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How to Use This Handbook

This handbook has been assembled to help meet the needs of Pulaski Technical College's adjunct faculty. It has been designed to provide information that will answer questions you may have about teaching at Pulaski Technical College and help make your teaching experience an enjoyable one. The material in this handbook in no way replaces information found in the college catalog and other official publications. Instead, it should be used as a supplement to those materials.

Please keep this handbook for your reference—it is the only copy you will receive. Information within the handbook will be updated each year, and you will receive instructions about adding new information each year at orientation.

Administration

Dr. Dan F. Bakke, President
 Purnell Henderson, Vice President for Instruction
 Cindy Harkey, Vice President for Student Services
 Patricia Palmer, C.P.A., Vice President for Finance
 Carol Langston, Vice President for College Advancement
 David Harris, Chief Information Officer
 Mary Ann Shope, Vice President for Economic Development
 Joyce Taylor, Chief Development Officer

Board of Trustees

John Suskie, Chair
 Ronald Dedman, Vice Chair
 James Herzfeld, Secretary
 John E. Barnes
 William Page
 Janet Davis
 Eric Munson

Academic Divisions

Pam Cicirello, Dean of Allied Health and Human Services.....812-2774
 Terri Lothery, Allied Health and Human Services Division Secretary.....812-2339

Augusta Farver, Dean of Business.....812-2251
 Amanda Coleman, Business Division Secretary.....812-2249

Rashunda Johnson, Dean of Education and Academic Success.....812-2748
 Dee Irvin, Education and Academic Success Division Secretary.....812-2378

David Durr, Dean of Technology and Learning.....812-2351
 Shirley Yaw, Technology and Learning Division Secretary.....812-2329

Ben Rains, Dean of Mathematics, Natural and Social Sciences.....812-2268
 Jennifer Combee, Mathematics, Natural and Social Sciences Division Secretary.....812-2269

Joey Cole, Dean of Fine Arts and Humanities.....812-2243
 Cindy Nesmith, Fine Arts and Humanities Administrative Secretary.....812-2338

Mike Sneed, Dean of Technical and Industrial Programs.....812-2241
 BJ Marcotte, Technical and Industrial Programs Secretary.....812-2239

Others

Associate Registrar, Ginny Peyton.....812-2206
 Director of Financial Aid, Kris Burford.....812-2224
 Executive Director of Human Resources and Employee Relations, Essie Cleveland.....812-2212

Campus Police/Public Safety.....	812-2248
Coordinator of Disability Services, Katy Evans.....	812-2796
Director of Distance Learning, Jason Green.....	812-2716
Dean of Libraries, Deborah Kirby.....	812-2274
Blackboard Administrative Support Specialist, Danny Martin.....	812-2737
Dean of Students, Kelly Owens.....	812-2756
Director of Administrative Computing, Alex Petrides.....	812-2318
Director of Title III Program, Will Roark.....	812-2813
Little Rock-South Site Director, Mike Sneed.....	
Dean of Enrollment Services, Beth Trafford.....	812-2395
Little Rock-West Site Coordinator, DaLynda Washington.....	683-5250
Registrar, Brenda Williams.....	212-2232
Payroll Services Specialist, Debbie Wilson.....	812-2202

May

8 Friday.....Student Study Day (no classes/campus open)
9 Saturday.....Last day of instruction
11 Monday..... Finals begin
16 Saturday..... Semester ends (last day of finals)
18 Monday..... Grades due by 3:00 p.m.
21 Thursday Commencement
22 Friday.....Grades available online
25 Monday.....Memorial Day Holiday (campus closed)

Summer I 2009

May

26-28 Tuesday-Thursday..... Registration
28 Thursday Last day to register

June

1 Monday..... Classes begin
2 TuesdayLast day to change schedules,
or change from audit to credit or credit to audit
23 Tuesday Last day to drop or withdraw
25 Thursday Last day of instruction
26 Friday..... Final exams/Classes end
29 Monday Grades due by 3:00 p.m.

July

2 ThursdayGrades available online
3 FridayIndependence Day Holiday (campus closed)

Summer I 2009 Eight-Week Extended (Evenings & Online Only)

May

26-28 Tuesday-Thursday..... Registration
28 Thursday Last day to register

June

1 Monday Classes begin

June

4 ThursdayLast day to change schedules
or change from audit to credit or credit to audit

July

3 FridayIndependence Day Holiday (campus closed)
23 Thursday Last day to drop or withdraw
27 Monday Last day of instruction
28 TuesdayFinal exams/Classes end (for TR classes)
29 Wednesday..... Final exams/Classes end (for MW classes)
31 Friday..... Grades due by 3:00 p.m.

August

5 WednesdayGrades available online

Summer II 2009**June**

29-30 Monday-Tuesday Registration

30 Tuesday Last day to register

July

1 Wednesday Classes begin

2 Thursday Last day to change schedules
or change from audit to credit or credit to audit

2 Thursday Priority deadline for application for summer graduates

3 Friday Independence Day Holiday (campus closed)

24 Friday Last day to drop or withdraw

28 Tuesday Last day of instruction

29 Wednesday Final exams/Classes end

31 Friday Grades due by 3:00 p.m.

August

5 WednesdayGrades available online

FALL 2008 FINAL EXAM SCHEDULE

	MON. DEC 8	TUES. DEC 9	WED. DEC 10	THURS. DEC 11	FRI. DEC 12	SAT. DEC 13	MON. DEC 15
Day						Satur- day classes will give finals at their regular class time on this date.	Final grades are due in the Office of Admissions and Records by 3 P.M.
8:00 A.M. – 10:00 A.M.	9 A.M. MWF	8 A.M. TR	8 A.M. MWF	9:25 A.M. TR	7 A.M. MWF		
10:30 A.M. – 12:30 P.M.	11 A.M. MWF	10:50 A.M. TR	10 A.M. MWF	12:15 P.M. TR	NOON MWF or M or W or F		
1:30 P.M. – 3:30 P.M.	1 P.M. MWF or M or W or F	1:40 P.M. TR	2 P.M. MW or MWF or M or W or F				
4:00 P.M. – 6:00 P.M.	4:30 P.M. MW or 5 P.M. MW or M	4:30 P.M. TR or 5 P.M. T	3 P.M. MW or MWF or 5 P.M. W	3:05 P.M. TR or 4 P.M. R or 5 P.M. R			
Night							
6:30 P.M. – 8:30 P.M.	7:25 P.M. MW or 6 P.M. M	7:25 P.M. TR or 6 P.M. T	6 P.M. MW or 6 P.M. W	6 P.M. TR or 6 P.M. R			

M – Monday T – Tuesday W – Wednesday R – Thursday F – Friday

How to read this schedule:

For example, if your class meets on MWF at 9 a.m., your final will be on Monday, Dec 8 from 8 a.m. to 10 a.m. or if your class meets on TR at 6:00 p.m. or R at 6 p.m., your final will be on Thursday, Dec 11 from 6:30 p.m. to 8:30 p.m.

SPRING 2009 FINAL EXAM SCHEDULE

	MON. MAY 11	TUES. MAY 12	WED. MAY 13	THURS. MAY 14	FRI. MAY 15	SAT. MAY 16	MON. MAY 18
Day						Satur- day classes will give finals at their regular class time on this date.	Final grades are due in the Office of Admissions and Records by 3 P.M.
8:00 A.M. - 10:00 A.M.	9 A.M. MWF	8 A.M. TR	8 A.M. MWF	9:25 A.M. TR	7 A.M. MWF		
10:30 A.M. - 12:30 P.M.	11 A.M. MWF	10:50 A.M. TR	10 A.M. MWF	12:15 P.M. TR	NOON MWF or M or W or F		
1:30 P.M. - 3:30 P.M.	1 P.M. MWF or M or W or F	1:40 P.M. TR	2 P.M. MW or MWF or M or W or F				
4:00 P.M. - 6:00 P.M.	4:30 P.M. MW or 5 P.M. MW or M	4:30 P.M. TR or 5 P.M. T	3 P.M. MW or MWF or 5 P.M. W	3:05 P.M. TR or 4 P.M. R or 5 P.M. R			
Night							
6:30 P.M. - 8:30 P.M.	7:25 P.M. MW or 6 P.M. M	7:25 P.M. TR or 6 P.M. T	6 P.M. MW or 6 P.M. W	6 P.M. TR or 6 P.M. R			

M – Monday T – Tuesday W – Wednesday R – Thursday F – Friday

How to read this schedule:

For example, if your class meets on MWF at 9 a.m., your final will be on Monday, May 11 from 8 a.m. to 10 a.m. or if your class meets on TR at 6:00 p.m. or R at 6 p.m., your final will be on Thursday, May 14 from 6:30 p.m. to 8:30 p.m.



ACADEMIC DUE PROCESS

Academic due process refers to the procedure or steps that must be followed when a student appeals an academic matter.

Pulaski Technical College recognizes that both students and faculty have academic rights and sets forth the following academic appeals procedure. Appeal of a grade must be made by the student directly affected and be made during or immediately following the conclusion of the course involved. Immediately, here, means before the beginning of another semester or term.

Procedure

The following steps are to be followed for appeals related to academic matters, such as differences of opinions on grades, assignments, attendance, or classroom procedures:

1. The student meets with the faculty member regarding any classroom problem. The student and faculty member should discuss the problem thoroughly and attempt to reach an agreement.
2. If agreement cannot be reached between the student and faculty member, the student contacts the department chair or dean for mediation. The department or dean should talk with the student and faculty member and may choose to call a meeting of all parties involved in order to reach an agreement.
3. If the student wishes to appeal the decision of the department chair, the student may appeal to the dean. If the student wishes to appeal the decision of the dean, the student may formalize the appeal by putting it in writing, including conditions giving rise to the appeal, the names of the parties involved, and the remedy requested. The written appeal is then submitted to the Vice President for Instruction. The Vice President for Instruction will then convene a meeting of an ad hoc hearing committee.
4. The hearing committee will be composed of three faculty members appointed by the Vice President for Instruction, one of whom will be a faculty member of the student's choice. The faculty member named in the academic appeal cannot serve on the hearing committee. The committee will select its own chair, gather appropriate information and may choose to conduct interviews with all involved parties. The committee will then make a recommendation to the Vice President for Instruction regarding the appeal.
5. After reviewing the committee recommendation, the Vice President for Instruction will make a decision and inform all parties in writing in a timely manner. The decision of the Vice President for Instruction on academic appeals is final.

***Note:** All disciplinary proceedings may be subject to audiotaped recording. Any such recordings are the property of Pulaski Technical College and may not be duplicated. The student involved in the proceeding will be allowed to review recordings upon request and under supervision of a college official.

