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## Message from the President

Atlantic Cape Community College continues to provide valuable opportunity to the college community with exciting initiatives and accomplishments. The college's success is built on the strength of its instruction and the engagement of its students. To that end, I welcome you as members of the faculty, and I thank you in advance for your support of our mission and our students.

There are several exciting things happening at Atlantic Cape. The college's master plan, *Blueprint 2020: Building a Better Future for ACCC*, includes among its many projects the construction of a science and technology building, renovations to the existing academic complex, and a student center and recreation facility. The college is presently moving forward on developing site, program, and architectural plans for these new projects. Built into all new construction at Atlantic Cape is the institution's commitment to environmental stewardship. *The Green Campus Initiative*, Atlantic Cape's energy and sustainability plan, has been developed to move the college to a "green" future by focusing on Leeds-based elements for all new construction and a wide array of strategies for energy savings and use of renewable energy alternatives.

Atlantic Cape has continued its commitment to providing superior academic and technical programs through a series of initiatives. The Health Professions Institute, a public/private partnership developed in response to the growing demand for healthcare workers in our area, is in full swing at our Atlantic City Campus. In addition, our Academy of Culinary Arts (ACA) received a most prestigious recognition by The American Culinary Federation when it accredited the ACA recently. Also, our Hospitality Management program recently received accreditation by the Accreditation Commission for Programs in Hospitality Management.

Amid the excitement of these initiatives, enrollment at Atlantic Cape has reached all-time highs, and our students have celebrated a series of accomplishments: Hosting the Intercollegiate Archery Championship, Soccer Club Title Championship, Basketball Team Honors, New York Food Show Awards, Rotaract Club Presidential Citation, etc...

As president, my primary goal has been to foster student learning by promoting access, excellence, and stewardship. As members of the faculty at Atlantic Cape, your role in delivering high quality instruction to our student body and the innovative and exciting developments noted above provide demonstrable evidence of progress in meeting that goal. Through our collective efforts, I am confident that Atlantic Cape will continue to provide valuable opportunity to its many stakeholders and fulfill its legacy of truly serving as "the community's college."

Dr. Peter L. Mora  
President

## **SECTION ONE**

This section is for informational purposes only for full-time and adjunct instructors and should not be construed as a contract or as part of any bargaining agreement with Atlantic Cape.

# **INTRODUCTION**

## **Atlantic Cape Community College**

Atlantic Cape is a comprehensive two-year public institution serving the residents of Atlantic and Cape May Counties, enrolling more than 7,000 students. The College offers 41 transfer and career degree programs as well as non-credit professional development and training services. It awards Associate in Arts, Associate in Science, and Associate in Applied Science degrees. The college operates nationally recognized casino career and culinary arts programs and is a leader in technology, serving as the host for the New Jersey Virtual Community College.

Atlantic Cape is accredited by the Commission on Higher Education of the Middle States Association of Colleges and Secondary Schools.

Located on 537 acres in the picturesque New Jersey Pinelands, the college's main campus is 17 miles west of Atlantic City's boardwalk, 45 miles from Philadelphia, and 115 miles from New York City. Founded in 1964, its first classes were held in the fall of 1966 in rented facilities in Atlantic City, New Jersey. In February 1968, the College moved to its present main campus location near Mays Landing, the Atlantic County seat. Atlantic Cape was the second community college organized in the state.

In 1982, a building was purchased in Atlantic City and by 1984, was renovated into a modern facility, where both credit and non-credit courses are offered. In 2001 the building was renamed the Charles D. Worthington Atlantic City Center. As a result of recent renovations, Worthington Atlantic City Campus (WACC) is now a full-service campus.

On January 1, 1999, Atlantic Cape officially became a joint college encompassing Atlantic and Cape May Counties. The Board of Trustees approved a new name for the joint college, Atlantic Cape Community College in February 1999. The Cape May County Campus opened in Middle Township August 2005. With the addition of a library commons, the Cape May campus is now a full-service campus (Cape May County Campus or CMCC).

## **MISSION STATEMENT**

Atlantic Cape Community College creates opportunity through access to superior educational programs.

**DR. ART WEXLER, VICE PRESIDENT OF ACADEMIC AFFAIRS (x4905)**  
**DR. RON MCARTHUR, DEAN OF INSTRUCTION (x5007)**  
**OTTO HERNANDEZ, ASSOCIATE DEAN, TSI/GIS (x4978)**  
**GRANT WILINSKI, ASSOCIATE DEAN, STUDENT SUPPORT SERVICES (x4937)**

<b>Business</b> <b>Bill Lemons, Chair (x4975/B131)</b>		<b>Arts/Humanities</b> <b>Richard Benner, Chair (x4976/B114)</b>		<b>Information Systems and Aviation</b> <b>Jim Taggart, Chair (x4950/B127)</b>		<b>Academics and Instruction</b>
M. Camma	(x4974/B115)	K. Forrest	(x4994/A108)	J. Barbieri	(x4988/B128)	
C. English-Martin	(x4932/H128)	R. Gerristead	(x6817/C157 theater)	L. Dicker	(x4985/B128)	<b>A. Chapman:</b> x5608/A139A
K. Giulian	(x4996/A134)	R. Gibbons	(x4991/B113)	B. Dougherty	(x4979/B123)	
T. Innocente	(x4968/B115)	C. Knowles-Harrigan	(x4993/B113)	O. Halldorson	(x6807/B128)	
J. Katz	(x5094/B133)	L. Lehr	(x5609/H131)	R. Kalman	(x3525/Rm 326) *CM	<b>E. Eubanks:</b> x5003/H111
M. Keiner	(x4941/B130)	R. Michalenko	(x4958/B116)	S. Marzelli	(x5017/B125)	<b>H. Fisher:</b> X4909/K130
P. Manns	(x4969/B130)	A. Nigro	(x5022/B109)	M. Yoa	(x4964/B125)	
D. Vassallo	(x4972/B133)	J. Jones	(x3590/Rm 329) *CM	B. Zilovic	(x4959/B144)	
<b>English</b> <b>Denise Coulter, Chair (x4961/B143)</b>		<b>ESL &amp; Modern Language</b> <b>Kristi Bergman, Acting Chair (x4881/Rm 264) WACC</b>		<b>Mathematics/Science</b> <b>Dr. Godfrey Barlatt, Chair (x5047/A130A)</b>		<b>M. Gargiulo:</b> X4811/WACC
M.J. Bailey	(x4980/B110)	S. DePhilippis	(x5092/A122)	J. Atsu-Swanzy	(x5663/A162)	<b>J. Giardina:</b> X4925/K130
G. Black	(x4971/B144)	M. Kammer	(x4879/Rm 237) WACC	N. Desai	(x5648/H129)	
T. Boghosian	(x4967/B109)	G. McIntyre	(x4837/Rm 251) WACC	A. Eguaras	(x4931/A122)	<b>D. Giannini:</b> X4953/K130
L. Crawford	(x5036/B148)	J. Otterburn-Martinez	(x4843/Rm 237) WACC	C. Fortune	(x5011/A130B)	
E. LoPresti	(x4933/B-142)	S. Shields	(x4821/Rm 237) WACC	B. Heard	(x4927/A161)	<b>V. Hines:</b> x5679/A139
E. Mattern	(x4880/Rm 254) WACC			D. Huey	(x5014/A134)	
M. McCall	(x3567/Rm 328) *CM			A. Jou	(x4966/H125)	<b>L. Kamnansone:</b> x5607/D154
V. Melograno	(x3553/Rm 327) *CM	<b>Social Science</b> <b>Donna Marie McElroy, Chair (x5677/B111)</b>		L. Kaplan	(x5018/A141)	<b>B. Long:</b> x5356/H121
S. Natale-Boianelli	(x4963/B148)	M. Bolicki	(x3573/Rm 328) *CM	M. Kleinz	(x5013/A137)	
J. Peterson	(x5649/A108)	H. Boone	(x4934/A161)	S. Linek	(x5012/A162)	<b>P. Peyton:</b> x5675/K130
E. Russell	(x4955/B110)	T. Celandine	(x4947/B142)	M. Leacott	(x5044/H129)	
R. Van Epps	(x3550/Rm 327) *CM	C. Coulter	(x5021/A142)	J. Master	(x4927/A161)	<b>T. Stoltzfus:</b> x4918/D124
		J. MacNair	(x4954/A142)	W. Osler	(x4719/Rm 210)WACC	
		J. MacNair	(x4954/A142)	J. Sacchinelli	(x4943/A107)	
<b>Nursing/Allied Health/Physical Education</b> <b>Carol Mohrfeld, Chair (x5035/H122)</b>		M. Marino	(x4990/B112)	A. Shelton	(x4973/A137)	<b>N. Vincent:</b> x4992/H111
M. Caplan	(x5041/H132)	C. Rand	(x4945/B116)	L. Sheppard	(x3586 /Rm 329) *CM	<b>C. Walton:</b> x5046/A139B
J. Grohman	(x5026/E112)	B. Sanders-Rabinowitz	(x4982/B123)	J. Soifer	(x5016/A130B)	
J. Johns	(x5042/H133)	L. Stein	(x4960/B112)	J. Stratton	(x4981/A141)	
M. Keklak	(x5033/H133)	B. Warner	(x5031/H131)	S. Taylor	(x5045/A124)	<b>G. Wilinski:</b> x4937/D122
J. Krafft	(x5028/H128)			Zhe June Xu	(x5676/A-124)	
G. Michelfelder	(x5027/H130)					
C. Ranelle	(x5032/H-125)	* When contacting CM faculty from off-campus, dial 463-XXXX				
M. Wunnenberg	(x5037/H132)	When contacting WACC faculty from off-campus, dial 343-XXXX				
K. Zaniewski	(x5029/H130)					

## DEGREE PROGRAMS

Atlantic Cape offers curricula leading to three degrees: the Associate in Arts (A.A.), the Associate in Science (A.S.), and the Associate in Applied Science (A.A.S.).

### **Associate in Arts (A.A.)**

The Associate in Arts degree is designed for students who wish to continue their education at a four-year college or university, and pursue studies in the humanities or social sciences. This degree is often used as a first step toward an advanced professional degree in areas such as law, social work, public administration, medicine, and education.

The A.A. degree requires a minimum of 45 credits in general education and a minimum of 18 credits in program courses and electives. As the primary transfer degree, there is one basic program of study available, the liberal arts program. Students select an option in consultation with an advisor to insure maximum transfer of credits.

### **Associate in Science (A.S.)**

The Associate in Science degree is awarded to students who successfully complete programs which emphasize mathematics, the biological or physical sciences, and business programs, intended as pre-baccalaureate work.

The A.S. degree requires a minimum of 32 credits in general education and a minimum of 33 credits in program courses and electives. Some programs feature options to ease transfer into specific majors at four-year colleges or to meet more specific career preparation needs.

### **Associate in Applied Science (A.A.S.)**

The Associate in Applied Science degree is awarded to students who successfully complete programs which emphasize preparation in the applied arts and sciences for careers, typically at the technical or semi-professional level. These programs are designed to prepare students for job entry at the completion of the two-year program. Some A.A.S. programs have transfer agreements with four-year colleges. While the A.A.S. is designed as a non-transferable degree, the A.A.S. degree requires a minimum of 20 credits in general education and a minimum of 43 credits in program courses and electives.

### **Articulation Agreements with Four-year Colleges**

Articulation agreements with four-year colleges can be found in the course catalog on individual degree program pages, where applicable, and on the Atlantic Cape Web site, <http://www.atlantic.edu>.

# IMPORTANT DATES

## FALL 2011

N/A Grades Due .....	October 7
Last day to drop with Withdraw grade.....	November 4
Student evaluations .....	October 17-29
Thanksgiving break. ....	November 24-27
Last day of classes.....	December 10
Final examinations.....	December 12-17
College Closed.....	December 23 - January 1
Fall Grades due.....	January 2

## WINTER 2012

Classes begin.....	January 2
Last day of class.....	January 14
(If one of the 11 days is cancelled for inclement weather, classes will Meet on January 14, 2012.)	

## SPRING 2012

Faculty Development Day.....	January 13
Martin Luther King, Jr. Day - College closed.....	January 16
Spring session begins.....	January 17
Drop/Add.....	January 17-23
NA Grades Due.....	February 24
Spring break.....	March 12-18
Last day to drop with Withdraw grade.....	March 23
Last day of classes .....	May 05
Final examinations.....	May 7-12
Commencement .....	May 17

## COLLEGE TELEPHONE NUMBERS

The main phone numbers for the College are (609) 625-1111, 646-4950, 343-4900, or 463-4774 (from Cape May County). Extensions beginning with 48, 49, 50, 51, 56 can be dialed direct from off-campus using the 343 exchange. A list of frequently called phone numbers is included as **Appendix 1**.

## ATLANTIC CAPE WEBSITE

Atlantic Cape's Web site, <http://www.atlantic.edu>, is a comprehensive online source about the college's programs, projects, and people. In addition, the various departments offer invaluable additional web resources for students and faculty.

## DIRECTIONS

Directions can be accessed on the College Web site <http://www.atlantic.edu> and searching for "directions." The option exists to map from specific locations to each of the campuses.

### MAYS LANDING CAMPUS

Atlantic Cape is located on U.S. Rte. 322 (Black Horse Pike), midway between the Pike's intersection with U.S. Rtes. 40 and 50. It is 2.2 miles west of Atlantic City Race Course and the Hamilton Mall.

**From the east** -- Take U.S. Rte. 322 West (Black Horse Pike). Or take the Atlantic City Expressway to exit 12. Turn left at exit. Turn right onto Rte. 322 West. Atlantic Cape is 2.2 miles on the left. Take U-turn.

**From the north** -- Take Garden State Parkway to exit 38A. Take Atlantic City Expressway to exit 12. Turn left at exit. Turn right onto Rte. 322 West. Atlantic Cape is 2.2 miles on the left. Take U-turn.

**From Philadelphia and west** -- Take U.S. Rtes. 42 and 322 East. Or take the Atlantic City Expressway to exit 12. Turn right at exit. Turn right onto Rte. 322 West. Atlantic Cape is 2.2 miles on the left. Take U-turn.

