

Policies and Procedures

1. **Student Profile:** It is generally recognized student enrolled at community colleges have a greater success rate when the organization of courses is highly structured. At the beginning of the semester, students must be informed of the course objectives and the means to successfully obtain these objectives. Organization and communication are the key to student and faculty success.
2. **Course Outline:** Prior to developing your course syllabus you should obtain a copy of the course outline; copies are available through the school office. Instructors are expected to cover the topics listed in the course outline.
3. **Syllabus:** After familiarizing yourself with the course outline, a syllabus must be prepared to be distributed to each student the first day of instruction. The syllabus must include, when appropriate, the following information:
 - ❖ Attendance Requirement
 - ❖ Class Meeting Schedule
 - ❖ Faculty Name, Course Title and Number (example AJ 111 01, Introduction to Administration of Justice), Times and Days the class meets.
 - ❖ Goals and objectives
 - ❖ Instructor Grading Policy
 - ❖ Required and Optional Textbooks
 - ❖ Required and Supplementary Tools and Materials
 - ❖ Requirements for Classroom Behavior
 - ❖ Schedule of Reading Assignments, Test, Homework Assignments, Field Trips, etc.
 - ❖ Student Learning outcomes (SLO)

YOU ARE REQUIRED TO SUBMIT A COPY OF EACH COURSE SYLLABUS TO THE SCHOOL OFFICE BY THE END OF THE FIRST WEEK OF INSTRUCTION. PLEASE E-MAIL YOUR SYLLABUS TO: Marisol Natividad mnatividad@swccd.edu the clerical Assistant.

4. **Faculty Material:** Supplies for classroom instruction may be obtained in the school office.
5. **Procedure to Order a Textbook for Your Class:** In order to have the correct textbook and sufficient copies at the bookstore on time for your students to purchase the first day of class, please go online to www.swcboostore.com under “Faculty Resources” to order your textbooks every semester.
6. **Faculty Absences:** If you are unable to meet your class, you must phone the school office, 619-421-6700 X 6582, well in advance of the class meeting time. Evening faculty

Policies and Procedures

should notify the school office before 2:00 p.m. Please do not make arrangements for a substitute (day or evening classes) without first consulting the school Dean.

7. **Final Exams:** Instructors cannot cancel the final exam period or tell their students that they need not attend. Any activity, which will not be graded, requires the prior approval of the Dean. A student may submit a petition (available in admissions Office) to the Dean for an early final exam.
8. **Department Equipment/Supplies:** College equipment and supplies are for instructional use only and should not be employed for personal use. If you have any questions, please consult the Dean.
9. **Faculty Classroom Attendance:** All faculty members are required to remain in class for the full meeting time, including the first day.
10. **Field Trips:** Classes being held off campus require approval of the school Dean and the completion of a Field Trip Request form, a group Excursion/Field Trip Waiver and Medical Authorization. Each student must complete the forms no later than fourteen days prior to the scheduled event. Forms may be obtained through the school office.
11. **Clean Classrooms:** Smoking, drinking or eating is not permitted in classrooms.
12. **Audiovisual Equipment:** Audiovisual equipment is available in your assigned classroom or can be checked out of the school office (SSBH). You must return all equipment to the school office immediately upon completion of class. Please report any equipment malfunctions to the school office.
13. **Security:** Be advised, security is a problem on campus. All equipment must be returned and locked up at the end of each class. It is especially important to lock lab rooms and classrooms that contain audio/visual equipment, i.e. video player/TV, when you leave.
14. **Course material Reproduction Services:** All classroom material requiring keyboarding, word processing and/or duplication must be submitted directly to Office Support Services (OSS) Room 101A, with an OSS request form, in person, via interoffice mail or on-line. An electronic form is located at oss@swccd.edu or department school office. Materials requiring keyboarding and duplication must meet the lead time specified on the request form. Word Processing/Duplicating Requests requiring 1200 or more total copies require the Dean's signature on the form before submitting to OSS.
15. **Self-Service Material Duplication:** There are four self-service copiers on campus. (Follow Link for locations and hours)

