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Atlantic Cape Community College recognizes the valuable contribution of the adjunct instructors in fulfilling the mission of the College. The adjunct faculty comprises more than 230 instructors, teaching in all disciplines and at all campuses. ACCC is committed to providing the resources and support needed to enable the part-time instructors to do their job well and be a part of the ACCC community.

The department chairpeople are the direct supervisors of the adjunct faculty and the contact people for content related issues and support.

<table>
<thead>
<tr>
<th>Department</th>
<th>Instructor</th>
<th>Location</th>
<th>Office</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Allied Health/</td>
<td>Carol Mohrfeld</td>
<td>H125</td>
<td></td>
<td><a href="mailto:cmohrfel@atlantic.edu">cmohrfel@atlantic.edu</a></td>
</tr>
<tr>
<td>Physical Ed.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>343-5031</td>
<td></td>
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<td></td>
</tr>
<tr>
<td>Arts/Humanities</td>
<td>Cheryl Knowles-Harrigan</td>
<td>B114</td>
<td></td>
<td><a href="mailto:cknowles@atlantic.edu">cknowles@atlantic.edu</a></td>
</tr>
<tr>
<td></td>
<td>343-4993</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Business</td>
<td>Dan Thoren</td>
<td>B131</td>
<td></td>
<td><a href="mailto:thoren@atlantic.edu">thoren@atlantic.edu</a></td>
</tr>
<tr>
<td></td>
<td>343-4996</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>CISM/OSTM</td>
<td>Otto Hernandez</td>
<td>B127</td>
<td></td>
<td><a href="mailto:hernande@atlantic.edu">hernande@atlantic.edu</a></td>
</tr>
<tr>
<td></td>
<td>343-4978</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>English/Speech</td>
<td>Denise Coulter</td>
<td>B148</td>
<td></td>
<td><a href="mailto:dcoulter@atlantic.edu">dcoulter@atlantic.edu</a></td>
</tr>
<tr>
<td></td>
<td>343-4961</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>ESL/Modern</td>
<td>Christina Cavage</td>
<td>WACC/264</td>
<td></td>
<td><a href="mailto:cavage@atlantic.edu">cavage@atlantic.edu</a></td>
</tr>
<tr>
<td>Languages</td>
<td></td>
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<td></td>
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</tr>
<tr>
<td></td>
<td>343-4881</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Math/Science</td>
<td>Dr. Godfrey Barlatt</td>
<td>A129A</td>
<td></td>
<td><a href="mailto:barlatt@atlantic.edu">barlatt@atlantic.edu</a></td>
</tr>
<tr>
<td></td>
<td>343-5047</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>Social Science</td>
<td>Dr. Barbara Warner</td>
<td>B111</td>
<td></td>
<td><a href="mailto:bwarner@atlantic.edu">bwarner@atlantic.edu</a></td>
</tr>
<tr>
<td></td>
<td>343-5031</td>
<td></td>
<td></td>
<td></td>
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</tbody>
</table>

Additional support is available through the Office of Adjunct Instructor Support and Development, A139, 343-5608. The director and office staff serve as liaisons between department chairpeople and adjunct faculty members and offer assistance to both as needed. The Office is responsible for coordination of the annual formative evaluation process, publication of the monthly newsletter, dissemination of news of campus wide events, and provision of professional development. Visit the website at www.atlantic.edu/program/academic/adjunct/index.
INTRODUCTION

Atlantic Cape Community College

ACCC is a comprehensive two-year public institution serving the residents of Atlantic and Cape May Counties, enrolling more than 6,000 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.

ACCC 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, ACCC’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, ACCC held its first classes 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. ACCC 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 Community College 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

ABBREVIATED
Comprehensive, Student Centered, Accessible

- Provides superior academic, technical, and training programs
- Responds to a variety of community needs
- Encourages the pursuit of lifelong learning
- Promotes responsible citizenship
- Committed to encouraging an environment that is multicultural and diverse

EXPANDED
Atlantic Cape Community College is a comprehensive, student centered institution of higher education that prepares students to live and work in the 21st Century by providing superior academic, technical, and training programs in an increasingly culturally diverse society, characterized by a globally integrated economy, where technology is essential to most areas of life and where modern communication has brought the world’s citizens in close proximity. The college and its employees serve the community by offering educational and support services that encourage students to pursue academic excellence, professional growth, and high ethical standards throughout their lives. Accordingly, we offer the residents of Atlantic and Cape May Counties, and others, associate degrees, liberal arts transfer programs, certificate programs and a wide range of technical training and courses for professional and personal growth. We provide access to these courses and programs by maintaining a moderate tuition rate, pursuing open admissions and affirmative action policies, and offering developmental programs and other support services. We respond to the economic, social, academic, cultural, and work force needs of a diverse constituency by working in partnership with other schools, business and industry, and government.
Atlantic Cape Community College 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 ACCC website, http://www.atlantic.edu.
IMPORTANT DATES

FALL 2008

Last day to drop with 100% refund, mail or fax................. August 31
Labor Day - College closed................................September 01
Classes begin..................................................... September 02
Drop/Add................................................................ September 2-8
Last day to drop with 50% refund............................... September 15
Last day to drop with Withdraw grade.........................November 07
N/A Grades Due ..................................................October 10
Last day to drop with Withdraw grade.........................November 07
Thanksgiving break. ............................................. November 27-30
Last day of classes............................................... December 13
Final examinations ...........................................December 15 through December 20
College Closed..................................................December 24 through January 01
Final Grades due................................................January 02

WINTER 2009

Mays Landing and Cape May County Campuses
January 2-15 (11 days; no Saturdays)

Classes begin.....................................................January 02
Last day to drop with 50% refund...............................January 02
Last day to drop with Withdraw grade.........................January 03
Last day of classes...............................................January 15
(If one of the 11 days is cancelled for inclement weather, classes will
meet on January 17.)

