

North Country Community College



Adjunct Faculty Handbook

2018-2019

(A compilation of policies, procedures and expectations to guide Adjunct Faculty members in their professional careers at NCCC.)

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WELCOME TO NORTH COUNTRY COMMUNITY COLLEGE

Thank you for joining us at North Country Community College, the only public institution of higher education in the Adirondacks. Adjunct faculty members are a vital part of the North Country Community College (NCCC) family. Your experience, knowledge and skills expand the academic programs we are able to offer our students and complement the work of our full-time faculty. We are pleased that you have chosen to join us in creating an educational atmosphere that provides students the best possible advanced educational opportunities.

This Adjunct Faculty Handbook is a companion to the NCCC Faculty Handbook, which is available online on the NCCC website and is intended for the use of all faculty members, both full and part time. In it you will find detailed policies and procedures regarding academic and instructional issues, grading, record keeping, and other important institutional concerns. Be sure to review it in depth; it will help you understand the overall functions and responsibilities that all teaching staff needs to be aware of, and includes a listing of important on-campus contacts and examples of the various forms you will need to document the progress of your classes.

The Adjunct Faculty Handbook is intended to assist you in realizing a smooth integration with the campus community, and highlights issues of particular interest to adjunct faculty. It is organized as a guide to procedures you need to be aware of to navigate the institutional needs and requirements of NCCC.

Communication is the foundation of success at NCCC. All faculty members are issued a College email account when hired, and email is an important official form of communication between the administration, faculty, and students regarding college related issues. In addition, faculty members are provided with a physical mailbox on campus. Be sure to check your campus mailbox and email on a regular basis to make sure you are up to date.

Your most critical campus resource is your Academic Coordinator/Chair/Director. We encourage you to work with your Coordinator/Chair/Director closely, communicating your needs and questions to them on a regular basis. You will find a list of Academic Coordinators/Chairs/Directors in the Appendix at the end of this document.

We are pleased that you have chosen to share your expertise with our students, and wish you the best for the coming semester. If you discover that there are items you would like to be included in later editions of this Adjunct Handbook, please let us know. We would love to get your feedback and input. Please email Laurie Muncil (lmuncil@nccc.edu) with any comments or suggestions.

What to Do When You Are Hired

Acquire Identification:

To accomplish your job as an Adjunct Faculty member, you need access to on-campus resources. The Office of Campus and Student Life (Kathy Goodrow: 518.891.2915 ext. 1204; kgoodrow@nccc.edu) is your main contact point for information on acquiring faculty identification cards and parking permits at the Saranac Lake campus. In Malone, contact Dory Dustin (518.891.2915 ext. 3262; ddustin@nccc.edu) and in Ticonderoga, contact Cara Bullock (518.891.2915 ext. 2201; cbullock@nccc.edu).

Acquire Keys and Codes:

To learn about adjunct office facilities, receive keys, copier codes, acquire an official email address, and other associated issues, adjuncts at all campuses should contact Laurie Muncil at the Office of the Vice President for Academic Affairs (518.891.2915 ext. 1203; lmuncil@nccc.edu) in Saranac Lake. You will be assigned both a faculty email address and a physical mailbox. Be sure to check both on a regular basis. All administration documents and notices are distributed through these resources.

The Library:

Be sure to visit the Library. You can also access library resources through the “Library” link on the main NCCC webpage, or click on <http://www.nccc.edu/library>. This also provides information on NCCC book collections through NorPac, our online catalog. The library collections of NCCC contain books, journals, and other media that support the curricular, career, personal, creative, and intellectual needs of the students and faculty of the college. It is the mission of the library staff to equip library users with the skills to engage in life-long learning and to adapt to a changing society and culture. For more information on library services, contact the following people:

Saranac Lake: Brian O'Connor (518.891.2915, ext. 1222; boconnor@nccc.edu)

Malone: April Peterson (518.891.2915, ext. 3227; apeterson@nccc.edu)

Ticonderoga: Brian O'Connor (518.891.2915, ext. 2208; boconnor@nccc.edu)

Students and faculty have access to Ask Us 24/7. This is a library reference chat service manned by reference librarians 24 hours a day, 365 days per year. It is also available from our web page. In addition, there is a library Facebook page from which students and faculty can access our resources and obtain current library announcements.

Learn How to Access the Faculty Portal (Comprehensive Academic Management System):

The Faculty Portal is our web-based course management system. It is the default tool you will utilize to communicate with your students, post mid-term and final grades, and learn about on-campus activities. Although the portal is the official reporting system for grades and student records, for a more enhanced course management system, we suggest instructors use Moodlerooms to supplement course instruction and online courses. When you are assigned an email address, you will be told how to log on to the system. One of your first steps to understanding the system is to go to [**Faculty & Staff/Faculty Portal/Resources Page/Faculty Training Documents/Faculty Portal – Course Management**](#); this is where you will find the manual for the operation of the Faculty Portal. In addition, during Adjunct Orientation, a session will be offered on the various functions of CAMS. Be sure to learn how to use this vital system.

The Faculty Portal also has class rosters for all your classes and a vast array of tools that will prove vital during your time at NCCC. Explore it, ask questions of other staff and your Academic Coordinator/Chair/Director and/or email the Help Desk at helpdesk@nccc.edu if you need help.

MOODLEROOMS:

Moodlerooms is a course management system that allows students and faculty to interact online in much more dynamic ways than our previous system.. This program includes the ability to easily link course materials to online resources, create assignments that can be graded within the program, deliver exams in various formats, and post course materials that are visually appealing. Faculty members desiring to enhance their instruction in classes, whether online, face-to-face or a hybrid of the two, can do so through Moodlerooms (*Please note: The faculty portal is no longer available for use in this capacity*). For more information on Moodlerooms, contact Scott Harwood at 518.891.2915 ext 1246 or sharwood@nccc.edu or Sarah Maroun at 518.891.2915, ext.1243 or smaroun@nccc.edu. For technical issues with Moodlerooms, contact Scott Harwood via the helpdesk@nccc.edu or sharwood@nccc.edu. (Please note that helpdesk@nccc.edu is the best way to contact IT for various needs. That email address goes to all full-time IT staff.)

Distance Learning:

In addition to the traditional classroom-based courses, many instructors teach courses using asynchronous formats such as distance learning or online. As of Fall 2015, NCCC has officially adopted Moodlerooms as the course learning management system for online courses. The only exception is that grades must still be submitted through the Faculty Portal. Please refer to the NCCC Faculty Guidebook for Moodlerooms for more information on course setup and features. Contact Sarah Maroun at 891.2915, ext.1243 or smaroun@nccc.edu for more detailed questions about distance learning.

Review the Faculty Handbook:

The complete Faculty Handbook is available online at:

https://nccedu.sharepoint.com/:w/r/sites/AcademicAffairs/_layouts/15/Doc.aspx?sourcedoc=%7B7BC6E4A5-E42E-4C11-9341-EAFF957A37EF%7D&file=Faculty%20Handbook%202017.2018.docx&action=default&mobileredirect=true. In it you will find detailed information on the policies and procedures established by North Country Community College relating to your classroom and institutional responsibilities. There are sections on grading and record keeping, codes of conduct, expectations of faculty and staff, and forms and procedures that will help you navigate the school year. This Adjunct Handbook is meant to supplement the full Faculty Handbook. Its intent is to help the new adjunct instructor adjust to the campus environment quickly. It is not a substitute for the full Faculty Handbook.

Review the Parking Policy:

Visitors are welcome to park in any location. In advance or when you arrive, request a temporary parking permit from:

Saranac Lake: Office of Student Life (518.891.2915, ext. 1204; kgoodrow@nccc.edu)

Temporary permits will only be valid for the date and vehicle for which it is originally issued.

Designated parking applies to weekdays during the academic year from 7:30am - 4:00pm. For students and employees, parking is permitted only in areas marked or signed as parking spaces and zoned appropriately for the permit being displayed. Vehicles parked on campus without a permit or parked in an area where the permit is not valid will be ticketed. A campus map outlining parking is distributed when parking permits are issued. Maps are also posted around campus. Please note designated parking.

Parking permits are required and must be displayed on all student and employee vehicles including motorcycles. Students and employees may register up to three vehicles. Go to the college's electronic portal to register. Once the vehicle(s) are electronically registered, parking decals can be picked up from the Office of Campus and Student Life.

Handicapped Parking: Students, staff and visitors accessing handicapped parking must have the required disabled placard or license plate. For additional information, contact the Office of the ADA 504 Coordinator at the Saranac Lake campus (Cammy Sheridan: 518.891.2915, ext. 1271.) Branch campus personnel and students should contact the Office of Campus & Student Life. Necessary vehicle information will be recorded and a special parking permit may be issued for a specified period of time. A physician's certification is necessary to verify eligibility for handicapped parking. The physician's certification should clearly state the nature of the disability and specify the anticipated length of disability.

Learning Assistance Center:

Become familiar with the Learning Assistance Center (LAC) on your campus. It is a tremendous resource for you and your students. The LAC provides one-on-one tutoring, small group tutoring, study groups with peer and professional mentors, and a computer lab for academic use (no Facebook!)

If you have students who are having trouble writing at a college level, suffering from “test anxiety,” or needing to take make up exams, the LAC can help.

