



# Adjunct Faculty Handbook

2018-2019

Adjunct Faculty Center

Raritan Hall 13

Middlesex County College

732-906-7772

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## Checklist for Your Class(es) at MCC

### Before the Semester Starts

1. Get a copy of the **Adjunct Handout**. It's available on the **Council for Adjunct Faculty Development (CAFD)** homepage: <https://www.middlesexcc.edu/adjunct-development/>
  - a. Check with your department for any additional faculty resources or discipline specific handouts.
2. Know how to contact your **Department Chair** and Department Assistant
  - a. Phone number:
  - b. Email:
3. Know where the **Adjunct Faculty Center** is and contact information. Is your mailbox in the **Adjunct Faculty Center** or **Department office**?
  - a. Check your mailbox regularly for important and timely information including your teaching contract.
  - b. Phone Number:
4. Get an MCC ID from **Human Resources** (Chambers Hall)
  - a. Make sure all your documentation are on file with HR
    - i. Copy of your transcripts
    - ii. Two letters of recommendation
5. Get a parking pass from the **Campus Police** (Gateway)
6. Attend the **CAFD** sessions:
  - a. Welcome Back Night Fall                  Spring
  - b. New Adjunct Orientation Fall                  Spring
  - c. Adjunct Professional Development Day Spring
7. Take a look at the **Center for Enrichment of Learning and Teaching (CELT)** website for teaching resources and workshops to support your teaching during the semester. <https://www.middlesexcc.edu/celt/>
8. New to MCC? Sign up for the “**New to MCC**” **Adjunct Mentoring Program** at welcome back night or by email to be matched with a mentor in your department. Email: [celt@middlesexcc.edu](mailto:celt@middlesexcc.edu)
9. Need help with **Canvas**? Contact **eLearning** for help and support in setting up your class and for workshops. <https://www.middlesexcc.edu/elearning/>
10. Get ready for your Class(es)
  - a. Set up a **Canvas** page
    - i. Create and post your syllabus (required)
      1. Check with your department for templates and requirements
    - ii. Set up your Grading page (required)
  - b. Print your roster from **WebAdvisor**
  - c. Have a lesson ready for the first day (not just a syllabus review).
    - i. Check the **CELT** website for ideas for First Day Activities.

## Checklist for Your Class(es) at MCC

### During the Semester

1. Report any student who has not attended after the first 10 days (required) (**WebAdvisor**)
2. Record Academic Performance Notifications after the 3<sup>rd</sup> week (highly recommended) (**WebAdvisor**)
3. Record Midterm Grades (required) (**WebAdvisor**)
4. Record Final Grades (required) (**WebAdvisor**)
5. Contact your department as soon as you have any concerns about a student, or if you anticipate some difficulties.
6. Check your **MCC Outlook email** and **Canvas** regularly in case a student or the department needs to get a hold of you.
  - a. **Outlook email** addresses for faculty: firstinitiallastname@middlesexcc.edu

### After the Semester

1. Check your **MCC Outlook email** regularly in case a student or the department needs to get a hold of you or if a student has a question regarding their grade.

## Welcome to Middlesex County College



Adjunct Faculty Center  
Raritan Hall (RH) 13  
732-906-7772

Hello!

Welcome to Middlesex County College. We hope all your experiences in the classroom and outside will be enjoyable. Our commitment is to help you be successful in the classroom.

Teaching for the first time, or even the 20<sup>th</sup>, at the college can be confusing, overwhelming, and frustrating at times especially if you have a question and aren't sure how to get help. In this handbook, we have assembled a number of guidelines and resources about Middlesex County College that can answer those questions and allow you to focus on teaching and learning for your students. Don't read it like a textbook from cover to cover, but as a guidebook. Your department may have additional information to share with you, and if you teach at one of the Centers, they, too, will have some more specifics to give you.

Remember, we are here to help you. The only question we will not answer is the one you don't ask us.

Kind Regards,

Caroline Marchitto  
Chair of the Council for Adjunct Faculty Development (CAFD)

## Who We Are

The Council of Adjunct Faculty Development is a committee of adjuncts, administrators, full time faculty, and staff who are dedicated to enriching the adjunct faculty on our campus.

Meeting once a month, they plan and carry out orientation sessions and faculty development days. You can find more information on the CAFD website:

<https://www.middlesexcc.edu/adjunct-development/>

### The Current Council

Zenora Lala	Adjunct Faculty Center Administrative Assistant (RH 013)
Caroline Marchitto	Adjunct Faculty Business and Computer Science Department; Chair of the CAFD
Gary Abbott	Chair of ESL, Languages, and Cultures Department
Lorenzo Brown	Adjunct Faculty, History and Social Sciences Department
Ashley Castiglia	Systems Coordinator, Perth Amboy Center Adjunct Faculty, History and Social Sciences Department
Mark Corso	Adjunct Faculty, History and Social Sciences Department
Laura De Cillis	Adjunct Faculty, History and Social Sciences Department
April Johnson	Assistant Director of Academic Advising
Susan Altman	Director of CELT Assistant Chair and Faculty, Visual, Performing, and Media Arts
Marc Lane	Adjunct Faculty, History and Social Science Department
Linda Scherr	Ex-Officio member, Dean of Arts and Sciences
Lemar White	Adjunct Faculty, Business and Computer Science Department

## A Brief History of MCC

In 1964, on May 1<sup>st</sup>, the Federal Government deeded 155 acres of the former Raritan Arsenal Base along with the 54 buildings on site to the city of Edison in order to establish a community college in Middlesex County. In November of the same year, the Board of Chosen Freeholders appointed the first charter members of the College Board of Trustees. The Board selected the College name, organized subcommittees and elected officers. In March of 1965, the New Jersey Department of Education approved Middlesex County College, and Dr. Frank Chambers was appointed as the first president of the college.