SPRING 2009

Faculty Development Day........................................January 16
Martin Luther King, Jr. Day - College closed.............January 19
Last day to drop with 100% refund, on-line*.............January 19
First day of classes...............................................January 20
Drop/Add...........................................................January 20 - January 26
Last day to drop with 50% refund.......................February 02
NA Grades Due...................................................February 27
Spring break.......................................................March 16 - March 21
Last day to drop with Withdraw grade.....................March 27
Last day of classes ..............................................May 09
Final examinations..............................................May 11 - May 16
Commencement..................................................May 21
COLLEGE TELEPHONE NUMBERS

The main phone numbers for the college are 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.

ACCC WEBSITE

ACCC’S website, http://www.atlantic.edu, is a comprehensive on-line 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 website http://www.atlantic.edu; click on “About ACCC,” then “maps & directions,” then the specific campus. The option exists to map from specific locations to each of the campuses.

MAYS LANDING CAMPUS

ACCC 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. ACCC 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. ACCC 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. ACCC 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. ACCC is 2.2 miles on the left. Take U-turn.

MAYS LANDING EAST (BUILDING T ONLY)

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 Community College'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 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 Community College's Cape May campus is located at 4341 Court House-South Dennis Road, Cape May Court House, NJ 08210.

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

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<thead>
<tr>
<th>Section</th>
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<tbody>
<tr>
<td>A</td>
<td>Simon Lake Hall</td>
</tr>
<tr>
<td>A1</td>
<td>Dr. Thomas E. Brown Greenhouses</td>
</tr>
<tr>
<td>A2</td>
<td>Greenhouses/Eco System</td>
</tr>
<tr>
<td>A3</td>
<td>Storage Facility</td>
</tr>
<tr>
<td>B1</td>
<td>Silas Morse Hall</td>
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<tr>
<td>B2</td>
<td>Charles B. Boyer Hall</td>
</tr>
<tr>
<td>B3</td>
<td>Samuel Richards Hall</td>
</tr>
<tr>
<td>C</td>
<td>Walter E. Edge Hall</td>
</tr>
<tr>
<td></td>
<td>Cafeteria/Theater/Art Gallery</td>
</tr>
<tr>
<td>D1</td>
<td>Daniel Leeds Hall/William Spangler</td>
</tr>
<tr>
<td></td>
<td>Library/Learning Assistance Center/Computer Labs</td>
</tr>
<tr>
<td>D2</td>
<td>Richard Somers Hall/ Media/Tutoring/Testing</td>
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<tr>
<td>E</td>
<td>Jonathan Pitney Hall/Gymnasium</td>
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<td>E1</td>
<td>College Nurse’s Office</td>
</tr>
<tr>
<td>F</td>
<td>Power Plant</td>
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<tr>
<td>H</td>
<td>Ruth Lee Allied Health Building</td>
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<tr>
<td>I</td>
<td>Maintenance Building</td>
</tr>
<tr>
<td>J</td>
<td>Student Services/Administrative Offices/John J. Rosenbaum</td>
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<td></td>
<td>Conference Center/Classrooms</td>
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<td>Bookstore</td>
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<td>J2</td>
<td>Child Care Center</td>
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<tr>
<td>K</td>
<td>Art Rooms/Student Lounge</td>
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<td>K1</td>
<td>Academic Administration/</td>
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<td></td>
<td>Information Technology Services</td>
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<td>L</td>
<td>Facilities Management Office</td>
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<tr>
<td>M</td>
<td>Academy of Culinary Arts</td>
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<tr>
<td>N</td>
<td>Careme’s Restaurant</td>
</tr>
<tr>
<td>P 1-5</td>
<td>Parking Lots</td>
</tr>
<tr>
<td>Q</td>
<td>Rutgers University</td>
</tr>
<tr>
<td>R</td>
<td>Print Shop/Receiving</td>
</tr>
<tr>
<td>T</td>
<td>Mays Landing East</td>
</tr>
<tr>
<td>U</td>
<td>Security Office</td>
</tr>
<tr>
<td>V</td>
<td>Second Entrance</td>
</tr>
<tr>
<td>W</td>
<td>Mays Landing East Entrance</td>
</tr>
<tr>
<td>X</td>
<td>First Entrance</td>
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</tbody>
</table>
**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 college’s 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 weight room, a classroom, showers, 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, prior job commitments, or vacations that would require cancellation of class must be discussed with the chairperson, prior to acceptance of a teaching assignment. 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.

In case of sudden illness or emergency, the instructor must call both the department chairperson (see page 27 for phone numbers) and the faculty support office at 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 contacting his/her department chair will not be compensated for that class session. In the event of an emergency, the department chairperson will determine if a reduction in wage is necessary.

