refund policies online at <http://www.tmcc.edu/admissions/refunds/>.

You may discover a student who has not met the prerequisites for the class or for any other reason cannot remain in the class. You should refer the student to an academic advisor or counselor for further information and guidance.

Course Syllabus

It's important to provide your students with a comprehensive course syllabus. Your syllabus should include your contact information, grading policy, policies for missed exams, missed or late assignment(s), attendance policies, dates of examinations and due dates for assignments, and times you are available for consultation. Also, please provide your immediate supervisor with a copy of your syllabus. Be certain that any student new to the class (after the first meeting) also receives a copy. A suggested format for a course syllabus follows: **Please note: Your department / supervisor may have a template or suggested format for your course syllabus.**

Course Title and Number: Indicate class number and section as shown in TMCC class schedule. Example: ENG 102 1001

Location of the Class: List the building and room number of the class using format shown in Class Schedule. Example: RDMT 253.

Your Name and Contact Information for Students: List your TMCC e-mail account on your syllabi. Rather than issuing home phone numbers, instructors can obtain a voice mail box from the Part-time Faculty Support Center to list on your syllabi.

Course Calendar: Indicate class meeting days and holidays for **all** scheduled class sessions.

Course Description: Use copy from the TMCC catalog and include prerequisites if applicable: <http://www.tmcc.edu/admissions/catalog0708/>.

Course Objectives: List course goals in terms of what students are expected to learn.

Topical Outline: Please provide a list of the major topics covered.

Methods of Instruction: Describe teaching methods to be used, i.e., lecture, field trips, speakers, workshop activities, AV presentations, etc.

Grading Policy: Describe how you will evaluate students and assign grades and the grades which will be used. Provide information about extra credit, if applicable. Please make sure students know the last day they may withdraw from a class.

Out of Class Assignments: Include a description of any papers and other assignments and how they will be evaluated according to the grading policy used.

Statement on Academic Integrity: State the consequences of plagiarism, cheating, piracy, theft, etc.

Attendance Policy: Clearly state policy regarding absences and potential impact on grading policy. Ensure that students can notify you in the event of an emergency.

ADA Statement: The following statement **must** be included in all course syllabi, and it is suggested that you read the statement to students on the first day of class:

Qualified self-identified students with documented disabilities have the right to free accommodations to ensure equal access to educational opportunities at Truckee Meadows Community College. For assistance, contact TMCC's Disability Resource Center at 775-673-7277, TTY 775-673-7888, or come by the Red Mountain Building, room 315.

Additional Information (as applicable to your course)

Course Syllabus Preparation: Contact your department chair for resources to use in developing your syllabus and preparing instructional materials. Textbooks, manuals, TMCC catalog, curriculum guides, and Internet resources are examples of instructional materials that may be helpful. Ask your department chair about sample syllabi designed for courses which are comparable to the course you will be teaching.

Textbooks and Course Materials: General information concerning textbooks is listed below. For additional information, please contact your department chair.

- The TMCC bookstore is located in RDMT 103. During the first week fall and spring semesters, book sales will be conducted at the Meadowood Center for courses scheduled there. The bookstore will have extended hours during registration and during the first week of school. The bookstore also carries instructional supplies, clothing, snacks, paperbacks, and sundries.

- Textbooks and instructor copies are ordered well in advance of the actual class meeting time. You may obtain loan copies of your textbook, resource materials and instructor manual from your department chair.
- Each instructional division should maintain up-to-date catalogs from publishers for new textbooks. Requests for new textbooks should be directed to your department chair. In most multiple section courses, textbooks are selected by the department, rather than by individual faculty members.
- Please return all textbooks and instructor's manuals issued by your department to your immediate supervisor at the end of each semester.

Class Cancellation

If a class does not meet its minimum enrollment during registration, it may be canceled. The divisional dean is responsible for the decision to cancel a class.

The president of the college, or his designee, is the **only** person authorized to cancel classes due to weather-related or other serious problems. This means that if you are already on campus or reach campus during severe weather, you should conduct your class unless you receive official notification of cancellation. Of course, each student must make his or her own decision to attend or not due to safety conditions and other considerations.

When a decision to cancel all classes of the college has been made, local radio and television stations will be requested to broadcast the information. Additionally, closure information will be posted on the college website <http://www.tncc.edu> and provided at the Dandini Information Center (RDMT 315/ 775-673-7000), Division offices, and at all campus sites.