**From the south** -- Take Garden State Parkway to exit 38A. Take Atlantic City Expressway to exit 12. Turn left at exit. Turn right onto Rte. 322 West. Atlantic Cape is 2.2 miles on the left. Take U-turn.

### MAYS LANDING EAST (BUILDING T)

The Mays Landing East entrance is the third entrance to the college. Building T, formerly the NCR building, houses Continuing Education Offices and classrooms. Follow the directions from points above and take the third entrance, marked "East Campus."

### CHARLES D. WORTHINGTON ATLANTIC CITY CAMPUS

Atlantic Cape's Charles D. Worthington Atlantic City Campus is located at 1535 Bacharach Blvd., in Atlantic City.

**From Atlantic City Expressway** -- Take Atlantic City Expressway to its end. Make a left at second traffic light onto Arctic Avenue. Continue to New York Avenue. Make a left turn onto New York Avenue. Go one block and turn left onto Baltic Avenue. Make another left into fenced-in parking lot.

**From the White Horse Pike (Rte. 30)** -- Take Rte. 30 to Kentucky Avenue. Turn right onto Kentucky Avenue. Immediately after crossing Baltic Avenue, enter fenced-in parking lot on your left.

**From the Black Horse Pike (Rte. 322 or Rte. 40)** -- Entering Atlantic City at the monument, make a left onto Atlantic Avenue. Continue to New York Avenue. Make a left turn onto New York Avenue. Go two blocks and make a left on Baltic Avenue. Make another left into fenced-in parking lot.

## **CAPE MAY COUNTY CAMPUS**

Atlantic Cape's Cape May County Campus is located at 341 Court House-South Dennis Road, Cape May Court House.

**From the north** -- Take Garden State Parkway south to exit 10A for Cape May Court House. Turn right onto Route 657 West (Court House-South Dennis Road) which turns into Route 657 North. Go 1.3 miles. The entrance is on your left.

**From the south** -- Take Garden State Parkway north to exit 10A for Cape May Court House. Turn right onto Route 657 West (Court House-South Dennis Road) which turns into Route 657 North. Go 1.3 miles. The entrance is on your left.

**From the east** -- Take Rte. 657 West (Court House-South Dennis Road) which turns into Route 657 North. Cross the Garden State Parkway. Go 1.3 miles. The entrance is on your left.

**From the west** -- Take Rte. 47 to Rte. 657 South (Court House-South Dennis Road). Turn onto Route 657 South. Go 4.9 miles. The entrance is on your right.

## **MAYS LANDING CAMPUS AT A GLANCE**

---

A	Simon Lake Hall	D1	Daniel Leeds Hall/William Spangler
A1	Dr. Thomas E. Brown Greenhouses		Library/Learning Assistance Center/
A2	Greenhouses/Eco System		Computer Labs
A3	Storage Facility	D2	Richard Somers Hall/
B1	Silas Morse Hall		Media/Tutoring/Testing
B2	Charles B. Boyer Hall	E	Jonathan Pitney Hall/Gymnasium
B3	Samuel Richards Hall	E1	College Nurse's Office
C	Walter E. Edge Hall	F	Power Plant
	Cafeteria/Theater/Art Gallery	H	Ruth Lee Allied Health Building



J	Student Services/Administrative Offices/John J. Rosenbaum Conference Center/Classrooms	N	Careme's Restaurant
J1	Bookstore	P 1-5	Parking Lots
J2	Child Care Center	Q	Rutgers University
K	Art Rooms/Student Lounge	R	Print Shop/Receiving
K1	Academic Administration/Information Technology Services	T	Mays Landing East
L	Facilities Management Office	U	Security Office
M	Academy of Culinary Arts	V	Second Entrance
		W	Mays Landing East Entrance
		X	First Entrance

**Simon Lake Hall (A)** provides laboratories and preparation rooms for biology, chemistry, and physics. The building also houses classrooms, a lecture hall, the Faculty Support Office, the adjunct faculty workroom, faculty offices, student lounges and vending machines. The Dr. Thomas E. Brown greenhouses are attached.

**Silas Morse Hall (B-1)** houses general purpose classrooms and faculty offices.

**Charles B. Boyer Hall (B-2)** has classrooms, computer science and ESL labs, and faculty offices.

**Samuel Richards Hall (B-3)** contains classrooms and faculty offices.

**Walter E. Edge Hall (C)** serves as the center for theater and music instruction, and houses an art gallery and dance studio. The College cafeteria is located in one wing of the building, while the other wing is occupied by the Academy of Culinary Arts' kitchens.

**Richard Somers Hall (D)** contains the distance education classroom, media viewing rooms, skills laboratories, and tutoring, administrative offices, small study/meeting rooms, a classroom/meeting room, and a video and audio tape room.

**Daniel Leeds Hall (D)** houses the William Spangler Library and the main computer lab.

**Jonathan Pitney Hall (E)** houses the gymnasium consisting of spectator seating for 800, faculty offices, locker rooms, a fitness center, and the College Nurse.

**Ruth Lee Allied Health Building (H)** provides classrooms, a nursing laboratory, a lounge and faculty offices.

**“J” building** is a two-story building adjacent to Walter E. Edge Hall. The first floor houses all student services including admissions, registrar, financial aid, cooperative education, counseling, EOF, bookstore, child care center, business office (tuition payment) and the Student Life Center.

The second floor contains the John J. Rosenbaum Conference Center and the Oliver Henderson administrative wing, which includes administrative offices, business office, human resources and purchasing offices.

**“K” Building** joins the A, B, and H complex and houses the academic administration, art studios, student lounge and the computer operations center.

**Academy of Culinary Arts (M)** houses an atrium lobby, teaching kitchens, classrooms, Careme's Gourmet Restaurant, Strudels retail bakery store, administrative and faculty offices.

# POLICIES AND PROCEDURES

## ABSENCE

Any anticipated conflict that would require cancellation of class must be discussed with the chairperson. An instructor who expects to be absent or late or wishes to dismiss a class prior to the scheduled ending time must first have the approval of his/her department chair.

Full-time faculty should report unplanned absences to the “24-hour Absence Reporting Voice Mail System” at **609-646-5040** in case of sudden illness or emergency and should notify the Faculty Support Office. Informing the chairperson via e-mail is not mandatory but is advisable. Adjunct instructors must call both the department chairperson and the faculty support office in case of sudden illness or emergency.

Support Office contact information is listed as follows: 343-5114 (ML), 343-4874 (WAAC), or 463-3502 (CMCC). The Support Office staff will post a notice and brief assignment instructions near the class, if applicable. An instructor who misses class without proper notification will be listed as “No Show” on the “Weekly Attendance Report.”

**Note:** Class substitutes can only be secured through the approval of the department chairperson and in coordination with the Director of Adjunct Development and Faculty Administrative Support. Also, substitutes must be current employees of Atlantic Cape.

## ACADEMIC FREEDOM

Academic freedom is viewed as an assurance of the following entitlements:

- Educators are entitled to full freedom in research and in the publication of the results, subject to the adequate performance of their other academic duties, but research for pecuniary return shall be based upon an understanding with authorities of the institution.
- Educators are entitled in the classroom to discuss their subjects, yet they should be careful not to introduce into their teaching controversial material which has no relation to the subject matter.
- Educators are citizens, members of the learned profession, and officers of an educational institution. When they exercise rights as citizens, they shall be free from institutional censorship and discipline, yet their special position in the community imposes special obligations. As persons of learning and educational officers, they should remember that the public may judge the profession and the institution by their utterances. Hence, they should at all times be accurate, should exercise appropriate restraint, should show respect for the opinions of others, and should make every effort to indicate that they are not speaking for the institution.

## **ACADEMIC HONESTY (Board Resolution #95)**

Atlantic Cape expects unwavering integrity from students in submitted work. Acts of cheating or plagiarism will not be tolerated and the student will be subject to disciplinary action as detailed below. Students are required to give credit to all individuals who contributed to the completion of any assignment. Specific sources of all information, ideas, and quotations not original to the author of the assignment must be referenced. These references must be cited using standard methods such as those taught in ENGL101-Composition I and ENGL102-Composition II or other formats as specified by the instructor. If group work on an assignment is permissible, specific authorization and instructions pertaining thereto must be provided in writing by the instructor.

It should be noted that persons facilitating plagiarism or cheating by another student are equally culpable and such persons may also be subject to penalties similar to those stipulated above. Examples of such facilitation include, but are not limited to, the following:

- 1) A student gives a copy of a past assignment, such as a term paper, to a second student with the understanding that the second student may use the assignment as his/her own work.
- 2) A student observes or has other first-hand knowledge of cheating or plagiarism and fails to report same to the instructor.

All students are reminded that they have an ethical responsibility to guard the academic process against corruption by such acts of dishonesty. In addition to the above, students must follow all course-specific or instructor-specific procedures established for examinations, laboratory experiments, reports and projects.

**The absence of instructor-specific or course-specific instructions is not to be interpreted as giving "free rein" to such obviously dishonest acts as copying from another's paper, plagiarism or using references during a test. AN INSTRUCTOR MAY OPT TO SUBSTANTIALLY ADD TO THIS POLICY BUT MAY NOT DELETE OR WEAKEN PROVISIONS STATED HEREIN.**

### **Steps for Reporting Plagiarism and Academic Dishonesty**

- 1) Refer to the Student Handbook for guidelines listed under "Academic Honesty."
- 2) The instructor should discuss the act of academic dishonesty and the consequences with the student.
- 3) After speaking with the student, "*the instructor must, in every case, submit a written report*" to the appropriate Department Chairperson outlining the action he/she has taken and must include appropriate documentation.
- 4) After review, the Department Chairperson will forward the report to the Dean of Students and Dean of Instruction.
- 5) The Dean of Students sends a letter and a copy of the instructor's report to the student.

(“Academic Honesty Policy, 2011)

## **ADMISSION TO ATLANTIC CAPE**

Admission to the college is available to applicants who have graduated from an accredited secondary or preparatory school, have a state General Equivalency Diploma (GED), or are 18 years of age or older. Applicants who do not meet these criteria may be admitted through Special Admission Programs, including High School/Approved Home Schooling Programs and Project Second Chance.

## **ATTENDANCE**

Some departments mandate an attendance policy while other departments allow the instructor to determine the policy. All instructors must include a policy on attendance, including impact on grade, in the syllabus and should review it on the first day of class. It is the student's responsibility to know and to observe the attendance policy for each course.

## **CELL PHONE POLICY**

Before entering class, cellular phones and other electronic devices (pagers, etc.) must be turned off. If the instructor or a student has an emergency situation that may require him/her to be contacted quickly, Security should be contacted prior to the start of class.

## **COPYRIGHT REGULATIONS**

When copyrighted material is used in course materials or handouts, all applicable laws, including the U.S. Copyright Law must be observed.

In an effort to offer a "reasonable interpretation of the minimum standards of fair use in an educational setting," Congress endorsed the fair use guidelines. **The fact that materials are reproduced for classroom or student use alone does not make the use a fair one.**

See **Appendix 2** for sections of the Copyright Regulations of interest to faculty.

## **COURSE SYLLABI/OUTLINES**

A course syllabus and course outline must be provided to the students the first week of the semester. For courses without a standard department syllabus, the instructor is responsible for creating his/her own, clearly delineating the requirements, such as course goals, measurable objectives, policies, and procedures. See **Appendix 3** for syllabus construction guidelines.

Adjunct Faculty must submit a copy of the course syllabus and course outline to the Faculty Support Office staff, A128, for inclusion in the faculty support office files by the first week of the semester. A copy of instructors' roll book, attendance records, and a copy of the final exam for each class taught is to be submitted to Support Office (main campus) or electronically to [divoff@atlantic.edu](mailto:divoff@atlantic.edu) at the end of each semester. Records can be sent via school mail from other campuses as well.

## PROFESSIONAL CONDUCT

Even when pages on social networking sites like Facebook, Twitter, or My Space are set to “private,” information may be leaked to public entities via printouts, e-mail, or other on-line sources. Members of the faculty are expected to always conduct themselves in the most professional manner possible. When students enroll in classes, they entrust the faculty member with their learning and assume the teacher will always protect their dignity and privacy. Teachers should never share student work or speak disparagingly of learners in on-line forums – public or not.

## EDUCATIONAL RECORDS RIGHTS

The Family Educational Rights and Privacy Act (FERPA) of 1974 (the Buckley Amendment) insures students of the right to privacy in their educational records and establishes the right of students to inspect and review their records and to initiate grievance proceedings to correct inaccuracies. Students are also assured of the right to file complaints with the FERPA office concerning alleged failures by the college to comply with the Act.

## EMERGENCY CLOSINGS

On days when the college is open but unfavorable weather conditions may be indicated in certain locations, students are extended the prerogative to decide whether to attend classes. Students who miss a class must still complete assignments.

When individual classes are canceled due to an instructor’s absence, a notice will be posted on the classroom door. Students can log into [www.atlantic.edu/cancellations](http://www.atlantic.edu/cancellations) to view any individual faculty cancellations. The faculty member should be contacted for further instructions.

### Stations Announcing Delays or Closings

FM RADIO	AM RADIO	TV
		News Channel 40
94.3 WILW	1060 KYW	NBC
95.1 WAYV	1230 WCMC	NBC 10
96 Cat Country	1340 WMID	Fox 29
96.1 WTTH	1400 WOND	
96.9 WFPG	1490 La Grand	
97.3 WXXW		
98.3 WTKU		

### FM Stations continued

98.7 WCZT	103.7 WMGM
99.3 WZBZ	104.9 WSJO
100.7 WZXL	106.7 WKOE
101.5 Jersey	107.3 WPUR
102.3 WAIV	

## ENROLLMENT/GRADES

### Class Lists

The Initial, Final, and Grade Report/Class Lists are retrieved from WebAdvisor.