In addition, people who are not employees of the college cannot be brought in to substitute in a class without completing Human Resources employment paperwork. Also, the instructor must understand that in the event a substitute is assigned by the college to cover his or her class, only the substitute will be paid for that particular session(s).

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)

ACCC 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.

NB  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

- The instructor meets with the student regarding the act of plagiarism/dishonesty and the consequences.
- After the meeting, the instructor must, in every case, submit a written report to the Dean of Students and to the Dean of Instruction outlines the action taken and its justification.
- The Dean of Students sends a letter and a copy of the instructor’s report to the student.

See Appendix 12 for disciplinary procedures and appeal processes.
ADMISSION TO ACCC

Admission to ACCC 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 review it on the first day of class. It is the student’s responsibility to know and 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.

CHILDREN IN CLASSROOMS

Children are not permitted in the classroom during class sessions.

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.

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/or 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.

A copy of the course syllabus and outline must be provided to the Faculty Support Office staff, A128, for inclusion in the faculty support office files at least two weeks prior to the beginning 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) at the end of each semester. Records can be sent via school mail from other campuses as well.

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 ACCC to comply with the Act.

EMERGENCY CLOSINGS

For bad weather or other emergencies, ACCC delayed-openings or closings are announced at www.atlantic.edu as well as radio and television stations and via the college’s cell phone/email text alert system.

Delays or closings may differ by campus or site and may only impact morning and/or afternoon and/or evening classes.

Department Chairs or the Faculty Support Office may also contact instructors.

Instructors are encouraged to create and utilize e-mail and text alert distribution lists of their classes to assist with timely communication of delays or cancellations. Sign up for cell phone and e-mail text alerts by visiting www.atlantic.edu/about/txtMessage.html

Stations Announcing Delays or Closings

<table>
<thead>
<tr>
<th>FM Radio</th>
<th>AM Radio</th>
<th>Television</th>
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</thead>
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<tr>
<td>95.1</td>
<td>WAYV</td>
<td>1060 KYW</td>
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<tr>
<td>96.9</td>
<td>WFPG</td>
<td>1230 WCMC</td>
</tr>
<tr>
<td>97.3</td>
<td>WXKW</td>
<td>1340 WMID</td>
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<tr>
<td>98.3</td>
<td>WTKU</td>
<td>1400 WOND</td>
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<td>98.7</td>
<td>WCZT</td>
<td></td>
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<tr>
<td>100.7</td>
<td>WZXL</td>
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</table>
Class Lists
For the fall and spring semesters, class lists are issued to instructors for each section they are teaching as follows:

- Preliminary class lists: week prior to the first day of classes
- Revised class lists: generally the second week of class
- Official class lists: In the fourth week of class for faculty to submit NA (never attended) grades*
- Final class lists: In the fourteenth week of class for final grade submission.

*Even if all students are attending, the form must be signed and submitted to Enrollment Services for the purpose of federal financial aid reporting requirements.

Faculty teaching a summer class will receive two class lists, one prior to the class starting and a second after all official withdrawal deadlines.

Lists are placed in the adjunct faculty mailboxes.

Student Status Codes
The meaning of the codes that appear on class lists is as follows:

<table>
<thead>
<tr>
<th>Code</th>
<th>Credits Earned</th>
</tr>
</thead>
<tbody>
<tr>
<td>EFR</td>
<td>No Credits Earned – Entering Freshman</td>
</tr>
<tr>
<td>F1</td>
<td>1-16 Credits Earned</td>
</tr>
<tr>
<td>F2</td>
<td>17-30 Credits Earned</td>
</tr>
<tr>
<td>S1</td>
<td>31-38 Credits Earned</td>
</tr>
<tr>
<td>S2</td>
<td>39+ Credits Earned</td>
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</tbody>
</table>

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 ACCC 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.

The CISM Department has a policy of no overloads due to hardware constraints. However, if an adjunct 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 adjunct faculty are not permitted to sign overloads. The English department prohibits overloads without the permission of the chairperson. All students requesting overload permission must be referred to the Chairperson of the respective department or the Dean of Instruction.

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 ACCC 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 that 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.

**Grade and Final Paperwork Submission**

At the end of the semester, all instructors are required to submit their grades electronically through Web for Faculty. Submission of a copy of the grade book, attendance records, and a copy of the final exam is required also. All required documents must be submitted to the faculty support staff in A128 (main campus) or the faculty support office at WACC or CMCC. Failure to submit the required documents on a timely basis may result in the 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 online 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.

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 exams are held at the regular class time.

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 ext. 4953.

FOOD AND BEVERAGES

Eating and drinking are prohibited in all classrooms and labs.

GRIEVANCE PROCEDURES

ACCC 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 Senior Dean of Academics who then renders a binding decision.

**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.

**I D CARDS**

A college photo identification is required of any instructor who wishes to use the library services and the computer labs. 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 or if no answer, 463-3960 (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.

**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. The instructor is responsible for delivering the test on a timely basis to the Testing Office.

The Mays Landing office is located in D149. To schedule an appointment, call 343-5633. In Cape May County, the Testing Office is in Room 234, 463-3775. Make-up tests are offered at the Worthington Atlantic City Center for credit and non-credit 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 13 for suggestions regarding handling unexpected medical emergencies such as “First Aid and Safety for Seizure Disorder.”