The first class in September 1966 welcomed approximately 728 full time and 637 part time students, taught by 44 faculty members. In June of 1968 the first Associate Degrees were granted to 293 students. Since the college has grown; new buildings have been added, the most recent being South Hall, a modern science building, and West Hall, a one-stop center for students. Besides the Main Campus in Edison, students can take classes in Perth Amboy and New Brunswick. Serving over 11000 students, MCC offers over 80 degree and certificate programs. In May of 2018, MCC graduated 1480 students, conferring 1514 degrees and certificates.

## College Organization and Governance

The College is divided into two academic divisions under the oversight of the Vice President of Academic and Student Affairs:

The Division of Arts and Sciences – Dean Linda Scherr; Assistant Dean Terri Orosz

1. English – Chair, Mat Spano; Associate Chair Andrew Stout
  - a. Raritan Hall 237, 732-906-2591
  - b. <https://www.middlesexcc.edu/english/>
2. ESL, Languages, and Cultures – Chair Gary Abbott; Associate Chair Richard Roy
  - a. IRC 205, 732-906-2529
  - b. <https://www.middlesexcc.edu/esl-languages-and-cultures/>
3. History and Social Sciences – Chair Tim Hack; Associate Chair Mirta Tejada
  - a. Raritan Hall 127, 732-906-2590
  - b. <https://www.middlesexcc.edu/history-social-science/>
4. Mathematics – Chair Don Groninger; Associate Chair; Associate Chair Dan Colaneri
  - a. Center II, 732-906-2585
  - b. <https://www.middlesexcc.edu/mathematics/>
5. Natural Sciences – Chair Donna Howell; Associate Chair Michael Ansonoff
  - a. South Hall 104, 732-906-2592
  - b. <https://www.middlesexcc.edu/natural-sciences/>
6. Visual and Performing Arts – Chair Annie Hogan
  - a. College Center 341, 732-906-2589
  - b. <https://www.middlesexcc.edu/vpma/>



The Division of Professional Studies – Dean Jeff Herron; Assistant Dean Theresa O’Reilly

1. Business and Computer Science – Chair Aslihan Cakmak
  - a. L’Hommedieu 203, 732-906-2526
  - b. <https://www.middlesexcc.edu/business-and-computer-science/>
2. Dental Hygiene – Chair Michelle Roman
  - a. L’Hommedieu Hall 123, 732-906-2536
  - b. <https://www.middlesexcc.edu/dental-hygiene/>
3. Engineering Technologies – Chair Tom Sabol
  - a. Billy Johnson Hall 202, 732-906-2586
  - b. <https://www.middlesexcc.edu/engineering-technologies/>
4. Hospitality, Culinary Arts and Dietetics – Chair Mary-Pat Maciolek
  - a. College Center 180, 732-906-2538
  - b. <https://www.middlesexcc.edu/hospitality-culinary-arts-dietetics/>
5. Nursing – Director Nancy Berger
  - a. L’Hommedieu Hall 225, 732-906-4660
  - b. <https://www.middlesexcc.edu/nursing/>
6. Radiography – Chair James Ferrell
  - a. L’Hommedieu Hall 225, 732-906-2583
  - b. <https://www.middlesexcc.edu/radiography/>

All adjuncts are hired by their respective departments. Please reach out to your Chair and/or Department Assistants for specific information about courses, syllabi, textbooks, and testing.

## Governance

The College Assembly is the main governance body on the campus. In addition to the general body, there are a number of standing task forces that investigate charges and make recommendations to the body. Both the Assembly and the task forces have representation from all sectors of the campus – students, staff, administration, and faculty, including adjunct faculty. During the Fall and Spring semesters, the Assembly meets on the 1<sup>st</sup> Thursday of each month – October, November, December, February, March, April, and May – at 2PM. Task forces also meet once a month; most will meet on the 3<sup>rd</sup> Thursday of each month.

If you have a charge you would like a task force to investigate, or if you would like to be on the Assembly and/or task force, please contact Joan O’Brien ([jmobrien@middlesexcc.edu](mailto:jmobrien@middlesexcc.edu)), the Department Assistant. The Assembly Office is located in RH 4239 (x4239).

Website: <https://www.middlesexcc.edu/college-assembly/>

## Personnel Issues

There are several documents and forms that all MCC employees must submit. The Human Resource Department, in Chambers Hall, has copies of the necessary forms. The below must be completed before you begin teaching your classes:

1. Online application via the HR webpage:  
<https://www.middlesexcc.edu/human-resources/employment-opportunities/>
2. IRS W-4
3. Employment Eligibility Verification (I-9) with two forms of ID. These typically include – a Social Security Card, Drivers' License, and/or a Passport.
4. Direct deposit form
5. General information form (emergency contact information and some other demographics)
6. Background check
7. Pension enrollment

Before the end of your first semester, you also will need to submit:

1. A copy your sealed transcript(s). These can also be send electronically from your college.
2. Two letters of reference

Once the background check is cleared, Human Resources will enter your information into the College's computer system. The following day, you should receive an email to your personal email account with specifics about your MCC email, and how to set up your log-in information to gain access to Canvas, Outlook, and other applications.

