



**NORTHEASTERN JUNIOR COLLEGE**

# Adjunct Instructor Orientation and Handbook

Welcome to the Northeastern Junior College (NJC) “Team”. As a staff member, you play a vital role in the success of student learning.

We feel the information provided in this packet will assist you in accomplishing your goals as an adjunct instructor at NJC as well as orient you to our operating procedures. We hope you find your employment with NJC professionally rewarding.

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## **Administrative Staff**

College President.....	Jay Lee
V.P. for Academic Services .....	Stanton Gartin
V.P. for Finance/Administration .....	Lisa LeFevre
V.P. of Student Services.....	Steve Smith
Department Chair – Ag Department.....	Mike Anderson
Director of Nursing Programs.....	Julie Brower
Director of Renewable Energy.....	Jason Hazlett
Department Chair – Heath, Human Performance & Sport/Athletic Director.....	Marci Henry
Department Chair – Business & Cosmetology.....	Francois Jacobs
Department Chair- Liberal Arts.....	Scott Thompson
Department Chair – Health, Science & Math.....	Brenda Zink
Director of Admissions .....	Adam Kunkel
Registrar .....	Lisa Schaefer
Director of Academic Support Services & Assessment.....	Misti Pierce
Director of Concurrent Enrollment/Student Success .....	Ronda Bowey
Director of Financial Aid.....	Alice Weingardt
Director of IT.....	Cherie Brungardt
Director of Physical Plant.....	Tracey Knox
Director of Human Resources .....	Jeri Estrada
Bookstore Manager.....	Heather Brungardt
Ombudsman .....	David Baines

## **Mission**

Northeastern Junior College is committed to developing excellence in our students by instilling knowledge, advancing skills, and providing opportunities to transfer and enter the workforce successfully.

## **Vision**

To be Colorado’s premier two-year college of choice.

## **Philosophy**

NJC believes the student is the most important person on campus.

## **Goals**

- Provide **excellence in learning and teaching** for transfer, career and technical education, and personal enrichment.
- Enhance **student success and retention** by providing comprehensive support services and activities.
- Offer students opportunities to become **well-rounded individuals**, embrace **diversity**, and develop **leadership** skills.
- Provide leading **technology** for instruction and operations.
- Develop **relationships and partnerships** that enrich the region and contribute **cultural, economic, educational, and social experiences** for our students and citizens.

(There are other goals, but these directly speak to teaching and learning)

## Employment

### Required Employment Forms

Adjunct instructors are required to complete and return the following forms to the Human Resources Office. These forms must be received before the employee can be activated in the payroll system. Forms will be kept in their personnel file and helps ensure that they will be set up in a timely manner for payroll purposes. If an adjunct instructor has not taught for 120 days, new forms will be required for PERA Membership, W-4, and direct deposit.

- NJC Employment Application
- Release Authorization Form
- Official Copy of Transcripts/Certifications/Licenses
- Employee Data Form
- I-9 INS Immigration Form (along with copies of acceptable identification i.e. valid driver's license, social security card)
- Direct Deposit Form
- PERA Choice Forms
- Statement Concerning Your Employment in a Job Not Covered by Social Security
- W-4 Form
- Drug-Free Workplace Statement and Sexual Harassment Statement
- Computer Use Agreement
- Loyalty Oath

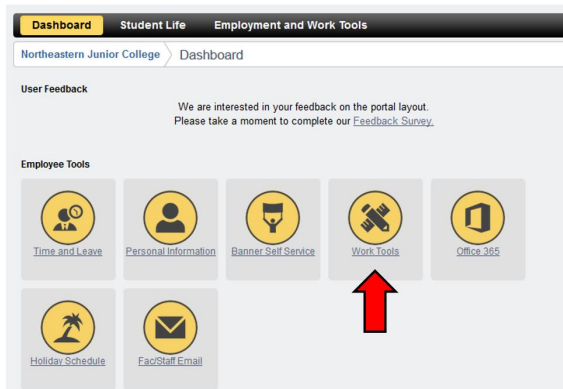
Adjunct instructors are not allowed to begin teaching until all paperwork has been completed and submitted to the Human Resources Office.

### Appointment Notices


Appointment notices to teach a course will be generated following the census date of the course. After that, adjuncts will have to look in AccessNJC for their appointment information as the FLAC Banner system will not print out an appointment notice. Compensation is based on enrollment, so payment cannot be determined until after the last day to add the course. All employees become members of Colorado's Public Employees Retirement Association (PERA).

To view what your compensation and pay dates are, you will need to setup your ACCESS account, if you haven't already. Here are step-by-step directions:

1. Log into ACCESS NJC with your S# and your PIN/Password. If you have never logged into ACCESS, your PIN/Password is your six-digit birth date: MMDDYY.
2. Once in Access, click on your Employee Tab
3. Under the Work Tools channel is a link Faculty Load and Compensation. Click on the FLAC link.