NONDISCRIMINATION POLICY

Atlantic Cape Community College is committed to the philosophy of equal opportunity and affirmative action in education and employment. ACCC 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 Community College 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, Worthington Atlantic City Center, 1535 Bacharach Boulevard, Room 295, Atlantic City, NJ 08401, (609) 343-4828.
PARKING

Parking is available to instructors at all ACCC locations. A current parking permit must be hung on the car’s rearview mirror. 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 Diane Damask in K130, 343-4925, damask@atlantic.edu. Changes in Personal Information forms are available in A128, Mays Landing.

**Paychecks**
Adjunct instructors’ paychecks are issued monthly, five per semester, and mailed by the payroll office unless other arrangements are made. Direct deposit is available; contact Ronnie Devine, 343-5265. A complete schedule of paydays is listed on the assignment form each adjunct receives at the beginning of each semester and is included as Appendix 4.

**Pension Plan**
The state of New Jersey requires that adjuncts are enrolled in the Public Employees’ Retirement System (PERS) at the start of their third consecutive semester. If they are already a member of PERS at the time of hire, they will be enrolled immediately. The college and the employee may be held liable for failure to enroll. Therefore, it is extremely important that ACCC has an accurate record of an employee’s length of service and any involvement in other state-operated retirement plans. The employee must complete an application for enrollment in PERS must be completed upon initial hire.

The Human Resources Department processes the application as soon as the employee becomes eligible for participation. If there is a break in service, the PERS account remains active for two years. The employee then has the option of withdrawing the funds or rolling them over into another pension plan/individual retirement account. Any adjunct in, or who has completed his or her third semester of teaching, who is not enrolled in PERS should immediately contact Bart Musitano, J-220, 343-5611.

**Personnel Files**
With advance notice, an adjunct instructor may examine his/her personnel file. To make an appointment, contact the Human Resources Department, J-220, 343-5108.

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

**SMOKING**

Smoking is prohibited in all campus buildings.

**STUDENT CODE OF CONDUCT**

On admission to ACCC, each student accepts a commitment to act in a responsible manner which conforms to 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/or 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 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, therefore, on campus is expected. Some college programs reserve the right to require specific dress/uniform standards. Any student who acts in a manner contrary to the best interests of the college will be subject to such penalties as the circumstances justify.

The college reserves the right to dismiss any student whose attendance, in the judgement of the administration, is detrimental to the college or its students. Refer to Appendix 5 for further information and guidelines for conduct issues.

**ZERO TOLERANCE POLICY - THREATENING AND VIOLENT BEHAVIOR**

Atlantic Cape Community College is a place where students, staff, and guests expect safety and security while pursuing academic excellence and college activities.

Accordingly, any ACCC 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 ACCC 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 code.

**SUPPORT SERVICES**

**ACCC WEBSITE**

ACCC’S website, [http://www.atlantic.edu](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 ACCC students. A current ACCC ID is required to use all computer labs.

Microsoft Word, Excel, Access, PowerPoint, 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.

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<tr>
<th>Mays Landing</th>
<th>Atlantic City</th>
<th>Cape May</th>
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</thead>
<tbody>
<tr>
<td>Room D114</td>
<td>Room 276</td>
<td>Room 227</td>
</tr>
<tr>
<td>625-1111 ext. 5340</td>
<td>343-4800 ext. 4726</td>
<td>463-3713</td>
</tr>
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**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 AND DISTANCE EDUCATION

The Instructional Technology and Distance Education 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 online teaching.

Services available:

*BlackBoard (Bb) course shells* – BlackBoard (formerly WebCT) 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 online quizzes and surveys. It is the primary CMS used for our online courses.

*Venus web server space* – ACCC 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, and include BlackBoard workshops (Beginner, Advanced, Quiz Tool), Basic Web Design using Netscape Composer, Basic Web Design using Dreamweaver, Microsoft Office applications and others. Look for advertisements in upcoming adjunct newsletters.

*On-line Teacher Training Workshop* – This totally “on-line” 5-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 on-line class, and self-evaluation using a course rubric.

For more information about any of the above services, or to set up an appointment to meet with a member of the Academic Computing staff, contact Michelle Bevan, Director of Instructional Technology, at 609-343-5038, or bevan@atlantic.edu.
LIBRARY SERVICES

The resources and facilities of William Spangler Library are available to ACCC students, faculty and staff. The library holdings include books, periodicals, music CD’s, art reproductions, and videos. Books and articles that not available at the library can be obtained, free of charge, from over 40,000 other libraries via the interlibrary loan service.

In addition to the Mays Landing Spangler library, an Information Commons, with integrated library, computer lab and tutoring services has recently been established at both the Cape May and Worthington Center campuses.

The book collections at all three campus locations, and the 20 libraries in the Atlantic County library system, can be searched by author, title, and subject via the online book catalog. In addition, full-text periodical databases, such as Lexis-Nexis and EBSCOhost, and other online resources can also be accessed at all campus locations through the library’s Website at www.atlantic.edu/library.

Arrangements can be made to allow adjunct faculty off-campus access to all password-protected databases via the library’s proxy server. For proxy server access, please contact the Mays Landing library at 343-4951, the Cape May Information Commons at 463-3713 or the Worthington Center Information Commons at 343-4833.

Video tapes may be borrowed and viewed either on campus or at home. Selected titles from the library’s video collection can now be placed on a 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.

