



**FULLERTON**  
C O L L E G E

# **Staff Development Faculty Resource Guide**

<http://staffdev.fullcoll.edu>

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**Contributors:**

**Mark Greenhalgh**

**Staff Development Coordinator, 2001- 2005**

**Cathryn Collopy O'Donnell**

**Staff Development Coordinator, 2006 - 2008**

**Laurie Barrett, 2000 - 2007**

**Staff Development Administrative Assistant**

**Wendy Bailey, 2007 -**

**Academic Services Administrative Assistant**

## Introduction

*In this Resource Guide, we have tried to provide faculty with a summary of many important college policies and procedures. There are constant changes in the way the college operates and we will try to update this document regularly. The information contained herein is meant as a guide and does not replace any official College or District policy or contractual requirements.*

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**North Orange County Community College District**

**BOARD OF TRUSTEES**

Leonard Lahtinen, President  
Michael Matsuda, Vice-President  
Barbara Dunsheath, Secretary  
Jeffrey P. Brown, Member  
Molly McClanahan, Member  
Donna Miller, Member  
M. Tony Ontiveros, Member

Student Trustee, Rajan Vaidya, Fullerton College  
Student Trustee, Cindy Garcia, Cypress College

Dr. Ned Doffoney, Chancellor and Executive Secretary

**ADMINISTRATION**

Chancellor, Dr. Ned Doffoney  
Vice Chancellor Finance and Facilities, Fred Williams  
Vice Chancellor Human Resources, Jeffrey Horsley  
President, Cypress College, Dr. Michael Kasler  
President, Fullerton College, Dr. Kathleen O'Connell Hodge  
Provost, School of Continuing Education, Christine Terry  
District Director Information Services, Deborah Ludford  
District Director Public Affairs, Christie Wallace Noring

**ANAHEIM CAMPUS**

1830 W. Romneya Drive  
Anaheim, CA 92801  
(714) 808-4500

**CYPRESS COLLEGE**

9200 Valley View Street  
Cypress, CA 90630  
(714) 484-7000

**FULLERTON COLLEGE**

321 E. Chapman Ave.  
Fullerton, CA 92832  
(714) 992-7000

**SCHOOL OF CONTINUING  
EDUCATION**

**Anaheim Campus**

1830 West Romneya Drive  
Anaheim, CA 92801  
(714) 808-4999

**Cypress College Center**

9200 Valley View Street  
Cypress CA 90630  
(714) 484-7038

**Wilshire Center**

315 E. Wilshire Avenue  
Fullerton, CA 92832  
(714) 992-7700

## Background Information About Fullerton College

Fullerton College is a public, two-year community college governed by a Board of Trustees under the laws of the State of California. It was established in April 1913, when the governing board of Fullerton Union High School approved a motion that a two-year postgraduate course be added to the curriculum. The new Junior College, as it was called, opened in September 1913, with 26 students and a curriculum of 10 courses. In 1922 the college was reorganized as an independent junior college district. After holding classes on the Fullerton High School campus for its first 23 years, the college began moving to its own fourteen-acre campus next door in 1936. With four major structures in use before World War II, the building program expanded dramatically with the influx of G.I.'s after the war and with the Orange County population explosion during the 50's and 60's. In 1964 residents of the Anaheim Union High School District, the Brea-Olinda Unified District, and the Placentia Unified District elected to form an interim junior college district to be merged with the existing Fullerton Junior College District. Named the North Orange County Junior College District, it encompassed an area of about 150 square miles. With this enlarged district, proposed plans called for the establishment of two additional junior colleges. Cypress College was opened in 1966 just in time to alleviate some of the enrollment pressure at Fullerton. The "Junior" designation was eliminated by Board action in 1972. The institution has been officially known as Fullerton College since then. The Board of Trustees purchased 170 acres east of Yorba Linda in 1964 and an additional 20 acres in 1975. Finally in 2000, the District purchased the Martin Luther Hospital in Anaheim, which opened as the Anaheim campus in January 2003.

**Address:**

**Fullerton College, 321 East Chapman Ave., Fullerton, CA 92832-2095**

**Phone: (714) 992-7000; Fax: (714) 992-9930; Website: [www.fullcoll.edu](http://www.fullcoll.edu)**

## Organization of Fullerton College - Fall 2008

Dr. Kathleen O'Connell Hodge, President  
Dr. Larry Buckley, Vice President, Instruction  
Dr. Toni DuBois, Vice President, Student Services  
Dr. Janet Portolan, Vice President Educational Support & Planning  
Andrea Hanstein, Public Information Officer  
Adam O'Connor, Director of Budget & Finance

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Albert Abutin, Interim Dean, Admissions & Records  
Jackie Boll, Dean, Library & Learning Resource Center  
Lisa Campbell, Dean, Counseling & Student Development  
Dr. Bruce Cordell, Dean, Natural Sciences  
Mark Greenhalgh, Dean, Mathematics & Computer Science  
Dr. Ann Hovey, Dean, Business & Computer Information Systems  
Robert Jensen, Dean, Fine Arts  
Carol Mattson, Dean, Academic Services  
Scott McKenzie, Dean, Technology & Engineering  
Bob Miranda, Dean, Student Services  
Dr. Pete Snyder, Dean, Physical Education  
Dan Tesar, Dean, Social Sciences  
Dan Willoughby, Dean, Humanities

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Cecilia Alvarado, Manager, EOPS  
Pilar Ellis, Manager, International Student Center  
Lily Espinoza, Director, Cadena/Transfer Center  
Christine Figuera, Director, Physical Plant & Facilities  
Terence Gleason, Special Project Manager, Distance Learning  
Cyndi Grein, Manager, Campus Accounting/Bursar  
Co Ho, Manager, Systems Technology Services  
Darlene Jensen, Director, Student Affairs  
Nick Karvia, Director, Bookstore  
Christine Kiger, Director, Health Services  
Dani McLean, Director, Basic Skills  
Dr. Ken Meehan, Director, Institutional Research  
Bob Morison, Manager, Instructional Technology Services  
Rene Negrete, Interim Registrar  
Dr. Nilo Niccolai, Director, Academic Computing Technologies  
Karen Rose, Special Projects Manager, Office of Special Programs  
Greg Ryan, Director, Financial Aid, Veterans' & Student Services  
Javier Sierra, Manager, Maintenance & Operations  
Olivia Veloz, Director, Academic Support Center  
Vacant, Director, Campus Safety

## **Campus Locations**

### **Maps**

A map of the campus can be found on the back inside cover of the term class schedule.

### **Building Numbering System**

- The odd-numbered buildings are on the west side of the campus, and the even numbered buildings are on the east side of the campus.
- The lower-numbered buildings are on the south, and the higher-numbered buildings are to the north. The only exceptions are the buildings on the south side of Chapman Avenue, across the street from the main part of the campus, which are 2000 and 2100 numbers.

### **Important Locations**

### **Building**

- |   |   |
|---|---|
| • Academic Services                           | 100 (downstairs)                        |
| • Academic Support Center                     | 800 (downstairs, west side of building) |
| • Admissions and Records                      | 2000 (downstairs)                       |
| • Bookstore                                   | 2000 (downstairs)                       |
| • Cafeteria                                   | 200 (downstairs)                        |
| • Computer Lab                                | 600                                     |
| • Counseling                                  | 2000 (upstairs)                         |
| • Facilities                                  | 3000 (Corner of Berkeley and Lemon)     |
| • Faculty Lounge                              | 1200 (west side facing 400 building)    |
| • Financial Aid                               | 100 (west side facing 300 building)     |
| • Health Center                               | 1200 (north gym facing tennis courts)   |
| • Library and Learning Resource Center (LLRC) | 800 (north of quad)                     |
| • Mailroom                                    | 830 (east side of patio area)           |
| • Campus Safety                               | 1500                                    |
| • Staff Dining Room                           | 200 (downstairs, inside dining hall)    |

- Student Affairs 200 (upstairs)
- **Teaching Effectiveness Center 800 (southwest corner of the LLRC)**
- Wellness Center 1200 (southeast corner)

**Absence / Sick Leave Policy**

Absences: All instructor absences, both planned (such as a conference out of town) or unplanned (such as illness or other emergency), must be reported to the Division Office before the time of the class meeting, as far in advance as possible. If you do not arrange for a substitute teacher, a sign will be posted outside the classroom so that students will know that the class will not be meeting. For evening classes contact Campus Safety at 992-7080.

Substitutes: If possible, it is best to arrange for a substitute so that students do not miss a class meeting. In evening classes which meet only once each week, a missed class meeting is the equivalent of one entire week missed. If you know others in your department who teach the same class, you may want to call on one of them to substitute for your class. All substitutes must have the approval of your Division Dean. (A guest lecturer, or any individual who is not employed as a faculty member at Fullerton College, or in the District, may not substitute for your class.) It is important to provide detailed instructions to the substitute regarding the material the students are expecting to cover in that class meeting.

Class Schedule: If you know well in advance that you will be missing a class (due to a conference or a business trip out of town), it is a good idea to either build it into your class schedule so that students have a specific assignment to work on during the time that the class would have normally met, or make arrangements well in advance for a substitute to do a particular lecture or exercise that you have planned.