Contact people:

Saranac Lake: Lisa Williams: (lwilliams@nccc.edu, 518.891.2915, ext. 1217)

Malone: Kate Wells (kwells@nccc.edu, 518.891.2915, ext.3248)

Ticonderoga: Tom McGrath (tmcgrath@nccc.edu, 518.891.2915, ext. 2217)

Absences & Class Cancellations:

The canceling of classes, in general, is the responsibility of the College President or her/his designee. This includes reasons such as inclement weather and emergencies. Instructors who are canceling classes due to issues such as personal illness, are encouraged, where possible, to email their students notifying them of their absence and any assignments as far in advance as possible. In addition, instructors are required to contact the following individuals as early as possible prior to the class:

- ❖ Laurie Muncil (lmuncil@nccc.edu) ext. 1203
 - ❖ Gina Pollock (gpollock@nccc.edu) ext. 1315

- ❖ Their Academic Chairs/Director (see list)
- ❖ Campus Coordinator (Ticonderoga and Malone only)

Canceling of classes for planned/anticipated reasons (conferences, medical appointments) should be approved by one's supervisor/coordinator and, where appropriate, the VPAA. In the case of planned/anticipated absences, instructors should plan assignments for students to substitute for the instructor's absence. The same is encouraged for those unplanned absences as well, including weather-related closings. Instructors may elect to have a fellow faculty member cover a class in their absence. This is possible with the consent of one's academic chair/supervisor.

As policies and procedures are updated and changed, this document will be revised and posted on the website and the portal.

Weather-Related Cancellation of Classes

Cancellation of classes due to severe weather is rare, but does occasionally happen. The following communication resources can be accessed for information in the event the college is closed due to weather or safety related incidents.

INTERNET

Web Site: www.nccc.edu

RADIO STATIONS

WNBZ	1240AM (Saranac Lake)
WSLK	106.3 FM (Saranac Lake)
WLPW	105.5 AM (Lake Placid)
WIRD	920 AM (Lake Placid)
WSLP	93.3 FM (Lake Placid/Tupper Lake/Saranac Lake)
NCPR	North Country Public Radio
WICY	1490 AM (Malone)

TELEVISION

WPTZ Channel 5

Preparing For Class

Course Syllabus:

All instructors are required to develop a syllabus for each course they teach. You can find details of the required format for this document in the Faculty Handbook under “Academic/Instructional Policies and Procedures.” Prior to the start of classes, you should receive a syllabus template for the course(s) you will be teaching that semester from either your chair or the Academic Affairs office. The template identifies the elements that must be included in your syllabus, including the course description, course objectives, course content, grading guidelines and other academic policies. The course description, course objectives and course content are departmentally determined and your syllabus needs to include these verbatim. When completed, a copy of your syllabus should be forwarded to your Academic Coordinator for review and approval. Once a final draft has been completed, email a copy to your Academic Coordinator/Chair/Director and to Laurie Muncil (lmuncil@nccc.edu) in the Academic Affairs office. Students should receive a copy during the first week of class, delivered either as a physical document or electronically via the Faculty Portal.

Order Text Books:

Consult with your Academic Coordinator/Chair/Director about appropriate textbooks for the courses you are teaching. In some cases, standardized textbooks have been adopted for particular classes. In other cases, you are free to choose your own texts or to use alternate resources, such as the internet, for in- class teaching materials. Always consult your Academic Coordinator/Chair/Director before settling on the texts you will use in class. Textbooks are ordered through the college bookstore. You will be notified by email about cutoff dates for ordering.

Set UpGrading Parameters in the Faculty Portal:

Each course you are teaching will have a separate “Course Options” page on the Faculty Portal. You will need to “set up” several options before the semester begins. During Adjunct Orientation you will be shown the basics of using the Faculty Portal, but be sure to do the following tasks that are minimum requirements for using the system to track students and record grades.

1. Under “Course Options,” go to “Course Utilities” and click on “Set Student Access.” There are a number of options you can chose to give your students access to online files you post. Choose the ones appropriate for your class and hit “Save.”
2. Under “Course Options,” locate “Course Gradebook.” There is a section titled “Setup Gradebook” with three options: Setup Grade Standards, Setup Categories, and Setup Assignments.
 - A. Click on “Setup Grade Standards.” This is where you decide the numerical equivalent of letter grades. You will have the option to create your own definitions, use default standards, or copy standards from a different course. Make and save your choice. In most cases, the default standard is the best option.

B. Click on “Setup Categories,” then on “Add Category.” In this section you will define what kind of assignments and activities on which you will base each student’s grade. You will find multiple options (attendance, exams, papers, midterms, final exams, special projects, etc.) Choose the categories you will be using, and assign to each the percentage of the grade it will represent. The total must equal 100 percent. For example, attendance might equal 10%, papers 20%, midterm exam 20%, projects 20%, and final exam 30%.

C. Click on “Setup Assignments.” This is where you will define what assignments need to be completed within each category, and specify what percentage of the grade will apply to each. For example, if “papers” is worth 20% of a student’s grade, and you are assigning four papers during the semester, each paper might be worth 5%.

3. In order to allow students to view what is available to them in the course portal you must give them access under the “Student Access” section. Click on “Student Access” and select the areas that you would like to have open to the students. You do not need to use all of them; most faculty do not.

Learn How In-Classroom Technology Works:

Most classrooms have a variety of technology resources you can use to help deliver content to your class, including computers, overhead projectors, and digital projectors. NCCC offers technical support to help you use these tools. Most classrooms have ceiling projectors plugged into a laptop located on a podium. If you need support getting your in-class technology up and running or are unfamiliar with the equipment, the help desk staff provides instruction and may be present at the beginning of a class until the instructor feels comfortable with the equipment. They also provide standard technical support: TV/VCR-DVD, video-taping, and in-class video conferencing. If you have trouble using the technology provided, or it malfunctions, contact Information Technology:

Networked computers, printers and video-conferencing issues can be directed to the help desk at the following:

helpdesk@nccc.edu (call 518.891.2915 ext.4357)

Please leave computers on and logged in as “studentuser01.”

In addition, any student account or student support needs should also be directed to the help desk.

During The Semester

Facility Etiquette:

Many of our facility resources are shared, such as computer labs, adjunct offices, printer rooms and classrooms. Please use common courtesy when dealing with them. If a class is in session in a computer lab, do not interrupt it to do your printing. If you move seating around in the classroom, restore it to its original condition for the next instructor. Everyone thanks you in advance.

Working with Struggling Students:

If you have students who are having trouble succeeding in your class, you can refer them to the Learning Assistance Center (LAC) for help. Each campus has its own LAC and each is staffed with professional and peer tutors to assist students who are struggling academically. The LAC is a tremendous resource, providing tutorial help and learning support to the NCCC community. Become familiar with its services and use it whenever appropriate. We encourage you to be quick to refer students there, either through a personal hand-off or electronically through email or the faculty portal. Here are directions on how to refer students to the LAC via the portal:

1. As you enter grades into the gradebook, you will see a box with a drop down arrow- Click this.
2. The only option is "Grade Referral"- choose it if you want to refer the student to the LAC (**based on a low grade that you entered into the gradebook*).
3. Hit the "Save" button at the bottom of the screen.
4. DONE- I will receive the information and notify the student.

** Please speak with your students, and let them know that you sent a referral.

In addition, some students on your class roster will have AMP listed by their name. This means they are part of the Athlete Mentoring Program at NCCC. If one of your AMP designated students is struggling, you should report the problem so the student can receive guidance and help. The following outlines how you are expected to deal with the AMP program:

1. The NCCC student-athletes will be flagged on your class rosters in the Faculty Portal with the AMP designation. If your student is in danger of failing your course, click on the AMP link. That will take you to the AMP submit form.
2. Please review and complete the Athlete Mentoring Program [AMP] form. This form will be sent to Larry McFaddin, Coordinator of the NCCC Athlete Mentoring Program and will be forwarded to the respective team coaches and the student-athletes.
3. The first reporting date will be sent out to all faculty by Larry McFaddin, as the dates change yearly but the normal reporting day will be on Friday.
4. The Athlete Mentoring Program [AMP] is primarily concerned with those student-athletes who are experiencing difficulty in the areas of attendance, grades, behavior, and have fallen below a C in your class. The program addresses each of these areas and has definitive consequences for each problem. We encourage any comments about successes our student-athletes are having as well.

If you have any questions or concerns please contact AMP Coordinator Larry McFaddin (lmcfaddin@nccc.edu or 518.891.2915 ext.1311.)

If you perceive that students are having emotional problems dealing with the college environment, seek guidance on how to proceed from the Office of Student Life (518.891.2915, ext. 1205.)

Posting Grades:

You will receive emails from the College Registrar designating due dates for posting midterm and final grades. You do this through the Faculty Portal. For each class, go to “Class Options,” then “Record Grades.” Use the “Calculate” function to input grades, the “View” function to review grades before posting, and the “Submit” function to post grades. Once grades are submitted, they cannot be changed via the Faculty Portal. If you need to change a grade after it has been posted, obtain a “change of grade” form from the Registrar. At the end of the 3rd week of each semester, you will be asked to report on students who have never attended your class. See Appendix J for instructions on how to give an “E-grade” for these students.

Submit Final Exams to the Academic Affairs Office:

At the end of each semester, you will receive a notification from the Academic Affairs office to submit a blank, electronic copy of the final exam, as well as copies of the students’ completed final exams administered for each class. You will also receive a cover sheet with instructions on how to bundle the final exams of each class. In Saranac Lake, the completed packets should be submitted to Laurie Muncil (518.891.2915, ext. 1203; lmuncil@nccc.edu). In Malone and Ticonderoga, take them to the main office; they will be delivered to Saranac Lake by courier.

Important Contacts

Note: All staff can be reached at (518) 891-2915 unless otherwise indicated.