## Pension Program

As an adjunct faculty, you are eligible to participate in the New Jersey Alternate Benefit Program (ABP), which is managed by the New Jersey Division of Pensions and Benefits. Once you have completed 2 consecutive semesters of service you are automatically vested. MCC will deduct 5% of your salary from each paycheck, and will match that with 8%. Please contact the Human Resources Department for further details. Their office is located in Chambers Hall, 732-906-2522, <https://www.middlesexcc.edu/hr/>

## Course Assignment and Contracts

Though you may be assigned to a course a month or more in advance to the start of the semester, you won't receive an official contract until the first month of the start of the semester. This is to ensure that all assigned classes will run, or any last minute adjustments have been made.

All adjunct faculty begin at the current base rate – please contact HR to find out what the current rate is. This pay rate is determined via contract negotiations between the College and the Adjunct Union.

Your contract will stipulate your courses, sections, number of contact hours, and salary. This will be delivered to your faculty mailbox, which may be in your department, or with the Adjunct Center in RH 13. If you are teaching at one of the Centers, your contract will be sent there. Your contract will also tell you when you will receive paychecks throughout the semester.

## **Parking**

No permit is needed to park in the outer parking lots with the white stripes. However, if you would like to park closer to a classroom, you may use the green striped faculty spots. You will need to obtain a permit from the Police Department located in the Gateway Building just as you enter the campus from Woodbridge Avenue. Blue striped parking spaces are only for vehicles with handicapped plates or permits.

## **ID Card**

The Human Resource Department will issue you a faculty-ID card.

## **Mailbox**

It's important to have a mailbox somewhere on campus, and you will be assigned one through your department. Some departments have a specified spot within the department, or you may have one in the Adjunct Faculty Center. If you are teaching at one of the Centers, more than likely your mailbox will be located there. If you aren't sure where yours is, ask the Administrative Assistant of your department.

It's important that you check your mailbox regularly. The College, department, and students will put important information in your mailbox, some of which may be time sensitive.

## **Keys**

All offices are open during regular business days and hours, and most classrooms will be unlocked. However, you can request for some keys, such as for faculty and staff restrooms, but you will need to consult with your department.

## **Benefits**

1. Sick days are a negotiated benefit; please see the Collective Bargaining Agreement for specifics.
2. Tuition Waiver – eligible Adjunct Faculty and their lawful dependents can enroll in MCC classes tuition free (though they are still responsible for paying the fees). You will need to complete a form available in Human Resources when you register for the class in order to receive the tuition break.
3. MCC Fitness Center – The Physical Education Center houses a number of exercise opportunities including a fitness center, swimming pool, racquetball courts, and sauna. Hours can vary from semester to semester, and even week to week. You can find the current schedule on the Recreation website:

<https://www.middlesexcc.edu/athletics/recreation-schedule/>

There is an annual fee you can pay either for an individual or family pass to use the fitness center. Please see the Physical Education Center main office in PE B100 for details.

<https://www.middlesexcc.edu/athletics/rates-and-fees/>

4. Child Care – Child Care is available for children ages 2 – 6 ½ years old. The Center is open year round, Monday through Friday, from 7:30AM – 6PM. There is an application to fill out, and admission is based upon need and staffing abilities. Please visit the Child Care Center’s homepage: <https://www.middlesexcc.edu/child-care/>

## **Professional Development and Support**

The Council for Adjunct Faculty Development (CAFD) and the Center for the Enrichment of Learning and Teaching (CELT) work together provide several professional development opportunities to adjunct faculty throughout the school year.

### **CAFD**

The Council for Adjunct Faculty Development was founded in 1988 to assist the College in supporting the adjunct faculty and providing resources to enhance their pedagogical skills. The Council meets monthly during the Fall and Spring semesters to plan events to help adjuncts be successful at MCC. More specifically, they work on two key events, one in the Fall, and the other in the Spring.

1. Welcome Back events – a week before the start of the Fall and Spring semesters, all new and returning adjuncts are invited to attend a Welcome Back event. You will get to meet other faculty, staff, and administrators from your department. Typically, there is a presenter who addresses a current trend or student engagement practices, as well as any recent changes at the college. Sandwiches, coffee, and water are provided.
2. Orientation for New Adjunct Faculty – an orientation for new Adjunct Faculty is planned the week before the start of both the Fall and Spring semesters. This immediately follows the Welcome Back event, and is a more “nuts and bolts” session on basic expectations of the college. The two-hour session goes over a number of practical items to help prepare you for the upcoming semester. In addition, the Center for the Enrichment of Learning and Teaching (CELT) will introduce and invite new adjuncts to sign up for the “New to MCC” adjunct faculty mentoring program. CELT will match you with two mentors for the semester and introduce you to the teaching resources offered by CELT.
3. Spring Professional Development Day – typically the first Saturday of Spring Break, this morning to early-afternoon session begins with a keynote speaker, and then is followed by several topical break-out sessions and/or panel discussions. The CAFD also presents

awards to faculty for their service to the college. The event is free, and sweet rolls, bagels, coffee, and water are provided.

If you would be interested in serving on the Council, please reach out to one of the members, or you can visit the website:

<https://www.middlesexcc.edu/adjunct-development/>

### **Adjunct Faculty Center**

The Adjunct Faculty Center was established in June 1999 and is located in Raritan Hall. It is the main service area for all adjuncts at MCC. There are computers, a copier for light copying, a Scantron machine, a coffee machine, and some 250 mailboxes for the Mathematics, History and Social Sciences and part of the Visual Performing and Media Arts Departments. More importantly, adjuncts use the center to meet with students, prepare course work, and share experiences with one another. The Center also has a Department Assistant who provides help to adjuncts and offers orientation to late new adjunct hires who visit the center.