Sick Leave Policy: Each faculty member earns sick leave each semester on a pro-rata basis depending upon the percentage of contract. (See Faculty Contract for full sick leave policy.)

**Academic Honesty**

Students are expected to abide by ethical standards in preparing and presenting material which demonstrates their level of knowledge and which is used to determine grades. Such standards are founded on basic concepts of integrity and honesty. These include, but are not limited to the following areas:

1. Students shall not plagiarize, which is defined as:
  - A. Stealing or passing off as one's own ideas or words of another.

B. Using a creative production without crediting the source.

The following cases constitute plagiarism:

- Paraphrasing published material without acknowledging the source.
- Making significant use of an idea or a particular arrangement of ideas, e.g. outlines.
- Writing a paper after consulting persons who provide suitable ideas and incorporating these ideas into the paper without acknowledging the debt.
- Submitting under one's own name term papers or other reports which have been prepared by others.

2. Students shall not cheat, which is defined as:

A. Using notes, aids, or the help of other students on tests or exams in ways other than those expressly permitted by the teacher.

B. Misreporting or altering the data in laboratory or research projects involving the collection of data.

3. Students shall not submit an original paper or project to more than one class without approval from the second instructor. Instructors who do not accept previously submitted papers should so inform the students in the course syllabus.

4. Students shall not furnish materials or information in order to enable another student to plagiarize or cheat. An instructor who has evidence that an act of academic dishonesty has occurred, after speaking with the student, is obligated to take the following steps:

A. Assign an appropriate academic penalty such as an oral reprimand (as in cases where there is reasonable doubt that the student knew that the action violated the standards of honesty); or assign an "F" on all or part of a particular paper, project, or exam (for example, where there was proof that it was a one-time occurrence). In cases where an "F" was assigned, report the incident to all appropriate personnel. (See step C.)

B. In cases where the dishonesty was serious, premeditated, or part of an ongoing scheme, request an ad hoc review board made up of at least three faculty members from the department or division of the instructor involved. This review board is to be appointed by the Academic Senate president or his or her delegate in consultation with the department coordinator or if none is in place with the members of the department. Supply to the review board the documents which are suspect and any other documents completed by the student which might help determine if academic dishonesty occurred. It would then be the responsibility of the review board to determine academic penalties as appropriate.

- C. Report to the student involved, to the department coordinator, to the Division Dean, and to the Executive Vice President the alleged incident of academic dishonesty, including relevant documentation, and recommendations for action that he or she deems appropriate.
- D. The Executive Vice President shall maintain an academic dishonesty file of all cases of academic dishonesty with the appropriate documentation.
- E. Students shall be informed when their names are inserted into the file and provided with copies of any appeals or disciplinary procedures in which they may become involved. The Executive Vice President or his or her designees may initiate disciplinary proceeding under Education Code, Article 3, Section 76030 - 76037; when two or more incidents involving the same student occur, he or she shall do so.
- F. Students charged with violations resulting in disciplinary action have the right to appeal the findings to the Petitions Committee under the Rules and Procedures of Due Process.

*(Adapted from the academic honesty policies of Fullerton College and California State University Fullerton)*

### **Academic Support Center**

Contact: Olivia Veloz, Director, Academic Support Programs  
Phone/Email: 992-7066; [oveloz@fullcoll.edu](mailto:oveloz@fullcoll.edu)  
Website: <http://academicsupport.fullcoll.edu>

The Academic Support Center (ASC) provides instructional services to students and staff to assist students in achieving success in all academic areas. It is comprised of three centers: Skills Center, Tutoring Center and Writing Center. The ASC is located on the first floor of the Library and Learning Resource Center (800 building). The Skills Center offers computer instructional support for various classes, including Reading, English as a Second Language and Foreign Language classes. Other services are also provided. Assistance is available in most academic disciplines in the Tutoring Center. The Writing Center provides support to students in all stages of the writing process.

#### **Skills Center**

Hours: M-Th 7:30am-9pm; F 7:30am-4pm; S 10am-2pm.  
Contact: Instructional Assistants (All staff will be able to assist you.)  
Phone/Email: 992-7144; [skillscenter@fullcoll.edu](mailto:skillscenter@fullcoll.edu)  
Website: <http://skillscenter.fullcoll.edu>.

The Skills Center offers software programs that focus on skills development in specific subjects such as Reading, Learning Strategies, Critical Thinking, Writing, Keyboarding,

Test-Taking, and Foreign Language. In addition, the following services are provided:

- Make-up Tests: The Skills Center will administer make-up exams for students who missed your in-class test. See website: [skillscenter.fullcoll.edu](http://skillscenter.fullcoll.edu).
- Study Behavior Inventory: Helps students see how to study smarter, eliminating the pit falls that often prevent academic success.
- Monthly Student Lab Use Reports: For all classes with required lab attendance (and for any other class at your request), a monthly list of students and their accumulated lab time will be provided.
- Readability Level: Instructor's can submit their textbooks, articles, etc and the Skills Center will run them through their program to assess what level the writing is. Faculty may find it useful to know the level of difficulty of the text in order to find ways to make the material more meaningful to those who may have lower reading levels. It is often a good idea to have a textbook evaluated for readability level before adopting it for the next semester. A form readability evaluation is available from the Academic Support Center.

### **Tutoring Center**

Hours: M-Th 9am-8pm, F-S 10am-2pm.

Contact: Deb Wassenaar, Tutoring Center Coordinator

Phone/Email: 992-7151; [dwassenaar@fullcoll.edu](mailto:dwassenaar@fullcoll.edu).

Website: <http://tutoringcenter.fullcoll.edu>

Individualized tutoring is offered in most disciplines. An attempt will be made to provide a tutor if one is not currently available. Walk-in tutoring is available for Math, Sciences, and Accounting and one-hour appointments are available for most other subjects.

Students may come in to the Tutoring Center or call to schedule an appointment.

Workshops are offered throughout the semester for English, ESL, Reading and Math.

Faculty members are encouraged to recommend the Tutoring Center to their students.

### **Writing Center**

Hours: M-Th 9am-8pm, F-S 10am-2pm.

Contact: Dr. Patricia Thomas, Writing Center Coordinator

Phone/Email: 992-7153; [pthomas@fullcoll.edu](mailto:pthomas@fullcoll.edu).

Website: <http://writingcenter.fullcoll.edu>

The Writing Center promotes students' success and independence as writers in college and beyond. Students are helped with writing for classes as well as for job and college applications. Faculty members are encouraged to recommend the Writing Center to their students.

Faculty and trained peer tutors collaborate with students one-on-one to assist with any stage of their writing project—planning, drafting, revising and editing—for any class at any level. Emphasis is first placed on higher-order concerns, such as focus, development, and organization before addressing sentence-level problems and error

analysis. Students are encouraged to retain ownership of their writing by helping them to help themselves.

During the Fall and Spring semesters, English and ESL faculty members offer 10-12 workshops on various writing topics and assignments such as essay exams, grammar, revising strategies, transfer essays, punctuation review, cover letters and resumes. All workshops are provided free of charge. Registration is not required. Announcements will be sent to faculty and students throughout the semester.

## Add / Drop Procedure

### **Adding Students**

All classes will be closed at 12:00 midnight on the evening prior to the first day that a class meets. After that time, all students whom you wish to add to your classes must be provided with an **Add Authorization Code** (AAC). The AAC is a CRN specific code that will override a closed class message on myGateway. Students who have an AAC will be able to add a closed class online. In sections that have seats available, in agreement with the Faculty Senate, instructors will issue add codes to qualified petitioners.

Only if an instructor is unavailable to issue the add code will the Division Offices be issuing AACs, and this only through the open enrollment period. You may wish to consult your Division Dean and/or office staff to clarify how you want them to handle requests from students to add your classes.

### **To add students:**

1. Access the Faculty Services Page in WebStar.
2. Click on "Printable Attendance Roster." AACs are included on the "Printable Attendance Roster" page below the roster of names. Initially 30 codes will be provided for each CRN; however, this number can be increased by the Division Office, if necessary.
3. When you provide a student with an AAC, write the student's name on the AAC roster to verify later that the authorized student has used that code. *Also impress upon students that to be officially enrolled in the class, they need to access myGateway immediately, add the class in the normal fashion, and then enter the AAC when prompted.*
4. Students must have met prerequisites to add classes. AACs will not override prerequisites.

### **Dropping Students**

Faculty can drop students electronically by logging on to WebStar through myGateway.

Both “No-Show” and “W” drops will be accepted. Faculty should be aware that late drops will not be permitted. Deadlines for “No-Show” drops and “W” drops are posted on the printable attendance rosters and appear on the drop/withdraw page.

To drop students:

1. Access the Faculty Services Page through myGateway by clicking on WebStar.
2. Click on the link entitled “**Drop Students from a Class List**”. Select the term and CRN. A roster of enrolled students will be displayed.
3. Click in the Drop/Withdraw box for any students you wish to drop and click on “Submit Changes.” A confirmation message will be displayed. Click YES to confirm drops.