Individual classes may occasionally be canceled due to an instructor's illness or personal circumstances. Please inform your department. If you must cancel a class before 8:00 a.m. or after 5:00 p.m. on the day of a class meeting, please contact the Part-time Faculty Support Center at 673-7000 or your site coordinator as appropriate. The site coordinators can be reached at 829-9004 at the Meadowood Center, 856-5300 at the IGT Applied Technology Center or 850-4000 at the High Tech Center at Redfield. **You are also responsible for notifying your department of your absence.** If possible, it's always best to notify your department chair and students well in advance of an absence.

Class sessions must meet for the time indicated in the schedule, and for their full duration as stated in the class schedule.

Veteran Reporting

Once a semester (summer session excluded) students using Department of Veteran Affairs educational benefits will be issued a "Verification of Attendance" form. The form, which is generally circulated around midterm, is to be presented to each of the student's instructors for a signature by the instructor of record. The instructor must also initial the form to indicate that the student is attending regularly. The form **cannot** be signed before the date listed.

For any veteran student who has quit attending class, the last date of attendance must be reported to the Department of Veterans Affairs. This date may be used to adjust benefits; therefore the accuracy of the date is important. The date is taken from the final grade sheet. You are responsible for accurate records concerning veterans' attendance, so it is vital to keep accurate

attendance records. For information concerning reporting veterans' attendance, please contact the Veterans Admissions Assistance office at 775-673-7045.

Rosters and Grades

PeopleSoft is the institution's **only** approved grade reporting and official roster submission utility. Its primary function is to provide a safe, secure and uniform method of electronically submitting official rosters and final grades. The PeopleSoft program can be accessed through MyTMCC portal (Faculty Center) from most computers both on and off campus. PeopleSoft provides a means of tracking students using a class roster. PeopleSoft assists in verifying course enrollment. Students who are not officially enrolled will not appear on your Faculty Center roster. However, enrollment does not verify payment for the course. Requiring your students to provide a paid receipt is the best way to verify completed enrollment. You can print rosters at any time. **Please note: In accordance with FERPA regulations, students may NOT view rosters under any circumstances.** Instructions for using PeopleSoft can be viewed at:

<http://www.tmcc.edu/prodev/ctl/downloads/documents/peoplesoft/CTLNPeoplesoftFacDoc.pdf>

All instructors must have a network account in order to use PeopleSoft. Your account can be created by contacting Barbie Wright in RDMT 315-A or call her for an appointment at 775-674-7977.

Grading Policy

The Nevada System of Higher Education (NSHE) has established the following grading scale to be used at all NSHE institutions. This policy follows in its entirety and may also be accessed online at: <http://system.nevada.edu> through the Board of Regents handbook in Title 4, Chapter 16, page 21-22.

Grades	Pt. Value	Grades	Pt. Value
A	4.0	D	1.0
A-	3.7	D-	.7
B +	3.3	F	.0
B	3.0	P	Pass
B-	2.7	I	In-complete
C +	2.3	X	In Progress
C	2.0	AD	Audit
C-	1.7		
D +	1.3		
C or above		S	Satisfactory
D or below		U	Unsatisfactory

The "plus" and "minus" are a part of the grading scale of each campus. It is up to the individual faculty member to exercise this option. (No A+ grade!)

The "X" grade is used for classes that are self-paced and may not end during the regular class format or term. The use of this grade must be established through the divisional dean.

The course syllabus should contain a clear explanation of the grading scale to be used by the faculty member. Students may not appeal the format an instructor chooses.

Grades are earned-not given. The college encourages frequent evaluation of students via tests, quizzes, etc. Be sure to explain to all students, in writing, the basis of your grading system during the first week of class. Keep in mind the fact that grades are earned for work completed.

Incomplete Grades: An "incomplete" may be given under the following circumstances. The student must have completed 75% with at least a grade of "C." There must be some verifiable, compelling reason for the lack of completion of the class. A conference between you and the student should be held prior to the due date for grades at the end of the semester. A detailed statement describing the work to be completed must be approved by your department chair or coordinator/director and then an Incomplete may be submitted as a grade. After the dean makes a decision, a response will be sent via E-mail to you and Admissions Records. **Please check with your department chair before issuing an incomplete.** If you are teaching an individualized developmental class, consult with your immediate supervisor for special regulations regarding grading in these classes. Students have one semester in which to make up assignments or examinations for a course in which they receive an incomplete. The instructor must submit the card to change the incomplete to a grade by the same date that final grades are due for the semester. Failure to do so will result in the incomplete grade being changed to an "F" grade. Summer session is not defined as a semester for this purpose.