Given the scope and variety of library online sources, faculty are encouraged to schedule a library orientation/research instruction session. Please contact librarian Ellen Parker (ext. 4952) to schedule a class session at any campus location.

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 and Atlantic City is done on a walk-in basis, according to scheduled hours. In Cape May, reading/writing tutoring is arranged by appointment.

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<th>Cape May</th>
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<tr>
<td></td>
<td>625-1111</td>
<td>343-4800</td>
<td>463-3713</td>
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<tr>
<td></td>
<td>ext. 5340 or 5631</td>
<td>ext. 4726</td>
<td></td>
</tr>
<tr>
<td>Math Skills Lab</td>
<td>Room D113</td>
<td>Room 276</td>
<td>Room 227</td>
</tr>
<tr>
<td>Reading/Writing Skills Lab</td>
<td>Room D111</td>
<td>Room 142</td>
<td>Room 227</td>
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</table>
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 foreign language and ESL students. Class labs are scheduled and open lab times are posted on the door. Call 343-4833 (WACC) or 625-1111, ext. 5340 (ML), for information.

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 ACCC 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.

ACCC 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 ACCC's 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 ACCC 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 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 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 7 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.

TUTORING (CONTENT)

In-Person Tutoring
Content tutoring is available to students by appointment for more advanced courses. To receive tutoring services, students must complete a tutoring request form at the tutoring center and be regularly attending the course for which tutoring is requested.*

<table>
<thead>
<tr>
<th>Mays Landing</th>
<th>Atlantic City</th>
<th>Cape May</th>
</tr>
</thead>
<tbody>
<tr>
<td>Room D118</td>
<td>Room 276</td>
<td>Room 227</td>
</tr>
<tr>
<td>625-1111 ext. 4929</td>
<td>343-4833</td>
<td>463-3720</td>
</tr>
</tbody>
</table>

Online
Online tutoring is available for students enrolled in traditional classes, as well as for those taking courses online. To request a tutor, fill out the “Tutor Request Form” found under “Tutoring Information” on the college web page, www.atlantic.edu* or go to D118 and request on-line help.

<table>
<thead>
<tr>
<th>Mays Landing</th>
<th>Atlantic City</th>
<th>Cape May</th>
</tr>
</thead>
<tbody>
<tr>
<td>625-1111 ext. 5631</td>
<td>343-4833</td>
<td>463-3720</td>
</tr>
</tbody>
</table>

Supplemental Instruction
Supplemental Instruction (SI) targets traditionally difficult academic courses and provides regularly scheduled, out-of-class, peer facilitated review sessions. SI is open to all students enrolled in the course.*
<table>
<thead>
<tr>
<th>Mays Landing</th>
<th>Atlantic City</th>
<th>Cape May</th>
</tr>
</thead>
<tbody>
<tr>
<td>625-1111 ext. 4929 or 5631</td>
<td>343-4833</td>
<td>463-3720</td>
</tr>
</tbody>
</table>

Although efforts will be made to accommodate all student requests, there may be times when tutoring services for specific courses are delayed or unavailable. Tutoring is a support service and not a substitute service for classroom instruction.*

**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).
ADJUNCT INSTRUCTOR SUPPORT

CREDIT COURSES AT ACCC

Adjunct instructors may enroll for a credit course, free of charge, during any semester they are teaching. Senior adjunct instructors scheduled to teach in the fall may also enroll for a single course during a summer semester when not 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.

EMPLOYMENT OF ACCC STAFF AS ADJUNCT INSTRUCTORS

Full-time ACCC 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.

HEALTH BENEFITS

Adjuncts instructors who are pensionable (with three consecutive semesters) are able to join the State Health Benefits Program’s NJ Direct 15 plan, paying the full premium at the group rates. Prescription coverage is also available. Enrollment is through ACCC’s Human Resources department, but monthly billing is directly from the Division of Pensions and Benefits. There is no other payment option available.

Instructors will be able to join the SHBP at the start of the semester that they become eligible for the Public Employees’ Retirement System (PERS). If they do not enroll at the beginning of that semester, they must wait until the next annual open enrollment period. Open enrollment periods are in October, with a January 1st effective date.

Instructors teaching at more than one participating college will choose which institution from which they wish to be enrolled. If the instructor terminates employment at the end of a semester, the Human Resources department will send a COBRA notice, informing them of the right to continue coverage for up to 18 months.

The NJ Direct 15 plan is a managed care plan administered by Horizon Blue Cross Blue Shield of New Jersey. It is a preferred provider organization (PPO) plan which offers 100 percent in-network benefits after a $15 co-payment for office visits. There is also out-of-network coverage at 70% after a deductible. The State Prescription Plan offers both pharmacy and mail order benefits with a co-pay of $10.00 for brand names and $3.00 for generic medications. Following are the 2008 monthly premiums for these plans.