### **The Center for the Enrichment of Learning and Teaching CELT**

The Center for Enrichment of Learning and Teaching (CELT) offers year round sessions to support instructors in the classroom. CELT's mission is to serve as leaders to the college community by providing expertise, support, and resources to enhance learning, teaching, and scholarship. Their website has links on a variety of topics, including Active Learning, First Day of Class Activities, Syllabi, Online Learning, Rubrics and other teaching resources. CELT also provides individual consultations on teaching and pedagogy. Every fourth Tuesday from 2-3PM and select Tech Thursdays, have been set aside specifically for CELT workshops and all faculty are welcome to attend. For more information, teaching resources, events, and to register for workshops, please see our website.

<https://www.middlesexcc.edu/celt/>

#### *"New to MCC" Adjunct Faculty Mentoring Program*

CELT offers a mentoring program for "New to MCC" Adjunct Faculty during your first semester of teaching at MCC. CELT will reach out to you before the semester begins, or you can sign up for this voluntary mentoring program during the fall and spring welcome events. New faculty will be assigned two mentors; one from your department and one from CELT to help you as you begin teaching at MCC. Participants in the mentoring program meet once a semester as a group (if you are able to attend) and receive a monthly email newsletter. Please reach out to Susan Altman, CELT Director at [saltman@middlesexcc.edu](mailto:saltman@middlesexcc.edu) for more information about this and other CELT programs to support your teaching.

<https://www.middlesexcc.edu/celt/mentoring-program/>

## eLearning

The Department of eLearning supports faculty in the development, design, and deployment of effective and engaging online, web-enhanced and hybrid courses. The eLearning Department administers Canvas, which is MCC's Learning Management System, and manages all facets of distance education development and implementation. In conjunction with CELT, they offer workshops and online tutorials for help with using the features of Canvas.








They are located in Center III.

<https://www.middlesexcc.edu/elearning/>

## Using myMCC

On the college's webpage, you'll find the **myMCC** link. This will take you to a number of useful apps that can help you in some very important ways. In order to access most of these, you will need to first set up a NetID. After your background check with Human Resources is completed, you will receive an email with instructions on how to set up a user name and password.

### Online Apps and Services

 WebAdvisor	 NetID	 Outlook Email
 Canvas	 Office 365	 Search for Classes
 Emergency & Weather Alerts		

Once you have your NetID, select the Faculty and Staff view from the dropdown box in the upper left corner. Now you'll be able to see and access several key apps on this page.

## Online Apps and Services



### Outlook Email

As an Adjunct Faculty, you also have an MCC Outlook email account. Your email will typically be the initial of your first name followed by your last name and then: [@middlesexcc.edu](mailto:@middlesexcc.edu). ([asmith@middlesexcc.edu](mailto:asmith@middlesexcc.edu), for example). This is the primary way the College and your Department will contact you. You should also use this for your contacts with your students. If you aren't checking your Outlook account, you will miss important information and help.

### Canvas

Canvas is the College's classroom learning management system. You will have a separate class site for each class you teach, and you should become familiar with using it. You *are required* by MCC to:

- a. Post your syllabus
- a. Record grades
  - a. Please note that the grades in Canvas **are not** recorded on the students' transcripts. You will still need to enter Midterm and Final grades via the WebAdvisor functions

You should also know how to:

- a. Create a welcome page
- b. Create assignments and modules
- c. Get in contact with your students

The CAFD provides Canvas training in conjunction with CELT and the eLearning Office in Center III during the Welcome Nights and the Spring professional development day. There are

also Canvas trainings offered the week before the semester starts, and periodically throughout the semester. Please contact the Adjunct Faculty Center in RH 13 (732-906-4238), the CELT website (<https://www.middlesexcc.edu/celt/>), or the eLearning Office in Center III (732-906-3234) for more information.

## WebAdvisor

WebAdvisor has several critical links you will need throughout the semester. You'll need to log in with your ID, omitting everything after the @ (for example, jjohnwin) and password. Then select the Faculty option. This will take you to the following page:

**FACULTY - WEBADVISOR FOR FACULTY MENU**

**The following links may display confidential information.**

**My User Account**

- [User Profile](#)
- [Forgotten Password?](#)
- [What's My User ID](#)
- [Change My Password](#)

**Faculty Information**

- [Advisees](#)
- [Admin Roster With Photos](#)
- [Class Roster](#)
- [Grading](#)
- [My Advisees](#)
- [My Class Schedule](#)
- [Search for Classes](#)
- [Student Planning for Advisors](#)
- [Course Catalog](#)
- [Never Attended](#)

You can adjust your User settings, and you'll have access to a few other links not included on the myMCC page:

1. Advisees – A list of assigned advisees for the semester; however adjuncts typically are not assigned any advisees.
2. Admin Roster with Photos – Similar to the Administrative Roster and Class Roster apps, but here you can view and print off your roster with pictures of your students (providing they have a Student ID)
3. Grading – see the below for more information on this.
4. My Advisees – a list of assigned advisees with an action drop down box.
5. My Class Schedule – your assigned courses for any selected semester
6. Search for Classes – you can do a search for all the classes offered for a select semester.



7. Student Planning for Advisors – If you have advisees, you can work with them on planning their schedule of courses.
8. Course Catalog – A list of all the courses offered by the College.
9. Never Attended – After the 10<sup>th</sup> day of the semester, you should indicate which of your students have never attended a class session, never submitted an assignment, and never made contact with you. You simply need to check a box by the students name and submit.