Satisfactory/Unsatisfactory: If a class is offered for a "satisfactory/unsatisfactory" grade, students are expected to meet all requirements for attendance, homework, and classroom assignments as required in any other class.

Grade Change - Administrative Error: After your final grades have been filed in the Office of Admissions and Records, a grade may be changed only to correct a clerical and/or calculating error. For these changes, you must obtain and file a Change of Grade Card in the Office of Admissions and Records. The Change of Grade Card must be approved by your division dean. Review your records carefully. Requests for grade changes because of clerical error, received later than one semester beyond the completion of the class, will not be honored.

Appeal of Course Grade

Grade appeals begin with the student and instructor of the class. If the appeal is not settled with the instructor, the student must complete an Official Grade Appeal form (available online at <http://www.tmcc.edu/forms/>) and forward it to the chair or program coordinator of the appropriate academic department or division. Instructors have the responsibility and authority to establish standards and criteria for awarding grades in their classes. However, if there is tangible evidence that an improper class grade was given, a student who wishes to appeal the grade must do so within 90 days of the official ending date of the class. Students appealing a grade should be able to provide all tests, papers, and other evidence they may have to support their appeal. If the grade appeal is not resolved with the chair, it will be forwarded to the appropriate instructional dean. The dean's decision will be final.

STUDENT SUPPORT SERVICES

Student Services at TMCC assists students and community residents in achieving their educational, career and life goals. The services enhance the educational process and assist students in overcoming the financial, personal, and learning obstacles that may inhibit educational and career success.

Academic Advisement Center

Individual academic advisement and program planning is a systematic effort which involves counselors, faculty, and students in selecting and scheduling courses and in identifying factors which can contribute to or delay college success. Students should contact the Advisement and Career Center in advance of registration to plan their semester's educational program. Academic

advisement is also available through department chairs and academic faculty. Please call 775-673-7062, or see the Advisement website for additional information: <http://www.tmcc.edu/advisement/> .

Access, Orientation, Outreach and Mandatory Services/RDMT 115

This area will increase college access for prospective students from all backgrounds in order for them to realize their full potential and to successfully enroll at Truckee Meadows Community College. An orientation program is available to assist students for success in college as well as assistance with mandatory required enrollment steps for all new students. For questions regarding Access and Outreach, please call 775-673-8236, or visit their website at <http://www.tmcc.edu/aor/> For questions regarding Orientation and Mandatory Services, please call 674-7666, or visit the Orientation website at <http://www.tmcc.edu/orientation/>

Counseling and Career Services/RDMT 325

The counseling and advisement programs at TMCC are designed to assist students in defining goals, discovering strengths, and assessing academic and personal needs. Services available include:

- Academic advisement and program planning
- Personal counseling
- Career counseling and planning
- Career and educational information
- Career testing

In addition, counseling staff can provide support and advice for part-time faculty in dealing with students who may be experiencing unique personal circumstances or be behaving inappropriately in the classroom. Please call 673-7060 for more information, or visit the counseling department website at <http://www.tmcc.edu/counseling/> .

ESL Resource Center

The ESL Resource Center is located in the Tutoring and Learning Center, VSTA B106, and assists students learning English with their ESL assignments. The ESL Resource Center also has audio visual materials to aid in learning English. For more information, please call 775-674-7517

Financial Aid, Scholarships and Student Employment

The primary function of the Financial Aid, Scholarships and Student Employment Office is to seek and assure that no individual with the ability to benefit from college is denied access to post-secondary education due to lack of financial resources. As federal, state and local funds permit, TMCC will endeavor to serve as many students as possible. The Financial Aid, Scholarships and Student Employment office, located in RDMT 315, provides information on grants, work-study, loans, scholarships and on and off-campus job list. TMCC scholarship application deadlines are March 1 of each year. For more information about Financial Aid, Scholarships and Student Employment, please call 775- 673-7072 or view the Financial Aid website at <http://www.tmcc.edu/financialaid/apply> .

The Financial Aid and Student Employment Office, located in RDMT 315, provide information on grants, loans, scholarships, and on-campus employment opportunities. Scholarship applications are also available. The TMCC scholarship application deadline is March 1 of each year. For further information, please visit the Financial Aid webpage at: <http://www.tmcc.edu/financialaid/>.