**Work Tools** Close

[Cognos Reports](#)  
[FootPrints](#)  
[CCCS Student Services Wiki](#)  
[CCCS BDM Imaging Wiki](#)  
[CCCS-IT Project Request Form](#)  
[CCCS-IT VP IT Governance Process](#)  
[Faculty Load and Compensation](#) 

[Banner Production - Blue Page](#)  
[Banner Test - Green Page](#)  
**CCCS IT Help Desk Numbers:**  
 Main Line: 303-620-4357  
 Toll-Free: 1-800-583-4081  
[CCCS-IT Help Desk Ticket Request](#)  
[CCCS Facilities Work Order Request](#)  
[E-Transcript Parchment](#)

Go to [Workplace Answers](#)

Links only work on campus or if user is on VPN.

## Faculty Load and Compensation

**Compensation and Acknowledgement**



**Faculty Compensation Administration**

**Summary View of Locked and Unlocked Status**

**Faculty Compensation Approval**

4. Then on the next screen, click on Compensation and Acknowledgement
5. You will then see a screen with your name and S# in blue as a link. Click on your name.
6. The next screen lists your classes. There is an icon that looks like a piece of paper. It is in a column that is between CRN Session and Subject and Course. Click on the icon in front of the Subject and Course.

**Instructional Summary**

CRN Session	Subject and Course	Position and Suffix	R
20934 - 01	 PED 127 - Cardio Kickboxing Aerobic II	611740 - A4. Instructor - PED	
21093 - 01	 PED 126 - Cardio Kickboxing Aerobic I	611740 - A2. Instructor - PED	

7. The next screen shows you how much you will get paid and the anticipated pay schedule. If you have any questions, please feel free to contact the Human Resources Office at 970-521-6661.

### Pay Dates

Adjunct faculty are paid according to the Bi-Weekly Payroll Schedule provided their employment paperwork is complete and submitted to the HR Office.

### Direct Deposit

The State of Colorado has a direct deposit requirement for all employees. As an employee you will be required to provide documentation (typically a voided check or a direct deposit authorization form provided by your financial institution).

### Benefits

Adjunct instructors are eligible for the following benefits; free attendance for the employee and their immediate family members at on-campus events with presentation of a valid college ID card and discounts in the NJC Bookstore.

**College ID**

Adjunct instructors can obtain their College ID card in the Housing Office in the Hays Student Center.

**Worker's Compensation**

As an employee of the State of Colorado, adjunct instructors are covered for work-related injuries. In the event of an injury, the adjunct instructor must notify their direct supervisor (or Human Resources at 521-6661) and file a Worker's Comp 1<sup>st</sup> Report of Injury with the Human Resources Office located in Walker Hall, Room 102. All employees are required to use designated network providers. For NJC employees, provider care is received through the SRMC Family Care Clinic.

**PART-TIME INSTRUCTOR PAY SCALE**  
**Effective Fall 2016**

Pay will be based on higher enrollment of the first day of class or the final add date.

<b>Associate &amp; Bachelor's level</b>	\$582 per credit hour
<b>Master's level</b>	\$597 per credit hour
<b>Doctorate level</b>	\$617 per credit hour

38+ students	105%
11-37 students	100%
9-10 students	90%
7-8 students	75%
5-6 students	55%
3-4 students	35%
1-2 students	Ind.Study Rate

Fulltime faculty teaching in the summer will be issued separate letters of appointment and will be compensated based on this prorated pay scale.

Faculty teaching outside their normal academic area will be paid based on their highest degree level. Ex. – if someone with a master's degree in Math teaches a PED course as an adjunct, their compensation will be paid at the master's level.

From IP 1.10 P/T Instructor Pay Scale

Part-time/temporary instructors will not teach more than 9 credit hours per semester or 18 credit hours per academic year. The College President's written approval is needed to exceed this procedure.