1. Initial Class List: This is your on-line class list, available through WebAdvisor. It is your responsibility to download the list. It will be continuously updated. If a student appears in your class whose name does not appear on this list, ask him/her to report to the Student Services Department immediately. **DO NOT** accept any student whose name does not appear on the class list. The initial class list should be checked **daily** to ensure all students are registered.
2. It is essential that you ensure each student in attendance is properly registered in your particular section. Any change in a schedule must be processed through the required drop/add procedure. **Do not** permit students to attend “closed” classes in anticipation of “drops.”
3. Final Class Lists: The end of the official drop/add period is the attendance census date (refer academic calendar). You will be asked to verify attendance. The registrar will send relevant instructions.
4. Grade Report: Toward the end of the semester, you will receive grading instructions. ALL grades are submitted on-line using WebAdvisor. Any computer with Internet access can be used for this grade submission. You will be given your personal identification number and password through the Office of Academic Affairs. **Administrative staff is not responsible for submission of grades and should not be asked to record or submit your grades.**

It is important that your semester grades are posted by the exact deadline that will be included in your grading instructions.

### Taking Attendance

It is important to take attendance every class period. This is one way to learn the students' names and it is also required that a last date of attendance be supplied for every student who is assigned a “W” or a “F.” Additionally, Federal and State grant programs, health care insurers, the athletic program, and others must know whether students are attending classes.

### Course Drop/Add or Changes

Students must initiate the course Drop/Add or Change process. A written request by the student to drop a course can be faxed, (609) 343-4914, or sent via U.S postal service to Enrollment Services. Changes in registration may be made during the first week of the fall or spring semester at any of the Atlantic Cape locations by completing a drop/add form. Dates to change registration status vary for culinary blocks or for any course that meets outside the regular semester scheduling. The date of the change determines the amount of any eligible refund and may limit the ability to protect student grade point averages.

The effective date of the change will be the date the request is received in person or the postmarked date, if mailed. It is recommended that mail requests be sent “return receipt requested” to provide students with written proof that their forms were received.

### **Overload Policy**

To be registered into a closed course, students must have an overload form or other written authorization signed by the instructor, except if the department has policies prohibiting overloads. The policy for allowing extra students to sign into a class varies from department to department. The appropriate Department Chairperson can confirm the departmental policy related to admitting students to classes that are at capacity. Please be cognizant of space and chair/desk limitations within the classrooms when making a decision to allow extra students to register.

Information Systems and Aviation Department has a policy of no overloads due to hardware constraints. However, if an instructor feels a student has a legitimate request and the assigned computer lab has sufficient equipment, the overload form may be signed.

Mathematics and Science faculty are not permitted to sign overloads. Also, the ESL and Modern Languages Department prohibits overloads. All students requesting overload permission from the former must be referred to the chairperson of the respective department.

Students wanting to withdraw from courses may do so in writing or on-line until the tenth week of the fall or spring semester. Summer withdrawal dates vary; contact Enrollment Services or check the semester tabloid (summer schedule of credit classes) for dates. A grade of “W” will be assigned for each course. “W” grades are not computed in students’ grade point averages.

It is the students’ responsibility to withdraw from courses by the deadline at any Atlantic Cape campus or on-line. Non-attendance of a class does not constitute an official withdrawal, and the student will receive an “F” grade.

Students receiving financial aid should contact the Financial Aid Office before dropping a course because it may affect their aid.

Students enrolled in the Academy of Culinary Arts or Allied Health career programs who need a leave of absence because of illness or other valid cause must contact the Dean of the Academy or the chairperson of Allied Health as appropriate. All other students should apply to the Dean of Students.

### **Early Dismissal of Students**

Students should be kept in the classroom for the entire scheduled class period. It is pertinent for security to know the exact location of students in the event of an emergency, and if students are not in the classroom where they are scheduled to be learning, this can complicate rescue operations. If it is a course that meets weekly for

two hours and forty-five minutes, it is all right to give students a fifteen-minute break halfway through the class period. **Do not dismiss students early.** When students are given a break, make a note on the board documenting when the break begins and when it ends.

### **Grade and Final Paperwork Submission**

At the end of the semester, all instructors are required to submit their grades electronically through Web Advisor. If there are problems logging on, please contact Dolores Giannini at extension 4953.

Additionally, adjunct faculty must submit a copy of the grades, attendance records, and a copy of the final exam. All required documents must be submitted to the Faculty Support Office in Room A128 (main campus). Adjunct's failure to submit the required documents on a timely basis may result in the adjunct instructor not being rehired.

### **Grading**

Instructors evaluate each student's progress at the end of the semester. The following grades are used to indicate the caliber of the student's academic achievement:

- A** Consistent performance in mastery of the subject. Achievement of superior quality.
- B** Consistent performance in achievement beyond the usual requirements of the course. Achievement of good quality.
- C** Performance of a satisfactory nature. Achievement demonstrating an understanding of the subject sufficient for continued study in the discipline.
- D** Minimal passing grade, except for developmental courses, English and mathematics. Achievement demonstrating general understanding of the basic elements of the course. This grade is not transferable to another college.
- F** Failure. Achievement at a level insufficient to demonstrate adequate understanding of the basic elements of the course in order to warrant credit toward the degree. If a student receives an F grade, the date of last attendance must be noted on the final grade sheet because of federal financial aid regulations. Therefore keeping consistent and accurate attendance records is necessary.
- I** Incomplete. Students initiate the process for an "I" grade. This grade is defined as a failure to complete the requirements of a course **due to illness or other circumstances acceptable to the instructor as beyond the control of the student.** The instructor may change an incomplete grade to a letter grade, if the student completes the requirements of the course before the end of the eighth week of the next regular (fall or spring) semester. A grade of incomplete, which has not been changed by the end of the grace period, becomes an F. Students are entirely responsible for following up on the elimination of an incomplete grade and the proper submission of the paperwork for the corrected final grade to Enrollment Services.

**Note: There are no plus (+) or minus (-) grades.**

### **NA Grades**

Prior to mid-semester, a class list is placed in the instructor's mailbox to report NA grades for students who never attended the class or who have never logged in to an on-line course. This list must be signed and returned to Enrollment Services, even if no NA grades are assigned. NA grades may not be given at the end of the semester. For students who have stopped attending or dropped out of classes, the final class list should indicate the last date of attendance, or login to an online class. If the student has failed the class through non-attendance and has not officially withdrawn from the course, a grade of 'F' should be assigned.

### **Repeating a Course**

Students may repeat a course for credit with this restriction: No course may be taken a third time without the written permission of the appropriate Department Chairperson or Dean of Instruction.

All attempts will appear on the transcript, but only the highest grade will be calculated into the semester or cumulative grade point average. If a student repeats a course for credit in which the final grade of the original attempt was A, B, or C, the higher of the grades will be used.

Within certain career programs, a course in which a student received a grade of W, NA, or AU (audit) and elects to take it again is not considered a repeat course.

Note: Allied Health program policies prohibit students from taking *program* courses more than twice.

### **Procedure for Withdrawals after the "W" Period Ends and Prior to Final Grades**

If a student makes a request to his/her professor for a withdrawal after the "W" period but prior to the final grades deadline, the professor may approve the request by signing the Drop/Add form.

If a student can document extenuating circumstances beyond his/her control (sickness, death in family, out-of-town, injury, job change, etc.), the Dean of Students or her designee (Registrar) has the authority to allow the student to withdraw.

### **Procedure for Issuing a "W" as a Grade after a Final Grade Is Issued**

- 1) The student must present complete documentation to the Registrar that explains the extenuating circumstances for the change.
- 2) The Registrar notifies the faculty member involved of the student's request. Documentation will be available for inspection in the Enrollment Services Office.
- 3) If the faculty member does not approve the change, the student may petition the Academic Standards Committee for an appeal.

## **COURSE WAIVER REQUEST**

Students are encouraged to follow the degree requirements in the college catalog when selecting courses. A waiver is given only in exceptional circumstances and for valid reason. In most cases, a course or courses must be substituted for each course waived. Course waivers do not waive the college's graduation requirement. Forms can be found in Support Office, Mays Landing Campus.

## **STUDENT HANDBOOK**

The student handbook is on the College Website under "Services for Students." Click "more" on the drop down box and navigate down to the link at the bottom.

<http://www.atlantic.edu/studentServ/documents/studentHandbook.pdf>

## **FIELD TRIPS**

The use of field trips to supplement classroom and laboratory instruction is encouraged where appropriate. Notify the department chair and the faculty support office if a field trip is planned. The college van can be used when arranged in advance through the Physical Plant Office. Approval for a field trip requiring subsidy must be obtained from the department chairperson before arrangements are made.

## **FINAL EXAMINATIONS**

Instructors are required to meet with their students during the scheduled exam time during Finals Week, even if no exam is being administered. A two-hour final examination is scheduled for each Mays Landing class during the final exam week at the end of each semester, with a schedule of days and times issued in advance. Atlantic City and Cape May campuses have exam schedules that are different from Mays Landing Campus.

Requests for changes in days and/or times must be approved by the chairperson and/or the Dean of Instruction. Confirmation of room availability must be made by calling Dolores Giannini at ext. 4953.

## **FOOD AND BEVERAGES**

Eating and drinking are prohibited in all classrooms and labs. The chairperson or director should be consulted if a special activity requiring food or beverage is planned.

## **GRIEVANCE PROCEDURES**

Atlantic Cape is dedicated to the goals of fairness in all of its procedures and practices. If for any reason a student believes he or she is the victim of unjust practices, a comprehensive process for grievance resolution is available to that student and is outlined as follows:

**Academic Issues** (grades, complaints against faculty, etc.)

- Level 1 – The student meets with faculty member or the person with whom the grievance began; if unresolved, then proceed to the next level.
- Level 2 –The student meets with department chairperson. If after meeting the chairperson, the grievance is still unresolved, the student meets with the Dean of Instruction. The student may request a college counselor to assist with clarifying and presenting the student’s concerns. If issue is unresolved, then proceed to the next level.
- Level 3 – The student meets with the Director of Counseling & Support Services who notifies the Academic Standards Committee. This committee makes its recommendation to the Vice President of Academic Affairs who then renders a binding decision.

## **AUDITING OF CLASSES**

Anyone who wishes to audit a class must first register as an audit student by notifying the Enrollment Services Office at the time of registration or through the first week of the semester drop/add period. See the *2010-2011 Catalog* for further details.

## **GUEST LECTURERS**

The use of experts from the College or community as guest lecturers is encouraged when appropriate to the course. All invitations to guest lecturers must have the prior approval of the Department Chairperson or Dean of Instruction.

If a guest lecturer requires payment, a consultant form must be filled out by the instructor, approved by the Department Chairperson, and submitted with a purchase requisition to the Dean of Instruction for approval of payment.

## **ID CARDS**

A College photo identification is required of any instructor who wishes to use the library services and the computer labs. ID cards must also be presented when picking up payroll checks. **ID's may be obtained through the Student Life Center, J-Building, Mays Landing, in Room 231**, the Worthington Atlantic City Campus, or through the Career and Academic Planning Center, first floor, at the Cape May County Campus.

Instructors must display their I.D. to Security to be admitted into the Worthington Atlantic City Campus and Cape May County Campus. Keep ID’s visible at all times while in the buildings. Lanyards and badge holders may be obtained from the Faculty Support Office, third floor, on campus at CMCC. If the permanent ID is forgotten or misplaced, instructors are required to report to Security to sign for and receive a temporary identification badge in WACC and CMCC.

## **LATENESS**

Faculty should make every effort to arrive on time. If lateness is unavoidable, contact faculty support, 343-5114 (ML), 343-4874 (AC), or 463-3502(CM), so the students may be notified.

Inform students that “The Student Handbook” states, “In the event no prior notification of an instructor’s absence is given, students are required to wait 15 minutes after the class time for the instructor to arrive. After 15 minutes, one student should collect the names of those present and report the instructor’s absence to the Faculty Support Office, A128, ext. 5114 (ML) or Room 325, ext. 3502 (CM).” At the Worthington Atlantic City Center, the absence should be reported to the main desk.

## **UNANNOUNCED EMERGENCIES**

Unless there is an official announcement from the College about a closing (e-mail, text message, Website, radio/TV), classes will run as scheduled. In the absence of any closing announcements, faculty members who are already on campus are expected to be at their work stations for the duration of the scheduled class times.

Obviously, if the emergency prevents the instructor from getting on campus in time for class, the class may need to be cancelled and reported, as would be the case for any other exigency that would prevent an instructor from getting to his or her assigned room for that day.

## **MAKE-UP/ON-LINE TESTS**

Unless a department has a policy, it is up to the individual instructor to develop a policy as to whether or not make-up tests are permitted. This policy must be clearly stated in the syllabus to be enforceable.

The Testing Office administers tests for on-line classes and provides alternate testing opportunities for students unable to take a scheduled classroom test only because of one or more of the following reasons:

- A documented disability identified by Counseling Services
- Religious holiday
- Emergency situations

The Testing Office does not proctor tests for entire classes or large groups of students in the case of planned instructor absence. The instructor is responsible for making alternate arrangements for test administration.

Instructors make arrangements with the students to initiate the make-up test. The student is responsible for contacting the Testing Office, in person or by phone, to make the appointment. Appointments must be made at least 24 hours in advance. Seating is limited. An appointment will not be scheduled if the Testing Office has not received the testing materials and the Test Cover Form from the instructor. Testing materials will not be accepted by fax or email.

To schedule an appointment at the Mays Landing Campus (located in D149) call 343-5633. For the Cape May County Campus (Room 234) call 463-3775. Make-up tests are also offered at the Worthington Atlantic City Campus in Room 276; call 343-4831 for assistance.

## **MEDICAL EMERGENCIES**

During the fall and spring semesters, a nurse is available in E106 on the main campus, Monday through Friday, 9:00 a.m. to 4:30 p.m. During the summer, the hours are Monday through Thursday 8:00 to 4:30. The phone number is 343-5112. At all other times or at the other campuses, call security. Refer to **Appendix 12** for suggestions regarding handling unexpected medical emergencies such as “First Aid and Safety for Seizure Disorder.”

## **NONDISCRIMINATION POLICY**

Atlantic Cape is committed to the philosophy of equal opportunity and affirmative action in education and employment. The college does not discriminate in admission or access to its programs and activities that offer academic and vocational opportunities or treatment in employment of individuals on the basis of race, color, national origin, religion, disability, age, marital status, pregnancy and related conditions, sex, sexual orientation, union membership, or veteran’s status.