Testing Center

The TMCC Testing Center provides a stress-free testing environment for members of the college community for ACCUPLACER/academic placement exam, college academic distance education exams, CLEP/college credit exams and other proctored exams. The Testing Center is staffed by the assessment technician and several part-time testing assistants. Any of the staff will be happy to assist you with your testing needs. TMCC's testing services is open year-round except for the Winter Recess. Please call 673-8241 or visit the Testing Center's website at <http://www.tmcc.edu/testing>.

Transfer, Re-Entry and Job Prep Center/RDMT 114

Transfer services provided to students will enhance articulation and transfer to four-year colleges and universities and will help students successfully transfer to another college. The Center provides a variety of services including: personal, career and academic counseling and workshops to special populations to become self-sufficient through training, education and improved job skills. Special populations include single parents, displaced homemakers, and individuals pursuing training in nontraditional occupations. Assistance with educational costs may also be available to qualified program participants. Job preparation services will include resume writing and interview skills.

Tutoring and Learning Center (TLC)

The Tutoring and Learning Center (TLC) offers tutoring across the academic disciplines. The Center is located on the Dandini campus, in VSTA B106. Students can find help with math, writing, the sciences, social sciences, business and the humanities, and more. For more information, please contact the Center at 775- 674-7517, or visit the TLC website at <http://www.tmcc.edu/tutoring/>.

Calculator Rentals for Math Students: The TLC has a limited number of calculators for rental by students. Please contact the TLC at 775-674-7517 for details.

- TI-83 calculators for rent in the Learning Hub, \$20 per semester.
- Tutoring is available for all math classes taught at TMCC.

Writing Assistance: Many instructors require their students to visit the TLC for writing assistance before turning in assignments. The TLC provides assistance with writing assignments across the curriculum, and offers individualized assistance to students. For more information, please call 775-674-7517.

Veterans Upward Bound

The Veterans Upward Bound program is located at the Meadowood Center. The program offers an educational opportunity for veterans to acquire or enhance the skills, motivation, and information necessary for success in post-secondary education. Specific services include career counseling, tutoring, individual assessment, and activities to improve basic academic skills. For more information, please call 775- 829-9007, or visit online at: <http://www.tmcc.edu/veterans/>

FACULTY SUPPORT SERVICES

Information Technology Operations

ITO provides TMCC with information technology services and resources which improve institutional and program productivity, increase the sharing of information and assist our faculty, staff, and students in enhancing our community's human potential.

Authentication: Student and employee use of computers at TMCC requires authentication. Students wishing lab access will need to activate their free e-mail accounts which may be done at <http://email.tmcc.edu>. Faculty wishing to use the labs or teacher stations will need to enter his or her personal TMCC user name and password (the same one used for TMCC e-mail, PeopleSoft, etc.).

In addition, the steps for accessing the computers at the faculty workstations in the classroom are as follows:

- 1--Change the domain from ACAD to TMCCADMN by clicking on "options" and selecting TMCCADMN;
- 2--Type in your TMCC user name and password;
- 3--Remember to logoff before you leave the station in order to protect your personal information.

Help Desk: The TMCC Information Technology Operations (ITO) Help Desk provides computer workstation technical support for faculty and staff. In addition, the Help Desk takes work order requests for Academic Computing (classroom computer issues), network, and telephone problems and dispatches them to the appropriate personnel.

To request assistance from the Help Desk, please send an E-mail to Helpdesk@tmcc.edu, or call 775- 673-7800. If you are on campus, please dial 5-7800. Additional information is also available at the Help Desk website: <http://www.tmcc.edu/ito/helpdesk/>.

General Access Computer Labs: TMCC's General Access Computer Labs (GACL) is available to all students, faculty and staff at TMCC. There is no fee to use the labs although users will be asked to verify TMCC enrollment or employment as noted above under "authentication."

The schedule of the most current computer lab hours is available on the GACL's Web site at <http://www.tmcc.edu/ito/academic/computerlabs/>.

Lab assistants are available to help with computer or printer problems and can assist with various applications and software questions, such as how to access campus e-mail and obtain material from the Internet for research. Guidelines have been established to promote productive use of the GACL's, and lab assistants will enforce these guidelines in the labs. Note: Lab assistants will not assist with homework assignments but rather help with technical difficulties only.

Equipment available for student use includes Windows-based personal computers and laser printers. In addition, two scanners are available in SIER 109. There is a variety of software that users may wish to explore including word processing, spreadsheet, and database applications, as well as computer-aided instructional material to choose from. Lab software is licensed for use in the General Access Lab and cannot be taken from the room. Special devices, books, manuals and magazines can be checked out at the counter.