Academic Support (contracts, contacts, resources, supplies, etc.)		
Laurie Muncil	lmuncil@nccc.edu	ext. 1203
Athletics		
Chad LaDue	cladue@nccc.edu	ext. 1323
Business Office		
Lisa Symonds	lsymonds@nccc.edu	ext. 1207
Student Life		
Kim Irland	kirland@nccc.edu	ext. 1205
Computer/Printer/Video-Conferencing Support		
	helpdesk@nccc.edu	ext. 4357
College Bridge		
Sarah Maroun	smaroun@nccc.edu	ext. 1243
Continuing Education		
David St. Germain	dstgermain@nccc.edu	TBD
Enrollment Management		
Chris Tacea	ctacea@nccc.edu	ext. 1381
Facilities Management		
Rick Heath	rheath@nccc.edu	ext. 1263
Financial Aid		
Mary Ellen Chamberlain	mchamberlain@nccc.edu	ext. 1285
Human Resources		
Tara Smith	tara.smith@nccc.edu	ext. 1209
Instructional Technology/Institutional Research		
Scott Harwood	sharwood@nccc.edu	ext. 1246
Learning Assistance Center(s)		
Lisa Williams (Saranac Lake)	lwilliams@nccc.edu	ext. 1217
Kate Wells (Malone)	kwells@nccc.edu	ext. 3224
Tom McGrath (Ticonderoga)	tmcgrath@nccc.edu	ext. 2217
Library Services		
Brian O'Connor	boconnor@nccc.edu	ext. 1222
Payroll		
Ericka Moody	emoody@nccc.edu	ext. 1373
Registrar (Grading Support, Important Dates)		
Shelly St. Louis	mdaunais@nccc.edu	ext. 1278
Students with Disabilities (Learning, Mobility, etc.)		
Cammy Sheridan	csheridan@nccc.edu	ext. 1271

ACADEMIC CHAIRS/COORDINATORS/DIRECTORS– BY DISCIPLINE

Malone Campus Coordinator

Bruce Kelly

bkelly@nccc.edu

ext. 3226

Ticonderoga Campus Coordinator

TBD

Art

Tina LaMour

tlamour@nccc.edu

ext. 3235

Business

David St. Germain

dstgermain@nccc.edu

TBD

Criminal Justice

Dave Merrick

dave.merrick@nccc.edu

ext. 1292

English/Humanities

Bruce Rowe

browe@nccc.edu

ext. 1249

Human Services

Joe Keegan

jkeegan@nccc.edu

ext. 1202

Massage

Jennifer Barrett

jbarrett@nccc.edu

ext. 1297

Math

Allison Warner

awarner@nccc.edu

ext. 1309

Nursing

Sandra Gothard

sgothard@nccc.edu

ext. 1269

Outdoor Recreation Leadership

Jimmy Cunningham

jimcunningham@nccc.edu

ext. 1223

Radiologic Technology

Becky LaDue

bladue@nccc.edu

ext. 1291

Science

Judy Steinberg

jsteinberg@nccc.edu

ext. 1259

Social Sciences

Cammy Sheridan

csheridan@nccc.edu

ext. 1271

Sport and Events Management

Larry McFaddin

lmcfaddin@nccc.edu

ext. 1311

Appendices

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FACULTY WORKLOAD AND OFFICE HOURS

FALL 2018

Name: _____

Office: _____

Ext: _____

C L A S S S C H E D U L E						
Course/Section/Title	Bldg/ Room #	Day(s)	From (am/pm)	To (am/pm)	Course Credits	Faculty Workload Credits
FACULTY WORKLOAD TOTAL _____						
O F F I C E H O U R S						
Day	Bldg/Room #	From (am/pm)	To (am/pm)	# of hours		
Monday						
Tuesday						
Wednesday						
Thursday						
Friday						
OFFICE HOURS TOTAL _____						
I N D I V I D U A L S T U D Y						
Type	Course	Section	# of Students	Credits	Faculty Workload	
Internship 1						
Internship 2						
Internship 3						
Other						
INDIVIDUAL STUDY TOTAL _____						
O T H E R						
Type	Description			Credits	Faculty Workload	
Chair:						
Director:						
Preps:						
Other:						
OTHER TOTAL _____						
Fall Total Credits _____ - <u>*18</u> = _____	Fall Overload					
(You will receive a Fall Overload – only if you have a workload over 18 Credits – otherwise it will be carried over to Spring Semester.)						

Faculty Signature

Date

Chair/Director Signature

Date

Vice President for Academic Affairs

Date

APPENDIX B



North Country Community College Course Syllabus Guidelines

The following is a basic outline of what should be included in a syllabus. The syllabus that we hand out on the first day of classes is a contract between the students and the instructor, so it should contain some basic information that is uniform across the department. How you format and organize your syllabus is your choice, but the essential required information should be included in it.

Since this is a contract, the more specific you are the easier it is to ensure fairness to all students, and when a problem does arise you, the department coordinator/director, vice president, and president will have a specific document to refer to help resolve the problem and to better support you as the instructor. A vague syllabus opens the door to problems and misunderstandings. Also since the syllabus is handed out the first day of classes, this is your chance to establish the learning environment and how you want the class structured so that everyone can learn.

Another reason for your syllabus to be complete and specific is that when students transfer, colleges are now asking for copies of specific syllabi instead of the general course outline that are not always updated in a timely manner. The colleges accepting our students as transfer students want a more specific picture of what happened in a course so that they can better determine the transferability of a course. If you have a vague syllabus you may jeopardize the transferability of the course for a student.

Please note that you will need to submit a copy of your syllabus to the Vice President for Academic Affairs Office at the beginning of each semester.

REQUIRED ELEMENTS IN YOUR SYLLABUS

Course and Title:

The course number and title of the course (i.e. MAT 121 Elementary Statistics)

Credits:

Identify the number of credits. Most courses are three (3) credit courses, however, many science courses are four (4) and physical education courses one (1) credit. If uncertain, contact your area coordinator/director or the Academic Affairs office.

Instructor:

Your name

Office:

Location of your office (full time faculty) or where students can find you for additional help (adjunct faculty) when on campus.

Time/Room:

The specifics for when your class will meet and where it will be held. For example: M, W 4 – 5:20 p.m. in C-13.

Office Hours:

These are specific times that you will be available on campus to provide extra help to students. These hours should not conflict with other responsibilities. Full-time faculty members are required to have five (5) hours spread out throughout the week. Adjunct faculty members are requested to hold one office hour per course and are encouraged to be available for a few minutes before or after class meets.

Telephone:

For full time faculty this should be their office telephone extension (should also include the phone number that dials into your campus). For adjunct faculty this should be the main phone number for the campus you are at so that a message can be taken and left in your mailbox. If you wish you may include your home or cell phone number, but this is not encouraged.

E-mail:

You should include your NCCC email address. If you wish to include another email address you may also. Using official NCCC contact information is encouraged over personal address information. Whatever address you provide students with you are expected to check for messages on a regular basis.

Required or Recommended Materials:

This should state the materials you expect students to have for the class. The required textbook should be specifically stated, using the title, edition and author (ISBN is optional). Any other materials that you want the students to have should also be identified. You should be specific in what is required and what is recommended. For example, if requiring calculators, be specific if you require a basic four-function calculator or a graphing calculator.

Course Description:

This should be copied *exactly* as it appears in the department's course outlines. If you have not received the course syllabus template for the course, please contact your chair or the Academic Affairs office. This description is what appears in the college's student catalog and on the college website.

Course Objectives:

This should be copied *exactly* as it appears in the department's course outlines. If you have not received the course syllabus template for the course, please contact your chair or the Academic Affairs office

Course Content:

This can be as simple as just stating the chapters you plan on covering out of the required textbook for the course. The recommendation is to include a statement that says if there is extra time, then the following additional chapters will be covered. A more elaborate description can be to copy what is in the course outline for the course.

Attendance:

You should have a stated attendance policy. The policy should include consequences for at least excessive absences. See Faculty Handbook for the College's Supported Attendance Policies.

Homework:

Many courses of study yield the best results through regular homework assignments. Your policy should be specific in what you expect students to do in general for homework, how often you will collect, and what you expect for work. You should also have a statement about how the homework will be graded. You are encouraged to collect homework at least on a random basis throughout the semester. If you do not collect homework, you should have a statement in your syllabus that encourages students to do homework and then have another method (also stated in the syllabus) of confirming that they have done the homework. For example weekly or daily quizzes have worked well for others.

Tests & Quizzes:

For clarity's sake, the definitions of quiz and test are:

A quiz is a quick check in on the most current material and a test is a more comprehensive assessment/evaluation over a longer period of time/material.

You are encouraged to use a combination of measurements, including tests and quizzes where appropriate, to determine a student's semester grade. At a minimum there should be measurements in place to assess midterm grades (in some cases a cumulative midterm exam) and there must be a final exam/activity for each course. It is strongly recommended that you give several opportunities for students to demonstrate their learning. You should also include a timeline for when tests and quizzes will be given. There should also be a statement concerning your policy on if or how a student can make up a missed test or quiz.

Papers/Other Assignments:

Some courses assess student performance and achievement via papers and/or other assignments, either as the primary source of grades or to supplement tests and quizzes. As with tests and quizzes, you are encouraged to use a combination of measurements to determine a student's semester grade. While all the details are not required to be included in the syllabus, the more information you can provide regarding your expectations the better.

Grading:

You should be specific in exactly how you will calculate the student's grade. Regardless of whether you use a percentage system or point system the student should be able to take the materials you have graded and the syllabus and be able to calculate their own grade. If you will also drop any low grades you should be specific in how you will determine what grades will be dropped. This statement could appear under the specific category in which you will drop the grade. For example, if you drop the lowest quiz grade then you could state that under the section where you describe what you will expect when you give a quiz.

Grading System:

This should be how a numerical grade will translate to the letter grade that will appear on the student's official transcript. The college's letter grade system is below.

A	93-100%	B-	80-82%	D+	67-69%
A-	90-92%	C+	77-79%	D	63-66%
B+	87-89%	C	73-76%	D-	60-62%
B	83-86%	C-	70-72%	F	Below 60%

Calendar/Outline:

This is a tentative schedule of what you plan to cover in each class meeting. For those who want a more detailed course content section this can be combined with the outline. The purpose here is to give the student some idea of what you want to cover and how quickly you want to cover the various topics for the course.