- **Lecture Credits:** Pay at the following rates (\$582, \$597, \$617)
- **Vocational Lab Credits:** Pay at the following rates (\$694, \$710, \$730)
- **Academic Lab Credits:** Pay at the following rates (\$735, \$750, \$770)
- **Independent Study:** Pay the credit hour rate for 1 credit for every five (5) students enrolled
- **Private Instruction:** Pay \$226.60 per credit hour per student enrolled
- **Group lessons (1 cr.):** Pay \$136.80 per student enrolled in a one-credit hour lesson
- **Group lessons (2 cr.):** Pay \$226.60 per student enrolled in a two-credit hour lesson
- **Health & Safety classes** Pay at the following rates: On-campus \$28.60/hr.; Off-campus \$31.65/hr.
- **Nursing Clinical Instructors:** Associate - \$34.70/hour; Bachelor - \$38.45/hour; Master - \$42.10/hour
- **EMS/Fire/Health & Safety**
  - **Skill lab assistants:** \$17.15/hour
  - **Fire Science instructors:** \$17.15/hour
- **Fire Sci Recruiter/Liaison:** \$16.35/hour
- **Equine Assistant:** \$14.75/hour
- **CLC P/T Prof tutors:** \$17.15/hour
- **DOC/SCF instructors:** \$800/crhr
- **Soft-Landing instructors:** AAA 070 - \$42.10/student enrolled; AAA 071 - \$84.20/student enrolled
- **Adjunct non-teaching duties:** \$15.30/hour (Example: required attendance at college in-service, department meetings, department activities, etc.) Attendance must be required, not voluntary, in order to be compensated.
- **Inconvenience fee:** Starting Fall 2015, a new CCCS guideline requires the college to pay a 10% Inconvenience Fee to the adjunct if a class is cancelled within 14 days of the start date of the class.
  - If prior to the 14-day deadline, the adjunct agrees to teach the class for a prorated amount, this makes the fee irrelevant because we will offer the class. Should they later change their mind and decide not to teach it, this will void the inconvenience fee.
  - If prior to the 14-day deadline the adjunct wants to wait and see what enrollment looks like closer to the start date of the class, and later decides not to teach the class for a prorated amount, this action will void the inconvenience fee.

The college will make every effort possible to get adjunct pay initiated in the first available pay cycle following the census date of the course. Adjunct instructors must have all required paperwork completed and on file in the Human Resource office in order for this to occur.

Approved: 7-12-16

## **Getting Started**

### **Your S number**

Each employee is assigned an employee number. This number is created when computer services sets up your computer login account. You will need this number to access the college portal, Banner (college software system), enter grades, etc. It is advisable to commit your S number to memory.

### **Banner**

Banner is our operating software. There are various modules and you will most likely have some exposure as this is how we print rosters, provide early warning notices, and enter mid-term and final grades.

### **Learning Management System and Course Shells**

Desire-2-Learn, commonly referred to as D2L, is our Learning Management System. At a minimum, instructors are expected to use it to post a class syllabus and schedule, store class related documents that students need to access as well as use the grade book component. This gives students 24/7 access to these items. Training is available by contacting Cyndi Vandenberg at 521-6763 or [cyndi.vandenberg@njc.edu](mailto:cyndi.vandenberg@njc.edu). Each department has identified at least one faculty who can answer basic questions and provide some help. Ask your Department Chair for more information. You can also go directly to D2L via this link: [Northeastern Junior College Home Page](#). You will need to log in through the NJC ACCESS portal and click on the faculty tab to find the link "Log in to NJC Desire2Learn classes here". See more information below in the NJC Portal information.

You will be enrolled in the faculty lounge in D2L and will have access to additional help, recorded help topics, and pdf course help files.

### **NJC Portal**

Our portal is called "AccessNJC". AccessNJC can be accessed via the NJC home page. Click Access in the upper right hand corner. The portal is your central location for faculty resources. It contains links for checking email, viewing your schedule, posting student grades, visiting your online and hybrid classes through Desire2Learn, downloading common forms, connecting to the NJC Sharepoint site, and accessing Self Service Banner (SSB) and Internet Native Banner (INB). You will also find other helpful employee resources such as links to work requests (document center, physical plant, computer services, etc.) can be found here. You can access your NJC email via the portal also.

Once in AccessNJC – click on the faculty tab, your courses will be located in the link on the Channel "COURSE ACCESS" on the right-hand side of your screen. You will see two links, one to the NJC Desire2Learn and the other to the CCCOnline Desire2Learn server. Click on the link for NJC (Log in to NJC Desire2Learn classes here).

### **Sharepoint (Intranet)**

The college's Intranet site is called Sharepoint. It contains numerous files, documents, forms, publications, etc. From any NJC networked computer, click on Favorites and you will see the NJC SharePoint site listed.

### **Computer usage and network access**

Computer Services has developed a web tutorial to assist new staff/faculty with becoming more familiar with our campus computer systems. Please complete the tutorial at [SharePoint Home Page](#) at your earliest convenience.

You will be required to change your password on first login. Please have a password ready that meets the minimum specifications of eight characters, and at least three out of the four following: capital letters, lowercase letters, numbers and special characters. Passwords must not contain any portion of the user's real name.



Off-campus users will have to log into the [Outlook Web Access](#) in order to set their initial password. Passwords can be changed by clicking on Options and then the Change Password button.