To access a list of students adds and drops from a given CRN, click on the link “**Add/Drop Listing**”. You may view a list of activity since the start of registration or the first day of class. By clicking on the envelope icon, you can access the student’s email, and send students a message informing them that they have been dropped

For more detailed instructions on all of WebStar’s capabilities, go to the Staff Development Website, <http://staffdev.fullcoll.edu> and look for the link to WebStar Instructions.

### Attendance Policy

- Attendance in all class meetings is mandatory. No absence, even an excused absence, excuses a student from making up the work missed. Students should realize that every absence may adversely affect their grade due to missed lectures and missed assignments.
- An excused absence is one in which a student must miss a class due to a field trip, a musical performance, or an athletic event which involves another Fullerton College class. The student must have an Authorized Absence Excuse signed by all instructors whose classes will be missed as a result of the outside activity. The Authorized Absence Excuse must be signed in advance of the absence. In addition, it is the responsibility of the student to make arrangements to make up any work which is missed as a result of the absence.
- Students who do not attend the first class meeting of the semester may be automatically dropped by the instructor, particularly if the class is full and students want to add the class.
- It is the responsibility of students who are absent for a prolonged period to contact the instructor to explain the reason(s) for the absence and to discuss the possibility of continuing the class.
- A student who accumulates more than one week's worth of absences, consecutive or non-consecutive, may be automatically dropped by the instructor.

- However, it is the student's responsibility to officially withdraw if the student decides that he or she is unable to continue to attend the class. The student must drop the class on the web.

### **Attendance and Grade Records**

- If you are uncertain whether or not a student is planning to come back to your class after several absences, it is a good idea to use the telephone information provided in WebStar to call the student in order to provide encouragement to come back to the class. The telephone information is strictly confidential for the use of the instructor only.
- It is important to keep accurate attendance records throughout the semester.
- In addition, it is a good idea for you to know who is coming to class, and who has been absent. Take a few minutes to call students who have been absent in order to encourage them to continue their involvement class.
- If you feel it is too cumbersome to spend time calling roll at the beginning of each class meeting, particularly in larger classes, you may choose to send around a sign-in sheet to all students so that you can enter the absences later in your attendance record.

### **Audio-Visual / Teaching & Learning Resources**

Audio-Visual Equipment may be ordered through Media Services through the Service Request System (SRS) located on the Fullerton College Website homepage. It is generally best to order audio-visual equipment a few days in advance. Many classrooms have videotape players or screens built in. It is sometimes possible to have a standing order for a piece of equipment. In other words, if you plan to use a slide projector in every class meeting, you may want to request a standing order so that you will not need to order the slide projector every week.

Videotapes, Audiotapes, Slides: Your division or department may have a collection of audio-visual resources. The Media Services Department also has a collection of videotapes and other audio-visual resources which may be checked out for use in your class. For more information on the availability of audio-visual resources in your subject area, ask your Division Dean, check with other faculty who teach the same class, and call Media Services (extension 27141).

Production of Slides, Videotapes, and Overhead Transparencies: There is a Media Production Department which produces high-quality color slides and overhead transparencies located in the 2000 building (southwest corner in the same location as Distance Learning.) In addition, the video production department produces videotaped programs. There is a charge-back to your division for all production fees. For this reason, it is necessary to obtain the approval of your Division Dean before using Production Services. In addition, considerable advance notice is necessary.

Depending on the size and complexity of the job, and the current workload of Production Services, it is usually best to allow several weeks for slides or overhead transparency production. Videotapes generally take several months, from conception, to editing and completion.

Teaching Effectiveness Center: The TEC (room 800 of the LLRC) has equipment (laptop, projector, tablet, camcorder, digital camera) which faculty can check out for use in their classrooms, at home or for conferences. There is also a lending library of teaching and learning resources such as journals, books and videos on a variety of teaching and learning topics. Faculty members are welcome to stop by the TEC to peruse the collection during hours of operation. Call the TEC (992-7146) or Wendy Bailey (732-5005) if you have questions.

### **Auditing a Course**

- Students may audit a course only if they have previously taken the course at Fullerton College and received a passing grade and/or taken the course the maximum times allowable.
- A "Petition to Audit" form must be filed in the Admissions and Records office by the student (not the instructor) no later than the *add deadline of the course*. Once the request has been made, students will not be permitted to change from an audit to a credit status.
- Students must adhere to all rules and regulations established for the class, including attendance. Instructors shall not distribute test materials to auditors.
- Auditors may not change to credit status, and may not be permitted to earn credit by examination for audited courses. No record of auditing or grade will be recorded on the student's record.
- There is a fee for auditing a course.

### **Bookstore**

- Textbook and course material adoptions are due in the Bookstore mid-March for summer sessions, mid-April for fall semesters, and mid-October for Spring semesters, or EARLIER. Division Offices notify instructors when adoptions are due and distribute adoption forms.
- The Bookstore is committed to keeping the prices on course materials down for students. On-time adoptions, early publishers' orders, used books, minimized freight costs, and lower returns are important factors in maintaining lower text prices. Textbook returns (to the Bookstore and the publishers) drive costs up dramatically. Low return rates can affect the cost of books by up to 15%. Please advise students to wait until your official notice of the materials required (the first class) and to make sure they are eligible for class before buying books.

### Cafeteria and Snack Bar

Sodexo Foods operates food services on campus in the 200 building. There is a vending court on the patio behind the LLRC and there are many beverage vending machines throughout campus.

### Changing Meeting Location

All classes are to meet in their scheduled rooms as shown in the class schedule. Do not make any changes in your class meeting place, even for one session, without notifying your Division Office. Students sometimes forget that their class meeting location has been changed for one meeting, and they will often call the Division Office for assistance in locating their class.

### Child Development Center

- The Child Development Center is a preschool program serving children of students, faculty and community families.
- The program is designed for children 2½ through 5 years of age.
- The Child Development Center is located in building 1830 at the north end of Lot 5, near Berkeley Ave.
- For more information on current hours and availability, call extension 27069.

### Class Hours

The number of lecture and lab hours for each class can be found in the Course Description section of the College Catalog.

- Student Homework and Preparation Time. The College Catalog states that for each one unit of credit, students should expect to spend at least three hours per week (one in class and two outside class).
- A three-hour lecture class is worth three units of college credit because students are expected to spend three hours in class, and six hours in outside preparation and homework each week.
- A three-hour lab class is worth one unit of college credit because it is expected that students will do all of their lab work during the lab class.
- Lecture Hours: Although called "lecture" hours, this does not mean that the only teaching method which may be used is a lecture delivered by the instructor! A lecture hour should incorporate a variety of teaching techniques.
- Lab Hours: Lab hours are distinguished from lecture hours in that the primary mode of learning is a hands-on experience for the students. During lab classes there should be a minimum of presentation by the instructor, and a maximum of time for students to actually do a project or practice hands-on skills. Usually lab classes are tied to a lecture class: students learn the theory in the "lecture" class, and have an opportunity for the practical application of the theory in the "lab".

- Arranged Lab Hours: The Class Schedule indicates that some lab courses have "arranged hours." This usually means that although lab work is completed by students outside of class meeting times (usually in an open lab), the hours spent by students are required class hours. For this reason, State attendance rules require that each student in a class with "arranged hours" must fill out an "arranged hour" card to identify which hours of the week the student plans to complete the outside work. (These hours may not conflict with other classes in which the student is enrolled.)

### Class Meeting Length

The California Education Code permits a 10-minute break period per class hour. Although an occasional exception may be warranted for good reason, it is important to hold to the scheduled class meeting length for the greatest benefit to your students, and to meet your contractual responsibility. The following guidelines should be followed for various class lengths:

- One-hour class meetings: A one hour class meeting which starts at 9:00 a.m. will end at 9:50 a.m.
- 90-minute class meetings: A 90-minute class meeting may take a 5-minute "stretch break" at about the forty-five minute point, and conclude at ten minutes before the hour; or may take no break and conclude at the end of one hour and fifteen minutes. A 90-minute class which starts at 7:00 p.m. will end at 8:15 p.m. if no break is taken in the middle.
- Two-hour class meetings: A two-hour class which starts at 7:00 p.m. should include one hour and forty minutes of instruction, with a 10 minute break in the middle (at about 7:50), and a class ending time of 8:50 p.m.
- Three-hour class meetings: A three-hour class meeting which starts at 7:00 p.m. should have a total of 2 hours and 30 minutes of instruction, with a 20 minute break in the middle (at about 8:15 p.m.) and an ending time of 9:50 p.m. Or the instructor may choose to take a 10-minute break at the end of each hour, and end at 9:50 p.m. (If a 15-minute break is taken, class may end at 9:45 p.m.)

### Classroom Environment

- Eating, Drinking, and Smoking are not permitted in any Fullerton College classrooms or in the hallways of buildings. Fullerton College is a smoke free campus.
- Housekeeping. The classroom should be left clean and orderly after your class. Desktops and tabletops should be left clean, chairs should be left in their normal arranged order, chalkboards should be erased, lights turned off, and doors locked. When you dismiss your class, try to leave the room in good order for the next instructor who is assigned to the room.