Need Help? Contact Purnell Henderson, Vice President for Instruction, at phenderson@pulaskitech.edu or 812- 2214 or Kelly Owens, Dean of Students, at
Adjunct Faculty Handbook

kowens@pulaskitech.edu or 812-2756. Check with your division office to obtain a copy of the Request for Incomplete Grade Form.

ACADEMIC INTEGRITY

Dishonesty

The following policies and procedures concerning cheating and plagiarism are printed for the information of all students. The gaining of knowledge and the practice of honesty go hand-in-hand. The importance of knowledge properly gained is emphasized by the grading system. The importance of honesty, fully practiced, is emphasized by these rules against cheating and plagiarism. An act of cheating or plagiarism in any degree subjects a student to disciplinary procedures listed below.

- Cheating:
 - a) Copying from another student's test paper.
 - b) Using any unauthorized assistance in taking quizzes, tests, or examinations.
 - c) Possession during a test of materials that are not authorized by the person giving the test, such as class notes or specifically designed "crib notes" or any other device or technology that would aid in cheating.
 - d) Dependence upon the aid of sources beyond those authorized by the instructor in writing papers, preparing reports, solving problems, or carrying out assignments.
 - e) The acquisition, without permission, of tests or other academic material belonging to a member of the Pulaski Technical College faculty or staff.
 - f) Aiding and abetting another person in committing any form of academic dishonesty.

- Plagiarism: Offering the work of another as one's own without proper acknowledgment is plagiarism. Therefore, any student who fails to give appropriate credit for ideas or material he/she takes from another, whether fellow student or a resource writer, is guilty of plagiarism. This includes downloading or buying papers from the Internet and cutting and pasting from the Internet without proper acknowledgment.

- Other:
 - a) Making, possessing, or using any falsified college documents or records; altering any college document or record, including identification cards.
 - b) Knowingly providing false information to college officials, including disciplinary hearing bodies.
 - c) Passing insufficient funds, checks, or fraudulent money orders in payment of any financial obligations to the college.
 - d) Falsely claiming to represent the college or a registered student organization of the college.

Procedure for Discipline of Cheating and Plagiarism

The responsibility and authority of initiating discipline arising from violations of the rules against dishonesty during the process of the course are vested in the instructor of that course.

Penalty: If, in the judgment of the instructor, cheating or plagiarism has occurred, the penalty assessed could be a grade of “F” in the course. The instructor will notify the student of his/her decision concerning the student’s grade. Students should understand that offenses of cheating may also subject the offenders to disciplinary action. The Dean of Students determines disciplinary actions.

Filing Report: In every instance, the instructor will prepare a report indicating the nature of the cheating/plagiarism incident and the student’s grade in the course. The instructor will retain one copy of the report and send another copy to the appropriate dean. The dean will forward information concerning the incident to the Dean of Students and the Vice President for Instruction.

Student Rights: Students have due process rights with regard to cheating and plagiarism violations. Students wishing to appeal a grade related to cheating or plagiarism should follow the Academic Due Process procedures outlined in the Academic Catalog. Once an instructor has determined that academic dishonesty has occurred, the accused student may not withdraw from or drop the course. The student must appeal the grade given by the instructor by completing the Academic Due Process procedures.

Need Help? Contact Purnell Henderson, Vice President for Instruction, at phenderson@pulaskitech.edu or 812- 2214 or Kelly Owens, Dean of Students, at kowens@pulaskitech.edu or 812-2756.

<p>Tips for Teachers: Today’s college students don’t always share the same notions about cheating that their professors do. Be sure to help your students understand why it is important to be honest in an academic setting by discussing the academic integrity section of your course syllabus.</p>
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ADMINISTRATIVE DROP POLICY FOR NON-ATTENDANCE



This policy explains the steps an instructor should take when a student fails to attend class or never shows up to class.

Instructors have the authority to drop students who are not attending their classes consistently during the fall and spring semesters. For those departments that do not have an attendance policy, students may be dropped anytime after the student consecutively has not attended twice the number of class meetings per week. (For example, if the class meets three days per week, an administrative drop will be processed after six days of nonattendance.) After it is determined that the student will not be returning to class, the instructor should complete the administrative drop form available from Student Services or your division office and submit it to the Office of Admissions and Records. Instructors in departments that have more restrictive attendance policies, such as nursing and respiratory therapy, should initiate the administrative drop as its departmental policy dictates.

To submit an administrative drop, instructors should go to Campus Connect, log in, and then select the Administrative Drop option from the Administrative tab. Any questions regarding this process should be directed to the Associate Registrar or the Dean of Enrollment Services or Registrar.

- **Note:** There is no administrative drop policy for the summer terms.

Administrative Drop Policy for Online Courses

Students enrolled in an online course will receive an administrative drop after seven consecutive days have passed with no log-on to the course. When a student is dropped from an online course, the instructor should go into his or her Blackboard grade book and deny access to the student. Otherwise, the student will still be able to log in to the online class.

Administrative Policy for No-Show Students

Instructors must certify their rosters using Campus Connect by the Certification Roster Due date listed in the Academic Calendar. The Certification Roster is used to identify students who have never attended. It is imperative that instructors certify their rosters using this method to avoid legislative audit findings and to avoid payment of financial aid that is not due to the student. If students are paid financial aid in error, the college must return the funds to the federal government. Any questions regarding this policy should be directed to the Dean of Enrollment Services or Registrar.

Need Help? Contact Brenda Williams, Registrar,
at bwilliams@pulaskitech.edu or 812-2232.

Tips for Teachers: Once a student misses two consecutive weeks of class, it is nearly impossible for that student to be successful in the course. Please ask students to monitor their attendance because if they are dropped for nonattendance, they may have to repeat the class at a later time.

ASSESSMENT OF STUDENT LEARNING

Pulaski Technical College is committed to student learning. During their studies at Pulaski Tech, students will be involved in various assessment activities that will help determine the nature and extent of their learning.

Methods of Assessment

Students may take a pre-test and a post-test in a particular course, or writing samples may be collected in other courses in order to ascertain how well students are learning and applying writing skills that they have learned in the classroom. Students may be asked to fill out student surveys to determine how well Pulaski Tech services are supporting their learning. Graduate and employer surveys may also be administered in order for Pulaski Tech to garner feedback from students about their learning experiences and how well that learning translates into the workplace. Students may also take end-of-program tests. All of these assessment procedures provide feedback to the college in order to continue to provide a quality learning experience.

Adjunct Faculty Participation

Adjunct instructors are required to participate in all departmental assessment activities. Assessment activities are **NOT** optional and should be completed each semester. Accurate and prompt completion of assessment activities is expected, and most department chairs factor this into their evaluation of instructors. Your department chair or division dean will provide assessment materials for you, but if you have any questions regarding academic assessment, please be sure to ask.

Need Help? Contact your department chair.

Tips for Teachers: It is vital that all faculty members participate in assessment activities in order to allow the college to monitor student learning of all its students, not just students taught by full-time instructors.
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ATTENDANCE POLICIES

Students

Students are expected to attend all class sessions, including the first day of classes. After an unavoidable absence due to illness, emergency, or other extenuating circumstance, the student must take the responsibility for contacting instructors in order to initiate arrangements for completing all activities missed. Excessive absences and work not made up may adversely affect final grades. Failure to attend class for any period of time does not constitute a withdrawal.

Instructors who have set attendance and/or tardy policies for their classes should outline those policies clearly in the course syllabus. It is the student's responsibility to know those policies and comply with them. When absences exceed the number allowed by the instructor of the class, the instructor has the authority to give the student a grade of "F" at the end of the semester or to drop the student from the class through an administrative drop.

Attendance for students receiving Veterans Administration benefits will be reported to the VA representative in Admissions and Records. Unavoidable absences such as jury duty, military duties, injuries, or illness must have written documentation supplied by the student. Makeup work for classes or tests missed will be arranged with the instructor's consent. When a student drops a course or is administratively dropped by the instructor, the Department of Veterans Affairs will be notified of the last date.

Most academic divisions abide by the school's administrative drop policy, yet some divisions have a mandatory division-wide attendance policy. See your department chair or your division dean for specific details on the attendance policy of your division.

Faculty

Absences

Regular and on-time attendance is a must. If you must be absent from class, it is your duty to let your division secretary and department chair know in a timely manner and to give students a meaningful assignment to be completed outside of class to make up for the absence. Excessive absences will be noted in evaluations and will be taken into account when assigning classes for subsequent semesters.

Tardiness

In addition, if you are going to be late for class, you should let someone know as soon as possible. If you are tardy for day classes Little Rock-South or Little Rock-West, contact your site secretary. If you are tardy for day classes at the main campus, contact your division secretary. If you are tardy for night classes at any location, you should call the site receptionist or the non-emergency security number. Please make contact with the appropriate person as soon as you realize you are going to be tardy so someone can let your class know you are going to be late.

Need Help? Contact your division secretary or department chair.

ATTENDANCE PROCEDURES



Attendance procedures will help you determine how to classify different types of attendance behaviors.

No-Show: A student who is listed on the roster and who never attends a class.

Non-Attendance: A student who is listed on the roster, who attends a class or more, and who quits coming to class. This drop should follow the instructor's non-attendance policy as stated in their syllabus and should follow the drop deadline as stated in the academic calendar

Non-Enrolled: A student who is attending your class and who is not listed on the roster. This student should not be permitted to attend the class until he/she has completed the registration process. This student must have the dean's approval and the registrar's approval and be registered in the class prior to being permitted to attend the class.

Faculty can begin submitting no-shows by certifying rosters after the last day to add a class, change sections, or change from audit to credit or credit to audit through the official count day for Arkansas Department of Higher Education purposes (11th day of classes for the fall/spring semesters, and the 5th day of classes for a summer term).

Tips for Teachers: Even if the instructor has no students who are no-shows, the faculty member must certify his or her rosters for each class prior to census day. Simply choose the **Certify Roster** option under the **Faculty Menu** in Campus Connect and click **Submit** without selecting any students as never attended.

Need Help? Contact Brenda Williams, Registrar,
at bwilliams@pulaskitech.edu or 812-2232.

CLASSROOM MANAGEMENT

Each faculty member is his/her own disciplinarian in class and is authorized to correct inappropriate conduct anywhere on college property at any time. Following are some suggestions for dealing with classroom management issues:

CLASSROOM DISRUPTIONS

NON-THREATENING SITUATIONS



A non-threatening situation is a classroom disruption that does **not** get out of your control and does not make you feel that the personal safety of you and/or your students is in danger.