Academic Honesty:

You should have a statement about academic honesty in your syllabus and the consequences of dishonesty.

OPTIONAL ELEMENTS IN YOUR SYLLABUS**NCCC Student Email:**

Student email accounts are the official communication tool of the college to the students. You are encouraged to require students to check their student email on a regular basis and to use the college's official communication tool to contact students outside of the classroom.

Classroom Accommodations:

For classroom accommodations to be granted you should get an official letter from the accommodations director (or whoever is responsible on the various campuses) that details what the accommodations are. Without this letter you need to treat all students the same. It is the student's responsibility to give you this letter and to provide all the necessary paperwork to the appropriate people who issue the letters. As far as your syllabus goes you can include a statement about what the student needs to do to get you the appropriate letter. If you have questions about accommodations you should contact the person on your campus who coordinates the paperwork on your campus (generally the person is in the LAC).

Other Issues:

This can be anything else that you want to include in your syllabus to improve the learning environment in your classroom. Some examples are listed below.

Examples:

- Classroom Manners
- Study Skills
- Video conferencing issues
- Other resources available to the student (LAC, websites, etc.)

If you have any questions, comments, or suggestions on what you think should be included in a syllabus please contact your area coordinator/director. How you format and present the syllabus is up to you, but the more specific you are the better.

APPENDIX C**NORTH COUNTRY COMMUNITY COLLEGE
SARANAC LAKE, NY
COURSE SYLLABUS – Fall 2008**

COURSE TITLE:	Introduction to Cultural Anthropology	
COURSE NUMBER:	ANT 100	
CREDIT HOURS:	3	
TEXTS:	Serena Nanda and Richard L. Warms. 2007. <u>Cultural Anthropology</u> . 9th Ed. Wadsworth, Cengage Learning: Belmont, CA.	
	Gary Ferraro. 2009. <u>Classic Readings in Cultural Anthropology</u> . 2 nd Ed. Wadsworth, Cengage Learning: Belmont, CA.	
	Annette B. Weiner. 1988. <u>The Trobrianders of Papua New Guinea</u> . 1 st Ed. Wadsworth, Cengage Learning: Belmont, CA.	
SUPPLEMENTARY READINGS:	Throughout the course, there may be additional, assigned readings to supplement the class and text.	
INSTRUCTOR:	Dawn Ofman Saranac Lake: Malone:	dofman@nccc.edu SB-B1 867-5309 ext. 867 BM-202 483-4550 ext 000
OFFICE HOURS:	Saranac Lake: Malone:	Mon & Weds 9:55-10:55 am Fri 7:55-8:55 am Tues/Thurs 8:15-9:15 am
	Other times available by appointment.	

COURSE DESCRIPTION:

Anthropology is the study of human beings in all times and places, tracing human biological and cultural development from our origins to the present. This course explores the field of cultural anthropology, introducing students to the discipline, its principle theories and methods and the

wealth of knowledge learned about the human experience from studying other cultures, past and present.

COURSE OBJECTIVES:

Students who successfully complete this course will be able to:

1. Develop an understanding of the "anthropological perspective" and examine its application to the study of human social life
2. Explain the central role of *culture* in anthropology and discuss *culture* as a multi-faceted entity
3. Develop a working knowledge of both classical and current anthropological research and the insights gleaned regarding the human experience including:
 - a. how humans organize themselves and how these organizations influence their behavior
 - b. how societies are structured and function
 - c. the role of culture and socialization in shaping society and our behavior
 - d. the role of language, religion, gender, status and other social forces on our human experience and life chances
4. Disarm ethnocentric thinking regarding other cultures, while developing an enhanced understanding of and appreciation for the diversity of human behavior via the examination of past and present cultures
5. Develop a working knowledge of the theoretical perspectives and research methods used by anthropologists in their quest to understand human behavior
6. Develop an understanding of the ethical issues facing anthropologists in their study of humans and their culture
7. Apply and further develop competencies/skills such as writing, researching, revising, oral communication, information management, reasoning critically, and using mathematical methods where appropriate
8. Demonstrate knowledge of the major concepts, models and issues of cultural anthropology
(Social Sciences ~ Gen Ed SILO #2)

COURSE CONTENT

A. Introduction to American Anthropology

1. Franz Boas and the Birth of American Anthropology
2. The 4-Field Approach
3. Core Anthropological Concepts
 - a. culture
 - b. ethnocentrism
 - c. human diversity (biological)
4. Anthropological Approaches to Culture
 - a. cultural relativism
 - b. emic vs etic

B. Anthropological Methods ~ “Doing Anthropology”

1. Ethnography and Fieldwork
 - a. Participant observation
 - b. Role of informants
2. Ethnology

3. Ethnohistory
4. Ethical Issues in Fieldwork
5. Historical and Contemporary Approaches

C. Towards an Understanding of Culture

1. Historical Approaches
2. Characteristics of Culture
3. Culture as Adaptation
4. Culture as Ideas (Mental Templates)
5. Culture as Shared Meanings
6. Culture as Norms

D. Language and Linguistic Anthropology

1. Language and Field Work
2. Origins of Human Language
3. Linguistic Subfields
 - a. Structural/descriptive
 - b. Historical
 - c. Language and Culture (Ethnolinguistics)
 - d. Sociolinguistics

E. Culture and Human Development

1. The Enculturation Process
 - a. Cross-cultural practices in child-rearing
 - b. Rites of Passage
2. Psychological Anthropology
 - a. National Character Studies
 - b. Mental Illness in Cross-Cultural Comparison

F. Subsistence Strategies

1. Foraging
2. Pastoralism
3. Horticulturalism
4. Intensive Agriculture
5. Peasants

G. Economic Anthropology

1. Economic Systems
2. Organization of Labor
 - a. Sexual Division of Labor
 - b. Specialization
3. Systems of Exchange (Distribution of Resources)
 - a. Reciprocity
 - b. Redistribution (Potlatch)
 - 1) Leveling Mechanisms (cargo systems)
 - c. Market exchange (capitalism)

H. Marriage and Family

1. Functions of Marriage
2. Marriage Rules
 - a. Exogamy/Endogamy/Number of Spouses
 - b. Potential Mates/Mate Selection
3. Marriage as Economic Exchange

- a. Bridewealth/Bride Service/Dowry
- 4. Family Types and Residence Rules

I. Kinship

- 1. Defining Kin
- 2. Rules of Descent
- 3. Types of Descent Groups
- 4. Kinship Classification

J. Gender and Sexuality

- 1. Gender vs. Sex
- 2. Gender as Cultural Construction
 - a. Alternative Gender Roles
- 3. Culture and Sexual Expression
- 4. Gender Roles and Gender Relations

K. Political Anthropology

- 1. Politics and Power
- 2. Types of Political Organization

L. Social Stratification

- 1. Examining Social Stratification
- 2. Stratification Criteria
- 3. Systems of Stratification

M. Ethnicity

- 1. Perspectives on Ethnicity
- 2. Ethnicity and the Nation-State

N. Religion

- 1. Functions of Religion
- 2. Characteristics of Religion
- 3. Religion, Magic, Witchcraft
- 4. Religious Practitioners

O. The Arts

- 1. Art and Culture
- 2. Functions of Art

GRADING/COURSE EVALUATION

Examinations/Assignments:

Grades will be upon your performance on three-four examinations (including a final), quizzes and out-of-class assignments (papers/reports). You can expect an exam every three-four weeks and will receive adequate notice prior to all assignments. Late assignments will not be accepted. Students who miss a quiz, exam or assignment will receive a grade of zero.

Exams are typically 100 points unless otherwise noted. The final exam will also be worth 100 points unless otherwise noted. Exams are typically a combination of objective (multiple choice, true-false, matching) and subjective (short-answers, essays) questions with each comprising about 50% of the exam.

Assignments will vary this semester from shorter (due next class period) to longer (due within a week or two of the assignment given). As anthropology is a course that allows for a lot of

“doing” you can expect to receive a number of out of class assignments that help you with in-class concepts. Some anticipated assignments include:

- a mini-ethnography
- classroom presentation on a culture
- others specific to a topical area (language, kinship)

Grading

Your final grade will be determined by your performance on quizzes, exams and assignments.

The following is a rough estimate of how grades will be assessed:

- ❖ 1. Unit exams and finals 50-60%
- ❖ 2. Assignments 30-35%
- ❖ 3. Quizzes 10-20%

Each assignment and exam will have a point total that you will be apprised of. Grades are assigned and recorded and you will be made aware of your grade on each assignment. At the conclusion of the class, I will take the number of points earned by you during the semester and compare them to the total possible number of points and calculate your final average. In fact, I keep an ongoing record of your average throughout the semester and you are welcome to that information at any time.

Late Assignments and Make-ups

As a rule, late assignments will not be accepted. Any changes to that rule will need be reviewed with me prior to the time that the assignment is due. In the case of extenuating circumstances, accompanied by an excused absence and with prior instructor approval, a make-up exam may be given. However, the student needs to have this confirmed by the instructor prior to the examination. In the case of missed exams, quizzes and assignments the student will receive a grade of zero.

Academic Integrity

Doing your own work is an essential component of education. Thus students are expected to submit the fruits of their personal efforts only. Cheating and/or plagiarism is not tolerated and will result in an automatic failure for the course.

Final Exam Policy

In order to pass the course, students must complete the final exam.