Atlantic Cape complies with the Americans with Disabilities Act (ADA) of 1990, and the Rehabilitation Act of 1973, Section 504. Inquiries regarding Section 504 services may be directed to Lucy McGlynn, coordinator, Room J174, (609) 343-5090. Inquiries regarding Title IX services may be directed to Tom Borucki, coordinator, Room J101, (609) 343-5043.

The College is involved in a continuing effort to comply with ADA, Title IX, and civil rights legislation and regulations. Inquiries regarding civil rights compliance may be directed to Bobby J. Royal, Sr., Dean of Community Affairs, Security and Worthington Atlantic City Campus Operations, 1535 Bacharach Boulevard, Room 295, Atlantic City, NJ08401, (609) 343-4828.

## **PARKING**

Parking is available to instructors at all campus locations. A current parking permit must be hung on the car’s rearview mirror (part-time staff). The parking sticker for full-time staff must be displayed on the driver’s side of the window. A permit and a copy of the motor vehicle regulations brochure can be obtained from the security building or at the security desks in Atlantic City and Cape May. The permit must be updated each semester.

## **PERSONNEL/HUMAN RESOURCES**

### **Instructor Name/Address/Phone Change**

Name, address, and/or telephone number changes should be reported immediately to Human Resources, J Building, or e-mail changes to Brenda Kuhar (343-5604) at [bkuhar@atlantic.edu](mailto:bkuhar@atlantic.edu). Changes in Personal Information forms are available in A128, Mays Landing Campus.

### **Paychecks**

Instructors’ paychecks are issued every other week (BIWEEKLY) and are mailed by the payroll office unless other arrangements are made. Direct deposit is available; contact Ronnie Devine, 343-5265.

### **Pension Plan**

Enrollment in the pension system for full-time instructors is mandatory. If the member is retired from a State of New Jersey pension system, he or she is not eligible to enroll in PERS. Please notify Human Resources in writing to [bmusitan@atlantic.edu](mailto:bmusitan@atlantic.edu) if you are already retired from a N.J. pension system.

*Note: Information pertinent to adjunct instructors can be found in “Section Two.”*

### **Personnel Files**

With advance notice, an instructor may examine his/her personnel file. To make an appointment, contact the Human Resources Department, J-220, 343-5610.

### **SECURITY**

Phones which connect directly to the Security office have been installed in most classrooms on all three campuses. In addition, on the Mays Landing campus, the internal telephone in the main hallway of any building is a direct line to the security office. Security may also be reached by dialing ext. 5125 from any phone on campus. At WACC, contact the security desk on the first floor or call 343-4841. On the Cape May campus, contact Security in Room 122, ext. 6390 (daytime) or ext. 3967 (evening). Security may be contacted to unlock rooms and assist with disruptive students or intruders, and must be contacted immediately for accidents and thefts.

Please note that I.D. badges must be visibly worn at all times on the Worthington Atlantic City Campus and Cape May County Campus. Instructors are strongly urged to wear their badges on Mays Landing Campus and to require students to display their ID’s at all times.

The security and safety of all stakeholders is the ever growing consideration everywhere.

### **SMOKING**

Smoking is prohibited in all campus buildings.

### **STUDENT PERSONAL CONDUCT**

The College embraces the twin principles of individual responsibility on the part of students and due process on the part of the College administration: Students will be publicly informed of the standards of conduct expected of them. A judicial system will be established for the fair handling of disciplinary matters, incorporating an appeals process.

**STUDENT CODE OF CONDUCT:** On admission to Atlantic Cape, each student is expected to act in a responsible manner which conforms with generally accepted standards of adult behavior. Students are expected to familiarize themselves with the College's code of conduct.

It is expected that all students will show courtesy and respect for each other and for administrative officers, faculty and employees. Students must understand and accept the necessity for various College regulations and they must comply with directives of those authorized to enforce regulations.

Students are expected to respect the property of the College and that of others. Damage to or destruction of such property will be considered a matter for disciplinary action. All students are expected to present an appearance that is neat, clean and in good taste. Students also are expected to recognize the importance of their personal appearance. Proper dress on campus, therefore, is expected. Some College programs reserve the right to require specific dress/uniform standards.

Indiscriminate, obscene language shows lack of respect for self and others. Students should show courtesy and respect for themselves and others by refraining from this practice. Any threat or hindrance to the instructional process or the daily life of the campus is prohibited and will be enforced by those authorized to do so.

Possession, use or distribution of alcoholic beverages on the College premises is prohibited regardless of age. This includes all student sponsored off-campus events and any College sponsored event in which students participate as or attend as students and not guests. Students who violate these restrictions shall be subject to appropriate disciplinary action up to and including dismissal and may be subject to criminal prosecution. Possession, distribution or use of illegal drugs or narcotics on campus or at any College sponsored function is prohibited.

### **THREATENING AND VIOLENT BEHAVIOR POLICY**

Atlantic Cape is a place where students, staff and guests expect safety and security while pursuing academic excellence and College activities. Accordingly, any Atlantic Cape student who verbally or physically threatens the safety of other students, staff, faculty or campus guests will be immediately suspended from the College pending a disciplinary hearing.

The outcome of that hearing may result in penalties including but not limited to additional suspensions or dismissal from the College depending on the circumstances of the offense. Students who are suspended or dismissed from the College are banned from all Atlantic Cape campuses, learning sites, and College-sponsored events during the period of their suspension or dismissal. Students who violate this ban will be charged with trespassing under New Jersey criminal codes.

### **BULLYING/HARASSMENT POLICY**

Violation of the following policy may result in disciplinary action. Bullying and or harassment is defined as the following:

Any overt or covert gesture, written, verbal or physical act, or any electronic communication that is reasonably perceived as being motivated by characteristics such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression, or mental, physical, or sensory disability, or by any other distinguishing characteristic, that takes place on the property of Atlantic Cape Community College or at any function sponsored by Atlantic Cape and that affects an individual of one or more of the aforementioned groups in the following manner:

- a) Has the effect of insulting, intimidating or in such a way as to cause a disruption in the educational process; or
- b) Creates a hostile environment; or
- c) Infringes on the rights of said individuals; or
- d) Causes great distress, loss of confidence or self-worth

Students that are found in violation of the Bullying Policy will be in direct violation of the Student Code of Conduct Policy of the Threatening and Violent Behavior Policy. The disciplinary process for these policies will be enforced.

### **CYBER HARASSMENT POLICY**

Atlantic Cape requires a college community free from threats, intimidation, stalking, harassment and other harassing behaviors. These behaviors may include, but are not limited to, the following:

- Repeated, unwanted/unsolicited contact that includes face-to-face contact, telephone calls, voice messages, text messages, electronic video and/or photography, electronic mail, instant messages, written letters, unwanted gifts;
- Verbal or written abuse, threats, harassment, coercion, or any other conduct that places another individual in reasonable fear of his/her safety through words or actions directed at that person, or substantially interferes with the working, educational or personal environment of the individual;
- Persistent offensive, threatening communication through the internet via email, chat rooms and other electronic devices

Students who are found responsible for Cyber Harassment will be in direct violation of the Student Code of Conduct Policy.

*Contributing Sources: Grand Rapids Community College Student Code of Conduct, Retrieved 11/29/08; Howard Community College Stalking and Harassment Policy, Retrieved 11/4/08*

# SUPPORT SERVICES

## ATLANTIC CAPE WEBSITE

Atlantic Cape's Web site, <http://www.atlantic.edu>, offers comprehensive information for current and prospective students, faculty, staff and community members. Be sure to check out links relating to the academic areas for discipline-specific information and syllabi, teaching tips, technical support, policies and procedures, and many other useful resources.

## COMPUTER LABS

The Learning Assistance Center computer labs provide computer use and support to Atlantic Cape students. A current Atlantic Cape ID is required to use all computer labs.

Microsoft *Office* applications and the Internet are available to all students based on availability. Academic software is available to students registered for specific courses. Regular classes are also scheduled in the labs, but there are always open lab sections. Open lab hours are posted on the doors at the entrance of each lab. Lab aides are available in the computer labs to provide basic technical support for students.

<b>Mays Landing</b> Room D114 625-1111 ext. 5340	<b>Atlantic City</b> Room 142 343-4800 ext. 4726	<b>Cape May</b> Room 227 463-3713
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## LIBRARY SERVICES

*An Information Commons, integrating library, computer lab, Learning Assistance Center (tutoring), librarian and technical assistance is now the model for the delivery of academic support services at all three campus locations.*

The resources and facilities of the William Spangler Library at the Mays Landing campus, and the branch campuses at Atlantic City and Cape May, are available to Atlantic Cape students, faculty and staff, and with some limitations, to the general public. The library holdings include books, periodicals, music CD's, videos and a limited number of iPods and Flip video devices.

*Symphony*, the library's online book catalog, provides access to over 1 million volumes contained in the collections at all three-campus locations, and the member libraries in the Atlantic County Library system. Books, articles and other materials not available locally can be obtained, free of charge, from over 80,000 libraries world-wide via the interlibrary loan service.

The library subscribes to a host of proprietary online databases, including EBSCOhost, Lexis-Nexis, and WestLaw, providing access to over 13,000 online newspapers, magazines and scholarly journals. Off-campus access is available to all password-protected databases via the library's proxy server. Please contact the Mays Landing library at 343-4951 for

access and password information. The library Web portal at [www.atlantic.edu/library](http://www.atlantic.edu/library) is the gateway to all online resources.

Video tapes and DVD's may be borrowed for viewing on or off-campus. Selected titles from the library's video collection can be placed on the college's video server and viewed from any computer connected to the campus network. Off-campus access to the video server is not available at the present time.

The Spangler Library is capable of supporting research at the masters, doctorate and post-doctorate level. Please contact the library to discuss individual research and professional development needs.

Given the scope and variety of library on-line sources, faculty are strongly encouraged to schedule their classes for an information literacy session. Please use the *Faculty Request for Instruction* form found on the library homepage to schedule an instruction session. Librarians can also assist in the development of assignments that make the most effective use of library resources. For on-line instructors, librarians can be "imbedded" in specific classes and direct links to online library resources can be provided. Assistive technology is available for students and other library users with visual and other disabilities at all three campus locations.

## SKILLS LABS

### Math & Reading/Writing

Tutorial assistance is available in the math skills lab to all students enrolled in MATH 073 and MATH 074. The reading/writing skills lab provides tutorial assistance to students enrolled in any developmental reading/writing or any content course that requires reading and/or writing assignments. Tutoring in Mays Landing is done on a walk-in basis, according to scheduled hours. In Atlantic City (WACC) and Cape May (CMCC), tutoring is arranged by appointment. Students may sign up at the tutoring center or library desk.

	<b>Mays Landing</b> 625-1111 ext. 4918 or 5631	<b>Atlantic City</b> 343-4800 ext. 4726	<b>Cape May</b> 463-3713
Math Skills Lab	Room D113	Room 142	Room 227
Reading/Writing Skills Lab	Room D111	Room 142	Room 227

### Language Lab

The language labs at the Charles D. Worthington Atlantic City Campus, Room 249, and Mays Landing Campus, room B137, provide audio equipment for modern language and ESL students. Class labs are scheduled and open lab times are by request. Call 343-4833 (WACC) or 625-1111, ext. 5340 (ML), for information.

## COUNSELING AND STUDENT PROGRAMS

The Career Counseling and Academic Planning Center is located in J lobby next to the Admissions office on the Mays Landing campus. Students should call 625-1111, ext. 5621 or 343-5621 for specific details regarding the Center's services. Services are also available in Atlantic City (343-4897) and in Cape May County (463-6823).

The Educational Opportunity Fund (EOF) Program, Student Support Services Program, Disabled Student Services, and the Peer Mentoring Program are designed to offer additional support to students who meet program guidelines.

Counseling staff is available to provide professional assistance to any student seeking to resolve chemical dependency. Where treatment and rehabilitation is needed, referral will be made to the appropriate treatment facilities, agencies, or self-help groups. Assistance is fully confidential and will not jeopardize enrollment or legal status.

## INSTRUCTIONAL TECHNOLOGY

The Instructional Technology department was created to assist and encourage faculty members using educational technology both in the classroom and in online instruction. The mission of the department is to train and coach faculty in the use of new technology and multimedia tools, and to help acclimate faculty to pedagogical and cultural changes in on-line teaching.

### Available Services:

*Blackboard (Bb) courses* – Blackboard is a complete Web-based course management system (CMS). Blackboard can be used to enhance your traditional face-to-face class by providing Web-based activities outside of regular class time. Blackboard contains communication tools like mail, discussions and chat; course content tools for course handouts, lectures, and presentation materials; and evaluation tools for trackable on-line quizzes and surveys. It is the primary CMS used for our online courses. **Faculty must attend one Beginner Blackboard workshop prior to receiving a Blackboard account.**

*Venus Web server space* – Atlantic Cape has an academic Web server available for faculty who may not wish to use all the tools detailed above but would simply like some web “space” for syllabi and handouts.

*Instructional Technology Projects* – Instructional Technology staff are available to discuss any ideas you may have for creating and/or using multimedia CD's, digital videos, narrated presentations, or other interactive multimedia activities in your traditional or online classrooms.

*Technology Workshops* – These are offered at different times throughout the year, based on interest. Workshop topics include, but are not limited to the following: Blackboard, SMART Technologies, Turnitin, and GradeMark. Look for upcoming announcements.

*Online Teacher Training Workshop:* This totally online five-week workshop is offered two times a year. Topics covered in this workshop are an overview of online teaching and learning, using course management tools to create online courses, strategies to promote communication and collaboration in the virtual classroom, Best Practice guidelines for conducting an online class, and self-evaluation using a course rubric.  
**Enrollment for this workshop must have the permission of the department chair.**

For more information about any of the above services or to set up an appointment to meet with a member of the Instructional Technology staff, contact Michelle Perkins, Director of Instructional Technology, at 609-343-5038, or [mperkins@atlantic.edu](mailto:mperkins@atlantic.edu).

### **SPECIAL NEEDS ACCOMMODATIONS**

Section 504 of the Rehabilitation Act of 1973 (Public Law 93-112) states, "No otherwise qualified handicapped individual shall, solely by reason of his handicap be excluded from participation in, be denied the benefits of, or be subject to discrimination under any program or activity receiving federal financial assistance."