To deal with these situations, you should follow these guidelines:

- Document the incident as soon as possible (preferably on the same day the incident occurs) and email it to the Dean of Students. Incidents should be documented and reported even if you do not ask the student to leave your classroom. You should also copy the following people in an email to the Dean of Students:
 - Your dean
 - Your department chair
 - Your division Secretary and/or the secretary or site director (if you are not on main campus)
- If you feel it is necessary to ask the student to leave the classroom, you should calmly and assertively tell the student, “You need to leave my classroom.” You should then follow the student into the hall to discuss the situation and clarify the expected behavior. In non-threatening situations, the student must be allowed to return to class the next class period.
- It is **not** necessary to notify the Dean of Students of minor incidents that may lead up to the classroom disruptions that do merit the dean’s attention. However, it is important that instructors document the minor incidents as they occur for supporting documentation of the reported incidents.
- In order for the Dean of Students to be aware of student’s behavior, submission of the non-threatening incident reports is very important. Once the Dean of Students receives notification of the incidents, the dean then sends the student a Charge Letter requesting a meeting, at which time the incident in question will be discussed.

THREATENING SITUATIONS



A threatening situation is one in which you feel that the personal safety of you and/or your students is in danger and that the issue at hand is out of your control.

To deal with these situations, you should follow these guidelines:

- Calmly and assertively tell students who are causing the disruption, “You need to leave my classroom.”

- If the student leaves the classroom, you should follow the student into the hall and instruct him/her not to return to the classroom until he/she has gone to see the Dean of Students in the Campus Center, 233 on main campus.
- It is the student's responsibility to contact the dean.
- If the student refuses to leave the classroom, you should again state, "You need to leave my classroom. I am going to call the police." You or a student should then either call Campus Police from a cell phone, or you should ask a student to find Campus Police.
- As soon as possible (preferably on the same day the incident occurs), you should send an email to the Dean of Students describing the details of what occurred.

You should also copy the following people in an email to the Dean of Students:

- Your dean
- Your department chair
- Your division secretary and/or the secretary or site director (if you are not on main campus)
- The timeliness of your report to the Dean of Students is very important. If the dean has received the incident description from you prior to the time the student makes contact, the student will **not** be allowed back in the classroom until meeting with the dean. However, if the dean does **not have** your incident report, the student will be allowed back in your classroom.
- Please remember that all students have rights in the college judicial process. Therefore, you may **not** put anything in your syllabus regarding discipline that infringes upon those rights. If you wish to include information in your syllabus regarding students being removed from your classroom, the policy should first be approved by your dean and/or the dean of Students.

Need Help? Contact Kelly Owens, Dean of Students,
at kowens@pulaskitech.edu or 812-2756.

COURSE SYLLABUSES

You will receive a copy of the syllabus for the course you are assigned to teach. **It is imperative that you use the syllabus provided for you and that you follow the course requirements within this syllabus.** Your department chair and division dean will also provide further information and instructions. A complete course syllabus should be given to each student at the beginning of the semester. A copy must also be given to the appropriate department chair or dean per their instructions.

Pulaski Technical College Course Syllabus

[Department Course Number]

[Course Title]

[Semester & Year]

I. Instructor Information

Name:
Telephone:
E-mail:
Web Site
Office Location:
Office Hours:

II. Catalog Description

[Course Hours]

[Course Description exactly as appears in college catalog]

Prerequisites: *[List pre-requisites or **None**]*

III. Course Resources

Required:

[List required course resources such as textbook, software, hardware, etc.]

Optional:

*[List optional course resources such as textbook, software, hardware, etc or **None**.]*

IV. Course Objectives and Course Content

[List Course Objectives]

V. Attendance Policy

(Each division will decide how much detail they want to add for this section.)

[State attendance expectations and policy; include the following statement:]

Agencies granting financial assistance may be notified of the violation of the attendance policy by students receiving financial aid.

VI. Classroom Policies

The Pulaski Technical College Academic Catalog rules and regulations will be enforced in this class at all times.

[Other areas that might be specifically addressed in this section include but are not limited to:

UNACCEPTABLE BEHAVIOR IN THE CLASSROOM

LAB POLICIES

PERSONAL COMMUNICATIONS DEVICES

CHILDREN IN THE CLASSROOM/ON CAMPUS

VII. Grading

[Must include as a minimum: Grading Scale; Point/Percentage Distribution; Make-up Policy, if any]

Letter grades will be based on the following scale:

90 to 100% A

80 to 89% B

70 to 79% C

60 to 69% D

0 to 59% F

VIII. Academic Integrity

It is expected that all students who attend Pulaski Technical College conduct themselves in a manner appropriate for the college experience. Academic integrity is a vital component of collegiate behavior. The Pulaski Technical College Catalog states: “The gaining of knowledge and the practice of honesty go hand-in-hand.”

The catalog also states, “The responsibility and authority of initiating discipline arising from violations of the rules against dishonesty during the process of the course are vested in the instructor of that course.”

The complete Academic Integrity Policy can be found in the PTC Academic Catalog.

IX. Accommodation Policy

Services for Students with Disabilities:

Pulaski Technical College is committed to fulfilling all federal requirements as stated in the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990. Accommodations are available to students who have documented disabilities. Students who request accommodations must register with the Coordinator of Disability Services in Counseling Services (501-812-2220) prior to the semester of planned enrollment, and must provide recent documentation of medical, educational, and/or psychological records.

Students who need accommodations should inform the instructor at the beginning of the course. Accommodations will only be provided if the instructor receives a letter of approved accommodations from the Coordinator of Disability Services. Failure to provide sufficient notification may result in a delay of services.

X. Course Evaluations

Students may be asked to evaluate their instructor and course near the end of the semester. These student evaluations are very important to the improvement in the quality of instruction and course materials. All results are anonymous and shared with the faculty only after the semester is over and grades have been posted.

XI. Information Literacy

Pulaski Technical College is committed to the Information Literacy Competency Standards for Higher Education as established by the Association of College and Research Libraries and endorsed by the National Forum on Information Literacy. Therefore, all courses will incorporate an information literacy component so that, by graduation, all students will be able to recognize the need for information, then locate, evaluate, synthesize, and communicate information in an ethical manner. Information literacy encompasses critical thinking, research, media, technology, health, business, and visual literacy skills to produce lifelong learners who can make informed decisions in the workplace and in their personal lives.

XII. New Student Philosophy Statement

Pulaski Technical College is committed to the academic, personal, and professional development of its students. The quality of the new student experience is critical to the achievement of the college's mission and lays the foundation upon which future educational successes will be built. This commitment obligates the PTC community to cooperatively and intentionally structure programs, activities, and services to promote the success of new students.

Course Schedule/Course Content

Week	Assignment/Activity
1	
2	
3	
4	
5	
6	
7	
8	
9	
10	
11	
12	
13	
14	
15	
16	

Disclaimer: This schedule is a guide for the semester. The instructor reserves the right to amend the schedule as necessary.

Course Agreement Form

Please read, complete, and return to instructor:

I, _____, have read the course syllabus and
[Print Your Name]

understand and am willing to follow the following requirements and policies:

- Resource requirements
- Grading system
- Attendance policy
- Accommodation policy
- Classroom policies
- Lab policies

Student Signature: _____

Telephone Number: _____

Email Address: _____

Date: _____

<p>Tips for Teachers: Your syllabus is your contract with your students. Make your expectations and guidelines clear in your syllabus, and your students will be more likely to meet your expectations and to succeed in your course.</p>

DEPARTMENTAL EQUIPMENT

TV/VCR/DVD Units and Overhead Projectors

- **Main Campus** – These items are now available in every classroom.
- **Little Rock-West** – These items are available for checkout through the reservation form attached to the mobile unit.

Laptop Computers

- **Main Campus**—Laptops are available for sign out by PTC employees in room IT 303, which is the Open Lab. The laptops will be in a carrying case containing a remote control for the classroom televisions and another for the LCD projectors. They will also include a SVGA cable for connecting to the LCD projector. The following policies and procedures apply:
 - Sign out will be available from 7:30 a.m. – 9:00 p.m. Monday – Thursday and 7:30 a.m. – 4:00 p.m. on Friday. Before 8:00 a.m., see Shirley Yaw in IT 306 (across the hall from IT 303).
 - No sign out is available on Saturday or Sunday.
 - Equipment checked out must be returned on the same day it is borrowed. Please be considerate and return the equipment as soon as possible. We have a very limited number of units available.
 - In the event that you would like to check out equipment for an extended period of time (more than one day), contact Danny Martin in IT 303 or at dmartin@pulaskitech.edu. He will try to accommodate your request, but extended reservations will only be granted if sufficient equipment is available.
 - In the event your class ends later than 9:00 p.m., the equipment may be returned the following day before 12:00 noon.
 - Employees must present a valid driver's license in order to check out equipment. Your ID will be checked against the college's employment records to verify employment.
- **Little Rock-West** – A rolling cart with PowerPoint equipment is available for checkout; you must provide your own laptop.

Scanning Machines

- **Main Campus** –At the main campus, scanning machines are located in the following division workrooms:
 - Division of Allied Health and Human Services
 - Fine Arts and Humanities
 - Business
 - Academic Success
 - Math, Natural, and Social Sciences.

- **Little Rock-West**—At Little Rock-West, a scanning machine is located in the main work area on the first floor.

See also *Copy Machines and Copy Machine Codes* on page 39.

Need Help? Contact your division secretary.

EVALUATION OF ADJUNCT FACULTY MEMBERS

Students will have the opportunity to complete an evaluation form as part of the college's evaluation policy. The results of the student evaluations will be tabulated and reviewed by the dean, and then forwarded to the instructor. The forms provide feedback from students, which can provide valuable data for modifying course offerings and methods of instruction if necessary. Instructors are encouraged to review their student evaluation results.

Instructors will receive a packet for the student evaluations in the last half of the semester. The packet contains complete instructions and gives the deadline for completing the evaluation process. Faculty should give up 15 minutes of class time for the completion of these forms. Cooperation is appreciated. A sample student evaluation form follows

The appropriate department chair/dean or the Vice President for Instruction may observe the adjunct instructor's class. Generally, the instructor to be observed will be notified in advance. Pre and post-visit conferences may be held to discuss objectives and methods employed in the instructor's classroom.

PULASKI TECHNICAL COLLEGE STUDENT EVALUATION OF INSTRUCTION

- A. Record all responses on the survey form
- B. Print the instructor's name and the date on the "survey name" and the name of this course under the instructor's name.
- C. Using the rating scale below, indicate the level of proficiency for each item by filling in the appropriate circle on the survey form with a #2 PENCIL ONLY (disregard the Y and N at the top of the form).