OTHER COURSE REQUIREMENTS

Writing, Grading and Quality of Material Submitted ~

Writing is a critical competency in anthropology and any individual aspiring to be a professional is wise to be literate. Learning to write, write well or improve your writing are all worthwhile goals that pay handsomely. As a result, I hold you to high standards regarding writing. Materials that you submit to me, unless otherwise noted, need to be typed (word-processed). They will also need to be presentable – that is, clean, neat, attended to, stapled, identified (your name, this class) and so forth. If you are not a good speller this is an opportunity for you to learn to become a better one, to learn spell-check and/or to reach out and ask someone to proofread your material. ***Written work that is not up to the basic standards expected in the field will result in a loss of points, and in some cases will not be accepted and returned to you without a grade.*** Take pride in your work and express it through the quality of what you submit.

Students may receive additional support with developing/fine-tuning their writing skills by visiting the Learning Assistance Center (LAC). The LAC is open Monday-Friday with student-friendly hours and their services are free-of-charge.

Attendance Policy ~

Students are expected to attend all scheduled classes. To be successful in class, regular attendance and participation is critical. Students are responsible for all information presented and discussed as well as assignments given at each class meeting. **More than two unexcused absences** can result in loss of a letter grade for the final grade. Additionally, **more than four absences can result in dismissal from the class.** Students are responsible for keeping track of their absences as well as notifying the instructor if absences are excused.

Late Policy ~

Attendance will be taken at the start of each class period. Students are expected to be on time for class. If you know you are going to be legitimately late, alert me quick call or email where possible. Tardiness is disruptive to the class and the education process. Excessive tardiness (> 3 class periods late) can negatively impact the student's overall grade and may result in the student's forfeiting their right to participate in that class.

Ethical Conduct ~

It is expected that students will conduct themselves in a manner that is respectful of the class as a whole. Behavior that is considered to be disruptive/disrespectful will result in the student being removed from the class. I request that *all cell phones be turned off/disabled during class*, along with other electronic paging devices. Additionally, *drinking beverages in class is welcomed, however eating is not.*

Course Changes ~

The instructor reserves the right to modify the policies and the outline of the course in the event that the course goals are deemed to be better served by such alterations.

Student Portal ~

Throughout the semester we will be using the Student Portal for posting of assignments, information and grades. Please check your portal frequently.

A Final Note - Keys to Success:

Here are some suggestions I would like to make to you about how to be successful, at least in this class. The following list identifies some of the key behaviors you can take to gain all you can from the material and demonstrate that on exams.

- ◆ **Regular attendance and being prepared for class.** This includes asking questions about material that is not clear, commenting on material and ideas that are presented, reading/completing assigned material in a timely fashion. Not knowing is the starting point of learning. To admit that you don't understand something, don't know something or aren't clear about something is not an admission of failure. It is in fact an awareness of self that can lead to greater understanding, knowledge and liberation. If you don't know, please ask!
- ◆ **Regular study habits** – The old rule of college success is the 1:3 rule. For every one-hour in class you are studying three hours outside. Students who apply this guideline perform better than those who don't. Studying the material regularly, rather than just before the exam commits the material to long-term memory and is known to be more effective than cramming, where you store the information in a more short-term compartment.
- ◆ **Active note-taking in class and active reading of the text.** When reading your text, do so to answer your objectives. Ask questions of the material you are reading and the material presented in class. Become an active participant of it.
- ◆ **Answer the objectives using both the material from your reading as well as from class notes.** I would recommend a section of your notebook devoted to answering the objectives. Combine both your reading and your notes to fully answer the objectives. Once you have done this, use those answers to guide your studying

Grading Method

Student achievement is reported according to letter grades. The quality of work indicated by each grade is as follows:

A	(93+)	4.0	Superior work indicating exceptional ability and application
A-	(90-92)	3.7	
B+	(87-89)	3.3	
B	(83-86)	3.0	Better than average work indicating excellent ability and application
B-	(80-82)	2.7	
C+	(77-79)	2.3	
C	(73-76)	2.0	Average college work indicating average ability and application
C-	(70-72)	1.7	
D+	(67-69)	1.3	
D	(63-66)	1.0	Passing work, below average but acceptable. (Not transferable to most schools.)
D-	(60-62)	0.7	
F	(<60)	0.0	

		ANT100A Cultural Anthropology Course Outline Fall 08	
Class	Date	Topic	Assignment
1	Weds Sept 3 rd	Review Syllabus & Course Overview Introduction to Anthropology <ul style="list-style-type: none"> - 4-field approach - Hallmarks of Field - Anthropological Perspective 	Reading <ul style="list-style-type: none"> - Nanda & Warms (Ch 1) - Ferraro • Ch 1 (Nacerima)
2	Mon Sept 8 th	Development of modern Anthropology <ul style="list-style-type: none"> - Offspring of Colonialism - 19th Century anthropology - Franz Boas (Pt 1) - Emic vs Etic approaches 	Reading <ul style="list-style-type: none"> - Complete Ch 1 Nanda...
3	Weds Sept 10 th	Anthropology Methods <ul style="list-style-type: none"> - Ethnography and Ethnohistory - Ethnographic Method - Ethnography and Fieldwork 	Reading <ul style="list-style-type: none"> - Nanda (Ch 3) - Introduction & Ch 1 (Weiner) - Lessons in Intro Fldwk
4	Mon Sept 15 th	Ethnography in Historical Perspective <ul style="list-style-type: none"> - Boasian Influence - Malinowski's contributions - Positivism vs post-modernism - Contemporary issues 	Reading <ul style="list-style-type: none"> - Complete Ch 3 (Nanda) - "From the Verandah"
5	Weds Sept 17 th	Human Origins (Pt 1) <ul style="list-style-type: none"> - Biological vs Cultural Evol - Theory of Natural Selection - Humans as Primates 	Reading <ul style="list-style-type: none"> - Nanda (Ch 2) Assign Mini-ethnography
6	Mon Sept 22 nd	Human Evolution – (Pt 2) Overview of Human Ancestors <ul style="list-style-type: none"> - Australopithecines - Homo 	Reading <ul style="list-style-type: none"> - Complete Ch 2 (Nanda)
7	Weds Sept 24 th	Exam #1	
8	Mon Sept 29 th	Exploring Culture (Pt 1) <ul style="list-style-type: none"> - Characteristics - Conceptualizations of culture 	Reading <ul style="list-style-type: none"> - Nanda (Ch 4) - Ferraro (Ch 2 <i>Queer Customs</i>)
9	Weds Oct 1 st	Exploring Culture (Pt 2) <ul style="list-style-type: none"> - Cultural universals and particulars Modes of Cultural Change	Mini-ethnography Due Reading (hand-outs) <ul style="list-style-type: none"> ~ "Not a Real Fish..." ~ "Eskimo Science"
10	Mon Oct 6 th	Language, Culture and Human Behavior <ul style="list-style-type: none"> - Origins of Language - Language Acquisition - Anthropological Linguistics <ul style="list-style-type: none"> • Structural/Descriptive/Historical 	Reading <ul style="list-style-type: none"> - Nanda (Ch 5) - Ferraro • Ch 3 (<i>Rapport Talk...</i>) • Ch 4 (<i>Sounds of Silence</i>) Assign

			- Compliment analysis
11	Weds Oct 8 th	<u>Language (Pt 2)</u> Sociolinguistics - Language and Gender Ethnolinguistics ➤ Sapir-Whorf Hypothesis	Reading - Complete Ch 5 (Nanda)
12	Mon Oct 13 th	College Closed Columbus Day	
13	Weds Oct 15 th	<u>Enculturation</u> - Psych Anthro - Cross-cultural look at Child-rearing • Dependent vs Independent - Rites of Passage	Reading HO
14	Mon Oct 20 th	<u>Psychological Anthropology</u> - Development • Erikson vs Amish - Mental Illness (Schepers-Hughes)	Reading - Ferraro • Ch 8 (<i>Death without weeping</i>)
15	Weds Oct 22 nd	Exam #2	
16	Mon Oct 27 th	<u>Subsistence – Making a Living</u> - White's Layercake Model of Culture - Subsistence Strategies - Foraging Exercise	Reading - Nanda (Ch 6) - Hand-out • <i>Trekking w/ Yanomami</i> - Ferraro • Ch 5 (<i>Eating Xmas...</i>) Compliment Analysis Due
17	Weds Oct 29 th	<u>Social and Political Char's of</u> - Foraging societies - Horticultural societies - Agricultural societies	Reading - Nanda ~ complete Ch 6 and read Ch 11 - Hand-out (<i>Worst Mistake in History</i>)
18	Mon Nov 3 rd	<u>Economic Anthropology (Pt 1)</u> - Economics - Mauss' "Gift" & American "gift-giving" - Production and Distribution Patterns Potlatch & Leveling Mechanisms	Reading - Ch 7 (Nanda) - Hand-out (<i>Potlatch</i>) Assign Gift assignment
19	Weds Nov 5 th	<u>Econ Ant (Pt 2)</u> Reciprocity Systems - The Kula - Functions Market Systems	"Kula" Reading - Nanda (Ch 7)
20	Mon Nov 10 th	<u>Marriage and Family (Pt 1)</u> - Marriage - Functions/Types/Customs - Family (Types and Functions)	Reading - Nanda (Ch 8) - Ferraro • Ch 7 (<i>When Brothers..</i>)
21	Weds Nov 12 th	<u>Marriage and Family (Pt 2)</u> - Reckoning Kin Kinship – (Pt 1) - Residence Patterns	Reading - Nanda (Ch 9) Gift Assignment Due

22	Mon Nov 17th	Kinship – (Pt 2) - Descent Groups - Kinship Patterns	Reading - Complete Nanda (Ch 9)
23	Weds Nov 19th	Exam #3	
24	Mon Nov 24th	Sex and Gender - Anthropology tx of Gender - Mead "Sex and Temperament" - Berdache & Hijras	Reading - Nanda (Ch 10) - Ferraro • Ch 9 (<i>Society Sex Roles</i>) • Ch 10 (<i>Women & Men</i>)
25	Weds Nov 26th	Thanksgiving Break (Weds Nov 26th – Fri Nov 28th)	
26	Mon Dec 1st	Religion - Anthropology of Religion - Religious Rituals and Practitioners	Reading - Nanda (Ch 14)
27	Weds Dec 3rd	Revitalization Movements - Handsome Lake - Ghost Dance	Reading - Nanda (Ch 14) - Ghost Dance
28	Mon Dec 8th	Magic, Witchcraft and Religion	Reading - Ferraro • Ch 13 (<i>The Notion of Witchcraft to Explain Unfortunate Events</i>) • Ch 14 (<i>Baseball Magic</i>)
	Weds Dec 10th	Art and Culture	Reading - Nanda (Ch 15)
30	Mon Dec 15th	Final Exam	
31	Weds Dec 17th	Review Final Exam	

APPENDIX D

THE NCCC CODE OF CONDUCT CAN BE FOUND ON THE NCCC WEBSITE UNDER CAMPUS LIFE<OFFICE OF CAMPUS & STUDENT LIFE<CODE OF CONDUCT.