## Classroom Keys

### General Guidelines

- With the approval of the dean, classroom and office keys are distributed to faculty, regular classified staff, adult hourly workers, and Associated Student officers.
- Keys are not issued to students.
- Possession of keys mandates responsibility for securing classrooms and offices.

### Requests for Keys

- Deans may request keys for faculty by submitting a list of faculty and keys needed. This works well prior to the beginning of a semester.
- Keys may be requested by using the Service Request System (SRS) on the FC homepage.
- The SRS has been upgraded and will allow you to use your FCNet account information for login. This removes the need to maintain a separate user name and password. [See instructions: Accessing the Service Request System]

### Distribution

- Requests should indicate one of two pick-up options:
  - Keys may be picked up at the Facilities Office during working hours (7:30am-4:00pm).
  - At the request of the dean, keys may be picked up from the appropriate division office.
- Individuals are required to sign the key card indicating receipt of a campus key.

Faculty and staff should return keys they no longer need to the Facilities Office. These keys will be removed from the individual's key card.

Problems with key distribution should be reported directly to Chris Figuera, Director of Facilities extension 27025.

### **Accessing the Service Request System (SRS)**

The Service Request System is accessed from the Fullerton College main web page, [www.fullcoll.edu](http://www.fullcoll.edu).

#### **If your FCNET account has been linked with the SRS system:**

##### On Campus

The system acts like single sign on and attempts to log you in with your network sign on. If it can't, it will present you with a login screen for you to use your FCNET username and password.

### Off Campus

The system will present you with a login screen. Enter your FCNET username and password. To ensure correct login, preface your username with the Domain name (FC), i.e. FC\username.

### **If your FCNET account has NOT been linked with the SRS system:**

Call the helpdesk at 992-7111 and they will provide you with a special first time code and walk you through the process.

## **College Catalog & Class Schedule**

The College Catalog is a handy reference guide to all of the courses and programs offered by the College as well as all general policies. A new Catalog is published in July of each year. College Catalogs are distributed free of charge to all full-time and adjunct faculty, and are available to students for a fee at the Bookstore. It is best to keep your college catalog with you at all times when you are on campus so that you may refer to it when answering students' questions.

The Class Schedule is a listing of that semester's classes which includes the meeting days and times, the instructor, and the course number for registration. In addition, the Class Schedule includes a listing of all deadlines for adding and dropping classes, a calendar which includes all college holidays, and a Final Exam Schedule for the end of the semester. Class Schedules are distributed free of charge to all full-time and adjunct faculty through the campus mail as soon as they are available. They are available to students for a fee in the Bookstore. It is best to keep your Class Schedule with you at all times when you are on campus so that you may refer to it as questions arise.

## **Computer Labs**

- FCNet accounts allow faculty, staff and students access to the computing resources of the College including email, data storage, and web space. Forms to establish an account are available at <http://fcnet.fullcoll.edu/staffi.htm>
- The Teaching Effectiveness Center Computer Lab is located in room 800, on the southwest corner of the LLRC. It is available to faculty and staff during posted hours of operation.
- All faculty and staff are welcome to use any of the student computer labs on campus. These labs are located in rooms 511, 901A&B, 2000 and 720. In addition, the 611 lab is available for class use on a limited basis by instructor reservation. For information on lab hours and reservations, please visit the Academic Computing website at <http://fcnet.fullcoll.edu/hours.htm>
- Questions regarding FCNet labs and accounts can be directed to Dawnmarie Neate at extension 25578, or [dneate@fullcoll.edu](mailto:dneate@fullcoll.edu).

## Counseling and Student Development Services

- Students are assisted in clarifying educational goals through Counseling Services. Counselors assist students in formulating a plan to meet their educational goals such as a vocational certificate, AA/AS Degree, or a transfer program.
- Students are required to have a Skills Assessment evaluating their learning skills in reading, writing, English, and mathematics. Students are exempt from these assessments if they provide proof in the form of a university diploma, transcripts, or approved assessment scores from another college.
- The Career and Life Planning Center assists students in evaluating career options through counseling, career aptitude tests, and career research materials. In addition, Adult Re-entry students are assisted in career change and skill enhancement.
- Classes are offered on a variety of topics in order to help students to be successful in college: academic success and college survival, educational planning, and career/life planning.
- Location:  
Counseling Center / 2000 Building, second floor / 992-7084  
Career and Life Planning Center / 2000 Building, second floor / 992-7121

## Difficult and/or Disruptive Students

### SUICIDAL STUDENTS

#### In the Office:

- Listen carefully; take the student seriously.
- Be direct; ask if they are suicidal.
- Stay with the student and call Health Services at **27093** or \*83 on campus phones (a nurse will respond by coming to your office or a staff member may walk student to Health Services).
- If Health Services is not available, call Campus Safety-extension **27777**.
- Stay with the student and be available while en-route to Health Services or until a Campus Safety Officer arrives.

#### On the Telephone:

- Take the student seriously; listen carefully.
- Obtain the individual's full name and their exact location.
- Determine if they have already taken any action (have they swallowed pills, etc.).
- Ask if there is anyone else available (i.e. roommate, other family members, etc.).
- Keep the individual on the phone while you have someone call **9-911** giving the operator the name of the individual and their exact location.

### VIOLENT STUDENTS

- Call Campus Safety at extension **27777** unless there is a weapon, in which case

dial **9-911** first and then call Campus Safety.

#### VERBALLY AGGRESSIVE STUDENTS

- Attempt to de-escalate the situation, using a calm voice.
- Reduce stimulation by inviting the person to a quiet place.
- Allow the person to ventilate and get their feelings out.
- Help the person problem-solve and deal with the real issues when they become calmer.
- Be direct and firm about the behaviors you will accept.
- If ineffective, contact your division dean. If unable to locate, then contact the Vice President of Student Services at extension **27073**. As a last resort contact Campus Safety at extension **27777**.

#### THE STUDENT UNDER THE INFLUENCE

- If while interacting with a student, you become aware that they are under the influence, excuse yourself and arrange for Campus Safety to be notified at extension **27777**. Return and continue the meeting without confronting or alerting the student that Campus Safety has been notified.

#### THE SEXUALLY HARASSED STUDENT

Definition: “Any repeated or unwarranted verbal or physical sexual advance, sexually explicit derogatory statement, or sexually discriminatory remark made by someone at school which is offensive or objectionable to the recipient or which causes the recipient discomfort or humiliation, or which interferes with the recipient’s performance constitutes sexual harassment (and should be reported) or any act of discrimination on the basis of disability should be reported.”

- Inform student that harassment **must** be reported to Kenneth Robinson, District Director of Equity & Diversity at **(714)808-4830**.
- While in the office, assist the student in making contact with Kenneth Robinson.
- If the student is resistant, inform the student that Kenneth Robinson will be directly contacted by you.

#### STUDENT CONDUCT VIOLATIONS IN CLASS

The involuntary removal of student from class by an instructor:

- For classes that meet more than once a week, removal shall be for a maximum period of two class sessions, which shall be the day of the removal and next class meeting.
- For classes that meet only once a week, removal shall be for a maximum period of one class session, which shall be the day of removal.
- The student must be informed about the reason for removal.
- A written report must be submitted to the appropriate dean immediately. The Student Discipline Incident Report, and Student Discipline Procedures can be found on the J:Drive under “Student Discipline Docs”.

## Disability Support Services

- Disability Support Services (DSS) is located in room 840, next to the mailroom. The Adaptive Computer Lab is located on the first floor of the Library/Learning Resource Center in room 804.
- If you notice that a student in your class appears to have a learning disability, such as dyslexia or other visual perception difficulties, poor auditory perception, oral communication difficulties, or written language difficulties, you may want to confidentially refer the student to DSS for an evaluation of a potential learning disability. Contact a specialist in the DSS office should you have questions.
- Students with physical disabilities are also provided the following assistance by DSS:
  - Specialized counseling
  - Interpreters for hearing-impaired students
  - Educational content in alternate formats
  - Note-taking and taping services for class lectures
  - Reader services
  - Test-taking facilitation for students who are approved for extended time or other accommodation related to assessment of course content. Faculty may send a copy of their test to DSS in advance with DSS test instruction sheet so that the student might take the test in the DSS office at a pre-arranged time.
  - Transcription services
  - Specialized tutoring services
  - Adaptive equipment

## Division and Department Policies and Procedures

Some divisions and departments publish their own list of guidelines for faculty in their division. It is best to ask the Division Dean if such a guide exists for your division, or if there are any division policies that you should be aware of. The following division or department policies related to classes should be discussed with the Division Dean and with other faculty before the start of the semester.

Official Course Outline. Each division is required to update and rewrite the official course outline for every course so that all college-level courses reflect Title V mandates. It is a good idea to obtain a copy of the Official Course Outline from your division office before developing your syllabi and ordering textbooks.

### Course Prerequisites.

- If your class has a prerequisite requirement, it is a good idea to talk to your Division Dean and to other faculty in the division to find out what students should know or should be able to do before entering your class.
- If your class meets the prerequisite for a more advanced class, it is a good idea to talk to your Division Dean and to other faculty to find out what students should know or should be able to do upon completion of your class, so that they will be successful in the next class.