Policies and Procedures

16. **Clerical Assistance:** Various labs on campus, including the learning Resources Center have computers available for on-campus use. You may also check with a full time faculty member in your area regarding the availability of a computer within the department. For your convenience we have an Instructor work area for the school office SSBH in room 479. You are encouraged to use resources via Office Support Services (Room 101A).
17. **Email:** All faculty will be assigned a college email address, which consists of your first initial and last name @swccd.edu. You should receive information on getting your email set up and functioning from Heather MacNitch, in Computer Systems and Service Department. Please activate your account immediately. **Email is our main form of communication between the school office and instructors.** It is recommended that you give students your SWC email address so that they can communicate with you conveniently. **Check your email at least twice a week during the semester.**
18. **Faculty Evaluations:** During the first three semesters of teaching, (excluding summer) a part-time instructor will be evaluated: During the first and second semester the chair or designee will visit the class. During the third semester the Dean or designee will conduct a class room visit; a student evaluation questionnaire is included and administered via e-mail to the students. After three semesters, part-time faculty is evaluated on a basis of no less than once every six semesters. Faculty will be provided with a written evaluation and are given the opportunity to discuss the evaluation with the evaluator.
19. **Guest Speakers:** Faculty who plan to have a guest speaker during classroom instruction should notify the school Dean prior to the presentations. A parking pass for the guest speaker can be obtained by notifying the school office in advance or by calling Parking Services 2 Extension 6611.
20. **Mail Boxes:** All full and part-time faculty mailboxes are located in room 470K. It is essential for you to check your mailbox on a regular basis. If all of your courses are online you will not receive a mailbox. You will be notified if we receive mail addressed to your attention.
21. **Keys:** Instructors may pick up classroom keys in room 470K. Keys must be returned at the end of each semester.
22. **Parking:** The Campus Police/Parking Services issues staff parking permits to all new adjunct instructors. They are located in room 105D ext. 6611.

Policies and Procedures

23. **Salary Payment:** Salary Payment for part-time instructors is made in five monthly warrants. You are strongly encouraged to request and apply for direct deposit of your pay warrant (Payroll Services, room 1660) or (school office). If this is not possible, you may pick up your paycheck from the school office after 11:00 a.m. at the end of each month, if the end of the month falls on the weekend, you can pick up your check on the Friday before the weekend.
24. **First Aid and Emergency Services:** Instructors may give first aid to minor injuries sustained by student in the classroom; however, it is recommended that the injured be referred to Health Services (campus Nurse). First aid kits are located throughout campus, primarily in kitchens, laboratories, physical education, technology classrooms and school office. Serious injuries or accidents should be reported as follows:
- A. **Health Services (Campus Nurse) Student Center-Ext. 6350/5350**
Monday-Friday-8:00 a.m.-9:00 p.m.
 - B. **SWC Campus Police –Ext 6380**
Monday-Sunday-6:00a.m. through Midnight
 - C. **LIFE THREATENING Dial-911**
25. **Final Examination Schedule:** The final examination schedule is published in the semester course schedule and also [appears in this link.](#)
26. **Class Meeting Schedule:** A concise schedule of class meeting days is available in the School office in 470K. A copy of this schedule will also be sent via e-mail to each instructor at the beginning of the semester.
27. **Grade Roster:** It is very important that grade rosters are submitted on the due date. For assistance, please contact a member of the SSBH staff or the Admissions Center.
28. **End of the Semester Check out:** All adjunct faculty are required to return keys at the end of each semester.
29. **SSBH Office:** The School of Social Sciences, Business & Humanities staff seeks to serve the needs of faculty and students. If you require assistance and/or have questions about college procedures or protocol, do not hesitate to contact a member of the office staff or school dean.

The SSBH office is located in 470K; hours of operation are Monday-Thursday, 7:30 a.m. to 7:00 pm, and Friday 7:30 a.m. to 4:45 p.m.

Policies and Procedures

School of Social Sciences, Business & Humanities

STAFF DIRECTORY

Mark Meadows Ph.d. Dean for the School of Social Sciences, Business & Humanities mmeadows@swccd.edu	Room 470K (619) 482-6569	
*Irene Plummer Administrative Secretary to the Dean iplummer@swccd.edu	Room 470K (619) 482-6570	<u>Monday – Friday</u> 7:30 a.m. – 4:30 p.m. <u>Monday – Thursday</u> 10:00 a.m. – 7:00 p.m. <u>Friday</u> -8:00a.m.-4:30p.m.
**Marisol Natividad Clerical Assistant mnatividad@swccd.edu	Room 470K (619) 421-6700 X 5744	

Reporting Your Absence

7:30 a.m. – 7:30 p.m. Monday – Thursday
8:00 a.m. – 4:30 p.m. Friday

*619-482-6570 or 619-421-6700X5744 (SSBH)

Friday (for a 8 a.m. Saturday class)