### **Office 365**

With Office 365, you can create Word, Excel, PowerPoint and other MS Office applications. You also have a OneDrive site in which you can save and share these files you create.

### **Admin Roster**

You can select your class, and then see a list of the students in that class, including Student IDs, email addresses, and phone numbers.

### **Class Roster**

This provides the same information as the Administrative Roster app.

### **My Class Schedule**

Here, you'll find your assigned courses for the semester

### **Grading**

This is where you will submit grades for Academic Performance Notification, Midterm, and Final grades. See the section below on grading for more details.

### **HR/Payroll Portal**

This will take you to the ADP portal which provides a number of helps, forms, and training related to Human Resources questions.

### **Emergency and Weather Alerts**

Clicking here will allow you to sign up for the Emergency Notification system. Once you do this, you can receive alerts either via text or by email for important school news, including school delays or closings.

### **Password Management**

Here you can change your profile and password.

### **Other Apps**

**myMCC** also has other links you can use:

- Infonet
- Library resources

- Sexual Harassment and Title IX Complaints
- CELT, Center for the Enrichment of Learning and Teaching
- Fitness center hours

## Academic Policies, Procedures, and Expectations

### Classroom Responsibilities

As you prepare for and teach your class, please:

1. Be prepared for the full class time; this includes the first day.
2. Print off a roster of your students (with pictures) in WebAdvisor and start learning who your students are.
3. On that first day, have a syllabus ready to hand out. Check with your department to see if there are course syllabi that you are expected to use. At the very least, your syllabus should include:
  - a. Your name and MCC contact information
  - b. The learning objectives for the course
  - c. An explanation of how the students will be assessed
  - d. Your make-up policy for missing work
  - e. A semester plan
4. Plan for a variety of activities to help reinforce the concepts so that students have multiple ways of learning and practicing the material.
5. If possible, use multiple means to present your material – handouts, chalkboard, PPT, video clips.
6. Ask questions as you go along to see if your students are indeed understanding.

CELT, the Center for the Enrichment of Learning and Teaching, has a number of resources for constructing a syllabus, engaging students, and other activities. They also have a number of excellent models for syllabi that you can review.

<https://www.middlesexcc.edu/celt/>

### Rosters

You can access your class roster from a variety of places.

1. Your Canvas class site under People
2. The myMCC app – Administrative Rosters
3. The myMCC app – WebAdvisor → Admin Roster with Photos; Class Roster
4. Your department can also provide a copy of your roster if you are unable to access it.

It's important to keep up-to-date on your roster. If you notice that a student is no longer on your roster but is still attending class, notify the student immediately in order to re-registered for the

class. A student who is no longer on a class roster should not be allowed to attend until this is rectified.

### **Checking your Roster and Late Registrants**

During the first few weeks of the semester, your class roster may change for a number of reasons. You should be regularly checking an updated roster to be sure students are in your class who should be.

1. Dropped students: Students can be dropped from your roster for missing a payment, but may not be aware of this. If you notice a student is still coming, but is no longer on the roster, check with the student. You can also ask your Department to verify the student's status. \*\*You should not let a student remain in the class if no longer on the roster.
2. Late registering students: During the first week of classes, you may be asked by students to be registered into your section. If your section is not overloaded, use your discretion, but try to accommodate the student as much as possible. If your section is already full, check with your Department for more specific guidelines. New students should not be trying to late register after the second week. Refer these students back to the Department.
3. Non-attendees: Some students may be on your current roster but have not come to class. Please see the section on Never Attended above under WebAdvisor.
4. Withdrawals: Student may decide to withdraw from your class for any number of reasons. You can check the Registration, Add/Drop, Withdrawal schedule on the Registration webpage for more specific information:  
<https://www.middlesexcc.edu/registrar/>

## **Attendance**

### **Attendance - Personal**

Please make every effort to attend each class session, and to have material planned for the full class time. If, however, you need to be absent:

1. Notify your Department Chair and/or Department Assistant.
2. If you are teaching at a Center, please notify the staff there as well.
3. Though the Department or Center will make an announcement that the class has been cancelled, please also reach out to your students via Canvas or their MCC Outlook email account.
4. You can suggest someone to teach the class for you, but this must be first approved by the Department.
5. You should create a lesson for the students to do in your absence so that the class is able to stay reasonably on schedule.

### **Attendance – Classroom Expectations**

MCC does not have a specified attendance policy, but certainly regular attendance is directly linked to success in the class. Your syllabus should include a statement about your expectations for punctuality and attendance and the dangers of repeatedly missing class, especially for labs and clinical sessions which cannot be easily made up. Your department can provide more guidelines on its expectations.

Give thought, too, how you will handle a student who presents a medical, military, or legal excuse. You may choose to excuse these so that a student won't suffer for an attendance grade. However, even an excused absence does not excuse the student from making up the missed work. You may need to specify how much time a student has to make up work.

### **Breaks**

Class sessions that meet longer than 2 hours have a break built into the published meeting times. The break is intended for students to tend to personal matters as needed; you should not skip this break and end early even if all the students say they are in agreement.

### **Your Classroom**

The Registrar's Office makes classroom assignments, and it is important for safety reasons that you hold your class in this room. If you would like to change a classroom, contact your Department Chair first. Many times a classroom that appears empty and unused is in reality scheduled for another class. It may just be starting on a different date than yours.