Instructional Policies. In some departments, some classes are taught in a standardized way in order to cover exactly the same material and/or skills in all sections of that class. Other classes have specific assignments which must be completed in all sections of the class. Some classes have minimum competencies which must be reached by students in the class. For this reason, it is a good idea to talk to your dean and to the other instructors who teach the same class to find out if there are any such policies or procedures for classes which should be taught in a consistent manner. It is always a good idea to ask other experienced full-time or part-time instructors who teach the same class if there are any instructional methods that work particularly well with certain assignments or with the presentation of certain material.

### **Early Alert**

Early Alert is a new web tool by which instructors can batch-notify students via email about their academic progress and refer them to support services. Early Alert is easily accessed through the Fullerton College portal at "myfc login" located on the bottom left side of the FC homepage. This will be a voluntary option available to all instructors and may be used anytime during the semester.

### **Emergency Procedures**

Emergency procedures for earthquakes, fires, medical emergencies, and other emergencies are outlined in the "Emergency Procedures" document located in each classroom. Copies can also be obtained from the Vice President of Educational Support & Planning office.

Emergency telephones are located on each floor of each building on campus. These phones may be used to call Campus Safety to respond to emergencies. (Campus Safety phone number is extension 27777.)

Security Escort Service. The College provides a service in which faculty and students may be escorted to their cars during evening hours. This service may be requested by using the emergency phones, or by calling extension 27777.

### **End-of-Semester Procedures**

#### Final Exam Schedule

- The final exam schedule appears at the back of the class schedule. In addition, near the end of the semester the final exam schedule is distributed to all faculty members, and it is available in the library and in Admissions and Records for all students.
- It is critically important to adhere strictly to the final exam schedule! Final exams may not be given on the last class meeting, nor may the date or time of the Final Exam be changed without prior approval of your Division Dean and the Executive Vice President.

- If for some reason you must give your final exam at another time during Finals Week, you must first get the approval of your Division Dean. In addition, you must have the approval of all of your students in order to make a change in the final exam date or time. (If several students are unable or unwilling to take the final exam at another time, you must make alternative arrangements for them to complete the final exam.)
- Lab classes offered separately from lecture classes schedule their final exams during the last regular class meeting.

#### Final Grade and Attendance Reports

- After your final exam, and before the published grade deadline, final grades must be entered on WebStar. Instructions on the WebStar program can be found later in this manual.

### **Extended Opportunities Program and Services (EOPS)**

EOPS is a program for educationally and economically disadvantaged students, funded by the State of California and area community college districts. Students must apply to the EOPS office to determine their eligibility. The EOPS office is located upstairs in the 2000 Building, across the footbridge on the south side of Chapman Avenue.

EOPS services that are offered to qualified students include the following:

- Outreach, recruitment, and orientation to college
- Counseling services: assessment testing, academic planning, career counseling, peer counseling
- Tutoring in basic skills and in most subject matter courses
- Financial assistance: grants, book-service awards, scholarship referrals
- C.A.R.E.: assistance to single parents receiving Aid to Families with Dependent Children

### **Faculty Contracts**

Agreement between NOCCCD and United Faculty This is the official contract between the full-time Faculty and the District. A copy is on file in each Division Office, and is mailed to each fulltime faculty member.

Agreement between NOCCCD and Adjunct Faculty United This is the official contract between the Adjunct Faculty and the District. A copy is on file in each Division Office, and is available to each adjunct faculty member.

### **Field Trips**

- Depending on the type of class you are teaching, an occasional field trip related to your subject may be a valuable aid to your instruction.
- If your class will be taking a field trip, a Field Trip Authorization form must be filed with your Division Dean and Academic Services at least two weeks in advance of

the field trip so that it may be approved by the college. Forms are available in Division Offices and on the J drive.

- If transportation in school vehicles is required, requests must be made through the Facilities Office at extension 27024.
- If transportation on a private bus needs to be rented, contact the Business Office at extension 25025.

### **Financial Aid Office and Veterans' Services**

- The Financial Aid Office and Veterans' Services are located in the 100 Administration building.
- The Financial Aid Office coordinates various financial aid programs for students, including Pell Grants, Supplemental Educational Opportunity Grants, EOPS grants, College Work-Study Program, Stafford Guaranteed Student Loan Program, Cal Grants, Fee Waivers, and the Board Financial Assistance Program.
- In addition, educational benefits for Veterans are coordinated by the Veterans' Services Office.

### **Grade Changes**

If an incorrect grade has been inadvertently assigned to a student, the instructor may change the grade on the student's official records by visiting the Admissions and Records office in person to make the change.

### **Guest Speakers**

- All faculty members are encouraged to invite guest speakers to their class meetings. Students enjoy hearing from practitioners in the field and from others who have specialized expertise in the subject.
- Guest speakers should have the prior approval of your Division Dean.
- When a guest speaker is invited, a request for a parking permit should be made either through your Division Office, or the Facilities Office.
- Having a guest speaker does not excuse the instructor from responsibility to the class. The presence of the instructor is required at all times.

### **Health Services**

The Health Center is located on the west side of the Physical Education Building, Room 1204. For current hours, call extension 27093. A nurse is on duty during operating hours. Physicians, psychologists and nurse practitioners are available at specified times each week. Services are available to all students and staff.

## Library Services / Library and Learning Resource Center

Please visit the library's website for hours, services and much more at:

<http://library.fullcoll.edu>.

- Students must bring their current, validated Campus Photo ID card to check out library materials. Returning students may validate their campus ID in the library. They must bring their ID card and current Class Schedule to do so.
- Library books and materials may also be checked out by all faculty members. Faculty Library ID cards can be obtained through the Associated Students Office at extension 27118.
- The library offers Basic Library Instruction Sessions (BLISs) for students each semester. These 50-minute sessions are normally held during the months of October and March for all interested students. Instruction sessions cover pertinent topics such as basic research skills, evaluating websites, creating a Works Cited using the MLA format, and internet search. The BLIS schedule is posted on the library's website under "Services—Library Instruction Program."
- In addition to the BLISs, instructors can bring their class(es) to the library for general or subject specific library instruction sessions. The general instruction session provides students with an overview of the resources that are available to them at FC. The subject specific sessions allow instructors the opportunity to have the instruction session tailored around a specific research assignment. Requests need to be submitted *at least* one week in advance. Call the library at extension 27039, option 7 to make arrangements, or visit the library's website under "Services--Library Instruction Program" and submit your request online.
- The library also offers transfer level courses in library research that are particularly useful for students who plan to transfer to a four-year college. Students learn to work through the research process and compile materials from a variety of sources to develop a bibliography.
- Faculty may put books or other class materials on "Reserve." For instance, if there are insufficient copies of your textbook available in the bookstore, you may want to put a copy of the text on two-hour reserve in the library, so that students who do not yet have the text may still complete their reading assignments. It may also be useful to put any materials which are too lengthy to copy for the whole class on two-hour reserve. Materials may be put on reserve for the following time periods: two-hour, one-day, two-day, or one-week. Two-hour materials are for use in the library only. One-day, two-day, or one-week materials may be taken out of the library for the designated time period. The form for placing materials on reserve may be obtained at the Circulation Desk or from the library's website under "Services—Reserve Collection Procedures for Faculty." Please be sure to come in and update your reserve material every semester. Also, to ensure your students receive reserve material in a timely manner, materials are accepted year round. Please allow 72 hours for processing.
- If you would like to add any books or other materials to the permanent library collection, you can make a request by completing a "Material Suggestion Form." Forms are available in the library and from the library's homepage under "Services—Suggestions for Purchase." Whether or not the library can order the

book often depends on the current budget, but every effort is made to accommodate instructor requests.

- The library offers a number of valuable research tools in the form of online databases for students and faculty. These include electronic books and encyclopedias, statistics, current and controversial issues, and periodical databases. Off-campus access requires a user ID and password available at the Reference Desk.
- Faculty may also request an office visit or online help from the library's homepage by checking "Services—Library Instruction Program" or "Services—Ask a Librarian."
- Faculty and students may take advantage of the library's inter-library loan service. If books or journals are needed that are not available in our library, they may be borrowed from other libraries. More information is available from the library's homepage under "Services—Interlibrary Loan (ILL)".

### Lost and Found

Lost and found articles are commonly left with the Student Affairs Office (room 223), Campus Safety, the Switchboard Operator in the 100 building, or the closest Division Office.