A-Excellent, B-Good, C-Satisfactory, D-Needs Improvement, E-Poor

- 1. The instructor's presentations are well organized and clear.
- 2. The instructor clearly stated the objectives and expectations for this course.
- 3. The instructor is responsive and helpful to students.
- 4. The instructor meets class on time.
- 5. The instructor encourages students to participate in class discussions and to ask questions.
- 6. The instructor demonstrates a good knowledge of the subject matter being taught.
- 7. The instructor provides timely information concerning progress and grades.
- 8. The instructor explained the grading procedures and standards.
- 9. The instructor is fluent in the English language and is easily understood.
- 10. The instructor uses class time effectively.
- 11. The instructor grades fairly.
- 12. The instructor is willing to give help outside class.
- 13. What is your overall evaluation of the instructor's teaching ability?
- 14. What did you like about your instructor and/or this course?
(Indicate your response in the "comments" section.)
- 15. How can your instructor improve instruction and/or this course?
(Indicate your response in the "comments" section.)

GRADING POLICIES

Grades and Grade Points

Each student is expected to make satisfactory progress in all courses taken toward the completion of his/her program. Students who do not make satisfactory progress will be notified.

Final Grade Rosters/Grade Reports

Final grades must be submitted by the deadline in the published calendar. To submit final grades, instructors should log into Campus Connect, select the Grade Entry option under the Administrative tab, choose the course to grade and follow the instructions from there.

Grade reports are not normally mailed to students. Students who are required to have a grade report may request one no later than the last day of final exams of the semester. All students will have access to Campus Connect and grades and transcripts will be accessible to view and/or print after the posting of final grades of the semester. We request that grades **NOT** be posted on bulletin boards, walls, or doors. If you have any questions, please talk with your dean.

Grade Changes

Grades become official after they are posted to the student's permanent record. Occasionally grades need to be changed due to error or incomplete grades. Instructors must submit a **Grade Change Form** via Campus Connect including justification for the change to the Registrar for approval no later than one year after the grade has been officially posted. Changes of grades submitted after one year will require the signature of the dean and/or Vice President for Instruction. Students may also appeal a grade through academic due process.

Grade-Point Average Computation

Each letter grade awarded to a student is assigned a point value. A student may determine the grade-points for each course by multiplying the number of points the grade is worth by the number of credit hours the course carries.

Grading System		
Grade	Interpretation	Quality Points
A	Excellent	4
B	Good	3
C	Average	2
D	Below Average	1
F	Failing	0
W	Withdrawal	0
I	Incomplete	0
CR	Credit	0
NC	No Credit	0
DCR	Developmental Credit	0

Thus, an A letter grade (worth four points) in a three-credit hour course is worth 12 points, and a "B" letter grade (worth three points) in the same course is worth nine points. The GPA is determined by adding the total point values for all courses and dividing the total point values by the total number of credit hours attempted during the same period of time (see table).

Note: Developmental courses are not included in the computation of cumulative grade-point averages but are calculated in the semester GPA.

Incomplete Grades

Instructors cannot assign an I (incomplete) to any student on the final grade roster unless an **Incomplete Grade Form** has been signed by the instructor, student, and the dean. All parties involved, as well as the Office of Admissions and Records, should receive a copy of the completed form. (Check with your division office or the Office of Admissions and Records to obtain a copy of the Incomplete Grade Form.)

Awarding a grade of incomplete, I, is completely at the discretion of the instructor. A grade of incomplete is considered only when the student has been unable, because of illness or other reasons beyond his/her control, to finish work assigned in the course near the end of a semester.

Students must meet the following conditions to be considered for an incomplete grade:

- The student must contact the instructor to initiate the incomplete request and must make arrangements for completing the coursework with the instructor.
- The student must be carrying at least a C in the course prior to the circumstances prompting the request for an incomplete grade.
- The student must be in compliance with all course requirements, including attendance and must have completed at least 60% of the coursework.
- The student must submit appropriate documentation of the reason(s) the student is not able to complete the coursework.
- The student and instructor must agree on specific course requirements to be completed and must complete and sign the Incomplete Grade Form.
- The appropriate dean must approve all requests for a grade of incomplete.

Course requirements agreed upon by the student and instructor and specified on the Incomplete Grade Form must be completed within one academic semester. An incomplete grade not made up by the following semester, excluding summer sessions, will automatically become an “F.”

Completed work will receive the appropriate letter grade. Instructors must submit a Grade Change Form to remove the incomplete grade prior to the end of the one academic semester. (Check with your division office or the Office of Admissions and Records to obtain a copy of the Grade Change Form.) The completed form must be submitted to the Office of Admissions and Records.

HIRING PROCEDURES

Requesting Classes

The services of adjunct faculty are contracted on a semester-to-semester basis. Although an adjunct's services might be needed one semester, those services might not be needed the following semester due to the hiring of full-time faculty, a decrease in enrollment, or other similar reasons. If a part time instructor's evaluation is inadequate, it is likely that the instructor will not be re-hired for subsequent semesters.

Scheduling classes is the responsibility of the department chair or the division dean. To request classes for future semesters, notify the department chair or division dean early. Many department chairs send out schedule request forms, emails, or announcements via PTC email. Adjuncts should watch for such schedule request announcements and communicate with their department chair accordingly.

Every semester, some classes are cancelled due to low enrollment. In addition, if a full-time instructor's class is cancelled, the department schedule may have to be rearranged so that the full-time instructor can fulfill his or her contractual obligations. Faculty will be notified of cancelled classes or classes they are no longer needed to teach by their dean or department head. Students will receive a 100% refund for any cancelled class, and students enrolled in cancelled classes will be notified by the Office of Enrollment Services so they may select an alternate course during the drop/add period.

Contracts

Your signed contract should be given to the division secretary, department chair, or division dean, most often at adjunct orientation. In order to ensure that your contract is processed by Human Resources by the payroll deadline, it must be signed and returned during adjunct orientation. If your contract was not available for you to sign at orientation, be sure to ask your department chair about the status of your contract

See *Evaluation* on page 26.

Need Help? Contact your department chair or division dean.

HUMAN RESOURCES POLICIES

It is important that all employees be made aware of federal and state laws and Pulaski Technical College policies regarding sexual harassment, discrimination, and disability harassment: *The college is committed to complying with state and federal laws concerning harassment or discrimination against any individual based on sex, race, color, religion, national origin, age or disability.*

Please report any concerns about sexual harassment, discrimination, or ADA compliance to your supervisor, the next level supervisor, and/or the college Grievance Officer.

Legal Issues

○ Sexual Harassment

- It is the policy of Pulaski Technical College that sexual harassment, as defined in the Federal Guidelines (29 CFR Ch XIV, subsection 1504.11), Section 703 of Title VII of the Civil Rights Act of 1964, as amended, and Arkansas Act 563 of 1985, which amends Subsection (8) of Section 1801 of Act 280 of 1975 in the Arkansas Criminal Code, is intolerable and unconscionable and will not be tolerated by Pulaski Technical College. Persons who are found to have committed and/or knowingly permitted acts of sexual harassment will be subject to disciplinary action up to and including immediate dismissal from employment.
- It is also the policy that all employees be given the opportunity through established steps and processes as specified in the grievance procedure, to resolve sexual harassment complaints. This policy does not reflect any change in the grievance procedure.
- Employees should submit complaints made in good faith, expressed in reasonable terms, containing cause of the complaint, corrective action desired and sufficient information upon which to base decisions. Complaints must be submitted within five (5) working days of the occurrence of the act(s), in accordance with the PTC Grievance Procedure (Policy 2.33).

○ Discrimination

- Pulaski Technical College recognizes that employees deserve the respect and cooperation of those with whom they work. To this end, the college emphasizes the need for a quality work environment free of harassment and prejudice of any kind. Prejudice can include but is not limited to prejudice against race, religion, age, sex, or handicap. Employees are prohibited from making statements or taking actions that are potentially offensive and embarrassing to other employees, students, or visitors of the college. Failure to adhere to the normal standards of courtesy and consideration may lead to disciplinary action. Policy Number: 2.30, Quality of Work Life, Revised: 4/03.
- The college will make every effort to provide assurances for a quality work environment as outlined in Titles VI and VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, the Rehabilitation Act of 1973, and the Americans with Disabilities Act of 1990.

- Any experience or observance of harassment or prejudice of any kind at the college must be immediately reported.
- Title VII of the Civil Rights Act of 1964, 42 USC 2000e, makes it unlawful for an employer to hire or discharge any individual, or otherwise to discriminate against any individual with respect to his/her compensation, terms, conditions or privileges of employment, because of an individual's race, color, religion, sex or national origin. This covers hiring, firing, promotions and all workplace conduct.
- Sec. 2000d. Prohibition against exclusion from participation in, denial of benefits of, and discrimination under federally assisted programs on ground of race, color, or national origin.
- No person in the United States shall, on the ground of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance.

○ **ADA Compliance**

- Section 504 of the Rehabilitation Act of 1973 is a national law that protects qualified individuals from discrimination based on their disability. The nondiscrimination requirements of the law apply to employers and organizations that receive financial assistance from any Federal department or agency, including the U.S. Department of Health and Human Services (DHHS). These organizations and employers include many hospitals, nursing homes, mental health centers and human service programs.
- Section 504 forbids organizations and employers from excluding or denying individuals with disabilities an equal opportunity to receive program benefits and services. It defines the rights of individuals with disabilities to participate in, and have access to, program benefits and services.
- The employment provisions of Title I of the ADA apply to private employers, state and local governments, employment agencies, and labor unions. Employers with 25 or more employees were covered starting July 26, 1992, when Title I went into effect. Employers with 15 or more employees were covered two years later, beginning July 26, 1994.

The ADA prohibits discrimination in all employment practices, including job application procedures, hiring, firing, advancement, compensation, training, and other terms, conditions, and privileges of employment. It applies to recruitment, advertising, tenure, layoff, leave, fringe benefits, and all other employment-related activities.

- Employment discrimination is prohibited against "qualified individuals with disabilities." Persons discriminated against because they have a known association or relationship with a disabled individual also are protected. The ADA defines an "individual with a disability" as a person who has a physical or mental impairment that

substantially limits one or more major life activities, has a record of such an impairment, or is regarded as having such an impairment.