At times the Registrar's Office may change a classroom – this can happen prior to the start of the semester, or even at times during the course of the semester. However, you and your students will always receive an email notifying you in advance of this change.

Please also be mindful of the condition of your classroom at the end of the session. Erase the board, exit out of any computer applications you were using, and have the students return the seating to how it was originally. If you are the last one teaching in the night, turn off the lights and close the windows. The person who will be in the classroom after you will appreciate your thoughtfulness.

MCC is a smoke-free campus, and no tobacco products should be used in the classroom. Food or drink is up to your discretion unless you are teaching in any lab space, in which case no food or drink should be allowed. There may other requirements for using the lab, so please check with your department for further specifics.

### **Class Materials**

Your department can supply you with basic materials for your class including dry board markers, chalk, or other resources. Some departments may also be able to supply other resources including composition/exam books and Scantron sheets. Please contact your Department's Administrative Assistant for help.

If you need to make copies for you class there are several options to you:

1. The Adjunct Faculty Center – Room 013 has computers, printers, and a copier to make copies. If you have a large printing job, you should go the Printing and Communication Center.
2. Printing and Communications Department (East Hall Annex) – you can request copies to be hand delivered to your department, sent via inter-office mail to your mailbox, or picked up. You can email an electronic copy to: [copycenter@middlesexcc.edu](mailto:copycenter@middlesexcc.edu).
3. Centers – The Perth Amboy and New Brunswick Centers also have copiers that can be used. However, please check with the staff there first especially before copying large sets.
4. Departments – your department may also have access to a copier that you can use. Check with the Administrative Assistant for how you can do this.

## Grading

The Register will send out an email with information for each grading notification. The email will including instruction and specific deadlines to be adhered to. The Grading app under myMCC is where you will record Academic Performance Notifications, Midterm grades, and Final grades. *You will need to do this even if you are posting grades in Canvas.* You'll have to log in first, and then select the current semester, and then the type of grading along with the class section.

1. Academic Performance Notification (Strongly Recommended) – after the 3<sup>rd</sup> week of the semester, you can let your students know how they are currently doing, and if they should make any improvements. The student will get a report along with their Advisor, but the notifications do not appear on a transcript.
  - a. SAS                   satisfactory progress
  - b. EWA                   insufficient attendance
  - c. EWU                   unprepared for class (no textbook or other materials)
  - d. EWF                   failing quizzes, papers, tests, or other assessments
  - e. EWP                   poor participation
  - f. EWM                   multiple issues with performance
2. Midterm Grading (Required) – around the 7<sup>th</sup> week of the semester, you will record a midterm grade. Like the Academic Performance Notifications, these will not appear on the student's transcript, but they can help with encouraging better student performance, and in some cases allow for registering for the subsequent class. Please encourage to speak with you if their grade is not satisfactory.
  - a. S – for students doing passing work generally at a 70% or higher.
  - b. D – for students doing work in the 60% range. Note that for developmental and ESL classes, a D is considered non-passing. For some sequential courses, a D in

the first course will not allow a student to proceed to the next. A D also will not transfer to a 4-year university.

- c. F – for students at a 60% or lower.

Winter Session and Summer Sessions do not have any midterm grading.

3. Final Grading (Required) – starting the last week of the semester, you will record Final grades. These grades will appear on the students' transcripts.
  - a. Please refer the catalog for letter grade equivalents
  - b. For each student, you will have drop down box that gives you the various grade choices.
  - c. For any course that begins with a 0 (for example, BIO 010 or ESL 097), the letter grade must be preceded by a Q (QB).
  - d. Incompletes: Please consult with your Department Chair prior to agreeing to give a student an Incomplete (I). Ideally, the student would only need to make up one or two assessment pieces, which must be completed by a predetermined date. Once the work has been completed, contact your Department to submit a Change of Grade form. If after 6 months have passed, and the I has not been changed, it will be automatically switched to an F.

### **Student Issues with Grades**

Starting with your syllabus, it is very important to be specific about your grading policies. Accurate and transparent records of your grades are critical to your students' success. The expectation is that you will do this in Canvas so that students can easily check their progress in the class. When students complain about a grade, it's usually because either they thought they were doing better in the class, or they feel they aren't being treated fairly. Taking the student back to your syllabus and the recorded grades often serves to quell these issues. Please try to resolve grading issues directly with the student; however, if a student is persistent with their complaints, refer the student to the department if necessary. Notify the Chair of the issue, provide your syllabus, and a grade break down.

### **Observations**

During your first semester, the Department Chair, Associate Chair, or a full-time faculty member from the department will work with you to find a time to conduct a class observation. When determining a time to do this, keep in mind what your students will be working on in that class session. Some factors that may be included in this observation:

1. A copy of your course syllabus
2. Preparation – both yours in getting ready for the class, and your students in being ready for the class
3. Presentation and flow – are you following a logical sequence of ideas? Are you allowing time for your students to process information and ask questions?

4. Learning Resources – how did you present the information? Did you try to provide a variety of strategies?
5. Assessment – how are you determining if your students understand the lesson? This can be formal or informal, formative or summative.
6. Application – is there a way for your students to apply the lesson?
7. Enthusiasm – were you interested and excited about the class?
8. Mastery – did you demonstrate knowledge of the content?
9. Rapport – how well did you connect with your students?
10. Lab Sessions (if applicable) – how well did you use the lab time?

After the observation, you will review the observation notes and any recommendations, and have a chance to discuss the observation with the person making the observation. Once signed, the observation form will be filed with the respective department.