Username: NJC\\_\_\_\_\_

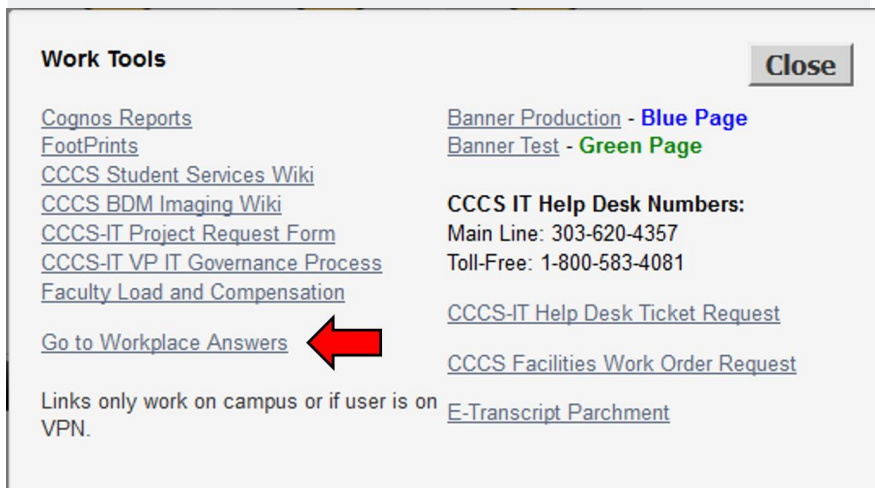
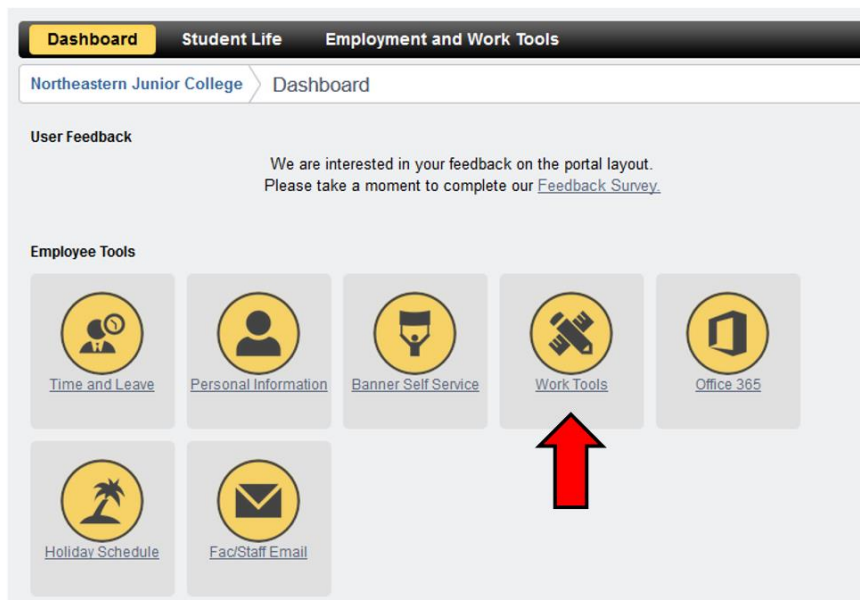
Password: Temporary password provided for first login

### Mandatory Training

Each employee, even adjunct instructors, is required to complete online training related to Title IX Awareness, Equal Employment Opportunities, and Unlawful Harassment Prevention. This should be done within the first few weeks of the semester or term. This training is provided via a third party vender called Workplace Answers. Each new employee will receive emails from Workplace Answers with instructions how to complete the training. Upon completion, the employee must submit their certificates of completion to the Human Resource Office.

To access this training, log onto ACCESS NJC, click on your Employee tab. On the right hand side there is a channel called Workplace Answers Training. Click on Training Login, enter your Last Name and Employee S#.

If you have any questions, you can contact the Human Resources Office at 970-521-6661 or 970-521-6730.



## Web Accessibility Training

All adjunct instructors are required to complete four web accessibility modules. This training enables the college to meeting the learning needs of students by providing reasonable accommodations to those students with learning disabilities. Adjunct instructors will be compensated a flat rate of \$45 when these modules are completed. It is estimated these modules may take approximately 2-3 hours to complete.

Module 1: General accessibility information

Module 2: Formatting MS office documents (word, excel, PowerPoints, pdf's, etc.)

Module 3: Formatting images, diagrams, charts, etc.

Module 4: Video Captioning, Audio Transcription, etc.

Upon completion of all the required modules, the employee must provide documentation that shows a 100% grade for the quiz associated with each module, to their supervisor and to the Human Resource office. Do this only after you have completed all the modules.

Department chairs can request exemptions for some adjuncts from the Vice President of Academic Services. Examples would be PE activity courses, community art classes, etc.

All new adjuncts that start in the fall are expected to complete the web accessibility training by October 30<sup>th</sup> and those that start in the spring by March 30<sup>th</sup>.

### To access these training modules:

First make sure you use Firefox as your browser, *not Internet Explorer*.

Go to Access on the NJC webpage. You will use your S number and computer password that you would also use for the ACCESS portal.

Click on either the Faculty or Student tab.