Software Legality Statement: Software available in the TMCC General Access Computer Lab is protected by U.S. Copyright Law and license agreements. Lab software is licensed for use only on computers located in the GACL.

Library

The Elizabeth Sturm Library plays a vital role in today's multimedia environment and offers many resources for assisting students and instructors. These resources include librarians, who are on duty during all hours of operation, the online library catalog and online research databases (www.tmcc.edu/library/research/), reference books, the Nevada Collection, online educational videos, reserve materials, and a large collection of books and videos available for checkout.

The library staff welcomes your assistance in meeting your students' academic needs. Please feel free to recommend titles to the reference staff in person or online at www.tmcc.edu/library/faculty/. Class tours of the library are also available to assist you and your students in making optimum use of the library's resources.

To place a material on reserve or request that library material be held for your use in class on a particular day, contact the library circulation staff. These requests may also be made via an online form at www.tmcc.edu/library/faculty/. Students will be able to check out reserve materials for two hours unless otherwise specified by the instructor.

Media/Video Resources: Videos can be checked out for classroom or home use. Instructors may check out videos for one week. Meadowood (MDWS) instructors should make audio visual arrangements in MDWS S200. Students may check out select videos for two days. Non-circulating videos must be viewed in the library.

The Circulation Department can order films and videos from UNR. UNR film/video titles can be located on the NEON public access computer catalog; there is a link on the TMCC Library website to the University Library catalog. Come to the Circulation Desk to complete a *Video Reserve Form*. **Note: Video orders from UNR should be placed at least 4 weeks before they're needed. TMCC video orders can generally be placed two weeks before needed. First come, first served, so please place your orders early.**

There is a video collection available for browsing. Slides, maps videotapes, DVD's and other media are available in the Library and may be checked out and used at class time. (Additional checkout time may be requested for programs to be used in classes taught off campus.) Most media programs may be put on reserve for student use.

All faculty need a TMCC library card and current semester sticker to qualify for use privileges on books from TMCC or other NSHE institution libraries. Staff ID cards must be updated at the beginning of each semester to remain valid, and must be presented at the time any materials are borrowed from any NSHE library. If you do not have a staff ID card, you can get one at the Starting Point, which is located on the first floor of the Red Mountain Building (RDMT).

The reference desk can be reached at 775-674-7602. Please visit the library's website at: <http://www.tmcc.edu/library/>. From our website you will be able to access the TMCC online library catalog and University library catalog to view holdings and find links to other information resources.

Copyright and Photocopying Guidelines: TMCC expects all faculty and staff to be aware of and avoid violations of copyright laws. The Library has extensive guidelines concerning photocopying, showing videotaped material, and videotaping copyrighted performances. These guidelines can be accessed on the library website under "General Resources, and then "Cheating and Plagiarism." **Please note: The library staff will not violate copyright law under any circumstances. Please don't ask them to do so.**

Media Services

Media Services is responsible for all audio/visual needs on all TMCC sites. Most of TMCC's classrooms now offer "smart" technology, including computer with internet connectivity, Elmo (document camera, replaces the need for an overhead projector), CD player and amp, all connected to an LCD projector.

Other AV equipment is allocated on a first come, first served basis. Please contact media services 3 to 5 days before the equipment is needed. You can contact us at 775-673-7177, or visit the media services web page at <http://www.tmcc.edu/mediaservices/> for more information about available equipment and services.

Media Services can provide you with training in the use of most AV equipment at many of the professional development training events and as needed by individual appointments. **If you need immediate assistance with any of the equipment, please call Media Services from your classroom phone by dialing 5-7177 or 5-7170.**

WebCollege (Distance Education)

WebCollege is a rapidly expanding method of instruction at TMCC and in higher education. Some students prefer electronically delivered instruction since it affords greater flexibility and convenience. Faculty who elect to teach in this format also benefit by enhancing their instructional technology skills. TMCC offers instruction in several formats including:

- **Web-based classes:** TMCC has greatly expanded web course offerings and offers a full AA degree online. Angel is the primary class platform. Enrollments often include students from other states and countries as well as active-duty military.
- **Interactive Video (two-way video/two-way audio in dedicated classrooms):** TMCC is part of Nevada Net, a statewide consortium of interactive classrooms. Faculty can teach to other TMCC campus locations, to other NSHE campuses, and/or to interactive partners (examples: Sierra Nevada Job Corp). TMCC has seven interactive classrooms: SIER 100, SIER 108, RDMT 315-0 and 412, MDWS S104 , EDSN 221 and RC-B 103