<table>
<thead>
<tr>
<th></th>
<th>NJ Direct 15</th>
<th>Rx Program</th>
</tr>
</thead>
<tbody>
<tr>
<td>Single</td>
<td>$361.53</td>
<td>$130.90</td>
</tr>
<tr>
<td>Member &amp; Spouse</td>
<td>$813.45</td>
<td>$294.52</td>
</tr>
<tr>
<td>Family</td>
<td>$903.83</td>
<td>$327.25</td>
</tr>
<tr>
<td>Parent &amp; Child(ren)</td>
<td>$506.14</td>
<td>$183.26</td>
</tr>
</tbody>
</table>

Contact Bart Musitano, Human Resources at 343-5611, with any questions.
MAILBOXES, COPYING, PRINTING, SUPPLIES, TYPING

Adjunct 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 a copy machine, fax, op-scan, classroom supplies, and a telephone for faculty use. Students may leave mail and homework for adjunct faculty at the receptionist’s desk. Typing requests may be made at the receptionist’s desk at each location. They must be made at least five working days prior to the expected delivery date. In addition, A129 is designated solely for use by adjunct instructors. File drawers are available on a first come/first serve basis.

In **Atlantic City**, Room 135B (inside Room 134) contains a copy machine and classroom supplies for faculty use. Students may also leave mail, homework, notes, etc. for adjunct faculty in Room 134.

In **Cape May County**, copying, interoffice mail, workspace and supplies are available at the desk outside Room 335. Students may also leave mail, homework, notes, etc. for adjunct faculty at the desk outside Room 335. In addition, storage space is available in Room 339. Please see the faculty support staff to secure storage space.

**From all locations**, copy requests for over 105 pages must be sent to the print shop in Mays Landing. Allow five working days as turnaround time.

**OBSERVATION PROCESS**

Every adjunct instructor 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.

The complete agenda and sample forms are included in **Appendix 10**.

**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 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 ACCC.
**Promotion Cycle**

An application (see Appendix 8) must be filed by the 10\textsuperscript{th} 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:
  - 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. This 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 ACCC’s faculty development activities, the senior adjunct may demonstrate professional development by expanding teaching strategies, attending professional conferences, and participating in departmental activities.
STUDENT EVALUATION OF INSTRUCTION

Adjunct instructors are required to administer student evaluations in each of their classes every semester. 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 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 sample student evaluation forms are included as Appendix 9.

TEACHING LOAD

Instructors are permitted to teach a maximum of nine credits per fall and spring semester.

WORKSHOPS

ACCC is committed to the professional development of all its employees. Adjunct faculty members are urged to attend most college-sponsored workshops. 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.
OTHER SERVICES AND RESOURCES

ATHLETIC FACILITIES

ACCC's indoor athletic facilities include a gymnasium with a seating capacity of 800, a weight room, lockers, and showers. Outdoor facilities include baseball, softball, and soccer fields, two basketball courts, and an archery range.

Use of these facilities must be scheduled with the permission of the Athletic Coordinator, 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 online. 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. Faculty may access the site 24 hours a day, seven days a week.

CAFETERIA

In Mays Landing, the cafeteria is located in Walter E. Edge Hall. It is open weekdays, 7:30 a.m. to 5:00 p.m., Monday through Thursday, and Friday, 7:30 a.m. to 2:00 p.m. Hours are reduced in the summer. 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.

The Worthington Atlantic City Campus is open from 9:00 AM – 2:00 PM, Monday through Thursday. It is closed in the summer. There are vending machines located in the cafeteria next to the service area.
The Cape May cafeteria is open from 8:30 AM - 2:00 PM, Monday through Thursday. It is closed in the summer. There are vending machines located outside of the cafeteria in the hallway.

CAREME’S GOURMET RESTAURANT

The Academy of Culinary Arts operates ACCC'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.

CHILDCARE FACILITIES

Barbarito and Beyers Preschools, Inc., established in 1979, has a center on ACCC's Mays Landing campus. The preschool is licensed to enroll children ages six weeks to 10 years of age and is open to the community, and ACCC 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.

THEATER/AUDITORIUM

The college’s cultural events are staged in the theater/auditorium, which seats over 468 persons and includes six handicapped spaces. Located in Walter E. Edge Hall, the auditorium is available for rental by community groups. For more information, call 343-5039.
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

ACADEMIC ADMINISTRATION

Dr. Arthur Wexler, Senior Dean of Academic Affairs, Interim Dean of Cape May County Campus
Dr. Ron McArthur, Dean of Instruction
Grant Wilinski, Associate Dean of Academic Resources

ACADEMY OF CULINARY ARTS

Connie LaMonaca, Administrative Secretary, M-208, 343-4944

ADJUNCT FACULTY SUPPORT AND DEVELOPMENT

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

ADMISSIONS, MAYS LANDING CAMPUS, LOBBY OF J BUILDING

343-5000
- Applications of ACCC students
- Evaluation of college credits transferred to ACCC
- International Students I-20 and work papers processed
- Employment and Work Force attendance form pick-up and verification
- Charge backs

ALCOHOL AND DRUG COUNSELING

Lucy McGlynn, J Building, 343-5090
ATHLETICS

Tom Borucki, Recreation Specialist, 343-5043

CHARLES D. WORTHINGTON ATLANTIC CITY CAMPUS

Bobby Royal, Dean of WACC, Community Affairs, Security, Public Safety, and Chemical Compliance 343-4827
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 Assistant, 343-4832
WACC Support: 343-4829

BENEFITS

Bart Musitano, Benefits Coordinator, J255, 343-5611

BOOKSTORE, J BUILDING

343-5130

CAPE MAY COUNTY CAMPUS

Dr. Art Wexler, Interim Dean of Cape May Campus and Senior Dean of Academic Affairs, ACCC 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

COMPUTER LABS

Mays Landing Campus, D-114, 625-1111, ext. 5340
Cape May Campus, Room 227, 463-3720
WACC, Room 276, 343-4800, ext. 4726.