This act protects the rights of handicapped students including those with "hidden handicaps" such as learning disabilities. Therefore, learning disabled students who wish to attend Atlantic Cape and meet the age/graduation requirements must be permitted to do so because they are considered "otherwise qualified" under open enrollment. Also, learning disabled students cannot be denied access to any support services which the college provides to the general population.

Atlantic Cape has no specific responsibility to any learning disabled student until that student discloses the presence of a learning disability and documents the claim in writing. Written documentation verifies eligibility for assistance and aids in determining if adjustments may be required in order to ensure equal opportunity for full participation in the program.

The NJ Department of Higher Education requires that this documentation be no more than four years old. The documentation is the responsibility of the student, although the College does provide evaluations for a fee. This information is highly confidential and may be shared only with the student's prior consent. You will not receive specific scores, but will be given an accommodation plan, outlining a student's needs. **Disclosure is a student's prerogative, not a mandate!** A student may have a disability and an accommodation plan and may choose not to request accommodations in your class.

Once disabled students self-identify, they are entitled to such "reasonable accommodations" such as utilizing a tape recorder in class, having extended time for tests/papers, provision of reading assistance, etc. Section 504 does not delineate which specific accommodations must be provided but rather allows for a review of student needs on a case-by-case basis. Academic requirements may need to be modified, such as extending the time required to complete a program of study, reducing the number of credits taken per semester, or substituting a foreign language requirement. However, any requirements that can be substantiated as essential to a particular program of study need not be waived or substituted; this action cannot be considered discriminatory.

**Students who have a documented disability and have requested accommodations will receive a letter detailing the required accommodations. The student is responsible for presenting the letter to his/her instructors.**

It is not your responsibility to ensure that all disabled students pass your course. They must be able to demonstrate mastery of the course material. It is your responsibility to provide the accommodations listed in the ADA/504 Accommodation Plan. See **Appendix 6** for strategies, referral guidelines and form, and a sample accommodation letter.

Specific questions or concerns may be directed to Lucy McGlynn, counselor for students with disabilities, 343-5090.

## **TELECOMMUNICATIONS AND VIDEO SERVICES**

Every classroom is equipped with a TV, VCR, overhead projector and computer (with Microsoft Office software, a DVD player, and Internet access) that is connected to a ceiling-mounted LCD projector. Classrooms in Cape May are equipped with Sympodiums (touch-panel computer monitors). Several classrooms in Mays Landing are equipped with Smart Boards (touch-sensitive white-boards). Videotaping services, slide projectors, and audiocassette players are available through the Help Line, at ext. 5555 in Mays Landing. For problems with any of the equipment and/or to get a technician's assistance, call ext. 5555 (ML), ext. 4521 (CM), and ext. 4772 (AC). A technician will come to the classroom to assist you.

### **TV/VCR/COMPUTER USE**

The computer/TV in the classrooms is installed for use at any time. To switch from the computer to the VCR or vice versa, press the TV/Video button on the TV. Then proceed as normal. Please **do not** disconnect any wires. For assistance, call ext. 5555 (ML), ext. 4521 (CM), and ext. 4772 (AC). A technician will come to the classroom to assist you. (See **Appendix 11**).

## **CREDIT COURSES AT ATLANTIC CAPE**

Instructors may enroll for a credit course, free of charge, during any semester they are teaching. Registration is on a space-available basis, on the final day of the registration period. There will be no tuition cost, but any special fee connected with the course (i.e. lab fee for computer class, material fee for art, texts) must be paid by the instructor.

**Note:** Senior adjunct instructors scheduled to teach in the Fall Semester may also enroll for a single course during a **summer semester** when not teaching.

## **EMPLOYMENT OF ATLANTIC CAPE STAFF AS ADJUNCT INSTRUCTORS**

Full-time Atlantic Cape employees who teach classes as adjunct instructors must have permission of their supervisor if the teaching assignment impacts their duty day, including approved vacation leave forms that are submitted prior to the start of classes.

### **MAILBOXES, COPYING, PRINTING\*, SUPPLIES, TYPING**

Instructors' mailboxes are located in Room A128, Mays Landing; Room 134, Atlantic City; Room 335, Cape May County.

In **Mays Landing**, Room A128 has been assigned as a work area for full-time and adjunct faculty. The room contains the full-time and adjunct mailboxes, a copy machine, fax, op-scan, classroom supplies, and a telephone for faculty use. There is also an information video screen in A-128 and bulletin boards in A128 and A129C with pertinent information that should be perused. Students may leave mail and homework for faculty at the receptionist's desk. Students are not allowed beyond the receptionist's counter for any reason. Typing requests may be made at the receptionist's counter at each location; they must be made at least five working days prior to the expected delivery date. Printing requests can be sent as an attachment to the following e-mail address: [divoff@atlantic.edu](mailto:divoff@atlantic.edu). Additionally, A129C is designated solely for use by adjunct instructors. Students are not allowed to complete make-up tests in A129C. File drawers are available on a first-come-first-serve basis.

**Atlantic City Campus (WACC):** Room 135B has been assigned as a work area for full-time and adjunct faculty. This room contains a copy machine, classroom supplies, mailboxes, and bulletin board for postings. Students are required to sign in any mail or homework they leave for adjunct and faculty instructors with a staff member of Room 134. Room 287A is designated as a computer lab with printing solely for use by full-time and adjunct instructors.

**Cape May Campus (CMCC):** Copying, interoffice mail, mailboxes, Scantron reader, workspace and supplies are available at the desk outside Room 335. Students may also leave mail, homework, notes, etc. for faculty at the desk outside Room 335. Additionally, limited storage space for **adjunct instructors** is available in Room 339. Please see the faculty support staff to secure storage space.

**\*Print Shop Requests:** Add two working days to the planning for any Print Shop request because transportation to and from main campus for CMCC and WACC printshop requests must be considered. Therefore, allow seven working days for Print Shop requests: five days in process and two days for transportation.

Faculty support staff will handle sending those larger jobs to the print shop for faculty. Instructors are responsible for processing their own Scantron forms through the Scantron reader.

## **OBSERVATION PROCESS**

Instructors should expect a visit periodically for the purpose of formative assessment of classroom performance. All class visits will follow clearly defined procedures and criteria and will adhere to a standard of fairness.

## **STUDENT EVALUATION OF INSTRUCTION**

Instructors are required to administer student evaluations of their classes every semester. Tenured full-time faculty are required to administer student evaluations either Spring Semester or Fall Semester of each year for at least three (3) classes of the teaching load. Instructions and materials will be provided to faculty in accordance with dates scheduled on the College calendar. To ensure the integrity of the student evaluations, student anonymity must be guaranteed, and certain procedures must be followed:

- The only instructions to be given to the students are those included in the packet.
- Remind the students not to write their names on the forms and that you will not see the evaluations until after the final grades are submitted.
- Designate a reliable student to distribute and collect the evaluations and to deliver them to the appropriate source.
- LEAVE the room until the process is entirely complete.
- You will receive the completed evaluations after the end of the semester.

Evaluations of on-line courses are completed by students anonymously on-line. Guidelines and a sample student evaluation form are included as **Appendix 8**.

## OTHER SERVICES AND RESOURCES

The Human Resources Department welcomes you to Atlantic Cape! Atlantic Cape is committed to excellence in education. The Human Resources Department supports the college mission and is committed to encouraging an environment that is customer-oriented, multicultural, and diverse. Our H R team is committed to attracting and retaining an energetic and qualified workforce to support the goals and mission of the college.

Your Department of Human Resources consists of the following areas:

- Labor Relations
- Personnel Recruitment and Hiring
- Recognition, Training and Professional Development
- Benefits
- Time Management and Attendance
- Health and Wellness Services
- Custodianship of Records
- Chemical and Regulatory Compliance

For more information on each of these areas, please visit our comprehensive Web site at [www.atlantic.edu/hr/index.htm](http://www.atlantic.edu/hr/index.htm) or call us at (609)343-5610.

The Web site will provide you with access to the following:

- Policies and Procedures  
Please be sure to pay special consideration to Policy No. 5: Drug Free Workplace Act, Policy 100: The Role of Faculty, Policy 102: Academic Freedom, Policy 408: Safeguarding of Information, and Policy 803: Code of Ethics Pertaining to Conflicts of Interest for College Employees.
- Benefits Information
- Administrative Forms (Vision Claims, Beneficiary designations, Tuition Reimbursement Application, etc...)
- Training and Professional Development Opportunities
- Sexual Harassment Prevention Training
- Job Opportunities
- And more...

Please do not hesitate to contact the Human Resource Department, we are here to serve as a resource to you.

## HEALTH SERVICES

The College Nurse, Kathy Flynn is available full time and has office hours at the Mays Landing and Worthington Atlantic City Campus (WACC), and by appointment at the Cape May Campus. Health services include the following:

- first aid
- illness assessment and guidance

- immunization consultation
- student insurance information
- physician referral
- wellness counseling and more

The Mays Landing Health Office is located in Jonathan Pitney Hall, E-106, and the phone number is (609) 343-5112. The WACC Health Office is located in Room 231, and the phone number is (609) 343-4835. Accidents or illnesses on campus should be reported to the College Nurse immediately. If the Nurse is not available, contact Security.

**Security phone numbers:** Mays Landing **(609) 343-5112**, WACC **(609) 343-4841**, Cape May **(609) 465-6390**.

The College Nurse's hours on the Mays Landing Campus during the fall and spring semesters are 9:00 AM - 4:30 PM, Monday through Friday, except for Thursday from 9:00 AM - 12:30 PM. On Thursdays from 9:00 AM - 11:30 AM, the Nurse will be at the WACC Health Office. During the summer, the office hours are between 8:30 and 4:37.

## **ATHLETIC FACILITIES**

Atlantic Cape's indoor facilities include a gymnasium with a seating capacity of 800, with lockers and showers. A fitness center equipped with the state of the art exercise equipment is available for students, faculty, and staff. Outdoor facilities include softball, soccer fields, and an archery range. Use of the facilities must be scheduled with the permission of the Athletic and Fitness Manager, 343-5043.

## **BOOKSTORE**

The bookstore is an independently operated facility located on the first floor of J building. The store sells textbooks for all ACCC courses, stationery, sportswear, school and art supplies, snacks, and padlocks for student lockers. Cash, VISA, MasterCard, American Express, and DISCOVER are accepted.

Checks with proper identification are accepted for the exact amount of purchase. Financial aid book checks may also be used with proper ID; seventy-five percent (75%) of the check must be used before cash change can be given. The store hours are posted. Additional hours will be scheduled during the first two weeks of the fall and spring semesters. The bookstore also sells books at the Cape May County Campus and the Charles D. Worthington Atlantic City Campus. Dates and times can be obtained by calling the bookstore at 625-5205. The bookstore will buy back books at any time (except the first week of the semester).

Books can be shipped to students' homes by placing an order on-line. Delivery time is usually two-three days from the date it is shipped. Freight charges are added to the order. Books can be ordered on-line: [www.acc.bkstr.com](http://www.acc.bkstr.com). Faculty may access the site 24 hours a day, seven days a week.

## **CHILDCARE FACILITIES**

Barbarito and Beyers Preschools, Inc., established in 1979, has a center on Atlantic Cape's Mays Landing campus. The Preschool is licensed to enroll children, ages six weeks to ten years of age, and is open to the community and Atlantic Cape's students and staff. The standardized state-of-the-art curriculum is developmentally appropriate for the various separated age levels in the center. For more information, call the center at 343-4949.

## **CAFETERIA**

In Mays Landing, the eatery is located in C-Building next to Walter E. Edge Theater. It is open weekdays, 7:30 a.m. to 7:00 p.m., Monday through Thursday, and Friday, 7:30 a.m. to 2:00 p.m. Summer hours are 7:30 a.m. to 2:00 p.m., Monday through Thursday. Breakfast, lunch, and snacks are served daily.

Snacks and drinks are available in the lounges in A, H, and K buildings and in the lobbies of D and E building. Coffee is in A, C & D buildings.

The Worthington Atlantic City Campus is open from 9:00 a.m. to 3:00 p.m., Monday through Thursday, and Friday, 7:30 a.m. to 2:00 p.m. It is closed in the summer. Vending machines are located in the eatery on the first level.

The Cape May kiosk is open from 9:00 a.m. to 2:00 p.m., Monday through Thursday. It is closed in the summer. Vending machines are located on the first and on the third levels.

## **CAREME'S GOURMET RESTAURANT**

The Academy of Culinary Arts operates Atlantic Cape's gourmet restaurant, "Careme's," on the Mays Landing campus. Careme's is run by the ACA students, as part of the culinary and baking/pastry curriculum. It is under the direction of ACA educators. The changing menu features classical, international, and American cuisine, seasonal specialties and tableside cooking, as well as a variety of tempting desserts. The restaurant is open to the public for lunch and dinner. Reservations can be made by calling 343-4940. ACA students also operate the retail bakeshop, Strudels, which is adjacent to the entrance of M building. The bakeshop is usually open mid-day during the fall and spring semesters.

## **THEATER/AUDITORIUM**

The Walter Evans Edge Theater is located in C-Building, on the Mays Landing campus, nestled comfortably between the Cafeteria, Art Gallery, and Culinary wing. This 468 seat theater is a classic proscenium arch stage; 16'h x 40'w x 35'd, with large apron, full orchestra pit, ample wing space, six available fly rails, one large dressing room, scene workshop, and a green room. It can accommodate groups large and small. There is a 20 x 15 drop down movie screen on which DVDs' and computer images can be projected. The theater has state of the art technology for both sound and lighting. It is home to the Atlantic Cape Performing Arts Club and is available for rental by community groups for films, lectures, and performances. For more information, call 343-5039.

## **SECTION TWO**

Section Two contains information pertinent only to adjunct instructors and should not be construed as a contract with Atlantic Cape.

## ADJUNCT INSTRUCTOR SUPPORT

Additional support is available through the Office of Adjunct Development and Faculty Administrative Support, Room A139, Mays Landing Campus, (609) 343-5608. The director, Avon L. Chapman serves as liaison between department chairpersons and adjunct faculty members and, along with his office staff, offers assistance to both as needed. The director is also responsible for the initiation of the annual formative evaluation process, publication of the annual handbook, newsletters, and provision of professional development. Additionally, the director coordinates adjuncts' e-mails in order to disseminate news of campus wide events. Visit the website at [www.atlantic.edu/program/academic/adjunct/index](http://www.atlantic.edu/program/academic/adjunct/index).