### Mail

- New mailbox assignments are given to all faculty members at the beginning of each school year. A card which indicates your new mailbox number and the combination may be picked up in the Mail Room during the first week of the semester.
- Most part-time faculty share a mailbox with another part-time faculty member. Be sure to take only the mail addressed to you. When there are two copies of a flier or announcement or newsletter, take one and leave the other copy.
- Check your mail **every** time you come on campus! Often students leave messages in your campus mailbox in the Mail Room. All campus communication about new policies and procedures, staff development opportunities, and special events are sent to you in your campus mailbox in the mailroom. In addition, much of your communication with your Division Dean will be done through the campus mail: notices of upcoming division meetings, announcements about department and division activities, etc.
- Go to the Mail Room **before** you go to your class. It is best to arrive sufficiently early to have a chance to glance through your mail for any urgent messages: messages from your students; messages from you Division Dean about something which should be done while you're on campus, etc.
- Keep all of your mail, and take it home with you or back to your office so that you may read through your mail carefully when you have more time. Although part-time faculty are invited to all on-campus events, opportunities for staff development workshops or campus events are often missed simply because the mail items are not read carefully, or are not read while the item is still current. In addition, any new policies or procedures are always distributed to all staff,

including part-time faculty. It is best to keep your own file of these information items for your future reference.

- Some divisions also have a **second mailbox** in the Division Office for each full-time and part-time faculty member. If this is the case in your division, always check both mailboxes every time you come on campus, before your class.

### No-Shows

- Students who do not come to the first class meeting, and who do not otherwise contact you prior to the first class meeting to request that you keep them in the class (even though they are unable to come to the first class meeting) are considered "No-shows".
- No-shows may be dropped from the class to make additional space for those who wish to add the class at the first class meeting.
- You will receive an e-mail from the district instructing you to input your No-Show students prior to the semester deadline.

### Parking

Parking permits are required by all staff to park in campus parking lots. All faculty will receive a free parking permit before the start of the semester. Follow all parking rules and regulations in the brochure attached to your parking permit. See the Campus Map for the location of the Staff Parking lots:

- Lot 3 is at the rear of campus, behind the 910 building.
- Lot B is south of the 1400 building.
- Lot B-2 East is behind the tennis courts, by the 1901 and 1903 buildings.
- Lot C is on the west side of campus off Lemon Avenue and Fullerton College Drive. There is a new parking deck located in the same area. Additional Lot C spaces are available between the 500, 700 and 800 buildings.
- Lot A is on the north side of Chapman, in front of the 1000 building.
- Lot 8 is on the north side of Chapman, in front of the 1956-1960 building.
- Lot E is on the south side of Chapman, southeast of Student Services.
- Lot W is on the south side of the Wilshire Continuing Education Center.
- Students are required to have a student parking sticker in order to park in the student lots.
- Motorcycle parking is located in the marked area in Lot C. All motorcycles are required to have a separate staff permit.
- Parking rules and regulations are strictly enforced 24 hours/7 days a week.
- If you leave your class late in the evening, it is generally best to arrange to walk to the parking lot with other faculty members or with your students. In addition, encourage your students to walk to their cars in groups during evening hours. If you would like an escort, or should an incident occur, locate an emergency telephone and dial # 27777, a blue light box (press emergency button), or utilize a campus pay telephone and dial \*81.

## Paychecks

- Pay Schedule for Adjunct Faculty and/or Overload. During the fall semester, four paychecks are issued, each on the last working day of September, October, and November, and on the first working day of January. During the spring semester, five paychecks are issued, each on the last working day of February, March, April, May, and June. All paychecks are distributed to the faculty mailboxes in the Mail Room, or you can arrange for Direct Deposit with District payroll.
- District Payroll Office. For questions regarding all payroll matters, contact the District Payroll Office (808-4754).
- Salary Schedule. Salary is based on your placement on the salary schedule according to Class and Step. Changes in class and step go into effect at the beginning of the academic year, in the fall semester. If you do not have a copy of the current salary schedule, you may request one from the District Human Resources Office (808-4810).

## Prerequisites

- Pre-requisites are checked as students go through the Registration process. Occasionally, students are registered in classes for which they have not fulfilled the prerequisite requirement.
- If your class requires the completion of another class, or a certain level of skills, it may be a good idea to mention this to your class at the first class meeting. Encourage students to talk to you individually at the break or at the end of the class meeting if they are uncertain about whether or not they have met the prerequisite.
- Students who have not met the prerequisite or who do not currently have the skills which are usually required to be successful in the class may choose to stay in the class. However, it may be wise to encourage them to enroll in another class of a more appropriate level. This is a particularly good idea at the very beginning of the semester when students still have an opportunity to change from one class to another without missing more than one class meeting.

## Production Center Request/Copying Services

While some divisions and departments have copy machines in their offices, as much as possible, all requests for copying services should go to the Production Center, located in the Campus Mailroom. A Production Center Request form must be filled out for each job. Some notes on completing the form:

- You may wish to indicate the name of the job for reference, especially if the Production Center needs to contact you with questions.
- Indicate the date you need the job returned to you. There is typically a two-day working day turn around on production requests, however during peak times the job could take up to five working days to complete.
- The Production Center will indicate the day they complete the job.
- Indicate if you would like the job single or double-sided.

- If you indicate "Do NOT Collate", you will receive bulk copies of each original. "Collate and Staple" is the most common option for more than one original.

### **Staff Development**

The Fullerton College Staff Development Committee and the Office of Academic Services provide a comprehensive staff development program for managers, faculty and staff. Staff Development funds allow the college to offer on-campus events and workshops designed to improve teaching, technical, leadership and other workplace skills. Funds for travel to conferences are available through travel procedures established by each division travel committee. Faculty planning to attend conferences must fill out a Travel Request Form, which is available on the Staff Development website, <http://staffdev.fullcoll.edu>, as well as the J:Drive. The office of the Staff Development Coordinator is located in the Teaching Effectiveness Center (room 800). For additional information concerning Staff Development refer to the Staff Development Web site listed above or call Wendy Bailey at extension 25005.

### **Student Affairs Office**

- The Student Affairs Office is located in room 223 (upstairs in the College Center). Student Affairs coordinates the Associated Students Senate, student activities, and services provided through the Student Services fee and the Student Services Card.
- The Student Affairs Office publishes Policies Relating to Students, which details the policies of student conduct at Fullerton College. Copies are distributed to students at registration, and are available from the Student Affairs Office.

### **Syllabus Guidelines**

When Title V of the Education Code was implemented at Fullerton College, each division completely revised all course outlines. One of the most important parts of that outline revision was the requirement that each course be taught under a set of mutually agreed upon instructional objectives. In order to insure that this goal continues, the Academic Senate passed a resolution that every instructor is required to prepare and distribute a syllabus at the beginning of each course. The goals in the syllabus must conform to the goals in the Title V course outline. The careful development of the syllabus is critical! The clear delineation of course objectives and requirements not only contributes significantly to student success and retention but also protects faculty in cases of petition and possible litigation by students.

#### All Campus Requirements:

- A. List course objectives to Title V regulations.
  1. Must be preceded by the statement, "Upon completion of the course the student will be able to:). A list of measurable verbs is available on the J drive in the Curriculum folder.
  2. Title V guidelines can be accessed at <http://titlev.fullcoll.edu>  
Special Note: Specific divisions, accredited by outside agencies, must

provide unit objectives rather than, or in addition to, course objectives.

- B. Class assignments:
1. List of required student assignments including such things as: reading, worksheets, essays, oral presentations, research papers, projects.
  2. List of the number and kind(s) of tests, including such things as: objective and/ or essay; quizzes, tests, midterm(s), final- comprehensive or not.
  3. Schedule of due dates.
- C. Grading policy:
1. Statement of grade weight and grading criteria for student assignments.
  2. Statement clearly indicating if and how grading criteria includes class attendance and/or class participation.
  3. Statement of policy on make-ups, late assignments, and extra credit.
  4. Statement of criteria for final grade.
- D. Other items:
1. A reference to, or attachment of, College Policy on Academic Honesty
  2. Statements on classroom guidelines and policies. (Clearly defined classroom expectations and guidelines serves to minimize the number of student complaints, grievances, and appeals.)
  3. Emergency Response
  4. **ADA Statement: "Fullerton College is committed to providing educational accommodations for students with disabilities upon the timely request by the student to the instructor. Verification of the disability must also be provided. The Disability Support Services office functions as a resource for students and faculty in the determination and provision of educational accommodations."**

Other Important Inclusions:

Course Identification: Should appear at the top of page one of the syllabus and include: instructor's name, instructor's office hours, course title, course number, semester, prerequisite, catalog description.

Schedule of lecture topics: May vary in detail but should include dates, preparation, and work due.

List of supplies and other expenses: Items such as the following would be included: required textbooks, blue books, Scantron sheets, pencils, pens, lab fees, materials, photocopying of papers, attendance at plays or concerts, special equipment etc.

List of resources: Items such as the following would be included: textbooks, supplementary reading, worksheets, reserved readings, software, videos, CD's, and annotated bibliographies.