DEAN OF STUDENTS OFFICE

Carmen Royal, Dean of Students, 343-5087
APPENDIX 1

DROP/ADD A COURSE, J BUILDING

Career & Academic Planning Center, 343-5621
Enrollment Services, 343-5128 or 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, 343-4840

ENROLLMENT VERIFICATION, J BUILDING

Enrollment Services, 625-1111, ext. 5207

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

Sara Ryan, Nurse, E106, 343-5112 (in Mays Landing, daytime hours)
All other times and locations, call Security: ext. 5125 (ML); ext. 4841 (AC); ext. 6390 (CM).
INTERNATIONAL AND FOREIGN STUDENTS COUNSELING

Vita Stovall, 343-5081, J-174
ESL Program Assistant, ext. 4877, WACC, Room 237

LIBRARY

Mays Landing, Circulation Desk, 343-4951
Cape May, Circulation Desk, 463-3744

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, Room 276, 343-4800, ext. 4726

NONDISCRIMINATION

Bobby Royal, Dean of WACC and Community Affairs, 343-4827

PAYROLL

343-5264

PERSONNEL

343-5180

SECURITY

Mays Landing, U Building, 343-5125
Cape May, Security, Room 122, 463-6390
WACC, 343-4840
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: Room 276, 343-4831

TUTORING

Mays Landing: D-Bldg., 343-5631
Cape May: Room 227, 463-3720
WACC: Room 276, 343-4800, ext. 4726

WRITING SKILLS LABS

Mays Landing: D111, 625-1111, ext. 5340
Cape May: Room 227, 463-3720
WACC: Room 276, 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:

- 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.
II. 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

III. 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

IV. 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

ACCC 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.

Contact Otto Hernandez, Chair, CISM/OSTM, 343-4978 for details.
THE SYLLABUS

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

- Course Overview
- Course Agenda
- 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. Include the course goals (what the student will learn by taking the class) and the objectives.

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.
## ATLANIC CAPE COMMUNITY COLLEGE

### 2008-2009 PAY DAY SCHEDULE

<table>
<thead>
<tr>
<th>DATE</th>
<th>F/T FACULTY</th>
<th>ADMIN. &amp; STAFF</th>
<th>ADJUNCT &amp; OVERLOAD</th>
<th>COACHES</th>
<th>CHAIR-PERSONS</th>
<th>STIPENDS</th>
</tr>
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<tbody>
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<td>F/T</td>
<td>10 mo opt.</td>
<td>12 mo opt.</td>
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<td>Thursday, July 03, 2008</td>
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<td>Summer</td>
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<td>Friday, July 18, 2008 +</td>
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<td>Summer</td>
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<td>Friday, August 1, 2008 +</td>
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<td>Friday, August 15, 2008 +</td>
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<td>*Friday, August 29, 2008</td>
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<td>Summer</td>
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<td>Friday, September 26, 2008</td>
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<td>X</td>
<td>Fall</td>
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<td>Friday, October 10, 2008</td>
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<td>Friday, November 21, 2008</td>
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<td>Friday, December 5, 2008</td>
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<td>Fall</td>
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<td>Friday, December 19, 2008</td>
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<td>Friday, January 2, 2009</td>
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<tr>
<td>Friday, January 16, 2009</td>
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<td>X</td>
<td>Fall/Winter</td>
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<td>*Friday, January 30, 2009</td>
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<tr>
<td>Friday, February 13, 2009</td>
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<td>Spring</td>
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<tr>
<td>Friday, February 27, 2009</td>
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<td>Friday, April 10, 2009</td>
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<td>Friday, April 24, 2009</td>
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<td>Spring</td>
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<td>Friday, May 22, 2009</td>
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<tr>
<td>Friday, June 5, 2009 +</td>
<td>X</td>
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<td>Spring/Summer</td>
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<tr>
<td>Friday, June 19, 2009 +</td>
<td>X</td>
<td>X</td>
<td>Summer</td>
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</table>

* No Pension, Bonds, Insurance, Union Dues or Tax Shelter Deductions will be taken.  + Checks May be distributed earlier due to summer schedule.  **Checks May Not be cashed or deposited before check date.**  Paychecks may be mailed due to Emergency Closing or Holiday Break schedule.

Any questions, please contact Ronnie Devine, Payroll, Ext. 5265 or Cindy DeFalco, Ext. 5108.  For Direct Deposit Information, please contact Ronnie Devine, Payroll Ext. 5265.

**THIS SCHEDULE SUPERSEDES ANY PREVIOUS SCHEDULES ISSUED.**
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.

PROCESS FOR ADMINISTERING STUDENT DISCIPLINE

1) An incident occurs.

2) The appropriate Campus Judicial Officer (CJO) meets with the student in an informal hearing.

3) During the informal hearing, the CJO attempts to resolve the issue.

4) If the issue can't be resolved because either the offense is too serious or the witnesses need to be contacted, the student is placed on suspension.

   a) Some students may be permitted to attend classes. b) Others are not permitted on college property until the next step.