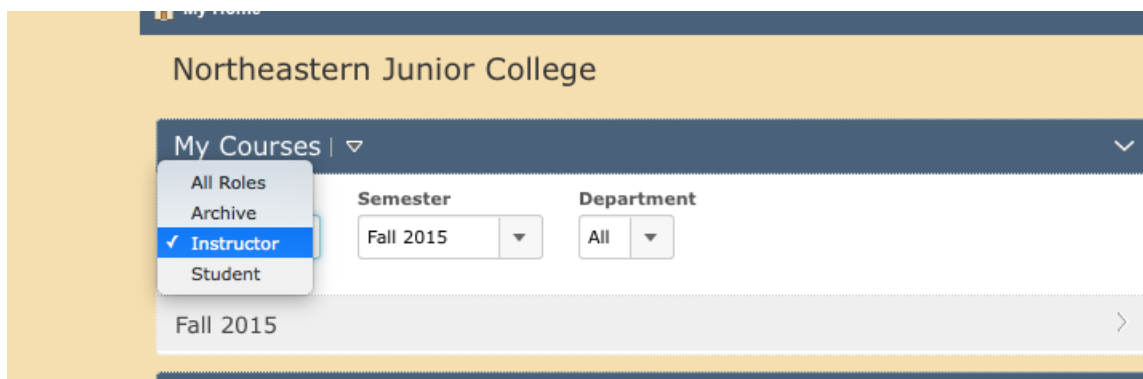
You have been enrolled in a course in Desire2Learn called Web Accessibility. On the right side, you will see a Desire2Learn box (you may have to scroll down a little to find it).

Click on the Log in to NJC Desire2Learn classes here link.

Now that you are in D2L, on the left side of your screen, find the My Courses box. Click on the CCCS Accessibility Course link.

### [CCCS Accessibility Course Link](#)

Since you will be taking this course, your role in D2L is a student. Please check out the graphic below that shows how to change that in the middle of your My Courses Widget



The light arrow in the blue to the bottom right of the screen above should also be pointing down. This will expand the class list so that you can see the courses you have access to in Desire2Learn. By changing your role back to Instructor, you will see a class called NJC Technology. This course has documents and references to many tutorials for technology at NJC, including tutorials on using D2L.

## **Courses**

### **Your course**

Each course is identified by a five-digit Course Reference Number (CRN) in our software. If you have a printed class schedule, the CRN's are listed in the second column.

### **Class rosters**

A roster for your class can be printed from the Faculty tab in the Portal. They can also be printed from D2L.

### **Student schedules**

Students can add a class up to 6% of the class, drop a class up to 15% of the class (census date) and withdraw from a class 16-80% of the class. Students are encouraged to secure advisor approval for all schedule changes. Please check the add, drop, and withdrawal dates for your course.

### **Adding a class**

Students may add classes during the "add period" which is the first six percent (6%) of the specific course.

### **Dropping a class**

Students may drop a class during the first fifteen percent (15%) of the course duration (census date) without being financially responsible for the class and the class will not appear on the student's permanent record. Students who register and do not want to be held liable for tuition and fees and/or have a transcript record created must drop the class on or before the census date. Notifying the instructor, your advisor, or simply not attending the class is not sufficient to ensure that they are dropped from the class.

### **No shows**

Within the first few days of the term, faculty are asked to report any students who are listed on their class roster, but who have not attended a single class. These students will be dropped. However, if a student attends even a single class session, they cannot be a "no show" and they must officially drop the class by the census date.

### **Withdrawal from class**

Any student may withdraw from any course(s) or the college without academic penalty anytime up to 80% of any term being completed. All courses withdrawn during this period will receive the grade "W". After the date for withdrawal, the students may not withdraw from a course and "W" is no longer a grade option for the instructor. The last date to withdraw from a course must appear on the course syllabus. If you are teaching a non-standard term course, please check with your supervisor or administrative assistant to obtain this date.

### **Early alert**

You will receive notice within the first few weeks of class to identify students who are not doing well. You are encouraged to reach out to students early on who are not doing well or not attending class. We also ask that you use our reporting system (Maxient) to report these students or any other situations that we should be aware of. To submit a report, go to our college webpage, click on the Student Life tab, then click on Incident Reporting. These reports allow our Student Success Center staff or other appropriate staff to follow up. Letting a student

get too far behind hampers their chances of being successful. It is our goal to intervene as early as possible in order to try to correct these issues and help them be successful. Keep in mind, some of our new students (especially in fall semester) may not have yet grasped the differences between high school and college.

### **Mid-term grades**

Near the mid-point of the term, all instructors are expected to report a mid-term grade for each student. This provides the student with a mid-term grade so they can plan for needed improvements before final exams. All students assessed at a D or F grade level will be contacted by Student Success Center. Instructions for inputting mid-term grades can be found in the Portal.

### **Keeping students informed of their grade**

Instructors are required to use the grade book in D2L to which students have 24/7 access. Instructors should strive to keep their students informed of their standing (grade) in their course by updating their grades weekly. There are two critical points in the semester that students should be reminded of their class standing. The first is prior to the start of mid-term in case they are doing poorly in a class as they may want to consider adding another course in case they have to withdraw from one. The other is just prior to the “last date to withdraw”.