- A qualified individual with a disability is a person who meets legitimate skill, experience, education, or other requirements of an employment position that he or she holds or seeks, and who can perform the "essential functions" of the position with or without reasonable accommodation. Requiring the ability to perform "essential" functions assures that an individual will not be considered unqualified simply because of inability to perform marginal or incidental job functions. If the individual is qualified to perform essential job functions except for limitations caused by a disability, the employer must consider whether the individual could perform these functions with a reasonable accommodation. If a written job description has been prepared in advance of advertising or interviewing applicants for a job, this will be considered as evidence, although not necessarily conclusive evidence, of the essential functions of the job.
- Reasonable accommodation is a modification or an adjustment to a job or the work environment that will enable a qualified applicant or employee with a disability to participate in the application process or to perform essential job functions. Reasonable accommodation also includes adjustments to assure that a qualified individual with a disability has rights and privileges in employment equal to those of non-disabled employees.

○ Other

- The Pregnancy Discrimination Act is an amendment to Title VII of the Civil Rights Act of 1964. Discrimination on the basis of pregnancy, childbirth, or related medical conditions constitutes unlawful sex discrimination under Title VII, which covers employers with 15 or more employees, including state and local governments. Title VII also applies to employment agencies and to labor organizations, as well as to the federal government. Women who are pregnant or affected by related conditions must be treated in the same manner as other applicants or employees with similar abilities or limitations.
- The Equal Pay Act (EPA) prohibits discrimination on the basis of sex in the payment of wages or benefits, where men and women perform work of similar skill, effort, and responsibility for the same employer under similar working conditions.

Transcripts

Official college transcripts should be submitted as soon as possible and are required within sixty (60) days of employment. Please have all certified copies of transcripts sent to the Office of Human Resources. Official college transcripts become a part of the employee personnel file located in the Office of Human Resources as a requirement by higher education accrediting agencies.

Benefits

Adjunct employees are not eligible for insurance benefits through the college. However if you are an active participant in the Arkansas Teacher's Retirement System please designate on the adjunct contract for retirement contribution purposes.

Adjunct faculty (employee only) will be eligible for tuition and corresponding fees (with the exception of special fees associated with identified classes) waivers after three (3) years of continuous employment with Pulaski Technical College while still employed by the college. Immediate family members of adjunct faculty will be eligible for tuition and fees waivers after five (5) years of continuous employment with Pulaski Technical College, while still employed by the college.

Need Help? Contact Essie Cleveland, Director of Human Resources & Employee Relations,
at ecleveland@pulaskitech.edu or 501-812-2212.

OFFICE/CONSULTATION HOURS

Each instructor has a responsibility to help students be successful in class and to develop realistic educational goals. In keeping with this responsibility, an adjunct instructor should be available during a regularly scheduled time for office or consultation hours.

Work stations are available on each site for adjunct faculty use. In addition, it is also acceptable to meet students in other locations (for example, in the Ottenheimer Library or the Food Court) as long as students know where you will hold office hours. Please include information in your syllabus about how students can find and meet with you outside of the classroom.

See also *Work Stations*, page 48.

Tips for Teachers: In focus groups, students stated that it was very important for them to be able to contact and meet with their instructors (outside of class) when they needed help.

BLACKBOARD



Blackboard is the online learning system instructors at PTC use to teach online classes and to support live classes with a course homepage.

To set up a Blackboard shell for any of your classes, you must first become Blackboard certified. Various certification trainings will be held both in person and online throughout the year. Check your Pulaski Technical College email account throughout the year for information on training times and dates. If you would like to set up a Blackboard shell for any of your classes contact a WebCT administrator.

To Access Blackboard

1. On the **PTC Homepage**, select **Online Courses** link.
2. On the **Online Courses** link, select **Faculty Access**.
3. On the **Blackboard Learning Systems Welcome Page**, select **Log In**.
4. Enter your **Blackboard ID** and **Password**.
 - **ID** = *first* initial + *last name* (same as PTC email account; case sensitive)
 - **Password** = term and year your employment at PTC begins (same as your PTC Email account)
 - **Example:** Tom Smith, who begins working at PTC in Fall 2008, would have the following account information:
 - User Name = tsmith
 - Password = fall2008

Division Blackboard Shell

Some divisions have a Blackboard shell to house division specific information for their instructors. Check with your department chair or division to dean to see if this is available in your division.

Tips for Teachers: Information technology education is a high priority at Pulaski Technical College. Using an online shell to supplement your live classes is an excellent way to save valuable in class time and to equip your students with the technological skills they need to succeed in school and in the workplace.

Need Help? Contact Danny Martin at dmartin@pulaskitech.edu
or Jason Green at jkgreen@pulaskitech.edu.

CAMPUS CONNECT



Campus Connect is the method Pulaski Technical College uses for faculty to access the student data needed to manage class roll/course rosters.

Campus Connect is used for:

- Retrieving and checking your rosters
- Certifying your rosters (indicating No-Show students)
- Entering your grades
- Changing your grades

Accessing Campus Connect

1. Go to **www.pulaskitech.edu**.
2. Click on the **Web Registration Campus Connect** button on the left hand side of the screen. It is located about half-way down the page.
3. Scroll to the bottom and click on **Faculty Access**.
4. This is the log-in page. Under **Administrative Login**, enter your user name in the first field, and your password in the second field. Press enter/return.

Your Campus Connect user id should be as follows: *either* fac_ directly followed by your first initial and the first seven letters of your last name (with all non-letter characters removed), so Mary Smith-Whatever would be FAC_MSMITHWH, and John Peppersmith would be FAC_JPEPPERS. If your full legal name is John Doe, but you go by Allan Doe, the system that automatically creates these accounts will not know this, and the username will be FAC_JDOE.

For common names such as Smith or Davis, the system may contain two or three people that match that first initial and last name combination. For names that already have a match, such as John Doe and Jane Doe, the username will be first two letters of the first name, and then the last name, so if FAC_JDOE already existed, John Doe would get FAC_JODOE and Jane Doe would get FAC_JADOE. If there is already a match for that login, the username will consist of the first three letters of the first name and the first seven letters of the last name, and so on.

Your password will be your social security number.

5. Once logged in, go to **Available Options** in the menu bar. A drop down menu will appear, and move the mouse to **Faculty Menu**.
6. Another title, **Administrative**, will appear. A drop down menu will also appear under the Administrative title, and it provides access to grade entry and rosters.

Retrieving Your Rosters: Returning Adjunct Faculty

If you are a returning adjunct, you can access your rosters from Campus Connect.

1. Select **Faculty Menu**.
2. Under **Administrative**, select **Course Roster**.

- You will see the following screen:

Please select a Term Code from the following list:

Spring 2008 All
Spring 2008 Main
Spring 2008 Kanis
Spring 2008 Online
Spring 2008 Aviation

Course Code:

- Enter the term code by selecting the current semester and year, and then click on **Go**. (Spring 2008 is currently highlighted).
- In the field by **Course Code**, enter the line number of the course if you know it. Course codes are the four digits identifying the course and are located on the published class schedule. If you do not know the Course Code, just click on **Go**, and the computer will find and list all of your classes.
- The screen will list your courses in a drop down field. Select one of your classes from the drop down field, and your roster will be displayed. Then you can print out your roster (printer icon is located at the top right corner of the screen).
- Repeat this process for each of your classes.

Retrieving Your Rosters: New Adjunct Faculty

If you are a new adjunct faculty member and do not yet have access to Campus Connect, you may ask your division secretary, department chair, or dean to print your rosters for you. If you want one of these individuals to provide your rosters, be sure to let them know ASAP so they will have adequate time to process your request. They will not be able to provide your rosters if you wait until the time of your class to request them.

Tips for Teachers: It is imperative that you print your rosters from Campus Connect daily during the first week of class and periodically throughout the semester to be certain they are accurate. You will check your updated rosters the same way you originally retrieved your rosters.

Certifying your Rosters

The final date to certify your rosters will be communicated to you by your department chair shortly after the beginning of each semester.

To certify your rosters, go through the following steps in Campus Connect:

- Select **Faculty Menu**.
- Under **Administrative**, select **Certify Roster**.
- Select the appropriate term code (just like when you retrieved your rosters).
- Select a course from the list of your courses.
- Click on the **Never Attended** box for any student who has never attended your class.
- Scroll to the bottom of the screen and select **Yes** for **Check here if you wish to certify this roster** option.

- No Shows must be submitted by the deadline communicated to you by your department chair or dean.

Tips for Teachers: Reporting no-shows is extremely important for both the college and our students. For one thing, PTC must return the funds for students who have received financial aid but have not attended class to the Title IV federal program thus creating an institutional liability. In addition, this balance is then placed on the student's account and the student cannot enroll for any subsequent term at PTC.

If you have students who are seated in your classroom or participating in your online class but they are *not* on your roster, these students are *not officially enrolled* in your class, nor have they paid for the class. They should be sent to Student Services to resolve the problem.

Submitting Grades

Grades must be submitted by the deadline listed on the Pulaski Technical College Academic Calendar. If an instructor's grades are not turned in on time, the instructor will be reported to his or her dean by student services.

To submit your grades, go through the following steps in Campus Connect:

- Select **Faculty Menu**.
- Under **Administrative**, select **Grade Entry**.
- Select the appropriate term code (just like when you retrieved your rosters).
- Select a course from the list of your courses.
- For each student, choose the appropriate grade from the drop down menu by his or her name.
- Finally, scroll to the bottom of the screen and select **Yes** for **Check here if you wish to submit your final grades** option.

Grade Change

The **Grade Change Form** in the Campus Connect area is found under the **Administrative** tab. Please utilize this form to submit any grade changes.

Need Help? Call the Campus Connect help desk from 1 p.m. until 4 p.m.
Monday through Friday at (501) 812-2225 or contact
Brenda Williams, Registrar, at bwilliams@pulaskitech.edu or 812-2232.

COPY MACHINES AND COPY MACHINE CODES

For your convenience, you have access to copy machines at several locations at each of the college's sites. To use some of the copying machines, however, you will need to know the copier code. Please be sure to ask the division secretary, department chair, or dean for the code for the machine you plan to use.

Please note: If you teach in a building or at a site that does not house the division for which you teach, please be sure to obtain the code for the copier in the building where you will be teaching. You can get this code from the division secretary during regular business hours.

Copy machines are available for you to use at the following locations:

Main Campus

<u>Building</u>	<u>Location</u>	<u>Code</u>
Business Building	Room 101	
Administration Building	Rooms 160, 141	
Science Building	Room 124	
Information Technology Center	Room 306	
Campus Center	Academic Success Office	
Allied Health	Rooms 138, 213	

Little Rock-West

Main Building	Rooms 201, 202	08901
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Little Rock-South

Main Building	Room 251	
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Copier "Etiquette"

Because each copy machine is used by many people, please be courteous when you use the machine. Be sure to re-load paper if the paper runs out, re-load staples, empty hole-punch tray, clean the glass on the copy machine if it gets dirty, and clear all jams as they occur. If you cannot clear the jam yourself, please let the division secretary know. Please do not leave a jam for someone else to clear. Also, do not interrupt a job in progress. If you have any questions about using the copy machine or if you need supplies for the copy machine (such as staples, toner, or special paper), check with your division office for further assistance

Tips for Teachers: After you get the code for the machine you will be using, write it down in the space below. Please be careful NOT to share this information with students. Copy machines are for faculty only.