5) The CJO investigates further and makes a determination.

   a) The issue is resolved and the student is allowed to return to classes, or

   b) The student is found to be in the wrong and is given certain conditions while continuing classes, or

   c) The student is on suspension with the intent to dismiss.
6) The student is sent a certified letter on the disposition of the case along with statements informing him/her of the right to appeal.

7) If the student doesn't respond by the appeal deadline, the Associate Dean of Student Development sends the student a letter of dismissal.

8) If the student requests an appeal, the Student Conduct and Standards Committee (SCSC) is convened to hear the appeal.

   The student may have own witnesses.
   The student may cross-examine college witnesses.
   The student may bring counsel to the appeal.

9) The SCSC makes a recommendation to the Associate Dean of Student Development.

10) The Associate Dean of Student Development receives and reviews the committee's recommendation and accepts or denies.

11) The Associate Dean of Student Development sends the student a letter of final disposition within 14 days.
CONNECTING TO THE ACCC 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 ACCC 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.
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 ACCC 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): ___________________________________________

________________________________________ Date Submitted

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

The time for student evaluations of faculty has arrived. Student evaluations are scheduled during November 13 to November 22, 2006.

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: A-128 Division Office
- Atlantic City Campus: 134 Division Office
- Cape May: Cape May Division 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

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

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

APPENDIX 10
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

<table>
<thead>
<tr>
<th>Planning</th>
<th>Comments Required</th>
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<tbody>
<tr>
<td>• Presents a syllabus that contains course goals, measurable objectives,</td>
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<td>accurate instructor’s information, assessment criteria, policies, and</td>
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<td>procedures.</td>
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<tr>
<td>• Defines objectives for class to be observed that are related to course</td>
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<tr>
<td>goals and objectives stated in the syllabus.</td>
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<tr>
<td>• Presents an organized lesson that includes teaching strategies that</td>
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<td>support the objectives for the class and are appropriate to the</td>
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<tr>
<td>students.</td>
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</tbody>
</table>

Displays adequate knowledge of subject matter presented to students.

APPENDIX 10
## ATLANTIC CAPE COMMUNITY COLLEGE
### OBSERVATION OF ADJUNCT FACULTY CLASSROOM PERFORMANCE

<table>
<thead>
<tr>
<th>In-Class Activities</th>
<th>Comments Required</th>
</tr>
</thead>
</table>
| • Demonstrates good rapport with class.  
• Maintains good eye contact and voice volume.  
• Interacts with students in a challenging, non threatening way.                                                                                           |                   |
| • Provides an orientation to the day’s activities at the beginning of class.  
• Presents information/material in a clear and logical sequence. Implements proposed lesson.  
• Summarizes important ideas periodically and at the end of class.                                                                                      |                   |
| • Uses techniques to arouse and hold attention of students. Shows enthusiasm for the subject.  
• Asks key questions and uses other techniques to involve entire class.  
• Provides transitions from topic to topic, makes distinctions between major and minor points, periodically summarizes important ideas.  
Uses a variety of activities/techniques to address various learning styles (i.e. audio-visual material including board, PowerPoint, and handouts). |                   |
| • Communicates at level appropriate to ability of students (avoids excessive use of jargon, explains new terms, gives examples).                                                                                       |                   |
| • Encourages students to ask questions; responds effectively to student’s questions.                                                                                                                             |                   |
| • Models and maintains appropriate classroom behaviors; demonstrates classroom control.                                                                                                                          |                   |
ATLANTIC CAPE COMMUNITY COLLEGE
OBSERVATION OF ADJUNCT FACULTY CLASSROOM PERFORMANCE

Summary Observation Comments:

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°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.
Appendix 11

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°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.
Academic Honesty

ACCC 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 ENGL 101 Composition I and ENGL 102 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.

NB 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.

The following penalties apply in cases of cheating or plagiarism:

1) The instructor may assign a grade of "F" or "0" for an assignment.

OR The instructor may assign a grade of "F" for the course in cases of repeated dishonesty or in such cases where the assignment in question is so central to the evaluation process that failure in the assignment would preclude any reasonable possibility of the student passing the course.
All confirmed breaches of academic honesty will become part of The student's permanent academic record.

Two such offenses will constitute grounds for Academic Dismissal. Said dismissal will be for a duration of no less than two years.

After two years, the student may apply for readmission, but this may be attempted only once. Upon readmission, any further act of dishonesty will result in permanent dismissal.

The instructor must, in every case, submit a written report to the Associate Dean of Student Development and to the Dean of Instruction for whatever action he/she has taken and its justification. The Associate Dean of Student Development must send a copy of said report to both the student and his/her faculty advisor.

The student has two independent avenues of appeal.

1) The student may appeal the grade through normal channels involving the following steps for purposes of mediation and/or resolution:

Level I: Student meets with Faculty Member
Level II: Student meets with Department Chair
Student meets with Dean of Instruction or Dean of Academic Resources (if necessary),
Level III: Counseling and Support Services Director notifies Academic Standards Committee.

2) The student may appeal the allegations of dishonesty and the specific penalties related thereto to the Student Grievance Committee via the Associate Dean of Student Development.

The normal time frame is as follows. The student has 10 days from the receipt of the faculty member's report to appeal. This appeal must be in writing and should be directed to the Associate Dean of Student Development. (2003)
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.

Sara Turner, R.N., M.S.N., CPR/AED and First Aid Instructor American Red Cross, Atlantic/Cumberland Chapter

*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.