### HEALTH BENEFITS

Adjuncts should consult with Bart Musitano in Human Resources at (609) 343-5611 concerning their eligibility for health benefits at Atlantic Cape.

### Pension Plan

Adjunct instructors are eligible for enrollment in the Alternate Benefit Program (ABP) pension system at the start of their first semester teaching. Enrollment in the pension system is mandatory. If the member is retired from a State of New Jersey pension system, they are not eligible to enroll in the ABP. Please notify Human Resources in writing to [bmusitan@atlantic.edu](mailto:bmusitan@atlantic.edu) if you are already retired from a N.J. pension system. The ABP pension is a defined contribution system. The employee contributes five percent of their gross earnings and the college contributes eight percent. Contributions are invested with one of the six carriers authorized by the NJ Division of Pensions and Benefits. The six investment carriers are: AIG Valic, AXA-Equitable, The Hartford, ING Aetna, Metlife and TIAA-CREF.

There is a life insurance benefit included with this pension in the amount of 3.5 times the member's salary. The premium for this life insurance is paid by the State.

Instructors should complete ABP enrollment paperwork at the start of their employment.

**Please Note: If there is any distribution of mandatory contributions (annuities, roll-overs or cash distributions out of the ABP plan) at any time after termination of employment; members will be considered RETIRED by the State of New Jersey, regardless of age. They will therefore be ineligible to enroll in any State-administered retirement system if they return to public employment in New Jersey.**

Instructors with questions or who need information about enrollment in ABP should contact Bart Musitano in Human Resources at 609-343-5611.

### COLLEGE CANCELLATION OF COURSE/SECTION

All class schedules for part-time faculty are contingent upon sufficient enrollment and contractual obligations of full-time faculty members. Every attempt will be made to notify adjunct faculty of schedule changes/cancellations in a timely manner.

## SENIOR ADJUNCT STATUS

An adjunct instructor who wishes to be considered for the rank of Senior Adjunct must meet the prerequisite criteria for adjunct faculty and must complete the promotion cycle.

### Prerequisite Criteria

- Holds an earned Master's degree in the discipline or other appropriate certification or evaluated experience as determined by the department chairperson;
- Has participated in general orientation sessions, attended to guidelines as described in the Faculty Handbook/Calendar, adhered to college and department policies and procedures, incorporated suggestions from mentors, chairs, and distributed publications;
- Demonstrated professional development;
- Completed four consecutive teaching semesters at the College.

### Promotion Cycle

An application (see **Appendix 7**) must be filed by the 10<sup>th</sup> day of the semester in which the instructor is teaching. The chair may encourage the instructor to apply; however, the instructor must complete the appropriate form and submit the required documentation.

The following activities will take place once an adjunct instructor's application is received by the chairperson (if teaching in more than one department, the instructor should send an application to both chairpersons):

- A formal evaluation in the semester of application or in the next semester in which the applicant is teaching. This evaluation will include the following:
  - ✓ Classroom observations.
  - ✓ Commentary by mentors, if available.
  - ✓ Student evaluations.
  - ✓ Verification to chair of adjunct's good standing by director of adjunct development.
  - ✓ Review of course documents by chair (where appropriate).
  - ✓ Statement of teaching style and philosophy (include with application).
  - ✓ Commentary by chair to applicant.
- Inclusion in faculty development activities. A minimum of one activity, related to pedagogy, in addition to general orientation. The applicant may document and submit for review pedagogical experiences acquired external to ACCC.
- To enhance an application, the applicant may do the following:
  - ✓ be assigned to department task forces or complete special projects;
  - ✓ attend career program advisory committee meetings, and/or
  - ✓ demonstrate continued professional development in the subject area.
- After the formal evaluation, the department chairs(s) will determine if an adjunct instructor should be recommended for senior status. The recommendation will be forwarded to the Dean of Instruction.

### Compensation

A senior adjunct instructor

- will be compensated at a rate above the regular rate.
- may serve as mentor to new adjunct faculty.
- will remain a senior adjunct on the following conditions:
  - his/her teaching assignment is not interrupted for more than three semesters, not including summer.
  - continued professional development exhibited by attending at least one professional development activity over each three year period. In addition to continued attendance at Atlantic Cape's faculty development activities, the senior adjunct may demonstrate professional development by expanding teaching strategies, attending professional conferences, and participating in departmental activities.

### **TEACHING LOAD**

Instructors are permitted to teach a maximum of nine credits per Fall and Spring semesters.

### **WORKSHOPS**

Atlantic Cape is committed to the professional development of all its employees. Adjunct faculty members are urged to attend most college-sponsored workshops. Also, adjunct workshops are offered through the office of Adjunct Support and Development throughout the academic year. Specific topics and workshop dates and times are published in the *Adjunct Update* and on the Adjunct Instructor Support and Development Web page. Attendance at workshops is also one of the criteria used to evaluate candidacy for senior adjunct status.

### **WORKSPACE**

**In Mays Landing, Room A129C, in Atlantic City, Room 255, and in Cape May, Room 335** are available for adjunct instructors as a workspace.

## **CONTACT LIST**

Direct dial extensions beginning with 48, 49, 50, 51, 56 from off-campus using the 343 exchange. Reach all others by dialing 625-1111, 646-4950, 343-4900, or 463-3960 and requesting the extension.

### **ABSENCE**

For emergency absence or lateness, please contact the department chair and the faculty support office of the campus on which you are scheduled to teach as soon as possible:

Atlantic City: 343-4804  
Cape May: 463-3502; if no answer, 463-3960 (Front Desk)  
Mays Landing: 343-5114; press "2" for Faculty Support

### **ACADEMY OF CULINARY ARTS**

Connie La Monaca, Administrative Secretary  
M-208, 343-4944

### **ADJUNCT FACULTY SUPPORT AND DEVELOPMENT**

Avon L. Chapman, Director  
Adjunct Development and Faculty Administrative Support, 343-5608/A139

### **ADMISSIONS, MAYS LANDING CAMPUS, LOBBY OF J BUILDING**

343-5000

- Applications of Atlantic Cape students
- Evaluation of college credits transferred to Atlantic Cape
- International Students I-20 and work papers processed
- Employment and Work Force attendance form pick-up and verification
- Charge backs

### **COUNSELING, STUDENT SUPPORT SERVICES**

Lucy McGlynn, J Building, 343-5090

### **ATHLETICS**

Michael Rennick, Senior Athletics and Fitness Manager, Recreation Specialist, 343-5043

## **CHARLES D. WORTHINGTON ATLANTIC CITY CAMPUS**

Bobby Royal, Dean of Community Affairs, Security and Worthington Atlantic City Campus Operations, 343-4828

Torrina Bennett-Michael, Director of Community and Cultural Affairs, 343-4858

Josie Chivalette, Director of Administrative Services, 343-4804

John Mohr, Director of Student Services, City Center, 343-4897

Alice Rainey, Program Officer, 343-4893

Daymis Alicea, Student Development Specialist, 343-4832

WACC Noncredit Registration, Continuing Education Program Support Services, 343-4829

## **BENEFITS**

Bart Musitano, Benefits Coordinator, J220, 343-5611

## **BOOKSTORE, J BUILDING**

343-5130

## **CAPE MAY COUNTY CAMPUS**

Dr. Patricia Gentile, Dean of Cape May College Campus 463-4507

Lisa Apel-Gendron, Director of Academic and Student Services, 463-3619

## **CHILD CARE CENTER, J BUILDING**

Barbarito & Beyers: Main number, 343-4949  
Classroom/lockers, 343-5359

## **COMPLIANCE**

Eileen Curristine, Dean of Human Resources and Compliance 343-6810/J219

## **COMPUTER LABS**

Mays Landing Campus, D-114, 625-1111, ext. 5340

Cape May Campus, Room 227, 463-3720

WACC, First Floor, Information Commons, 343-4800, ext. 4726.

## **DEAN OF STUDENTS**

Carmen Royal, Dean of Students, 343-5087

## **DROP/ADD A COURSE, J BUILDING**

Career & Academic Planning Center, 343-5621  
Enrollment Services, 343-5005

## **EMERGENCIES**

Mays Landing: Security Personnel, U Bldg., 343-5125  
Cape May: Security Personnel, Room 122, 463-6390 (days), 463-3967 (evenings)  
WACC: Security Personnel, Front Desk, 343-4841

## **ENROLLMENT VERIFICATION, J BUILDING**

Enrollment Services, 625-1111, ext. 5005

## **FACULTY SUPPORT OFFICES**

Mays Landing: Room A128, 343-5114 voice, 343-5122 fax  
Cape May County Campus, Room 335, 463-3502 voice, 463-3645 fax  
WACC, Room 134, 343- 4874 voice, 343-4807 fax

## **HUMAN RESOURCES**

Cindy DeFalco, Director of Human Resources, 343-5108  
Bart Musitano, Benefits Coordinator, 343-5611

## **IDENTIFICATION CARDS**

Mays Landing, J-153, 343-5010  
Cape May, Room 124, 463-6786  
WACC, Room 142, 343-4893

## **ILLNESS/INJURY**

Program Officer, Health and Wellness Services, E106, 343-5112 (Daytime hours)  
All other times and locations, call Security: ext. 5125 (ML); ext. 4841 (AC); ext. 6390 (CM).

## **INTERNATIONAL AND FOREIGN STUDENTS COUNSELING**

Daymis Alicia, International & ESL Student Services Specialist 343-5081/J101  
Vita Stovall, Student Development Specialist 343-4832/WACC 142

## **LIBRARY**

Mays Landing, Circulation Desk, 343-4951  
Cape May, Circulation Desk, 463-3713

## **LOST AND FOUND**

Mays Landing, Security, U Building, 343-5125  
Student Life Center, J-153, 343-5010  
Cape May, Security, Room 122, 463-6390  
Atlantic City, Security, 343-4841

## **MATH SKILLS LABS**

Mays Landing, D-113, 625-1111, ext. 5340  
Cape May, Room 227, 463-3720  
WACC, First Floor - Information Commons, 343-4800, ext. 4726

## **NONDISCRIMINATION**

Bobby Royal, Dean, Community Affairs, Security and Worthington Atlantic City Campus  
Operations, 343-4827

## **PAYROLL**

Ronnie Devine, Payroll Specialist, 343-5265/Room J226

## **PERSONNEL**

Gorgianne Giordano, Human Resources Specialist 343-4906/J219

## **SECURITY**

Mays Landing, U Building, 343-5125  
Cape May, Security, Room 122, 463-6390  
WACC: 343-4841

## **STUDENT DEVELOPMENT OFFICE, J116**

Carmen Royal, Dean of Students, 343-5087  
Gayle Edwards, Administrative Asst., 625-1111 or 343-4900, ext.5083

## **TESTING**

Mays Landing: Testing Services, D Bldg., 343-5099; Make-up Tests, D Bldg., 343-5633  
Cape May: Room 234, 463-3775  
WACC: First Floor - Information Commons, 343-4800, ext. 4726

## **TUTORING**

Patrice Leatherberry, Program Coordinator – Learning Assistance Center  
Mays Landing: D-Bldg., 343-5631

Michael Sargente, Program Coordinator – Learning Assistance Center  
Cape May: Room 227, 463-3720  
WACC, First Floor - Information Commons, 343-4800, ext. 4726

## **WRITING SKILLS LABS**

Patrice Leatherberry, Program Coordinator – Learning Assistance Center  
Mays Landing: D111, 625-1111, ext. 5340

Michael Sargente, Program Coordinator – Learning Assistance Center  
Cape May: Room 227, 463-3720  
WACC, First Floor - Information Commons, 343-4800, ext. 4726

## Copyright Regulations

**The following sections are of interest to faculty:**

### **Section 106**

Exclusive rights in copyrighted works - Public Law 94-553 Subject to sections 107 through 118, the owner of copyright under this title has the exclusive rights to do and to authorize any of the following:

- to reproduce the copyrighted work in copies or photo records;
- to prepare derivative works based upon the copyrighted works;
- to distribute copies or photo-records of the copyrighted work to the public by sale or other transfer of ownership, or by rental, lease or lending;
- in the case of literary, musical, dramatic and choreographic works, pantomimes, and motion pictures and other audiovisual works, to perform the copyrighted work publicly; and
- in the case of literary, musical, dramatic and choreographic works, pantomimes, and pictorial, graphic or sculptural works, including the individual images of motion picture or other audiovisual work, to display the copyrighted work publicly.

### **Section 107**

Limitations on exclusive rights: Fair use - Public Law 94-553

Notwithstanding the provisions of section 106, the fair use of a copyrighted work, including such use by reproduction in copies or phone records or by any other means specified by that section, for purposes such as criticism, comment, news reporting, teaching (including multiple copies for classroom use), scholarship, or research, is not an infringement of copyright.

In determining whether the use made of a work in any particular case is a fair use, the factors to be considered shall include:

1. the purpose and character of the use, including whether such use is of a commercial nature or is for nonprofit educational purposes;
  2. the nature of the copyrighted work;
  3. the amount and substantiality of the portion used in relation to the copyrighted work as a whole; and
  4. the effect of the use upon the potential market for or value of the copyrighted work.
- I. A single copy for teachers: single copy may be made of any of the following by or for a teacher at his/her individual request for his/her scholarly research or use in teaching or preparation to teach a class:
- II.

- a chapter from a book;
  - an article from a periodical or newspaper;
  - a short story, short essay or short poem, whether or not from a collective work;
  - a chart, graph, diagram, drawing, cartoon or picture from a book, periodical or newspaper.
- III. Multiple copies for classroom use: multiple copies (not to exceed in any event more than one copy per pupil in a course) may be made by or for the teacher giving the course for classroom use or discussion; provided that:
- the copying meets the tests of brevity and spontaneity as defined below: and
  - meets the cumulative effect test as defined below; and,
  - each copy includes a notice of copyright.