### **Final exams**

Final exams are held in all subjects according to the published schedule. Should any unusual circumstances develop requiring a special examination at a time other than the scheduled time, authorization must be approved by the Department Chair and instructor.

The time set aside for final exams (100 minutes) is incorporated into the time required by the Colorado Department of Higher Education for each regularly scheduled class. Thus it is imperative that classes meet during the final exam period. Instructors are expected to use this time for final exams or other meaningful educational activities. Simply meeting to complete student evaluations is not sufficient use of this time. If you are planning something other than an exam, you are required to get approval from your Department Chair well in advance of finals week. Some courses may be such that an exam is not pertinent, but these need to be discussed with your Department Chair.

You may be asked by a student to take his/her final exam at a different time. This requires permission of your Department Chair. Some may have very legitimate reasons such as a college activity. Others may just prefer to get done and leave early if possible and these should be denied. These requests are reviewed on a case-by-case basis.

### **Final Grades**

Instructors are required to enter their final grades by the specified college deadline.

### **Last date of attendance**

Instructors are required to indicate the last day of attendance or academic activity for any student who earns an “F” in their course. It is recommended that you accurately keep some type of attendance record. This is required of federal financial aid regulations.

### **Incomplete grades**

An “Incomplete” grade is a temporary grade designed for students who, because of documented illness or circumstances beyond their control, are unable to complete their course work within the semester, but have completed a majority of the course work (defined as at least 75% of all course assignments and tests) in a satisfactory manner (grade C or better).

If circumstances beyond the student’s control prevent the student from completing a test or assignments at the end of the term, then it is the student’s responsibility to initiate the request for an “Incomplete” grade from the instructor. The instructor will determine whether the student

has a reasonable chance of satisfactorily completing the remaining course activities in a timely manner.

In requesting an “Incomplete” grade the student must present to the instructor the documentation of circumstances justifying an “Incomplete grade”. If the student does not complete the required coursework and assignments by the end of the next semester, the Incomplete grade changes to an “F”.

The instructor will complete a “Change of Grade Contract” and submit it to Student Records with final grades for the semester. This “contract” is available on Sharepoint, in the Records Office Forms in the Shared Documents folder.

## **FERPA**

The Family Educational Rights and Privacy Act (FERPA) is a “Federal law designed to protect the privacy of student education records.” FERPA is also known as the Buckley Amendment. Below are some Do’s and Don’ts about FERPA:

“Do’s”:

- Use this link to familiarize yourself with FERPA
- [FERPA Government Page](#)
- Do shred all hard copy documents that have student information on them immediately after use.
- Do e-mail students only from your “@njc.edu” (or other CCCS institution email) email address and only to a student’s student email.
- Do use the “bcc” field when emailing multiple students on the same email

“Don’ts”:

- Don’t post student grades in public.
- Don’t save any student information on a portable storage device (floppy disk, thumb drive, etc.).
- Don’t save any student information on your computer hard drive.
- Don’t e-mail school or grades related information to a student at any email address other than their student email or D2L (please remember that the D2L email system is internal to D2L only).
- Don’t release education record information to anyone but the student (even parents) (some exceptions may apply – contact Registrar for more details). This applies to students of all ages including those still in high school or under 18 – at college, age does not matter.

## **Syllabus and Attendance**

Your syllabus is your contract with your students. It should be well thought out and convey the details of how you will grade, determine final grades, handle issues, etc. A template appears on the next page and is also located on SharePoint. Your Department Chair or lead instructor for your discipline should provide you with an electronic (web accessible) document that you can fill in your course information. If you don’t receive it, don’t hesitate to ask for it. You are required to send an electronic version of your syllabus to your department administrative assistant so it can be electronically filed for future reference.

Your syllabus should also contain information on class/lab attendance, what constitutes an excused absence, how students should notify the instructor if they must miss class, etc. The attendance guidelines below are from the Academic Standards Handbook.

### **Attendance Guidelines**

1. Each class will have attendance procedures set forth by that instructor. Self-contained career and technical programs may develop uniform program attendance procedures.
2. Specific procedures for class attendance and the effect that absences may have on daily assignments, make-up work, examinations and/or course grades should be made available in written form and given to enrolled students during the first or second class meeting.
3. Class attendance procedures must be uniformly applied to all students enrolled in a course.  
Individual students should confer with instructors on personal and specific attendance concerns and conflicts. The determination and application of attendance guidelines is the responsibility of the instructor.
4. Class attendance is the responsibility of the student. The student must communicate to each of his/her instructors regarding any attendance situation that may affect course assignments, exams or grades.
5. Students serving on athletic or livestock judging teams or members of an approved college club or extra-curricular activity or students enrolled in a class that is missed for a field trip or college sponsored performance will be considered "excused" by all instructors for the duration of the travel.
  - a. It is the responsibility of the student to make faculty aware of upcoming "excused absences" for approved college activities and to assume responsibility for completion of all assignments during the excused absences.
  - b. It is the responsibility of the sponsor, coach, or instructor to place the travel activity on the Student Travel Calendar on SharePoint. For single event activities such as field trips, faculty can notify the campus community of the travel plans via email. Such notice must contain a list of students participating. For one time events, this may be more efficient than learning how to place activities on the Student Travel Calendar.
  - c. In the event that the instructor determines that an assignment or exam cannot in any form be taken prior to or made up after the excused absence, the assignment or exam shall not be used in calculating the student's grade.