APPENDIX E

RESPONSIBLE USE OF ELECTRONIC COMMUNICATIONS

Guidelines

North Country Community College is respectful of freedom of expression and reveres the diversity of perspectives, values, and beliefs of the individual members of the College community. NCCC owns and operates computing systems which are provided for the express use of registered students, faculty, and staff in support of the programs of the College and are to be used for educational purposes, academic research, and academic development only. PERSONAL, COMMERCIAL, SOCIAL, AND RECREATIONAL USES ARE PROHIBITED. All computer users, including special permission invitees, are expected to use the available hardware, software, and Internet access for permitted uses only and only in an effective, efficient, equitable, ethical, and lawful manner in accordance with College policies, the Code of Conduct - Individual Rights and Responsibilities, as well as Local, State, and Federal Laws.

Agreement

By using any of these computer systems the user agrees that they have read, understand, and will comply with these Guidelines.

Rights

The College does not censor or condone censorship. NCCC does, however, reserve the right to place appropriate restrictions on the use of its computers and systems in response to verified, valid complaints presenting evidence of violations of these Guidelines, applicable College policies, the Code of Conduct - Individual Rights and Responsibilities, as well as Local, State, and Federal Laws.

Responsibilities

Users of NCCC computers and computer systems are responsible for complying with the following conditions:

1. Equitable sharing of all computers, computer systems, software, and Internet access and instructional services.
2. An educationally sound environment conducive to teaching, research, and learning.
3. An environment free of illegal, unethical, malicious, harassing, or hostile acts.
4. An electronically safe and secure environment based on academic honesty and integrity.

Sanctions

The full range of sanctions is available for any and all violations. In the case of criminal acts, further legal action by law enforcement officials beyond the limits of the NCCC Code of Conduct - Individual Rights and Responsibilities may result.

In the event a violation of the Code of Conduct is established, the following types of sanctions can be imposed:

1. OFFICIAL REPRIMANDS AND WARNING LETTERS may be imposed outlining the consequences if the behavior continues.
2. RESTRICTIONS ON ACTIVITIES OR PRIVILEGES may be imposed, including social probation, by which students are prohibited from attending non-academic functions sponsored by the College or the Student Government Association. Social probation may be given for academic or disciplinary reasons, and shall be made for a specific time period.
3. RESTITUTION may be imposed, which may include direct payment for damages caused by the offender or indirect payment of the same through service to the College.
4. LOSS OF COURSE CREDIT may be imposed for academic offenses only. In such cases, no monetary refund of any College fees shall be allowed.
5. DENIAL OR REVOCATION OF A COLLEGE HONOR, DEGREE, OR CERTIFICATE may be imposed in cases where falsification of records or academic offenses are of such nature that the absence of entitlement to the honor, degree, or certificate is established. In such cases, the final decision is subject to review and final determination by the College President. In such cases, no monetary refund of any College fees shall be allowed.

6. WITHDRAWAL FROM A COURSE may be imposed and may be made for academic or non-academic reasons. No monetary refund of any College fees shall be allowed.
7. SUSPENSION FROM COLLEGE may be imposed, and shall mean that the student is not allowed to participate in any College activity in any form, including classes, for a specified length of time. No monetary refund of any College fees shall be allowed.
8. DISMISSAL FROM COLLEGE may be imposed, and shall mean that the student is prohibited from taking part in any College activity. No monetary refund of any College fees shall be allowed. In such cases, the final decision is subject to review and final determination by the College President.

The College reserves the right to update and amend this Electronic Communication Policy at any time without notice. Individuals wishing to submit relevant suggestions for improving and strengthening this policy are urged to contact the Vice President for Academic Affairs or the Vice President for Enrollment Management and Student Services.

Inappropriate Computer Usage

Prohibited and inappropriate use of NCCC computers and computer systems includes, but is not limited to, intentional behaviors which violate one or more of the following:

1. Any Federal, State, or Local Law.
2. The stated mission of the College.
3. The Family Educational Rights and Privacy Act of 1974 (The Buckley Act, P.L. 93-308), or in any way accessing, divulging, or transmitting any personally identifiable information of another individual.
4. The NCCC Code of Conduct - Individual Rights and Responsibilities.
5. Any College rule or regulation, particularly those found in the College Catalog and in Appendix A of the NCCC Code of Conduct - Individual Rights and Responsibilities.
6. NCCC sexual harassment policy. This includes, but is not limited to, creating, displaying, printing, downloading, or in any way transmitting sexually explicit, pornographic, graphically disturbing, or sexually harassing images to text.
7. Installing and/or playing computer games.
8. Use of chat rooms for social, rather than educational purposes.
9. Knowingly installing or running any program, virus or worm, or conducting any other activity that threatens or contaminates the integrity of the computers, computer systems, computer programs or software of the College.
10. Illegally accessing and/or using the intellectual property of another individual.
11. Installing, changing, or deleting software on any computer system, to include changing system defaults, personally customizing settings, deleting files belonging to others, and inappropriate storing of data files.
12. Using electronic messages to harass, intimidate, or in any manner that violates the personal and property rights of others.
13. Deliberately overloading computer resources and/or wasting or failing to conserve computer resources, including document printing, instruction, and time.
14. Using computer equipment for personal, financial, or commercial gain.
15. Violating copyright laws, usage policies, or violating network regulations or contracts.

16. Plagiarism, cheating, or any behavior that violates academic honesty standards.
17. Purchasing or ordering for trial use any goods or services without documented administrative approval.

Violations and Reporting Violations

Adhering to due process rights, all reports of alleged violations will be handled in accordance with the provisions set forth in the North Country Community College Code of Conduct - Individual Rights and Responsibilities. All such alleged violations will be administratively processed and determined by the Vice President for Enrollment Management and Student Services and should be immediately submitted using the “NCCC Incident Report Form”. Incident Report Forms should be routed directly to the Vice President through class instructors, academic department chairs, academic coordinators, computer lab supervisors, and/or any computer service administrator. Under extreme circumstances, the Vice President may immediately and/or temporarily suspend an individual’s computer access rights. Some violations may constitute criminal offenses requiring legal action referrals.



FIELD TRIP PLANNING FORM

If you propose to conduct off-campus field trips in your course(s), please complete the following form, supplying the required information for each proposed field trip:

Course: _____

Instructor: _____

Date of Field Trip: _____

Destination: _____

Time of Departure: _____ Time of Return: _____

Please return this form to your Department Coordinator/Director. All proposed field trips must receive prior authorization by the Department Coordinator/Director. All sessions of all courses will meet in their assigned classrooms at the scheduled times unless exceptions are granted.

Instructor Signature

Date

Department Coordinator/Director Signature

Date

Vice President for Academic Affairs

Date

APPENDIX G

INCIDENT REPORT FORMS

Incident Reports are submitted online and can be found on the NCCC webpage at www.nccc.edu.

Go to: **STUDENT LIFE<CAMPUS SAFETY** for a link to the Incident Report Form.

APPENDIX H
NORTH COUNTRY COMMUNITY COLLEGE
FACULTY CLASSROOM OBSERVATION FORM


Faculty Member: _____ Date: _____

Course Observed: _____

RATINGS:

4 = Outstanding 3 = Exceeds Expectations 2 = Meets Expectations 1 = Approaches Expectations 0 = Does Not Meet Expectations

PRESENTATION	4	3	2	1	0	NOTES
Mastery of material						
Organization of presentation						
Clarity of presentation						
Effective use of class time						
Ability to maintain interest and attention						
Use of illustrative aids						
Clarity in questioning						
Stimulates students intellectual efforts						
Encourages student participation						
Deals effectively with student questions						
Values of class content						

MANAGEMENT	4	3	2	1	0	NOTES
Classroom management						
Student behavior						
Teacher-student rapport						
Quality of student participation						

INSTRUCTOR	4	3	2	1	0	NOTES
Sensitivity to students' needs						
Enthusiasm						
Self-confidence						
Flexibility/resourcefulness						
Innovation/creativity						
Tactfulness						
Organized						
Sense of humor						
Eye contact						
Voice quality						

Remarks:

OVER →**Part II: Narrative**

Utilizing the observations recorded on the first page, faculty observers are to write a narrative of the experience for the faculty member being observed. Recall that observations, at their best, are honest assessments of relative strengths and weakness and, in the end, should help foster the development of the individual's instructional ability.