EMAIL/CAMPUS MAILBOXES

Email

After turning in your paperwork to Human Resources, you will automatically be assigned an e-mail account. Your email address will consist of the first letter of your first name and your last name followed by @pulaskitech.edu, for example: tsmith@pulaskitech.edu. Your password for a new email account will be the term followed by the year, for example: fall2008.

To access your email:

1. On the PTC Homepage, select the **Faculty and Staff** link.
2. On the Faculty and Staff homepage, select the **Faculty and Staff Email Access** link.
3. This will take you to the **Log-In Screen**, where you will enter your **user name** and **password**.
 - o **User Name:** *first* initial + *last name* (the first part of your email address)
 - o **Password:** term and year your employment at PTC begins
 - o **Example:** Tom Smith, who begins working at PTC in Fall 2008, would have the following account information:
 - User Name = tsmith
 - Password = fall2008

Check your e-mail regularly because you will regularly receive important updates about things going on around campus as well as information from your dean, division secretary, and department chair.

Campus Mailboxes

Your division secretary will assign your mailbox number if you teach on the NLR campus or online, and your site secretary will assign your mailbox if you teach at the Little Rock-South or Little Rock-West site. If you teach on both campuses, you will have a mailbox on each campus. Your division secretary or department chair will notify you of your mailbox location and number at the beginning of the semester. In order to safeguard the contents of your mailbox, you should not give your mailbox number to your students. If they need to leave assignments or notes for you, they should go through the division or site secretary. Check your campus mailbox regularly because your division secretary, department chair, dean, and others will use this as a means to communicate with you.

IDENTIFICATION BADGES

Please have an identification badge made and wear it when you are on campus. Because of the large number of students and faculty at Pulaski Technical College, this badge will help identify you as a faculty member. This is particularly helpful not only to students but to other faculty and to staff. In addition, your identification badge may also be used as a library card at Ottenheimer Library and to receive discounts at some local businesses.

Identification cards are issued Monday through Friday from 8:30 a.m. until 4:00 p.m. in the Campus Center, Room 318 (except when the college is closed for holidays).

INTRANET

Adjunct faculty have full access to the features on the Pulaski Technical College Intranet (Technet). The Intranet houses many of the forms and documents that you may need in order to perform your job.

Features

- Committee message boards
- Access to faculty Campus Connect
- Human resources forms
- Classifieds
- Little Rock/North Little Rock digital phone book
- Community Talk (private forum for faculty and staff)
- Computing Services help desk
- Library forms for faculty and staff
- Access to campus e-mail

Accessing the Intranet

1. Log on to www.pulaskitech.edu.
2. Click **Faculty and Staff** on the front page.
3. Click the purple **Technet** button on the left side.

Creating an Account

1. Log on to <https://intranet.pulaskitech.edu>.
2. Click **Register**.
3. Complete the form and click **Submit**. (Make sure your user name is the same as your e-mail user name.)

Accounts are screened and will be activated in 24-48 hours.

Need Help? Contact Lennon Parker at lparker@pulaskitech.edu or 812-2730.

PARKING TAGS/VEHICLE REGISTRATION

When you filled out your adjunct information packet, you should have filled out a form to register your vehicle with the college. Once this form is submitted and processed, you should receive a parking tag in your mailbox or from your division secretary. There is no fee to register your vehicle. Every adjunct faculty member who owns or operates a motorized vehicle on the campus is required to display the hanging tag anytime the vehicle is parked on campus. In addition, you should park in the appropriate areas; the college reserves and marks with signage a designated number of parking spaces for faculty and staff.

Complete parking and traffic regulations are available in the college catalog. However, please note the following:

- Hangtags are not transferable to other students, non-students, faculty or staff.
- Handicapped parking is exclusively reserved for vehicles legally and properly displaying a handicapped parking permit issued by the State of Arkansas. Vehicles using the handicapped parking space (regardless of permit) must be transporting the handicapped individual that the permit was issued to assist and are subject to applicable state and federal laws.
- The visitor spaces are restricted to visitors of PTC, not registered students, faculty or staff.
- Traffic cones are occasionally used to reserve visitor spaces for events. Individuals parking their vehicles and failing to observe the visitor parking areas will subject themselves to a parking violation.
- Reserved/designated parking and reserved donor parking is reserved exclusively for those persons as indicated by signage and hangtag permit holder.
- The operator of the vehicle abides by the parking and traffic regulations of the college and abides by motor vehicle and traffic laws as mandated by state law.
- The college assumes no responsibility for any vehicle or its contents. Please lock your vehicle.
- A traffic ticket or other communication on the vehicle from the college is an official notice. A recipient who does not comply with such communications will subject himself/herself to disciplinary action and/or arrest when applicable.
- Students who owe a fee for a violation will have a hold placed on their student account, and they will be ineligible to receive an official transcript or register for classes until the obligation has been paid.

PAY SCHEDULE AND PAYCHECK DISTRIBUTION

FALL 2008*

Pay Period	Pay Day
1	September 3, 2008
2	September 10, 2008
3	September 24, 2008
4	October 8, 2008
5	October 22, 2008
6	November 5, 2008
7	November 19, 2008
8	December 3, 2008
9	December 17, 2008

SPRING 2009**

Pay Period	Pay Day
1	February 4, 2009
2	February 11, 2009
3	February 25, 2009
4	March 11, 2009
5	March 25, 2009
6	April 8, 2009
7	April 22, 2009
8	May 6, 2009
9	May 20, 2009

Paychecks will be distributed through direct deposit or will be picked up by the instructor at the Business Office. You will be paid bi-weekly. Direct deposit forms and information may be secured from the Payroll Office. This pay schedule is also available at www.pulaskitech.edu.

**Payroll office must receive contracts from Human Resources with all signatures and withholding forms by August 22 to be paid on September 3. If the contract is late, payment will be delayed.*

***Payroll office must receive contracts from Human Resources with all signatures and withholding forms by January 23 to be paid on February 4. If the contract is late, payment will be delayed.*

Need Help? Contact Chrystal Paul at cpaul@pulaskitech.edu or 812-2208 or Debra Wilson at dwilson@pulaskitech.edu or 812-2202.

SAFETY AND SECURITY

Any incident of criminal actions or emergency that occurs must be reported to a college administrator or a member of the college's Campus Police/Public Safety staff. Refer to the Pulaski Technical College web site at www.pulaskitech.edu for the current year campus crime statistics and to review the Campus Security Act.

Security

Pulaski Technical College provides its employees and students with security. Ensuring security and safety on our campus facilities is the responsibility of everyone. All faculty, staff and students should report any activity that is suspicious or criminal in nature to a police officer and/or the department as soon as possible. **Information relating to physical abuse, threats, or weapons in any form and specifically firearms and explosives, suspicious activity or known activity regarding drugs and alcohol should be reported immediately whenever possible.**

Main Campus

Police Department Office 812-2248 (Business Hours ONLY)
 Duty Officer Cell Phone..... 580-1831
 FAX 812-2741
 Chief of Police Cell Phone 580-5118

Little Rock-West Site

Police Department Office 683-5251
 Duty Officer Cell Phone..... 580-1662

Little Rock-South Site

Saline County / SCCC

Duty Security Officer Cell Phone..... 580-0521

Tips for Teachers: Non-emergency, critical information or information from students who wish to remain anonymous should be communicated to the PTC chief of police using his cell phone or email address. Emergency information should always be communicated immediately to any duty officer police or security.

Any incident of criminal actions or emergency that occurs must be reported to a college administrator or a member of the college's Campus Police/Public Safety staff.

SUPPLIES AND TEXTBOOKS

Supplies

Each department chair and division secretary has a small supply of dry erase markers, erasers, grade books, scanning forms, paper clips, pens, and rubber bands. If you need any of these supplies, email your department chair or your division secretary, or stop by the secretary's desk.

Tips for Teachers: It is recommended that you keep your own eraser and markers and carry them to and from the classroom with you. Classrooms are not equipped with erasers and markers.

Textbooks

Adjunct faculty members are expected to use all textbooks and instructional material provided to them by their department chair or dean. Please be sure to follow any specific instructions about returning textbooks and other materials at the end of the semester.

In addition, all students should purchase all textbooks and other materials required for the classes they are taking. The Pulaski Technical College Bookstore is available for students' convenience, but books may be purchased from alternative sources.

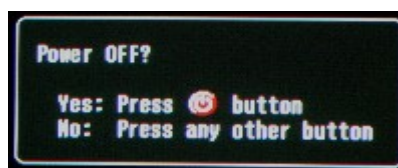
Tips for Teachers: In general, students are eligible to receive financial aid that covers the cost of materials associated with a course. In the Pulaski Technical College Bookstore, students may charge books and supplies to their financial aid accounts (before financial aid rewards have been granted) for approximately one week before classes begin and for approximately one week after classes begin each semester.

Need Help? Contact your division secretary or department chair.

TECHNOLOGY SUPPORT SERVICES

Operating Ceiling-Mounted Data/Video Projectors

1. Locate the wall-mounted computer/video input box (usually located below the whiteboard.)
2. Locate the projector remote control button pad. You don't need the remote control to use the projector.
3. Attach video source and computer to the appropriate input.
 - a. For a Windows computer, hook up the SVGA cable to the computer and input box.
 - b. For a Macintosh computer, hook up the SVGA cable and Macintosh adaptor to the Macintosh computer and input box.
4. Boot up the computer
5. Turn the projector on by pushing the **On/Off** button located on the projector remote control pad. Push the button only once. You will hear a single "beep" from the projector.
6. Wait briefly for the projector to go through its warm-up phase. The projector starts in 15 seconds but takes 30 seconds to reach full brightness.
7. To project slideshow, go to **View** in menu bar and select **Slideshow**.
8. If you use audio, the **Vol Up/Down** buttons will control the audio level.
9. You can push the **A/V Mute** button if you want the screen to project nothing for a short period of time; push the button again to continue projecting an image. In some rooms, this button is labeled **Black Screen** or labeled with an asterisk.
10. Turn projector off when you are finished by pushing the **On/Off** button **twice**. A double beep will come from the projector, and it will begin a shutdown phase. If you only pushed the **On/Off** button once, this screen will appear:



Push the button again to turn off the projector. After a few seconds, the above screen will disappear, and the projector will remain on until you push the button twice.