### **Academic Standards**

Additional information on academic standards can be found in the Academic Standards Handbook.



## Northeastern Junior College

**Course Title**  
**Course ID #/Section #/ Credit Hours**  
**Lecture Hours/Lab Hours**  
**Semester/Year**

---

**Instructor:**  
**Phone:**  
**Email:**

**Office Hours:**  
**Office Location:**  
**Class Time(s)/Location(s):**

**Course Description:**

**Course Prerequisites and/or Co-Requisites:**

**Required Textbooks/Materials:**

**Student Learner Competencies:** Upon successful completion of the course, the student should be able to...

**Estimated Study Time Required Per Week:**

**Course Requirements:**

**Grading Scales/Grading Standards:**

**NJC Assessment Goals:**

**Technology Requirements:**

**Tips for Success:**

**CLC Requirements:**

Call 521-6670 to make a tutoring appointment.

**Course Outline:**

**Tentative Schedule of Due Dates including Final exam day/time:**

**Class Policies and Procedures:**

- **Attendance and /or class participation/professionalism:**
- **Instructor's plagiarism policy:**
- **Late work and make-up exam policies, etc.**

**Other:**

**E-Mail:** All students enrolled at Northeastern Junior College are assigned a college email account. This email account is used by the college to communicate with students throughout each semester. To activate your e-mail account, go to Access NJC. Instructions can be found on the Welcome Page.

**Academic Honesty:** Northeastern Junior College students are expected to maintain the highest standards of academic honesty and integrity. Unless specified otherwise, all work submitted by a student is to be the original creation of that student. Penalties for plagiarism, including self-plagiarism, cheating, falsifying work or other acts of academic dishonesty may include but are not limited to verbal or written warning to the student, no credit or reduced credit for an assignment, administrative withdrawal from the course, "F" grade for the course, disciplinary probation, or expulsion from the college.

*Refer to the student code of conduct in the online Student Handbook for more information.*

**Accommodations Statement:** Students with a qualified disability are encouraged to contact the NJC Transition Specialist to make arrangements for accommodations and support services. That office is located in the NJC Comprehensive Learning Center, phone 521-6727. In addition to contacting the Transition Specialist, please notify your instructor of your accommodation as soon as possible to insure your success in the course.

**Emergency Procedures:** Information on how to respond during an emergency at NJC is posted in each classroom.

**Recording guidelines:**

Except where a student is entitled to make an audio or video recording of class lectures and discussions as an educational accommodation determined through the student's interactive process with college disability services, a student may not record lectures or classroom discussions unless written permission from the class instructor has been obtained and all students in the class as well as guest speakers have been informed that audio/video recording may occur. A student granted permission to record may use the recording only for his or her own study and may not publish or post the recording on YouTube or any other medium or venue without the instructor's explicit written authorization.

**Census Date:** (date to drop with refund) \_\_\_\_\_.

**Withdraw Date:** (date to withdraw with a "W") \_\_\_\_\_.

If you drop or withdraw from a class, please note that there are some late start classes. This would include B-Term courses, accelerated block schedule courses, and others. Adding a class may help to keep you eligible. Be sure to see your advisor prior to making scheduling changes.

**State Employee Ethical Obligation:** As a state employee, I have an ethical obligation to report certain issues relating to the health and safety of campus community members including any allegation of discrimination or harassment. I must also report all allegations of dating violence, domestic violence, child abuse or neglect, and/or credible threats of harm to yourself or others. Please refer to the Mandatory Reporting statement located in the D2L course shell for more information.

**Disclaimer**

The course syllabus is subject to change.



## **Academic Integrity**

Please read the Academic Integrity statement that is part of the syllabus template. Your syllabus needs to clearly state the consequences for cheating, plagiarism, etc. For example, it might state the student will receive a zero on the assignment. As an adjunct, visiting with other instructors in the department to see how they handle these situations is encouraged.

You are required to report all violations of academic integrity to your Department Chair for follow-up and placement on academic integrity probation. You are also required to submit an incident report detailing the violation which can be found on the college webpage; click on the Student Life tab, then click on Incident Reporting. Additional information on Academic Integrity can be found in both the college catalog and the student handbook.