Ultimately, what is being observed and evaluated is one's ability to instruct at the college-level effectively. This involves a number of factors that should be considered in the assessment of the experience. Mastery of the material/content that is being covered coupled with effective methods of delivery/teaching are essential components of effective instruction. These are necessary but not sufficient. Other factors to be included are more material in nature, such as the physical space and whether or not it supports learning, while others still are more temperamental, such as the individual's ability to connect, read and respond to the class. When all is said and done, the narrative ought to address these issues and more. It should support and praise what is working, identify what is not and suggest steps to take to improve one's abilities and skills.

The narrative should include the following subheadings and address the questions covered within:

A. Introduction – Background information to set the stage (date and time of observation, faculty member and course observed, topic(s) covered, student information, general outline of class period)

B. Description and Evaluation of Instructional Space – How does the instructional space support/not support teaching and learning?

C. Observations of Instructor/Instruction

1. What strong points characterize this instructor's teaching? Content? Methods? Give examples to illustrate.
2. What did you find wanting in the instructor's teaching? Give examples to illustrate.
3. Is the method of instruction observed the best for this learning situation? Why or why not?
4. In what ways does the instructor need to improve? Give two or three specific suggestions.

D. Summary and Suggestions

E. Evaluation of General Teaching Effectiveness (check one).

- | | |
|-------------------------------|-------|
| 4. Outstanding | _____ |
| 3. Exceeds Expectations | _____ |
| 2. Meets Expectations | _____ |
| 1. Approaches Expectations | _____ |
| 0. Does Not Meet Expectations | _____ |

Observer Signature

Date

Faculty Signature

Date



NORTH COUNTRY COMMUNITY COLLEGE

Faculty Evaluation Form

Instructor Name _____

Course # _____

/Course Title _____

Date _____

INSTRUCTIONS:

Read each statement and indicate your opinion by marking the appropriate response. Add any comments on the back of this sheet and return to the person conducting the evaluation. If done conscientiously, this information will help improve the course. Your answers will not be identified to the instructor except as gross totals to insure confidentiality.

Thank you.

1. The instructor plans, organizes and prepares for teaching
2. The instructor demonstrates knowledge of course content, its relationship to other courses and, if applicable, its relationship to careers.....
3. The instructor shows reasonable understanding and concern for students as individuals.....
4. The instructor uses effective teaching methods.....
5. The instructor promotes student interest and involvement.....
6. The instructor is fair in giving exams and grades...
7. The instructor is prompt in returning assignments and quizzes.....
8. I would recommend that others take a course from this instructor

	A Usually	B Almost Always	C Sometimes	D Never	E Does Not Apply
1.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					

9. Please make comments on the strengths and areas of improvement of the instructor or the course below.

Thank you.

Comments typed as written:

COMMENTS:

APPENDIX J

Verification Grade Submission via the Faculty Portal Instructions Document

Verification grades are submitted three weeks into the Fall and Spring terms. At the ‘Verification Point’ in each Fall or Spring term, Faculty will report any student that has Never Attended Classes for the term by submitting a Final Grade of ‘E’ for the student.

Verification Grade Submission Process / Procedure:

To submit any grades for a course you must first setup your course gradebook(s) for the term within the Faculty Portal. If your course gradebook is already setup and at least one assignment has been graded go to Submitting Grades below.

Gradebook Setup Process:

- Select Setup Grade Standards and load the appropriate grade scale for your course.
- Select Setup Categories and establish categories based on your grading scheme for the course.
- Select Setup Assignment and establish at least one assignment that can be graded.

You must have your gradebook(s) setup for the term with at least one Category and one Assignment established to submit Verification Grades.

Recording Grades:

- Record a grade of ‘0’ for at least one assignment for any students that have Never Attended Classes as of the Verification Point

Submitting Grades:

- **Select Calculate Final Grades – please make sure you submit as a final and not midterm**
- Select Submit Grades
- On Submit Grades step 1 of 3 ensure that Final Grades are checked and the select ‘Continue to Submit Grades Step 2’.
- On Submit Grades step 2 of 3 change the ‘Allowed Grade’ to the letter grade ‘E’ using the available dropdown list for any student(s) that have Never Attended Your Class .
- Make sure you submit only grades of ‘E’. Uncheck the Final Grade Submit box before any non ‘E’ grades before proceeding to submission. Once you have entered all ‘E’ grades for the course and have unchecked the Final Grade Submit option for all non ‘E’ grades select ‘Continue to Submit Grades Step 3’.
- On Submit Grades step 3 of 3 you will see a confirmation message that states ‘New Grades have been submitted to the Registrar’s Office’. At this point you are finished with Verification Point Grade Submission.

If you have questions or need assistance submitting Verification Grades please contact:
(Academic Requests) Registrar’s Office at 518-891-2915 ext. 1245 or records@nccc.edu

(Technical Requests) Computer Support at 518-891-2915 ext. 1246 or helpdesk@nccc.edu

APPENDIX K

2018-2019 COLLEGE CALENDAR

August 20	Faculty & NTP's return to campus
August 20	On-site & New Student Registration for Fall 2018 - Malone & Ticonderoga
August 21	On-site & New Student Registration for Fall 2018 - Saranac Lake Campus
August 24	Department Meetings/Assessment Day
August 27	Fall 2018 Semester begins
August 27 – 31	Add/Drop Period – Full Semester Courses & 1st Quarter Courses If a student drops a course before or during this period, there is no record on the transcript.
September 3	Labor Day – College Closed
September 4 – November 20	Official Withdrawal Period for Fall 2018 Full-semester courses: If a student officially withdraws from a course(s), he/she will receive a “W” grade on his/her transcript. The “W” will not affect his/her GPA but will impact the student’s SAP. No withdrawals for full semester courses will be accepted after November 20th without the signature of the Vice President of Academic Affairs.
September 4 – October 9	Official Withdrawal Period for 1st Quarter courses: If a student officially withdraws from a course(s), he/she will receive a “W” grade on his/her transcript. The “W” will not affect his/her GPA but will impact the student’s SAP. No withdrawals for 1 st Quarter courses will be accepted after October 9th without the signature of the Vice President of Academic Affairs.
September 7	E grades due for 1st Quarter classes
September 14	E grades due for full semester classes
October 8	Fall Break - No Classes, College closed
October 15-19	Midterm Exam Period for full semester courses
October 19	End of 1st Quarter Courses
October 22	Beginning of 2nd Quarter Courses
October 26	Midterm grades due by noon
October 22–26	Add/Drop Period – 2nd Quarter Courses If a student drops a course before or during this period, there is no record on the transcript.
October 29 – November 30	Official Withdrawal Period for 2nd Quarter courses: If a student officially withdraws from a course(s), he/she will receive a “W” grade on his/her transcript. The “W” will not affect his/her GPA but will impact the student’s SAP. No withdrawals for 2 nd Quarter courses will be accepted after November 30th without the signature of the Vice President of Academic Affairs.
October 31	E grades due for 2nd Quarter classes
November 2	Deadline for filing for December 2018 Graduation
November 1 – November 15	Preregistration for Spring 2019 courses
November 21-23	Thanksgiving Break - No Classes, College closed
December 8	New Student Registration (all campuses)
December 12	Last Day of classes for Fall 2018 Semester

December 13	Assessment Day
December 18	Last Faculty work day – Final Grades due by noon
December 24 – January 1	Winter Break – No Classes, College closed
January 3	Winterim 2019 classes begin
January 3-4	Add/Drop Period – WI-19 If a student drops a course before or during this period, there is no record on the transcript.
January 5-11	Official Withdrawal Period for WI-19: If a student officially withdraws from a course(s), he/she will receive a “W” grade on his/her transcript. The “W” will not affect his/her GPA but will impact the student’s SAP. No withdrawals for Winterim courses will be accepted after January 11 th without the signature of the Vice President of Academic Affairs.
January 14	Faculty & NTP’s return/New Student registration
January 18	Assessment Day
January 18	WI-19 classes end
January 21	Martin Luther King Day - No Classes, College closed
January 23	Final Grades for WI-19 due
January 22	Full Semester classes begin
January 22 – 28	Add/Drop Period – Full Semester Courses & 3rd Quarter Courses If a student drops a course before or during this period, there is no record on the transcript.
January 29 – April 12	Official Withdrawal Period for Full Semester courses: If a student officially withdraws from a course(s), he/she will receive a “W” grade on his/her transcript. The “W” will not affect his/her GPA but will impact the student’s SAP. No withdrawals for full semester courses will be accepted after April 12 th without the signature of the Vice President of Academic Affairs.
January 29 – February 28	Official Withdrawal Period for 3rd Quarter courses: If a student officially withdraws from a course(s), he/she will receive a “W” grade on his/her transcript. The “W” will not affect his/her GPA. No withdrawals for full semester courses will be accepted after February 28th without the signature of the Vice President of Academic Affairs.
February 1	E grades due for 3rd Quarter classes
February 8	E grades due for full semester
February 18	President’s Day - No Classes, College closed
March 11-15	Midterm Exam Period for full semester courses
March 13	3rd Quarter Courses end
March 14	4th Quarter Courses begin
March 14- March 27	Add/Drop Period – 4th Quarter Courses If a student drops a course before or during this period, there is no record on the transcript.
March 18-22	Spring Break – No Classes. College Open
March 28 – April 26	Official Withdrawal Period for 4th Quarter courses: If a student officially withdraws from a course(s), he/she will receive a “W” grade on his/her transcript. The “W” will not affect his/her GPA but will impact the student’s SAP. No withdrawals for full semester courses will be accepted after April 26th without the signature of the Vice President of Academic Affairs.
March 27	Full semester Midterm grades due
April 1-12	Preregistration for Summer 2019 and Fall 2019 - Watch for more information.
April 5	E grades due for 4th Quarter classes
April 5	Deadline for filing for May 2019 Graduation
April 19	Good Friday – No classes. College Closed
May 9	Last Day of classes for Spring Semester and 4th Quarter
May 11	Commencement