The WebCollege Office is located in SIER 104 and can help with the following:

- training and assistance for electronically-delivered classes (cablecast, web-based –both assisted and stand-alone -- and interactive video/teleconferencing)
- training and assistance in Angel for faculty seeking to develop assignments, units or an entire course for delivery online
- training and assistance with related software
- Smart Classroom training and certification (Please contact Media Services at 775-673-7177.)
- tailored training in selected instructional software
- access and use of selected technologies, e.g. scanners, digital cameras, etc.
- access to resources for teaching excellence utilizing technology

If you have specific course ideas or would like to further explore the various options available, please contact Fred Lokken, TMCC's Associate Dean for WebCollege and Academic Support Center at 775-673-7148 or Brandy Scarnati and Travis Souza, at 775-673-7814 press 5, or view the Web College website at <http://www.tmcc.edu/webcollege/>

This guidebook is intended to assist you in your role as an instructor and enhance your experience as a member of the TMCC community. We hope you find it useful and appreciate your comments and suggestions.

TMCC

ACADEMIC CALENDAR

2010-2011

Fall Semester

Academic Semester Begins	08/19/10
Instruction Begins	08/28/10
Labor Day (Holiday)	09/04-09/06/10
Nevada Day (Holiday)	10/29/10
Veterans Day (Holiday)	11/11/10
Thanksgiving Break (Holiday)	11/25-11/28/10
Instruction Ends	12/19/10
Final Grades Due – Fall Semester Ends	12/21/10
No. Instructional Days*	74
No. Academic Days*	81

Fall 2010

Spring Semester

Academic Semester Begins	01/10/11
Martin Luther King Day (Holiday)	01/15-01/17/11
Instruction Begins	01/22/11
Presidents Day (Holiday)	02/19-02/21/11
Spring Break	03/12-03/18/11
Instruction Ends	05/15/11
Final Grades Due	05/17/11
Graduation – Spring Semester Ends	05/20/11
No. of Instructional Days*	75
No. of Academic Days*	83

Spring 2011

*Does not include Saturdays, Sundays or holidays

SUMMER SCHOOL

<u>YEAR</u>	<u>FIRST TERM</u>	<u>SECOND TERM</u>
2010	06/01/10-07/02/10	07/06/10-08/06/10
2011	05/31/11-07/01/11	07/05/11-08/05/11



Entering Grades and Last Date Attended

Step	Action
1.	Start by logging into MyTMCC portal from the TMCC homepage.
2.	If you have both a Student and a Faculty & Staff tab, select the Faculty & Staff tab. .
3.	Select the Self Service link.
4.	Click the Faculty Center link.
5.	Select the Grade Roster link.
6.	Verify that this is the class in which you wish to add grades. If necessary, select the change class button to change classes.
7.	When the Grade Roster is available, click in the Grade Input field under Roster Grade .
8.	Enter the desired information into the Grade Input field or use the drop down menu to select a grade from the list.
9.	If student is receiving an I or an F grade, you will be prompted to add a Last Date Attended .
10.	<p>Checking Fully Attended will add the default “end-of-semester” date into Last Date of Attendance field.</p> <p>Checking Never Attended will add the default “beginning-of-semester” date into the Last Date of Attendance field. NOTE: If student is receiving an I grade, selecting Never Attended will <u>not</u> be allowed.</p> <p>Partially Attended will require a date be entered.</p> <p>Click OK to return to the grade roster page.</p>
11.	NOTE: If you attempt to Save your grades before you have entered the necessary Last Date of Attendance dates, you will be prompted to return to the Grade Roster screen to enter the appropriate dates.
12.	You can also select the Last Date of Attendance tab to add dates for your students.
13.	Click in the Grade Input field for the next student on your roster.
14.	Complete entering the desired information into the Grade Input fields for all of your students.
15.	To create a Final Grade roster, select Final Grade under Grade Roster Type, if it is not currently selected. Click the Grade Roster Type list.
16.	Click the Final Grade list item.
17.	Once you have entered your grades, you will need to mark them as Approved and Save them. Click the Approval Status drop down list.
18.	Click the Approved list item.
19.	Click the Save button.
20.	Congratulations! You have successfully entered grades in the system.