### **Definitions**

#### **Brevity:**

1. Poetry: (a) a complete poem if less than 150 words and if printed or not more than two pages or, (b) from a longer poem, an excerpt of not more than 250 words.
2. Prose: (a) either a complete article, story or essay of less than 2,500 words or (b) an excerpt from any prose work of not more than 1,000 words or 10 percent of the work, whichever is less, but in any event a minimum of 500 words. (Each of the numerical limits stated in 1 and 2 above may be expanded to permit the completion of an unfinished line of a poem or of an unfinished prose paragraph).
3. Illustration: one chart, graph, diagram, drawing, cartoon or picture per book or per periodical issue.
4. "Special" works: certain works in poetry, prose or in poetic which are intended sometimes for children and at other times for a more general audience and fall short of 2,500 words in their entirety. Paragraph 2 above notwithstanding, such "special" works may not be reproduced in their entirety; however, an excerpt comprising not more than two of the published pages of such special work and containing not more than 10 percent of words found in the text thereof, may be reproduced.

#### **Spontaneity:**

1. The copying is at the instance and inspiration of the individual teacher, and
2. The inspiration and decision to use the work and the moment of its use for maximum teaching effectiveness are so close in time that it would be unreasonable to expect a timely reply to a request for permission.

## Cumulative Effect

1. The copying of material is for only one course in the school in which the copies are made.
2. Not more than one short poem, article, story, essay or two excerpts may be copied from the same author, nor more than three from the same collective work or periodical volume during one class term.
3. There shall not be more than nine instances of such multiple copying for one course during one class term.

(The limitations stated in 2 and 3 above shall not apply to current news periodicals and newspapers and current news sections of other periodicals.)

## Prohibitions

### **IV. Prohibitions as I and II above.**

Notwithstanding any of the above the following shall be prohibited: Copying shall not be used to create or to replace or substitute for anthologies, compilations or collective works. Such replacement or substitution may occur whether copies of various works or excerpts therefore accumulated or are reproduced and used separately.

There shall be no copying of or from works intended to be “consumable” in the course of study or teaching. These include workbooks, exercises, standardized tests and test booklets and answer sheets and similar consumable material.

Copying shall not: (1) substitute for the purchase of books, publisher’s reprints or periodicals; (2) be directed by higher authority; (3) be repeated with respect to the same item by the same teacher from term to term. No charge shall be made to the student beyond the actual cost of the photocopying.

## Guidelines for educational use of music

### **V. Permissible Uses**

Emergency copying to replace purchased copies which for any reason are not available for an imminent performance provided purchased replacement copies shall be substituted in due course.

For academic purposes other than performance, single or multiple copies of excerpts of works may be made, provided that the excerpts do not comprise a part of the whole which would constitute a performable unit such as a section, movement or aria, but in no case more than 10 percent of the whole work.

The number of copies shall not exceed one copy per pupil.

Printed copies which have been purchased may be editor simplified provided that the fundamental character of the work is not distorted or the lyrics, if any, altered or lyrics added if none exist. A single copy of recordings of performance by students may be made for evaluation or rehearsal purposes and may be retained by the educational institution or individual teacher.

A single copy of a sound recording (such as a tape, disc, or cassette) of copyrighted music may be made from sound recordings owned by an educational institution or an individual teacher for the purpose of constructing aural exercises or examinations and may be retained by the educational institution or individual teacher. (This pertains only to the copyright of the music itself and not to any copyright which may exist in the sound recording).

## Copyright – Software

Atlantic Cape does not condone or tolerate illegal copying of microcomputer software by staff, faculty or students. It is important that the college adhere to its contractual responsibilities; the College must recognize its obligations under copyright law, after having paid the agreed upon prices to software vendors.

Recognizing the need for multiple copies of software, the college will attempt to negotiate discounts or site licenses from software vendors.

## **THE SYLLABUS**

The syllabus is the official document of the course. It provides the following:

Course Overview	Course Goals
Course Agenda	Measurable Objectives
Course Plan	

IT IS THE WRITTEN CONTRACT BETWEEN THE STUDENT AND THE INSTRUCTOR.

### **MAJOR COMPONENTS**

Course Name, Number, and Meeting Day, Time, and Location, including any lab times and locations.

Course Description: This should be consistent with or include the official catalog description.

Course Goals and Measurable Objectives: Include the course goals (what the student will learn by taking the class) and “measurable” objectives (what the instructor wants the student to learn by detailing the learning outcome (s)).

Class Format: Specify methods you will utilize to facilitate that learning (role playing, lecture/discussion, small group activities, student presentation).

Instructor Name, Office Hours (if applicable), and Directions on how to reach you (your phone # or email, or Faculty Support Office – A128 or phone, 343-5114).

Textbooks and supplementary readings/materials: Indicate clearly what is required and what is suggested.

Attendance Policy: Specify what you expect and how it will or will not impact success in the class. You must be consistent with College and your department policies.

Grading Policy: Again, be consistent with college and department policies. Include how numerical grades

translate into letter grades; the weight of specific assignments, participation, and attendance; policies

procedures for submitting work (late work, make-up tests, extra credit). Check with your chairperson if you have any questions.

**Academic Honesty:** Define academic honesty and plagiarism; include the consequences of breaches. Be consistent with department and college policies.

**Class Rules:** These may include policies about beepers/cellphones, College Zero Tolerance, student code of conduct, etc.

**Tentative Schedule or Outline:** Include date of each class meeting with corresponding topics, activities, and assignments. Weekly objectives are helpful to students.

**Disclosure:** Include a statement asking students to inform you if there are any special circumstances that would affect their learning or if special accommodations are needed.

**Disclaimer:** Include a statement reserving the right to change the syllabus at your discretion.

**POINTS TO CONSIDER:**

- **Is all necessary information included?**
- **Is all information consistent with the college and department policies and procedures?**
- **Does your syllabus project a professional image of you and your course?**

**Your chairperson is your instructional leader. Refer to him/her for any questions regarding textbooks, course content, model syllabi, and department policies.**

## **INSTRUCTOR'S RESPONSIBILITY FOR STUDENT CONDUCT ISSUES**

- 1) Know and support our philosophy and process.
- 2) Utilize the process for resolving student conduct issues.
- 3) Know who the Campus Judicial Officer (CJO) is on your campus.

**Mays Landing Campus – 343-5095**

**Atlantic City Campus – 343-6786**

**Cape May Campus – 463-6786**

- 4) Make referral quickly if intervention is not possible.
- 5) Call security when appropriate, i.e., the student is a danger to self or others.
- 6) If you witness an incident, remain objective, but document the incident in writing.

Once the CJO resolves the matter, it is your professional responsibility to accept the decision, remain objective and not be biased toward the student. The case should be kept confidential and not be discussed with others.

## **DISCIPLINARY PROCESS FOR VIOLATION OF ACCEPTABLE STANDARDS OF CONDUCT**

In all cases of disciplinary action where students are subject to institutional disciplinary penalties, the College will take every step to ensure that due process is maintained and respected. In the case of flagrant violations of conduct, the College reserves the right to immediately suspend a student pending a hearing. If a student demonstrates inappropriate behavior and disregards the College's Code of Conduct, these steps will be followed:

- The student will meet with the appropriate Campus Judicial Officer (CJO) to resolve the issue or to receive notice of disciplinary action.
- The student will receive written notification on the outcome of the meeting held with the CJO. If disciplinary action was taken, the student will be made aware of his/her right to appeal.
- The student may appeal the disciplinary action by informing the CJO of his/her intent in writing within seven (7) days.

- The student will receive, in writing, the date, time and place of the formal hearing within 14 days after the student's formal request.

This letter will also contain:

- a) a detailed statement of each charge.
  - b) notification of the student's right to have an attorney and a Response Form regarding the
  - c) student's intention to waive or not waive this prerogative (student must sign and return this form).
  - d) a complete list of College witnesses.
  - e) notification to the student of the right to make a case on his/her own behalf with witnesses, subject to College cross-examination.
- Atlantic Cape will request the signature of the student acknowledging receipt of the written charge and hearing notification.
  - The Student Standards and Conduct Committee will be convened to hear the student's appeal. The committee will make its recommendation to the Dean of Students who will then render a binding decision. The student will be notified of the disposition of the appeal within seven (7) days.

For additional information refer to the student handbook online at [www.atlantic.edu](http://www.atlantic.edu).

## CONNECTING TO THE ATLANTIC CAPE LIBRARY BOOK CATALOG

*A partner with the Atlantic County Library System*

From the Internet (WWW)

1. Point your browser to <http://www.atlantic.edu/library/index.htm>
2. Click on Book Catalog
3. Click on the [Online Book Catalog](#) hyperlink or <http://ipac.aclink.org/#focus>

## CONNECTING TO THE ATLANTIC CAPE LIBRARY DATABASES

The following database services are available to students and faculty through the Library.

**EBSCOhost** service provides access to the following nine online databases:

**Academic Search Premier** provides full text for nearly 4,650 serials, including full text for more than 3,600 peer-reviewed titles.

### **Biomedical Reference Collection: Comprehensive**

Designed for doctors, research scientists, students, clinical specialists and managers, this database provides nearly 900 full text journals, including nearly 850 peer-reviewed publications, covering virtually all areas of medical study.

### **Business Source Premier**

This is the industry's most used business research database, providing the full text for more than 8,800 serials.

### **Regional Business News**

This database provides comprehensive full text coverage for regional business publications.

**CINAHL**, the Cumulative Index to Nursing & Allied Health Literature, is the authoritative resource for nursing and allied health professionals, students, educators and researchers

### **CINAHL with Full Text**

CINAHL with Full Text *CINAHL with Full Text* provides indexing for 1,835 journals from the fields of nursing and allied health. The database contains more than 1,000,000 records dating back to 1982

### **CINAHL Select**

This database contains more than 170 full text journals with PDF coverage back as far as 1973 including 120 peer-reviewed publications. All journals in this collection are indexed in *CINAHL*. *CINAHL Select* is updated on a weekly basis via *EBSCOhost*.

**Pre-CINAHL**

A companion database to *CINAHL*, *Pre-CINAHL* is intended to provide current awareness of new journal articles, and includes a rotating file of limited bibliographic information (no subject searching).

**Nursing & Allied Health Collection: Comprehensive**

Designed for nursing and allied health professionals, students, educators and researchers, this database provides full text for nearly 400 journals.

**MEDLINE**

*MEDLINE* provides authoritative medical information on medicine, nursing, dentistry, veterinary medicine, the health care system, pre-clinical sciences, and much more.

**ERIC**, the Educational Resource Information Center contains more than 2,200 digests along with references for additional information and citations and abstracts from over 1000 educational and education-related journals.

**Lexis-Nexis Academic** database contains news, legal, business and medical information from thousands of full-text publications, including the *New York Times* and *Chronicle of Higher Education*.

**Literature Resource Center** provides critical information on 120,000 authors and their works, in addition to full-text articles from 130 literary journals and other sources

**netLibrary** is a collection of over 4700 full-text electronic books that may be browsed or checked out by students, faculty and staff at the college.

**Access** to all of the above services is available both on and off campus. To connect to the library's databases from off campus, please contact the library at 609-343-4951 for ID and password information. For more information, contact Associate Dean of Academic Resources, Grant Wilinski at 609-343-4937, [wilinski@atlantic.edu](mailto:wilinski@atlantic.edu)

## General Strategies for Assisting Learning Disabled Adults in the Classroom

The following general strategies provide an optimum learning environment for learning disabled students, non-disabled students and you! When applicable you may want to consider using them in preparing your course and class activities.

### PREPARATION/ORIENTATION:

1. Select textbooks carefully. Select texts that contain chapter summaries and glossaries and that are accompanied by study guides whenever possible.
2. Prepare a detailed syllabus. Disseminate syllabus and read through with students during the first class. Include office hours and location, required texts, objectives and requirements, methods of grading, and a calendar of specific due dates for assignments and tests.  
"Remember to provide a statement indicating your willingness to accommodate students with disabilities and your availability to privately discuss particular needs. \*\*"
3. Prepare lecture outlines. Type lecture outlines with adequate space provided for taking notes and be disseminated at the beginning of each lecture class.

### LECTURE/PRESENTATION:

1. Organize lectures. Begin each class with a brief review of the previous one, provide an overview of the new topic, and conclude with a .summary.
2. Present new concepts deductively. State the basic concepts in simple manner and then illustrate them with examples. Provide as many concrete examples and practical applications as feasible on the topic.
3. Clarify points and relationships. State the same concept in several different ways. Be sure to demonstrate the relationship of new concepts to previously introduced material.
4. Maintain the students' attention. Use voice inflection, gestures and eye contact and move about the room. Write key terms or procedural steps on the blackboard using different colored chalk.

## APPLICATION FOR SENIOR ADJUNCT STATUS

**This application should also include three attachments: a statement of the adjunct's teaching philosophy; a listing of Atlantic Cape faculty development activities attended to date; an updated resume.**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Day Phone: \_\_\_\_\_ Evening Phone: \_\_\_\_\_

First semester teaching at ACCC: \_\_\_\_\_

Courses taught: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Current teaching Schedule: \_\_\_\_\_

\_\_\_\_\_

**Academic Degrees:**

Undergraduate: \_\_\_\_\_

Graduate: \_\_\_\_\_

Professional Certification(s): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Signature**

**Date Submitted**

To: All Faculty  
From: Dr. Ronald McArthur, Dean of Instruction  
Re: **SAMPLE STUDENT EVALUATIONS FORM**

\*\*\*\*\*

The time for student evaluations of faculty has arrived. Student evaluations are scheduled . . . .

The scoring on the Scantron form is rated from 1 to 5, with one being a high score and five a low score.

Please follow the guidelines listed below:

1. Student evaluations should be completed by students some time after the first evaluation of student performance (test, speech, paper, etc.).
2. Choose a day for giving the evaluation that does not include a test - choose a non-stressful time. Also, avoid the class before a test or the day a test is returned.
3. Ask a reliable student to assist you with this process ahead of time.
4. **Make sure that each student has a #2 pencil. Ink will not scan properly.**
5. Distribute the evaluation at the beginning of class; budget at least fifteen to 20 minutes so students have enough time to read the questions and think about their answers.
6. Explain the evaluation process clearly and carefully, making sure that the students understand that the classroom teacher will not see the results until after final grades are handed in. Please see the suggested dialogue on the reverse side of this page.
7. You must leave the room while the students are answering the questions.