May 13	Assessment Day
May 15	Last Faculty work day – Final Grades due by noon
May 20	1st Summer Session (6wks) and 10wk Summer Session Begin
May 20 – May 24	Add/Drop Period – 1st (6wk) Summer Session/10wk Summer Session If a student drops a course before or during this period, there is no record on the transcript.
May 27	Memorial Day – No Classes, College Closed
May 28 – June 18	Official Withdrawal Period for 1st (6wk) Summer Session courses: If a student officially withdraws from a course(s), he/she will receive a “W” grade on his/her transcript. The “W” will not affect his/her GPA but will impact the student’s SAP. No withdrawals for full semester courses will be accepted after June 18 th without the signature of the Vice President of Academic Affairs.
May 28 – July 9	Official Withdrawal Period for 10wk Summer Session courses: If a student officially withdraws from a course(s), he/she will receive a “W” grade on his/her transcript. The “W” will not affect his/her GPA but will impact the student’s SAP. No withdrawals for full semester courses will be accepted after July 9th without the signature of the Vice President of Academic Affairs.
Week of June 24	New Student Registration (on-site) for Fall 2019
June 27	End of 1st Summer Session
July 3	Final grades for 1st Summer Session due
July 4	Independence Day Observed – No Classes, College Closed
July 8	2nd Summer Session Begins (6wks)
July 8 – 12	Add/Drop Period – 2nd (6wk) Summer Session If a student drops a course before or during this period, there is no record on the transcript.
July 15 – August 6	Official Withdrawal Period for 2nd (6wk) Summer Session courses: If a student officially withdraws from a course(s), he/she will receive a “W” grade on his/her transcript. The “W” will not affect his/her GPA but will impact the student’s SAP. No withdrawals for full semester courses will be accepted after August 6th without the signature of the Vice President of Academic Affairs.
Week of July 22	New Student Registration (on-site) for Fall 2019- Tentative
July 25	End of 10wk Summer Session
July 31	Final grades for 10wk Summer Session due
August 15	End of 2nd Summer Session
August 21	Final grades for 2nd Summer Session due

(THIS CALENDAR IS SUBJECT TO CHANGE WITHOUT NOTICE.)

Questions? Contact the Records office (518) 891-2915 ext. 1278

Community Resources

Emergency 911

CRISIS HELPLINE 24 Hr:	800-342-5767
North Star, Saranac Lake:	518-891-5535
North Star, Malone:	518-483-3261
New York State Police:	518-897-2000
Saranac Lake Fire Dept:	518-891-2211
Malone Fire Dept:	518-483-0386
Ticonderoga Fire Dept:	518-585-3456
National Suicide Prevention:	800-273-8255
Sexual Assault Hotline:	877-212-2323
Malone Police Dept:	518-483-2424
Saranac Lake Police Dept:	518-891-4422
Ticonderoga Police Dept.:	518-585-3456

*****The President's Office should be notified immediately if emergency medical services, or the police or fire department are called to any campus or college event. *****

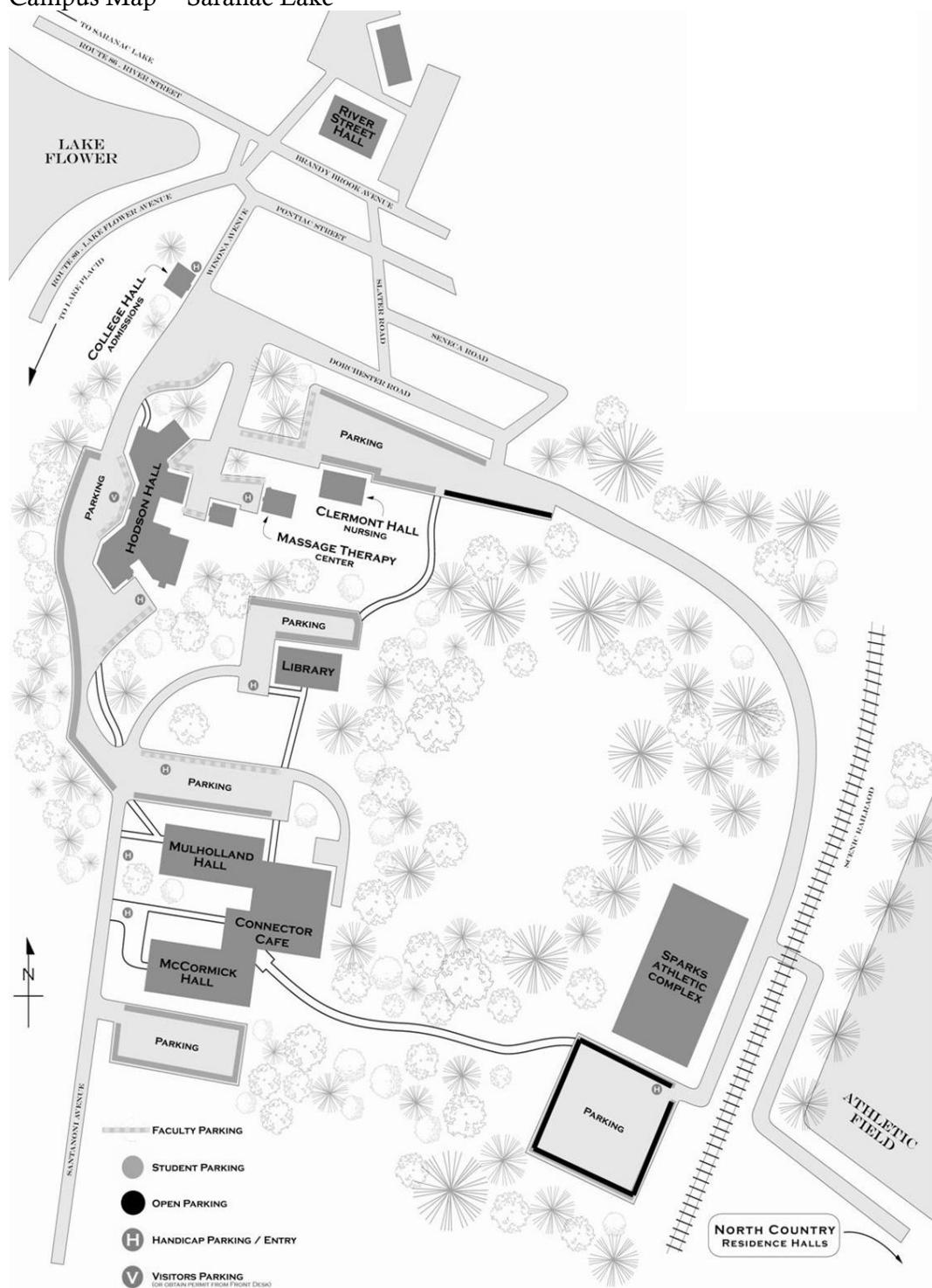
(518) 891-2915, x1201

*****The Office of Campus and Student Life should be notified immediately if any of the Crisis, Sexual-Assault Hotline, or National Suicide Prevention numbers are called.**

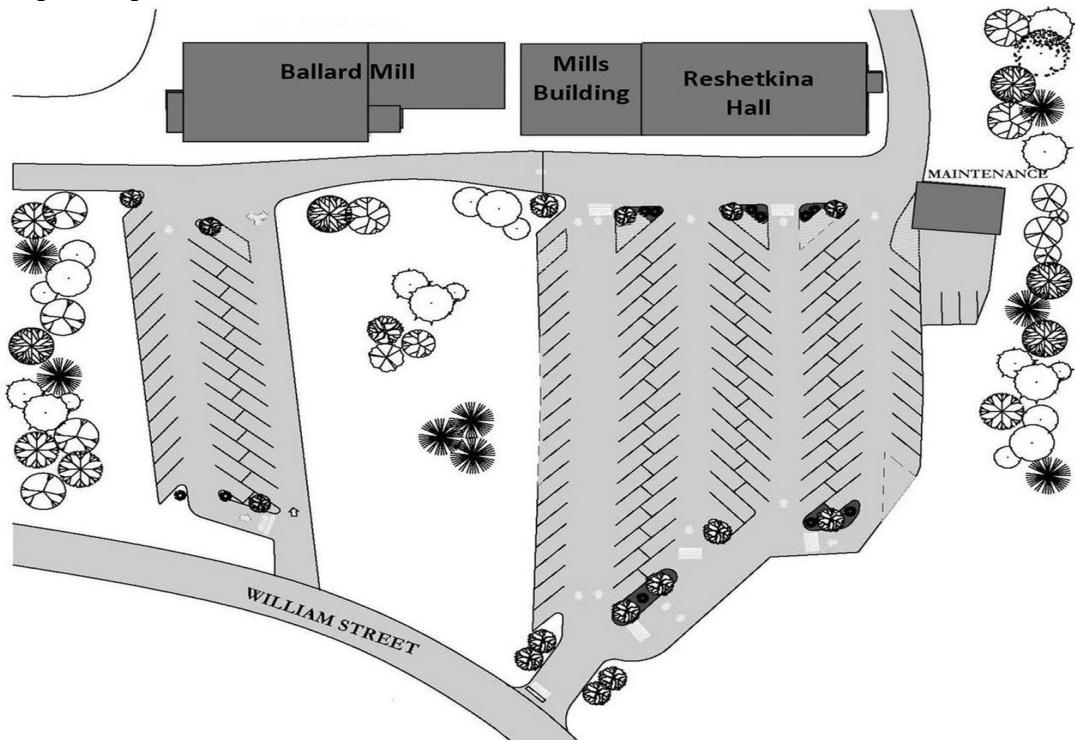
(518) 891-2915, x1204

APPENDIX M

Campus Map ~ Saranac Lake



Campus Map ~Malone



Campus Map ~Ticonderoga