Need Help? Contact Computer Support Services at 812-2780.

Tips for Teachers: If you plan to use this technology, you might want to try out the equipment in the classroom where you'll be teaching in advance of teaching the class. That way, you can troubleshoot any problems and won't have to waste your class time.

WORK STATIONS

Adjunct work stations and offices equipped with desks, computers, printers, and phones are located at all sites for your use. In addition, space may be available for you to hold office hours.

Main Campus

At the main campus, the adjunct work stations are housed within most divisions. However, if your division does not have a work station, you are welcome to use a work station that is convenient for you.

Little Rock-West

At the Little Rock-West site, use either one of the two adjunct offices located to the left of the front entrance near Student Services.

Little Rock-South

At Little Rock-South, the adjunct office suite is located in LRS 233 of the faculty office area.

Office Etiquette

Because a large number of people use these areas, please be respectful of this space by keeping it clean and observing any requests for use made by the division secretary or dean. Space may be available for you to store your teaching materials; however, keep in mind that these are high-traffic areas and that the college is not responsible for any losses.

Student Confidentiality

The Family Educational Rights and Privacy Act (FERPA) is a federal law designed to protect the privacy of a student's educational records. Student educational records are considered confidential and may not be released to anyone other than the student without the written consent of the student; this includes the student's parents and spouse. In addition, grades may not be posted and/or shared with other students or faculty.

Tips for Teachers: Please be mindful of student confidentiality when you are meeting with your students in the work stations. Be sure that you do not leave your grade book in any public space, and make sure that conversations with students are not overheard by others.

Need Help? Contact your division secretary.

COMPUTER LABS



The **Open Computer Labs** at Pulaski Technical College are open to all currently enrolled students, and they may not be reserved by instructors.

Main Campus

There are two open computer labs on the main campus. One open computer lab is located in IT303. There is a lab assistant in this computer lab at all times. The other open computer lab is located in CCB304. This lab does not have a lab assistant. In addition, there is a Cyber Lounge on the first floor of the Campus Center, and there are computers in the open areas on the first floor of the Administration Building and on the third floor of the Campus Center.

Little Rock-West

Pulaski Technical College has an open computer lab available for enrolled students at our Kanis location on the second floor.

Little Rock-South

Pulaski Technical College has an open computer lab available for enrolled students at the Little Rock-South site in room LRS 203.



In addition to the open labs, Pulaski Technical College provides other computer labs that may be reserved by an instructor. When the labs are not reserved, students may use these labs.

Main Campus

The Learning Assistance Center in CCB 303 may be reserved by an instructor up to three times per semester. To reserve the lab, obtain a request form from the lab assistant. In addition to the LAC Computer Lab, classrooms in the IT building that are equipped with computers may be reserved by contacting the IT secretary Shirley Yaw at 812-2329. These classrooms may only be reserved if the IT division is not using the classrooms, and they must be reserved in advance.

Little Rock-West

The computer lab in room 120 at Little Rock-West may be reserved by instructors to use with their students. To reserve the lab, obtain a request form from the lab assistant.

COUNSELING AND ADVISING SERVICES

The Pulaski Technical College Counseling and Advising office provides personal counseling services and referrals, academic advising, career assessment and counseling, testing services, and disability support services. For information about specific services and contact information please visit the **Current Student** page at **www.pulaskitech.edu**.

Counseling Services

Pulaski Technical College provides the services of professionally trained counselors to all students. The counselors are familiar with college programs and can assist students with career information, course advisement, program decisions, testing and assessment and personal counseling.

Students should consult with a counselor whenever they need assistance in any area or subject.

Advising

Your students may ask you for academic advice. Please know that academic advisors and counselors are available in the PTC Advising and Career Center to assist students in planning academic programs and developing course schedules. Continuing students are strongly encouraged to consult with an advisor from their division or in the Advising and Career Center prior to registering for classes via the Web.

Students may also ask you about registering for classes. Students who have attended at least one semester at PTC will be eligible to enroll in classes via Web registration through Campus Connect.

Need Help? Contact Beth Trafford, Dean of Enrollment Services, at btrafford@pulaskitech.edu or 812-2220.

DISABILITY SERVICES

Pulaski Technical College is committed to fulfilling all federal requirements of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990. Accommodations are available to students who have documented disabilities. Students requesting accommodations must provide medical, educational, and/or psychological records to document their needs. Students should provide sufficient notification of needs and register with Disability Support Services (DSS) in Counseling & Advising Services six to ten weeks prior to the semester of planned enrollment. Failure to provide sufficient notification may result in a delay of services. Disability Support Services can be contacted at (501) 812-2220 or in the Campus Center Room 240. Students who feel they have been discriminated against under the Americans with Disabilities Act may file a written grievance with the Vice President for Student Services.

Accommodations

- Note Takers
 - It is the instructor's responsibility to secure a note taker. As soon as possible, the instructor should ask for a volunteer note taker from within the class. ***Please do this in a way that will not embarrass or single out the student with disabilities.*** Notes should be taken by someone who writes clearly and with some detail. (A student with a disability should not serve as a note taker.) Meet with the note taker after class and ask the note taker to sign a note taker contract with DSS and to obtain note-taking paper from DSS. Please send an email with the note taker's information to DSS.
- Sign Language Interpreters
 - An interpreter will be provided for students who are deaf or hearing impaired. If you have not worked with an interpreter before, these tips may be helpful.
 - Talk to the student, not to the interpreter.
 - If videos are shown, they *must* be closed-captioned.
 - It is helpful for the interpreter to have a course syllabus, textbook and copies of class handouts, overheads, and readings.
- Extended Time for Tests
 - Instructors are expected to arrange exams in alternative format for their students who are approved for extended time for tests.. If needed, testing is available in the PTC Testing Center for students who are approved for this accommodation. The instructor must make prior arrangements, complete the **Alternative Testing Request Form** and personally log in the test in the Testing Center, housed in the Office of Counseling and Advising. To arrange extended time for an online test contact Danny Martin at dmartin@pulaskitech.edu.

- Visual Disabilities
 - Students with visual disabilities may need tests and handouts enlarged and printed on a different color of paper. Recorded books and use of computer software that reads the screen (JAWS) or enlarges the text (Zoomtext) may be necessary. Scanning forms may not be an option. Please follow the approved accommodations exactly.
- Classroom Change
 - No matter how comfortable your classroom may be, sometimes a particular disability necessitates a change in rooms or buildings. The decision to do this will be made only when the room change is necessary.

Tips for Teachers: If you are in doubt about how to make a particular accommodation, ask questions. The college is bound by law to provide these accommodations for students with disabilities, so it is essential that you have the information and equipment you need to accommodate your students.

Need Help? Contact Doris Pierce, Coordinator of Disability Services, at dpierce@pulaskitech.edu or 501-812-2796, or for appropriate accommodation forms, please access **PTC Disability Resources** on the Pulaski Technical College Intranet.

Tips for Teachers: There are resources (videos, CDs, DVDs, handouts) available through PTC Disability Services about teaching students with specific disabilities. Faculty may check these materials out for their use.

PTC STUDENT EMAIL

Pulaski Technical College provides email for all students. Please encourage your students to activate their email accounts and check their email regularly. These instructions are provided for you should you have questions from students regarding their email accounts.

ACTIVATING

1. Log into the **Student Portal**.
2. Look to the left for the **Gmail for PTC** icon.
3. Scroll your mouse below icon.
4. Click on **Student Email**.
5. Type the activation code as seen.
6. Read the License Agreement.
7. Click on **I Agree**.
8. This will take you to your inbox.

Tips for Teachers: Encourage your students to activate their email accounts as an assignment. Make sure you tell them to write down their PTC email addresses and passwords and keep them somewhere safe.

ACCESSING

1. Go to Pulaski Technical College homepage at www.pulaskitech.edu.
2. Click on the Button that says **Student Portal My PTC**.
3. Under the **MyAccount** section to the right side of the page, Click **Manage My Account**.
4. Click **Yes** or **Continue to Site** on all of the security alerts that may pop up.
5. Fill in the information that is asked for, including creating a password.
6. Make sure you enter the information that matches the information you have on file with the college. (For example, your name and the zip code should match the name and zip code must match what is on file; otherwise you will have problems logging in.
7. Click **Display Username, Student ID and Change my Password**.
8. This will give you your new username & G-Mail account address.
9. Print this page and make note in of your password.
10. Click to close and then log in using your new information.

Please note: This log-in information is used for all college accounts. The old method of logging in no longer exists.

Troubleshooting

Your students may ask you questions about their email accounts if they have trouble. Here are some things that they can try if the steps above do not work on the first try:

1. Log into Campus Connect.
2. Go to **Student Information** and to **Demographic Data**.
3. Copy and paste the student name and zip code into the form used in **Manage My Account**. (For some reason, this often works.)

o Other Suggestions

- Students may also need to choose a different password that uses the letters first and numbers next, such as *Steamboat1*. Make sure they include at least one capital letter.
- Also, they might need to enter their names backwards, such as John Smith = Smith John
- If they get any security warnings, alerts, information boxes, have them click **Yes** and continue to the website.

NOTE: If students fail to log in ten times in a row, the system will lock their account. If that occurs, they must contact the help desk at onlinecourses@pulaskitech.edu to have their account unlocked. Then they will need to go back into **Manage My Account** to reset their password.

Tips for Teachers: Encourage your students to check their email regularly by rewarding them for doing so. Periodically send out an email to your students and offer them bonus points for returning the email to you by a specific “due date.”

Need Help? Contact Danny Martin at dmartin@pulaskitech.edu or 812-2737
or Aurora Adney at onlinecourses@pulaskitech.edu.

FINANCIAL AID

Financial aid, simply defined, is money that helps students pay for their educational costs. Aid may be in the form of loans, grants, scholarships, employment opportunities, or a combination of all of these.

The Financial Aid Office is primarily responsible for the processing of federal Title IV aid and coordinating federal aid with other funds, such as scholarships. Title IV aid includes Federal Pell Grants, Federal Supplemental Educational Opportunity Grants, Federal College Work Study, and Federal Stafford Loans. Various departments and agencies on and off campus award other scholarships and grants. The Financial Aid Office is a good resource for questions concerning these other types of aid.

Most federal programs require the student to complete the Free Application for Federal Student Aid (FAFSA). The FAFSA gathers information that is used to determine the relative financial strength of the student's family or the "need" for assistance. Please note that eligibility criterion for each of the programs varies. Students may be able to establish need for all programs while others are able to establish eligibility for one program but not all programs.