**Syllabus Checklist. A syllabus should include the following elements:**

\_\_\_ **Course Title**

\_\_\_ **Course Number**

\_\_\_ **Semester**

\_\_\_ **Pre-Requisites**

_____ <b>Instructor Name</b>	_____ <b>Office Hours</b>
_____ <b>Phone and/or Email address</b>	_____ <b>Catalog Description</b>
_____ <b>Course Objectives</b>	_____ <b>Textbooks</b>
_____ <b>Supplies</b>	_____ <b>Resources</b>
_____ <b>Topics</b>	_____ <b>Assignments and Due Dates</b>
_____ <b>Testing Dates</b>	_____ <b>Grading Policy</b>
_____ <b>Academic Honesty Policy</b>	
_____ <b>Emergency Response message</b>	
_____ <b>Other policies on classroom conduct (food and drink, cell phones etc.)</b>	
_____ <b>Any Technology Requirements, such as <i>Television or Computer Access</i></b>	

**Title V HSI / Teaching Effectiveness Center**

The TEC is located in room 800 of the LLRC, southwest corner of the building. Staff development resources and training are available to all members of the Fullerton College community including:

- Computer lab
- Teaching and learning library
- Small group planning and project meeting room
- Technology assistance and training
- Workshops on topics of interest to staff and faculty including WebCT, diversity, management skills, pedagogy, web page development, Microsoft Office and more.
- Equipment checkouts

Faculty and staff interested in learning how to utilize Excel, create web pages and how to set up and utilize WebCT for online, hybrid and web-enhanced course development should consult the Events Schedules posted on the Staff Development website.

**Typing and Duplication for Faculty**

Because each division has somewhat different procedures, it is best to check with your own division to find out how much advance notice is required to get typing or duplication work finished in time to distribute materials to your class, and the normal procedures to get this work completed.

If you have a large quantity of material to be duplicated, you may want to use the Mail Room duplication service. Because the fee for duplication is charged back to your division, the approval of your Division Dean may be necessary before having materials duplicated through the Mail Room. Duplication service forms may be obtained in the Mail Room. Check with the Mail Room to find out how

much advance notice is necessary for the size of your duplication job. Generally it's best to allow at least one week.

### Wait List

- Please check with your Department Coordinator and/or Division Dean regarding the wait list policy for classes in your area.

### **How to Prepare for the Beginning of the Semester: Ten Steps for Planning Your Class**

1. Consult the official division Course Outline for the class you will be teaching.
  - This outline provides more detail than course outlines given to students.
  - This course outline meets Title V guidelines: such as several methods of grading, and fostering critical thinking.
  - Use it in planning your syllabus.
2. Talk to other faculty (full-time and part-time) in your department who teach this class or related classes. Ask your dean or department dean for contacts.
  - Is there a pre-developed syllabus used by all faculty who teach this class?
  - Is there a specific schedule for all faculty who teach this class?  
(If the answers to the above two questions are "Yes," you may not need to do all of the extensive course planning listed below.)
  - Talk to faculty in the department who teach the same class to gain insights into the organization and teaching methods that work well in this class.
  - Talk to other faculty who teach advanced classes for which this is a prerequisite to find out which skills or information are particularly important for students to have mastered in order to be successful in the next class.
3. Consult the current College Calendar.
  - Note holidays which affect your class meetings.
  - Note the Final Exam Schedule. Classes are in regular session up to the start of finals. Once finals begin, classes meet only for their assigned final exam time.
4. Develop your own class calendar.
  - Count up the number of class meetings.
  - Make a list of all of the dates of your class meetings. This may be used when you develop your class schedule.
  - Take into account the following time periods for your class meetings:
  - Each hour of class is actually 50 minutes
  - Students in lecture classes are expected to do two hours of out-of-class assignment, (homework, studying, or other preparation) for every hour spent in class. For instance, in a 3-hour lecture class students will be doing about 6 hours of homework and preparation each week.
5. Develop a list of general topics to be covered over the semester.

- Break them down into more detailed, smaller topics.
  - Slot the topics into the class calendar you have developed.
  - Make decisions about approximately how much class time you plan to spend on each topic. The amount of class time will depend on the difficulty or the relative importance of the topic.
6. Decide which teaching methods you will use to present each topic for maximum student learning.
- Plan to use a variety of teaching methods, to vary the learning mode at least every 20 minutes, and to provide time and opportunity for feedback from students.
  - Plan each topic with the following cycle:
    - a. Class presentation/discussion, and reading assignment.
    - b. Opportunities (homework, etc.) for students to use the new information or skill independently, outside of class.
    - c. Review of topic, and review of homework experiences in next class meeting. Immediate feedback and an opportunity for discussion and questions are critically important to learning.
    - d. Testing: usually best if done while the topic is fresh, rather than waiting for a major exam.
    - e. Review of test: may be done immediately following the test during the same class meeting, or may be done at the very next class meeting. Immediate feedback is critically important!
7. If you want to know how many students are likely to be in your class, for planning purposes, and so that you will have sufficient copies of handouts made. This information can be found on WebStar.
8. Now develop a Semester Class Schedule for your class which includes:
- Class meeting dates
  - Topics for each class meeting
  - Weekly reading assignments
  - Quiz and exam dates
  - Due dates of major assignments
9. It is not necessary to plan the details of **all** class meetings before the semester begins:
- Instead, plan the details of each class meeting after the previous class meeting, because this provides more flexibility to adjust to the needs of your students.
  - For instance, if students were unsure of a particular topic, it may be necessary to spend more time reviewing in the next class meeting so that students might master that topic before getting into more advanced topics.
  - If you spend more time reviewing one topic for better student learning, it may also be necessary to cut back on another topic slightly, or approach it in a different way which takes less class time.
10. Be Flexible!

- A class is a living, breathing entity. No two classes are ever alike -- even in the same semester!
- Some groups are filled with highly motivated students who catch on quickly and need more challenges. Other students may take longer to develop their skills, but with encouragement and nurturing they can also master the material.
- For this reason, plan to make changes and adaptations in your Semester Class Schedule. With a good, detailed class schedule it is normal to make one revision around the middle of the semester, and possibly another revision in the last quarter of the semester. Students appreciate receiving printed copies of revised schedules rather than having to scribble on their own original.
- If you plan topics fairly loosely by allowing more time than you think you'll need for each topic, you should not have the problem of having to "cover" too much material in the last two weeks of the semester.

### Suggested First Day Handouts for Students

#### 1. Syllabus

- Think of the syllabus as a contract between the instructor and the class which must be adhered to by both students and instructor.
- The syllabus provides students with a clear idea of the content of the course, how the content will be covered, and instructor expectations.
- A syllabus can be more than just instructional: It can contain any classroom management responsibilities you expect of the student.

#### 2. Schedule

- Day-by-Day, Week-by-week etc.

#### 3. Student Information Sheet

The purpose of the Student Information Sheet is to get to know your class as individuals from the beginning of the semester. The Student Information Sheet may request the following information:

- Students' individual goals for the class and reasons for taking the course. ("What do you hope to gain from this course?")
- Fears about taking the course and previous negative experiences with similar courses. (test anxiety, fear of math, etc.)
- Previous experience in the subject: Find out how much they already know, if they have worked in a related job, and if there are any misconceptions about the subject of the class. (It is sometimes a good idea to give students a separate "pre-test" to determine prior knowledge in more detail.)
- Preferred learning styles: Find out how students learn best in order to meet their needs and in order to encourage students to strengthen other modes of learning. (See Teaching and Learning Resources for more information on Learning Styles.)

- Other background information: College major, career goals, current work activities, other interests and activities, special achievements, etc.
4. Study Tips: "How to Be Successful in This Class"
- The purpose of this handout is to let students know what your expectations are, and to help students to better understand how they might successfully achieve the goals of this class.
  - Certain study tips are fairly general, and might apply to all college-level classes. However, you may have some hints for doing well which are specific to the content of your course. Study tips might include:
    - Note-taking tips for in-class presentations and discussions.
    - Taking notes while reading, and thinking critically about the material.
    - How to complete assignments successfully.
    - How to prepare for a test.
5. Time Management Tips and Time Management Planning Sheet
- How to organize time to complete reading and homework assignments, and to allow sufficient time for studying.
  - How to evaluate outside commitments: Work, family responsibilities, other obligations.
  - How to plan a good schedule using the Time Management Planning Sheet.
6. Additional Course Material: Generally it's best to keep these handouts to a minimum at the first class meeting, or students may become overwhelmed! If something is essential to the class because it will be used immediately, hand it out at the first class meeting. If possible, it may be best to save some of these materials for the second class meeting. You may wish to consider some of the following as possible first class meeting handouts:
- It's a good idea to distribute some additional course material to get students interested in the subject right at the beginning of the semester. A brief, interesting article or facts about the subject may whet students' appetites for more information.
  - Material for assignments which begin immediately: Journals, a brief first-week assignment, or a grade contract form.
  - Additional materials which may be used for reference throughout the semester may also be given to students at the first class meeting. Such materials might include
    - A reference list of materials for additional study.
    - A glossary of terms relevant to the subject.
    - A study guide for the text.
    - Any assignment materials which will be used throughout the semester.

## WebStar Instructions for Faculty. (Updated 8/09)















WebStar is the district Web-based record keeping and grade entry program that links with the Banner Information System. Faculty can add and drop students, submit grades, see their schedule, access their sick leave balance and perform other tasks in WebStar. WebStar is accessed through the district portal, myGateway. The following instructions describe how to log onto myGateway to access WebStar, and the links available in the program.