## **Creating a Safe Environment**

Your classroom and workplace should be a place you and your students feel respected and safe. Inappropriate behavior in the form of harassing or demeaning comments cannot be tolerated or ignored. Please work to create an inclusive and welcoming classroom environment. Your syllabus should also have a statement, such as the following:

All students learn differently, and all learning styles are welcome in this class. If you have a physical, psychological, medical, or learning disability that may impact your course work, please let me know how I may assist you. Contact Disability Services as soon as possible to discuss the appropriate procedures for obtaining accommodations.

The Disability Services staff is located in Edison Hall, room 100. They can be reached at 732-906-2546. All information and documentation is confidential.

Every year, all faculty, staff, and students are required to complete the Title IX Sexual Misconduct training. This is available online via your ADP account. The training provides examples of unacceptable behaviors and what steps should be taking if are a witness to or a recipient of.

The website offers further details and contact information:

<https://www.middlesexcc.edu/about/sexual-harassment-complaints/>

## **Student Considerations**

### **Students with Accommodations**

MCC is committed to helping students achieve their academic goals. At times, you will have students in your classroom with special needs. If you feel a student would benefit from assistance you can encourage them to contact the Department of Counseling Services in Edison Hall room

100. There they can work with a counselor to determine if accommodations are needed. There are a variety of services that can be provided to the student. However, it is up to the student to seek these out. For more information on Disability Services, please visit the website:

<https://www.middlesexcc.edu/disability-services/>

Students must self-identify, and you are only obligated to give special accommodations to a student with an official form from the Counseling Office. This form will clearly explain the accommodations and what your responsibilities are. A doctor's note alone does not allow a student to demand special consideration, and these students should be referred first to Counseling Services.

### **Project Connections**

Project Connections, located in JLC 230, provides academic support in the form of counseling, tutoring, and advising to students with specific learning disabilities. Students affiliated with Project Connections will have an accommodation form that they will share with you, and you may receive additional forms from the Project Connections Office to fill out. Their website is:

<https://www.middlesexcc.edu/disability-services/project-connections/>

### **Educational Opportunity Fund**

Located in JLC 270, the Educational Opportunity Fund (EOF) works to assist students from economically and educationally disadvantaged backgrounds. Like Project Connections, EOF provides qualifying students with advising, tutoring, and other workshops. You may be asked by a student's EOF counselor to provide progress reports on occasion. Their website is:

<https://www.middlesexcc.edu/education-opportunity-fund/>

### **Code of Student Conduct**

The expectation of everyone in the classroom is to behave in a respectful manner. The Code of Student Conduct (<https://www.middlesexcc.edu/student-life/code-of-student-conduct/>), explains this in greater length. On occasion, you may have a student who does not act in an ethical or respectful manner. Usually, these can be handled with a measure of compassion, patience, and sensitivity. However, should problems persist; you should notify your Department Chair of the situation. This is especially true with issues concerning academic integrity or disruptive students.

### **Academic Integrity**

Students are expected to do their own work, unless it is an assigned group project, but even then each student in a group should have a clearly defined role in which they are responsible for their own work and contributions. Plagiarism is the use of someone else's work without giving credit for that information. Students can be guilty of plagiarism or cheating, if:

1. During an exam, they use unapproved materials or consult with other students.
2. Copy another student's work and submit it.
3. Asking someone else to complete an assignment.
4. Falsify documents such as a lab report or a college document.



5. Possessing unauthorized test materials, for example, a copy of the test or quiz.
6. Sabotaging another student's work.
7. Helping another student commit any of the above.

Your syllabus should have a statement about academic integrity and penalties for violations of it. Always consult with your department to make this aligns with its expectations. In addition, should you have a student who has repeatedly plagiarized or cheated, notify your Chair as soon as possible.

### **Disruptive Students**

For the most part, your students will be responsive and respectful especially if you demonstrate the same respect and care for them. However, a student who is dealing with any number of stressors could act out in an inappropriate manner or even an aggressive manner. Sometimes these situations can be diffused by asking the student to take a break, or offering to talk with them during a break or after class (if you are comfortable doing this). Some steps you should always take:

1. Observe and document the student's behavior. A student may not realize they are being disruptive, and so discussing your concerns and setting clear boundaries can help.
2. Meet with the student in private unless there is an immediate safety concern. Trying to confront a student in class may aggravate the situation by making the student feel singled out or embarrassed. A more private discussion can result in a more honest and productive exchange.
3. Help the student to understand the boundaries necessary for the class and that the student is responsible to adhere to the Code of Conduct.
4. Be clear and concrete with expectations, and follow through if these are not met.
5. Keep your Chair informed of what is going on, and if helpful and appropriate, CC him or her on any email exchanges with the student.
6. Contact the Counseling Office in Edison Hall 100. Students cannot be made to go to see a counselor, but the Office can reach out and invite students to set up an appointment.
  - a. 732-906-2546
  - b. <https://www.middlesexcc.edu/counseling/personal-counseling/>
7. If warranted, and in consultation with your Department Chair, filing a Code of Conduct charge against the student may be appropriate. This results in a hearing in which the College will determine a suitable response to the situation.

If you ever feel threatened or in danger, call the Campus Police –

- a. For emergencies: 732-906-2500
- b. For non-emergencies: 732-548-6000, ext. 3500

A disruptive student can be asked to leave a class session, but cannot be barred from the classroom. The College does have set procedures to be followed, and will ensure that due

process has been met and everyone's rights have been considered and protected. As such, this requires time and proper attention, though in emergency situations, it can be expedited. Normally, most concerns are resolved informally, but at times students can be officially warned or removed from the class.