Tips for Teachers: Because financial aid packages and awards vary widely, students should contact the financial aid office for all inquiries regarding financial aid. The financial aid office specializes in answering questions concerning financial aid, and you can best serve your students by putting them in touch with the appropriate people.

Need Help? Contact the financial aid office at 812-2283
or 812-2289 to visit with a financial aid advisor.

LEARNING ASSISTANCE CENTER AND TUTORING SERVICES

The Learning Assistance Center at PTC is comprised of four computer labs and three tutoring centers in various locations.

Computer Labs

Computer labs for the general student population can be found in Campus Center 303 on the main campus, in Little Rock-West 120, and in Little Rock-South 203. The open computer labs may be used by students to improve or review academic skills in all college disciplines, to do word processing, to use the Internet or to check email. Students are encouraged to come by the computer labs to learn about Web-based computerized tutorials also.

Hours of Operation

The computer labs are open most semesters from 8 a.m. until 8 p.m. Monday through Thursday and from 8 a.m. until 2 p.m. on Friday. Saturday hours will vary by location; hours of operation are posted outside of the labs each semester. Students may email the computer labs at Lacenter_303@yahoo.com or Lacenter_Kanis@yahoo.com for more information.

Tutoring Services

Campus Center 302 and Little Rock-West, Room 130 house the tutorial programs. Tutoring for students is available in a wide range of topics. No appointments are necessary for individual tutoring. Peer and professional tutors are available in the tutoring centers during the week, are embedded in certain classes, made available through Supplemental Instruction, and are online for students in the evenings and weekends. Tutors housed in the on-campus tutoring centers post their hours of availability inside the centers each semester. Students may reach tutors at tutoring@pulaskitech.edu. The tutoring center also offers supplemental materials including videotapes and workbooks for student use. Online tutoring is also available in the evenings and on weekends. Online tutoring schedules can also be found on the LAC Web site under **Current Students**.

Students wishing to improve their skills or experiencing difficulty in their classes should visit the Learning Assistance Center as soon as possible for maximum benefit. Students can also find information on the LAC on the Pulaski Technical College Web page under **Current Students**.

For Faculty

The Learning Assistance Center staff conducts workshops at all locations throughout the semester and can conduct specialized workshops for faculty. As always, faculty are able to book the computer labs for computerized instruction three times each semester.

Need Help? Contact Rhonda Carroll at rcarroll@pulaskitech.edu or 812-2270.

Tips for Teachers: Many students who need the services of a tutor think that tutoring is just for “dummies.” Simply encouraging your students to use the services provided by the Learning Assistance Center may not be enough. Consider making an appointment for them or accompanying them to the LAC.

LIBRARY SERVICES FOR STUDENTS

The Ottenheimer and Little Rock-South Libraries of Pulaski Technical College offer a warm and welcoming atmosphere to all students. Helpful librarians and staff are on hand to provide assistance with projects and assignments. A few of the library features are highlighted below:

Library facilities feature comfortable seating, individual and group study rooms, plenty of desktop and laptop computers, and Wi-Fi access for student's personal laptops.

Librarian assistance is available for help with research, basic computer operations, and topical crash courses in popular subjects.

Many **resources** are accessible both on and off-campus. Thousands of periodicals and more than 17,000 e-books are available at the click of a mouse. Print books and audiovisual materials are available for check-out at both campuses.

Web site features include the *Subject Guide to the Web*, a list of web sites reviewed and selected by librarians and instructors; *Citing Sources* citation guides; *Ask a Librarian* email link, and *Spotlight* features of campus events and general interest.

Services to students extend beyond the walls of the PTC libraries through interlibrary loan and borrowing privileges at all Arkansas colleges and universities with the ARKLink Card.

Need Help? Contact the Ottemheimer Library at
LibraryStaff@pulaskitech.edu and 812-2272.

PROFESSIONAL DEVELOPMENT

Professional development at Pulaski Technical College is open to all full-time and part-time faculty and staff unless explicitly designated for certain groups. While the majority of activities, workshops, and seminars are free to all participants, they do require registration. Registration information will be included in all announcements. In the event there is a fee to cover food or other expenses, faculty and staff are asked to contact their department chair or dean to pay for the fee.

The Office of Organizational and Professional Development works closely with the Center for Teaching Excellence as well as other departments and offices on campus to provide timely, useful presentations and workshops on topics that will enhance teaching and learning. Look for announcements through the Pulaski Tech email system for upcoming events.

If you have suggestions for future offerings, please contact Amy Baldwin at abaldwin@pulaskitech.edu.

CENTER FOR TEACHING EXCELLENCE

Pulaski Technical College is fortunate through the Title III program to have the benefit of The Center for Teaching Excellence. The director will oversee the Center's efforts, working with others to advance excellence in teaching and learning at the college. As an instructional developmental center, the Center for Teaching Excellence supports faculty in developing new approaches to the delivery of instruction, consulting in the application of instructional design and the use of instructional technology tools.

The Center for Teaching Excellence will be available for use by faculty from 8:00-5:00, Monday through Friday, and by appointment for scheduling outside of normal business hours.

LIBRARY SERVICES FOR FACULTY

The librarians and library staff of the Ottenheimer and Little Rock-South Libraries provide personal and professional support to the instructors of Pulaski Technical College. They can assist you in providing a top-notch education to PTC's students. Among the many services to instructors are:

Professional resources, including print and electronic books and journals, are readily available. Direct links to *Adjunct Advocate* and *The Chronicle of Higher Education* are available on the **Library Faculty/Staff** page, and thousands of other online journals are available through more than 45 databases.

Professional Development Workshops on hot topics, tips and techniques for the classroom, and other topics as requested are offered periodically throughout the year.

Information literacy instruction sessions are planned in collaboration with instructors to meet individual class needs. Online tutorials, an embedded librarian for online courses and a library site in Blackboard extend the campus-wide information literacy program into the virtual classroom.

Professional services for faculty include literature searches, RSS service, interlibrary loan, and ARKLink cards for borrowing materials from all Arkansas institutions of higher learning. Library liaisons, online and in-library course reserves, and a faculty web page with links to pertinent web sites and forms add supportive services for the classroom.

Need Help? Contact a librarian at Ottenheimer Library at
LibraryStaff@pulaskitech.edu and 812-2272.

TIPS FOR TEACHERS

FOUR CORE STUDENT NEEDS

1. **Active Involvement:** Students need to become deeply *engaged* learners who invest significant amounts of personal *time* and *energy* in their college experience.
2. **Social Integration:** Students need to become socially connected or integrated into the college community via *human contact, interpersonal interaction, and collaboration* with peers, faculty, staff, and administration.
3. **Personal Meaning:** Students need to find *meaning, purpose, and value* in college, enabling them to make *relevant connections* between their current college experience and their future life plans.
4. **Personal Validation:** Students need to feel *personally significant and capable of succeeding in college*, and to sense that their college *cares* about them as individuals and is *committed* to helping them succeed.

Joe Cuseo, Marymount College
 Posted 4/12/2007
FYE-LIST@LISTSERV.SC.EDU

SEVEN PRINCIPLES FOR GOOD PRACTICE IN UNDERGRADUATE EDUCATION

Chickering and Gamson's "Seven Principles for Good Practice in Undergraduate Education" posit that good practice in undergraduate education:

- 1) encourages contact between students and faculty,
- 2) develops reciprocity and cooperation among students,
- 3) encourages active learning,
- 4) gives prompt feedback,
- 5) emphasizes time on task,
- 6) communicates high expectations, and
- 7) respects diverse talents and ways of learning.

ADDRESSING ADJUSTMENT DIFFICULTIES: FITTING IN

- Students need to feel connected to the college community.
Research shows that students who are most at risk for dropping out are those who are not connected to the college and its activities.
- Students need to feel significant and that someone cares about them.
Studies suggest that the single most important factor in student satisfaction and growth is the classroom experience.

Helping Students

- Deal with the “whole person” and realize that PTC students usually do more than go to college. They have very full “real” lives that bleed over into the classroom. Also, remember that many students who choose PTC pick it because of small class size and the chance to get personal attention from instructors. *Remember, students don't care what you know until they know that you care.*

Following are some simple “pointers” for low or no-cost, easy-to-do gestures that can make a difference and go a long way to helping students feel welcome.

- ☞ Start the first day with an ice-breaking activity BEFORE you go over the syllabus.

Activity 1: Most Common in Common

Provide students with a pre-made handout where they can fill-in the names of their classmates and five things they have in common with each of them. Divide the class by having them number off one, two, one, two, etc. The ones stay put while the twos travel around the room spending no more than three minutes with each number one. After every two has made it around the room, ask them to stand and share who they had the most common in common with.

--Jason M. Henry, M.Ed., Advising and Support Services Specialist

Activity 2: Adjective Introduction

Give students a name tag and ask them to describe themselves with an adjective that starts with the same letter as their first name. Then allow students to introduce themselves using that description.

--Ann C. Fellingner, M.A., Chair, College Studies

- ☞ Learn your students' names.

*Use a digital camera to take a picture of each student on the first day of class. Add these pictures to your roster to help you put a face with a name.

- ☞ Shake hands with your students as they arrive on the first day of class.


- ☞ Put a motivating “thought for the day” on the board or on the attendance sheet.

- ☞ Bring a small basket of candy and place it on your desk.


ADDRESSING ACADEMIC DIFFICULTIES

 Students need to become actively involved in the educational process.

According to research, one of the two most important influences on student learning is their ability to direct a high degree of effort to academic endeavors.

 Faculty can create an engaging classroom environment that demands student accountability.









The second most important influence of student learning is that students interact in meaningful ways with faculty, staff, and peers.

 Students don't know how to do many of the things we think they can do. Faculty can help students learn to monitor their own learning.

Many students have never been expected to take responsibility for learning—learning has always been a passive process. It is our job to teach them how to learn effectively.

Active Learning

Following are some simple “pointers” for encouraging active learning in your classroom.

-  Devote an entire class period to the most effective way to take notes in your discipline.
-  Provide frequent **meaningful** feedback. Give short, low-stakes quizzes (quizzes that count for very few points or quizzes that do not count for a grade at all) to allow students to gauge what they are learning.
-  Teach students to keep and figure their own grades.
-  Use one-minute papers to gauge students' progress.
-  Utilize a variety of teaching styles to accommodate various learning styles.
-  Allow students to work in groups to create study guides for test materials.
-  To help teach students how to take tests better, allow them to produce questions for quizzes or tests.
-  Ask a student to reword or rephrase a concept you just explained.

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June 2008

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