### To Access WebStar

1. Connect with the Internet and go to the Fullerton College website <http://www.fullcoll.edu>.
2. Click on the myGateway logo.
3. A **User Login** screen displays:
  - Click in the box labeled **User ID:**  
Type in your Banner ID Number. This number is available from your Division Office. Remember that your Banner ID number begins with the @ sign and is followed by 8 digits, for example @00001234. If you do not know your Banner ID number you may use your social security number with no dashes or spaces, but we recommend you get your Banner ID as soon as possible.
  - Click in the box labeled **PIN:**  
Type in your PIN. If this is the first time you are using myGateway, your PIN will be your birth date in six (6) digit format using zeros as place holders for numbers less than 10. (For example: January 7, 1968 would be entered as 010768)
  - Click on the **Login** button.
4. If you forget your PIN, click on the "Reset PIN" button and follow the instructions. **If you are still having trouble with your PIN, call FC Staff Development at (714)992-7146 or District Information Technology at (714)808-4849.**
5. During busy times, such as registration, access to myGateway may be slow or you may not be able to access myGateway. If so, try back at another time.
6. It is recommended that you change your PIN number frequently. To do so, click **Personal Information** at the top of any page and follow the directions. You will be required to change your PIN whenever it is reset. Your PIN must consist of six digits.
7. Once you are in the portal (myGateway), you will need to click the WebStar icon near the top right to get into WebStar.

## The Faculty Services Page

Scroll down and click on **Faculty & Advisors**. The following list of options will appear:

-  Printable Attendance Roster  
You can access a printable attendance roster for selected term and CRN. Click "Print" on the browser. You may need to configure the margins for printing: In *Internet Explorer* go to "File", "Page Setup", and set the margins at Left: .25; Right: .25; Top: .5; Bottom: .5. Click "OK" to save. In *Netscape* go to "File", "Page Setup", and set the margins at Top: .5; Bottom: .5; Left: .15; Right: .15. Click "OK" to save. **Add Authorization Codes are printed on this page, see instructions below.**
-  Printable Grade Record  
You can access a printable grade record sheet for the selected term and CRN. The roster is based on the most current student registration status.
-  Class Roster  
You can access class rosters here, after entering the term and selecting the CRN.
-  CRN Selection  
You will see a pull down list of courses that you are scheduled to teach.
-  Student Transcripts and Grades  
You can view a student's transcript to check for prerequisites or view prior grades.
-  Student Information  
You can display student information or view a student's schedule.
-  Wait List  
Most departments no longer use wait lists.
-  Input Final Grades  
**Instructions on how to enter grades are given below.**
-  Faculty Schedule by Day and Time  
You can access your teaching schedule.
-  Faculty Detail Schedule  
Another version of your schedule.
-  Detail Class Roster  
A more detailed class roster.
-  Term Selection  
To select a term make sure that you do not choose terms that begin SCE.
-  View Sick Leave Balance  
To view your sick leave hours.
-  Add/Drop Listing  
This screen allows faculty to see a list of students that have added or dropped a class.



### Drop Students from a Class List

This screen allows faculty to drop students from a class.

*You can access all the Faculty Services links from the bottom of any Faculty Service page.*

### **Adding Students Using WebStar: Add Authorization Codes (AAC)**

All classes close when the seat count is met, or at 12:00 midnight on the evening prior to the first day that a class meets. After that time, all students whom you wish to add to your classes must be provided with an Add Authorization Code (AAC). The AAC is a CRN specific code that will override a closed class message on WebStar. Students who have an AAC will be able to add a closed class online. In sections that have seats available, in agreement with the Faculty Senate, instructors will issue add codes to qualified petitioners. Only if an instructor is unavailable to issue the add code will the Division Offices be issuing AACs, and this only through the open enrollment period. You may wish to consult your Division Dean, and/or office staff, to clarify how you wish they handle requests from students to add your classes.

### **To add students using AAC's**

1. Log onto WebStar, and access the Faculty Services Page.
2. Click on "Printable Attendance Roster." AACs are included on the "Printable Attendance Roster" page below the roster of names. Initially 30 codes will be provided for each CRN; however, this number can be increased by the Division Office.
3. When you provide a student with an AAC, write the student's name on the AAC roster to verify later that the appropriate student has used that code. Also impress upon students that to be officially enrolled in the class, they need to access myGateway immediately, add the class in the normal fashion, and then enter the AAC when prompted.
4. Students must have met prerequisites to add the class. AACs will not override prerequisites.
5. Information on AACs is available on the college website and the class schedule.

Note: Throughout the semester you will receive daily emails listing students who have added or dropped your class on the previous day. Use this email to verify students have used the AACs you provided.

### **Dropping Students Using WebStar**

Faculty can drop students electronically using WebStar. Both "No-Show" and "W" drops will be accepted, but late drops will not be permitted in WebStar. Deadlines for "no-show" drops and "W" drops are posted on the printable attendance rosters and appear

on the drop/withdraw page. As a reminder, you will get an automatic email approximately one week before the drop deadline for each section.

To drop students:

1. Log onto WebStar, and access the Faculty Services Page.
2. Click on the link entitled “**Drop Students from a Class List**”. Select the term and CRN. A roster of enrolled students will be displayed.
2. Click in the Drop/Withdraw box for any students you wish to drop and click on “**Submit Changes**”. A confirmation message will be displayed. Click YES to confirm drops.

To access a list of all student adds and drops from a given CRN, click on the link “**Add/Drop Listing**”. You may view a list of activity since the start of registration or the first day of class. By clicking on the envelope icon, you can access the student’s email and send students a message informing them that they have been dropped.

**To Input Final Grades**

Click on the **Input Final Grades** link. Enter the term and CRN if necessary. You will see the Final Grade Worksheet. The columns in the worksheet are as follows:

- **Record Number** — Sequential Number, starting at 1, for each student in your class.
- **Student Name** — Click on student’s name to view address and phone information. If you plan to look up transcript or other student information, be sure to note student’s Banner ID (i.e. @00123456)
- **Credits** — Class credits
- **Registration Status** — Displays student’s registration status, as well as method and date of registration. You will receive an explanation of these codes from A&R.
- **Grade** — Select the appropriate grade from the pull-down menu. Please note that the District does not use + or - in assigning grades.
  - Only assign CR and NC grades if the course is designated CREDIT/NON CREDIT
  - If the class has more than 25 students, you must click on the links to enter the remaining grades. **You must submit the grades for each group of 25 students before selecting the next group.**

- WebStar should list students who have been dropped or who have withdrawn. Contact Admissions and Records if there are any discrepancies.
- **Rolled** — This field indicates whether grades have been rolled from the Web into Academic History. Once rolled, grades cannot be changed over the Web. Instead, you must go to A&R in person. During finals week, grades are rolled daily so that students can see their grades. If you are unsure of any grades, you may enter some of the grades and leave others as NONE until a later time.
- **Last Attend Date (MM/DD/YYYY)** — You **DO NOT** need to complete this field.
- **Registration Number** — The order in which students registered.

**Incompletes** — If you wish to assign an Incomplete, leave the grade as NONE. Submit all the other grades on the Web, and go to A&R to record the Incomplete.

#### Notes on Entering Positive Attendance Hours

**This item refers to the Input of Final Grades on WebStar for Positive Attendance (PA) type courses ONLY.**

- If a grade is entered, then PA hours must also be entered. If not, the grade is NOT posted to the database, and an error message is displayed. Note that grades were correctly entered with PA hours are posted to the database. The error message is:  
 “You have entered grades without entering positive attendance hours. You must enter either a zero or other number indicating the number of positive attendance hours for each student. Some of your grades were NOT saved.”
- If a grade other than W or F is entered, then the PA hours must be greater than 0. If not the grade is NOT posted to the database, and an error message is displayed. The error message is:  
 “You have entered zero positive attendance hours for a passing grade. Grades other than ‘W’, ‘F’, and ‘NP’ are not allowed to show zero positive attendance hours. Some of your attendance hours were NOT updated.”
- If a grade and PA hours have already been posted, then the PA hours can be changed, but they cannot be deleted. If this is attempted, the hours will not be deleted and an error message will be displayed. The error message is:  
 “You have entered an empty value for positive attendance hours where a grade has been entered. You must enter either a zero or other number indicating the number of positive attendance hours for each student. Some of your attendance hours were NOT updated.”

- The number of PA hours entered can not be greater than the total contact hours for the course as specified in Banner. The error message is:

“Hours cannot be greater than the section’s total contact hours.”

- Even if a grade has been rolled to Academic History, PA hours may still be entered. **This means that you can (and should) assign PA hours for students whom you have assigned with a grade of ‘W’.** You should calculate hours when the student was in class before they were dropped.
- Check with your division office for the number of maximum hours for your course.
- PA hours cannot be entered or changed more than 28 days after the end of the Fall term and more than 21 days after the end of the Spring or Summer term.

**To exit the WebStar program, click on the Exit button at the top right hand corner of the page. To protect the security of your class information, CLOSE your web browser. If you are using a computer in a lab, you should log off.**

If you have questions about these instructions, please call the Staff Development Coordinator at (714)992-7062 or Wendy Bailey at (714)732-5005.