## **Food and Recreation**

Apart from vending machines located in all of the major buildings on campus, MCC has a cafeteria located in the College Center. They offer a variety of menu items including vegetarian options. During the Fall and Spring semesters they are open from 7:30AM to 5:00PM. There is also a Starbucks located in Main Hall. Apart from coffees, they also serve pastries and pre-made sandwiches. During the Winter and Summer sessions the hours and options are more limited.

The Physical Education Building houses a number of recreational facilities you can take advantage of. There are an Olympic sized swimming pool, a fitness center, and racquetball courts to name a few. A year pass costs \$100, and family options are also available. The schedule can vary from week to week, but you can easily find out when it is open:

<https://www.middlesexcc.edu/athletics/rates-and-fees/>

## **Safety and Security**

MCC is an open campus, and any number of community events can be occurring in addition to classes. In addition, some courses end late at night or are scheduled on Saturday when the campus can seem very empty. Even though the campus is a safe and peaceful environment, there may be times that you are questions or concerns.

MCC has a bona fide police department with fully sworn and trained officers. Their office is located at the Gateway just off of the Woodbridge Avenue entrance. Though they are here to protect and serve our campus, they can also assist with battery jumpstarts, first aid, and visitor information to name a few. Should you need assistance, do not hesitate to call. They will respond quickly.

Emergency phone: 732-906-2500

Non-emergency phone: 732-548-6000, ex. 3500

There are also emergency call boxes located by each of the main classroom buildings, West Hall, and parking lots 4, 5, 6, and 6A.

You should also sign up for the Emergency Notification service which you give at the moment alerts for any emergency on campus. You can do this through the myMCC apps or on the police website:

<https://www.middlesexcc.edu/campus-police/>

## Active Shooter

Although we hope it will never happen, it is good to know what to do in the event of an active shooter incident on our campus. The Police Department has produced an excellent video that reviews the steps you should take should this ever happen. You can view the video via the Campus Police website:

<https://www.youtube.com/watch?v=XSSArO6zpok&feature=youtu.be>

## Fire Alarms

When a fire alarm is activated in your building, you and your students **must** evacuate the building as quickly and safely as possible. For safety purposes, you all should gather in one spot and try not to let students wander off. The police and fire personnel will check the building to verify it is safe to return, and if there is an actual fire, they will also need to verify that everyone has exited. You cannot re-enter the building until the police have given their okay.

## Medical Emergencies

In addition to police assistance, MCC also has a Health and Safety department. They can provide a number of helps including first aid, immunization, and nursing assessment. Their office is located in the Mill Gate building, and you can access their website here:

<https://www.middlesexcc.edu/health-safety/>

If you need immediate assistance with a medical concern, call the emergency number: 732-906-2500

## Important Numbers

The campus directory can be accessed here:

<https://www.middlesexcc.edu/campus-directory/>

For convenience sake, the below are several key numbers to have handy:

Campus Police: 732-906-2500 (emergency number)

College Information: 732-548-6000

Office	Location	Phone Number	Email/website
Academic Advising	West Hall, 2 <sup>nd</sup> floor	732.906.2596	<a href="mailto:advising@middlesexcc.edu">advising@middlesexcc.edu</a>
Adjunct Faculty Center	Raritan Hall, 13	732-906-7772	<a href="mailto:zlala@middlesexcc.edu">zlala@middlesexcc.edu</a>
CELT	Center I	732-548-6000 Ex. 3137	<a href="mailto:celt@middlesexcc.edu">celt@middlesexcc.edu</a>
Educational Opportunity Fund	JL 270	732-906-2544	<a href="mailto:LMarius@middlesexcc.edu">LMarius@middlesexcc.edu</a>
Counseling and Services	ED 100	732-906-2546	<a href="mailto:Counseling@middlesexcc.edu">Counseling@middlesexcc.edu</a>
Disability Services	ED 100	732-906-2546	<a href="mailto:Counseling@middlesexcc.edu">Counseling@middlesexcc.edu</a>
eLearning	Center III	732-906-2514	<a href="https://www.middlesexcc.edu/elearning/">https://www.middlesexcc.edu/elearning/</a>
Health and Safety	Mill Gate	732-906-2530	
Help Desk – IT	JL	732-906-4251	<a href="mailto:HelpDesk@middlesexcc.edu">HelpDesk@middlesexcc.edu</a>
Human Resources	Chambers Hall	732-906-2522	<a href="https://www.middlesexcc.edu/hr/">https://www.middlesexcc.edu/hr/</a>
Learning Center	IR 241	732-548-6000 Ex 3222	<a href="mailto:Learning_Center@middlesexcc.edu">Learning_Center@middlesexcc.edu</a>
Library	Library	732-906-2561	<a href="https://www.middlesexcc.edu/library/">https://www.middlesexcc.edu/library/</a>
Media Resources	JL 135	732-548-6000 Ex. 3224	<a href="https://www.middlesexcc.edu/media-services/">https://www.middlesexcc.edu/media-services/</a>
Print Services	East Annex	732-548-6000 Ex. 3409	<a href="mailto:CopyCenter@middlesexcc.edu">CopyCenter@middlesexcc.edu</a>
Project Connections	JL 230	732-906-2507	
Testing and Adapted Testing Center	JL 229	732-906-2508	<a href="mailto:Testing@middlesexcc.edu">Testing@middlesexcc.edu</a> <a href="mailto:Adapted_Testing@middlesexcc.edu">Adapted_Testing@middlesexcc.edu</a>