Thank you for your assistance and cooperation. **Please return forms in the original envelope.** You will receive the results of the completed evaluations at the beginning of the next semester. If you have any questions, please see your department chair.

**\*\* Please see reverse side for further instructions\*\***

**Suggested Dialogue:**

Today, I will be asking you to help me improve my instruction by completing an evaluation form. Your input is important to me. Please take time to read the questions carefully and think about your responses. Please be sure to shade the appropriate box completely. **Do not use check marks or X's.** I am going to ask \_\_\_\_\_ to distribute and collect the completed forms while I am out of the room. He/she will return the envelope and any loaned pencils to the appropriate **office in the original envelope:**

Mays Landing Campus:           A-128 /Support Office (in original envelope)

Atlantic City Campus:           Room 134 /Support Office (in original envelope)

Cape May Campus:               Front Desk Room 335/Support Office (in original envelope)

The evaluation consists of two parts: a short-answer Scantron rating form and an open-ended questionnaire on the reverse side of the form. The Scantron has a rating of 1 to 5 (one being the highest and five the lowest). I will not see the results until after all final grades have been submitted.

**Be certain to complete both sides of the form.**

## Atlantic Cape Community College Formal Observation Agenda for Adjunct Faculty

**The adjunct instructor will receive a periodic formal observation which may be an announced or an unannounced classroom visit. When announced, the adjunct should do the following:**

1. Schedule an observation date with your observer.
2. In a pre-observation conversation, discuss your plan of action with your observer.
  - A completed sample is included here.
  - Also included is a more detailed list of class procedures. This format may be helpful as an instructor's guide and/or to provide directions for students.
  - The purpose of our discussion is to clarify your plan and guide the observation. Therefore, you must submit a copy of your completed plan and handouts. If you make revisions, submit a copy of the final plan.
  - At this time, your syllabus, course text and any pertinent materials should be available for review.
3. During the class visit, the observer will make appropriate comments on the *observation of adjunct faculty classroom performance* form.
4. After the observation, your observer will discuss it with you.
5. Your department chairperson will receive the completed formative evaluation form. After he/she has reviewed it, you will receive two copies of the completed form, one to be signed and returned to the Office of Adjunct Development and Faculty Administrative Support and one for your files.

# ALANTIC CAPE COMMUNITY COLLEGE

## PRE-OBSERVATION

### SAMPLE: PLAN OF ACTION

**INSTRUCTOR** John Doe

**CLASS** INTRODUCTION TO BUSINESS

**DATE** 9/13/07      **TIME** 7:00-9:45 P.M.      **LOCATION** B102

**TOPIC** *FORMS OF BUSINESS OWNERSHIP*

**CLASS OBJECTIVE** Analyze major advantages and disadvantages of the three basic forms of business ownership and apply them to a case.

**ACTIVITIES** Students will collaborate in small groups to achieve the following specific goals.

1. Design a graphic organizer(s) that represents major advantages and disadvantages of the three basic forms of business ownership

BREAK

2. Summarize an actual case. Discuss business issues. Make related decisions and solve problems.

SPECIAL CONDITIONS/CIRCUMSTANCES

**THIS IS THE CLASS'S FIRST EXPERIENCE WITH APPLYING LEARNED CONCEPTS TO A CASE STUDY.**

*To be used as a reference for the formal observation of classroom performance*

**ATLANTIC CAPE COMMUNITY COLLEGE**

**SAMPLE: CLASS PROCEDURES**

**INSTRUCTOR**     John Doe

**CLASS**             INTRODUCTION TO BUSINESS / BUSN101     **TIME** 7:00-9:45 PM

**TOPIC**             FORMS OF BUSINESS OWNERSHIP

1. Small groups (3 to 4 students) will refer to chapter 4 of the course text as they design a graphic organizer (s) that represents major advantages and disadvantages of the three basic forms of business ownership.

The finished product will be reviewed and critiqued by a different group.

2. Groups of two will refer to chapter 4 as they outline a response to objectives 1, 2, 6 and 8 on p. 98. Examples of sectors and subsectors of the U.S. economy, groups that govern a corporation and waves of merger activity must be included on the outlines.

The instructor will ask and answer questions to assess achievement.

3. Small groups (3 to 4 students) will summarize the business circumstances presented in *on the job* on pages 99, 123 and 124. a group recorder will list “talking points” to be used when presenting the circumstances to the class. each small group will discuss answers to all questions and reach a consensus on decisions and solutions to problems.

Each group should be able to explain why they made their decisions and how they arrived at their solutions.

The instructor will assess achievement by selecting a student to use his/her “talking points” to present the circumstances of the case to the class. The instructor will also lead a discussion of the case, eliciting participation of all groups.

**ATLANTIC CAPE COMMUNITY COLLEGE  
OBSERVATION OF ADJUNCT FACULTY CLASSROOM PERFORMANCE  
Academic Year: 2006-2007**

**Adjunct Faculty Member:**

**Class Observed:**

**Observer:**

**Date Observed**

**# of Students Enrolled:**

**# of Students in Attendance:**

<b>Planning</b>	<b>Comments Required</b>
<ul style="list-style-type: none"> <li>■ Presents a syllabus that contains course goals, measurable objectives, accurate instructor's information, assessment criteria, policies, and procedures.</li> </ul>	
<ul style="list-style-type: none"> <li>■ Defines objectives for class to be observed that are related to course goals and objectives stated in the syllabus.</li> </ul>	
<ul style="list-style-type: none"> <li>■ Presents an organized lesson that includes teaching strategies that support the objectives for the class and are appropriate to the students.</li> </ul>	
Displays adequate knowledge of subject matter presented to students.	

**ATLANTIC CAPE COMMUNITY COLLEGE  
OBSERVATION OF ADJUNCT FACULTY CLASSROOM PERFORMANCE**

<b>In-Class Activities</b>	<b>Comments Required</b>
<ul style="list-style-type: none"> <li>■ Demonstrates good rapport with class.</li> <li>■ .Maintains good eye contact and voice volume.</li> <li>■ Interacts with students in a challenging, non threatening way.</li> </ul>	
<ul style="list-style-type: none"> <li>■ Provides an orientation to the day's activities at the beginning of class.</li> <li>■ Presents information/material in a clear and logical sequence. Implements proposed lesson.</li> <li>■ Summarizes important ideas periodically and at the end of class.</li> </ul>	
<ul style="list-style-type: none"> <li>■ Uses techniques to arouse and hold attention of students. Shows enthusiasm for the subject.</li> <li>■ Asks key questions and uses other techniques to involve entire class.</li> <li>■ Provides transitions from topic to topic, makes distinctions between major and minor points, periodically summarizes important ideas.</li> </ul> <p>Uses a variety of activities/techniques to address various learning styles (i.e. audio-visual material including board, PowerPoint, and handouts).</p>	
<ul style="list-style-type: none"> <li>■ Communicates at level appropriate to ability of students (avoids excessive use of jargon, explains new terms, gives examples).</li> </ul>	
<ul style="list-style-type: none"> <li>■ Encourages students to ask questions; responds effectively to student's questions.</li> </ul>	
<ul style="list-style-type: none"> <li>■ Models and maintains appropriate classroom behaviors; demonstrates classroom control.</li> </ul>	

**ATLANTIC CAPE COMMUNITY COLLEGE  
OBSERVATION OF ADJUNCT FACULTY CLASSROOM PERFORMANCE**

**Summary: Observation Comments and Recommendations**

**Instructor Comments:**

**Observer's Signature/Date** \_\_\_\_\_  
**Chairperson's Signature/Date** \_\_\_\_\_  
**Adjunct Instructor/Date** \_\_\_\_\_

### **Using the Sony Classroom Remote Control**

- To Turn Projector On - Press the "I/O" (Green) Button Once.  
(The Projector will require about one minute to reach full intensity.)  
(The infrared sensor is located in the front of the projector)
- To Turn the Projector Off- Press the "I/O" (Green) Button Twice  
(A prompt on the screen will request the 2<sup>o</sup>d button push)  
(Please Turn off the Projector at the Completion of Your Class)
- To Select the PC or VCR - Press "Input"
  - o "Input A" = PC (default)
  - o "Video" = VCR
  - o "S Video" = Future
- To Fine-Tune the Picture - Press "APA" (Auto Pixel Alignment)  
(Sharpens the projected image)
- To Zoom-in on a Part of the Picture
  - o Press the "+" Button Once to Highlight the Image
  - o Press the "Arrow Keys" to Move to the Area to be Enlarged
  - o Press the "+" Button to Continue to Enlarge
  - o Press the "=" Button to Reduce the Size of the Image
  - o Press the "Reset (D Zoom)" Key to Reset the Image

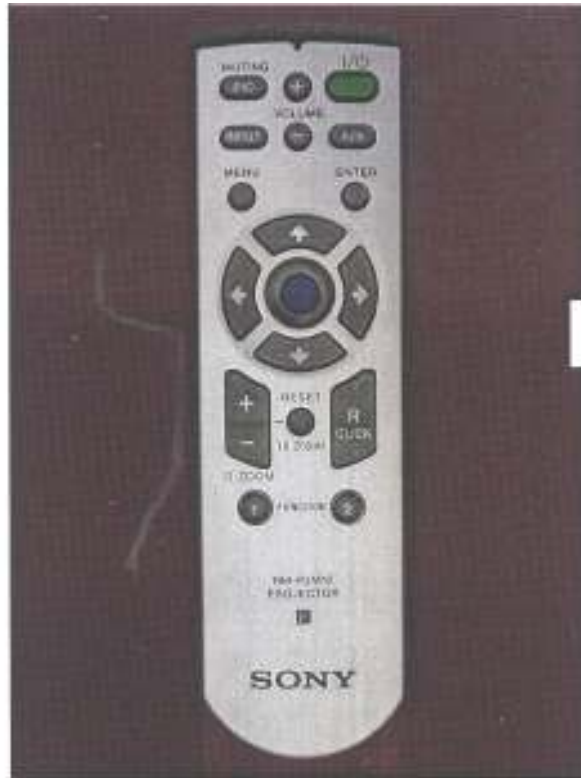
### **Using the Remote Mouse in the Classroom**

To move the Mouse - Press the "Mouse Pad" (Grey) Button

To Select an Item - Press the "Left Mouse Button" (Underneath)

To Use the Right Mouse Button - Press the "Left Arrow Button"

To Use the Laser Pointer - Press and hold the "Laser" button and aim the red light at the screen.  
PLEASE DO NOT LOOK INTO A LASER OR SHINE IT IN THE EYES OF OTHERS. THERE IS DANGER OF DAMAGE TO THE EYE.



Sony Remote



Remote Mouse

### **Using the Mitsubishi Classroom Remote Control**

- To Turn Projector On - Press the "Power" Button Once  
(The Projector will require about one minute to reach full intensity.)  
(The infrared sensor is located in the front of the projector)
- To Turn the Projector Off - Press the "Power" Button Twice  
(A prompt on the screen will request the 2<sup>o</sup>d button push)  
(Please Turn off the Projector at the Completion of Your Class)
- To Select PC or VCR -
  - o Press "C" = for Computer
  - o Press "V"= VCR

### **Using the Remote Mouse in the Classroom**

- To move the Mouse - Press the "Mouse Pad" (Grey) Button
- To Select an Item - Press the "Left Mouse Button" (Underneath)
- To Use the Right Mouse Button - Press the "Left Arrow Button"
- To Use the Laser Pointer - Press and hold the "Laser" button and aim the red light at the screen. PLEASE DO NOT LOOK INTO A LASER OR SHINE IT IN THE EYES OF OTHERS. THERE IS DANGER OF DAMAGE TO THE EYE.

## **Unexpected Medical Emergencies**

For unexpected medical emergencies in the classroom, it is advisable for an instructor to understand the limits of his or her responsibility in such situations. The school nurse has provided information for one of the most common incidents that may occur in the classroom:\*

### **First Aid and Safety for Seizure Disorder**

1. Help the victim to the floor.
2. Protect the seizure victim from injury, and remove any nearby objects that might cause injury.
3. If there is fluid in the victim's mouth such as saliva or food, place the victim on his/her side so that the fluid drains from the mouth.
4. DO NOT place anything between the victim's teeth.
5. Call 911 if off campus. If on campus, call Security and/or a nurse:
  - Mays Landing Campus Security ext. 5125
  - Mays Landing Nurse ext. 5112
  - Worthington Center Security ext. 4841
  - Cape May Campus Security ext. 6390
6. Request bystanders to leave the area.
7. Monitor the victim until medical assistance arrives.

\*Note: The instructor is liable only if he or she chooses to do nothing about a medical situation. Each classroom is equipped with a phone that has direct access to security personnel who are trained as first responders and in first aid.



Information Technology has implemented a new help desk system through our existing School Dude work order system. School Dude is Internet based and is essentially the same system that the college already uses for entering work orders for facilities. Whenever you experience a problem or want to request assistance you can enter your request through this system on any computer that has Internet access. To access this system:

1. Launch a web browser (Internet Explorer, Firefox, Safari, etc)
2. Go to [www.myschoolbuilding.com](http://www.myschoolbuilding.com)
3. If you are prompted for an Organization Account Number enter 345333098
  - a. You will see a screen that says Facilities / IT Work Request System
4. Enter your email address and click submit
  - a. If this is the first time you have accessed the system follow the onscreen instructions to setup your account
5. Enter the required information that is on the top of the page
  - a. Anything that has a red check mark is required
6. Click the **“Technology Help Desk”** icon
7. Choose your problem
  - a. Most problem types should be self explanatory
    - i. FRS, HRS, SIS and Datatel problems are classified as “Core Administrative Systems”
  - b. If you are brought back to the top of the page just click “Technology Help Desk” again
  - c. You will notice that your problem has a red circle with “OK” in it
8. Continue filling out the required information
9. The submittal Password is: “password” without the quotes
10. Click Submit
11. You will see a list of your requests and the action taken for such requests
  - a. You will receive email notifications of the action taken on your request
12. Click “Logout”

Although this system may sound complex it is extremely user friendly and easy to use. Please give it a try then if you have any problems call ext. 5555 or email [helpdesk@atlantic.edu](mailto:helpdesk@atlantic.edu) and we will be happy to assist you.