## **Instructor Authority**

Please refer the section of the college catalog or student handbook that deals with Faculty Authority in the Classroom. To highlight a couple of items, each student is expected to arrive before class begins and remain until the class is dismissed. Each student is expected to bring only books, their iPad, and appropriate educational materials into the classroom. The instructor must approve guests, visitors and any small children present in the classroom. Any student or visitor can be asked to leave if their presence creates a hindrance to the learning process. Northeastern Junior College instructors have the authority to make immediate and preliminary evaluations of a student's academic progress in a class and related personal conduct in the educational setting. The instructor has the option of withdrawing a student from their class based upon noncompliance with classroom conduct and academic experience standards. Such action should be taken only after consultation with the Department Chair.

## **Student Evaluations**

We encourage adjunct faculty to conduct a student evaluation in their course(s). These are done electronically and will be available in your D2L course shell near the end of the term. This consists of multiple choice questions as well as a place for students to write comments about things they liked and suggestions for improvement. These are to be done in class, so allow 15-20 minutes for this in one of your classes near the end of the term. Please check with your Department Chair for assistance if giving these for the first time.

## **Accommodations for Learning Disabilities**

Services that are provided in high school to students with disabilities can be different from those that are offered in College. If a student approaches you about needing accommodations, please direct them to the Transition Specialist, located in the Comprehensive Learning Center. The Transition Specialist is responsible for determining a student's eligibility for disability services. To receive accommodations at NJC, a student must provide current documentation from an appropriate licensed professional regarding their disability and its impact in an academic setting. If the Transition Specialist determines accommodations are appropriate, she will provide the student a Certification Letter indicating what accommodations will need to be provided.

Examples of *Possible* Accommodations:

- Extended time to take tests
- Alternative testing area
- Reader for tests
- Note-taker for classes
- Preferential seating in class

Specific accommodations depend on the disability, how an individual is affected by their disability and other regulations of current laws and legislation.

## Behind the Scenes

### Keys

Buildings are open from early morning until the evening; therefore, building access should not be an issue for most adjuncts. If, however you teach on weekends, you may need an outside door key. You may need a key to get to the copier in the building you teach. Check with your supervisor. If you are issued a key, it is to be returned at the end of the semester unless you are scheduled to teach the next semester.

### Assistance, Office Supplies, Copies

During the term of employment, an adjunct instructor can ask for assistance from their department administrative assistant. In addition, any office supplies needed in order to conduct a course must be requested through the appropriate department.

Each department has a copying machine available for use by adjunct instructors. You will need a code in order to operate the copy machine. Each department will provide orientation to the adjunct instructor for the appropriate copy machine. The copiers should be limited to a small number of copies. Large copying projects should be completed in the Document Center located in Walker Hall. Allow appropriate time for project completion or contact the Document Center at 521-6610 for assistance.

### Copyright Laws

The college follows and abides by all copyright laws. As an educator, you should become aware of copyright laws and Fair Use Doctrine. The Fair Use Doctrine is one of the most important limitations on the exclusive rights of the copyright holder. It allows that copyright can be infringed because strict application of the law impedes the production and dissemination of works to the public. The fair use of a copyrighted work, including such use by reproduction in copies or by any other means specified by that section, for purposes such as criticism, comment, news reporting, teaching (including multiple copies for classroom use), scholarship, or research, is not an infringement of copyright. In determining whether fair use applies, these factors should be considered -

1. *the purpose and character of the use, including whether such use is of a commercial nature or is for nonprofit educational purposes;*
2. *the nature of the copyrighted work;*
3. *the amount and substantiality of the portion used in relation to the copyrighted work as a whole; and*
4. *the effect of the use upon the potential market for or value of the copyrighted work. The fact that a work is unpublished shall not itself bar a finding of fair use if such finding is made upon consideration of all the above factors.*

Educational and research activities are mentioned in particular as potential fair use scenarios, since these endeavors by their very nature build on the creation of new knowledge and creative work.

**Computer Services Help Desk at 521-6805.** If you require unique software for your class, please visit with your Department Chair. Only college owned equipment can be connected to the NJC computer network.

### Emergencies

#### Emergency Notification

For critical time sensitive messages, we use screen messages that will pop up automatically on any computer connected to our network.

We also utilize the **Connect-ED®** service to allow administration and security professionals to reach all students and staff with information during unforeseen events or emergencies using voice, email and text message. During critical situations, NJC officials can use the system to broadcast pertinent information and provide details on appropriate response.

#### **How to sign up, opt out, etc?**

Visit the NJC SharePoint site and click the link on the right side that says “NJC Emergency Notification System Employee Sign-up form.” It is listed below the red “Attention NJC Employees” text. You can also opt out by sending an email and number you would like removed to: [njcit@njc.edu](mailto:njcit@njc.edu) Follow the same process to change the number you wish to be contacted at.

#### **NJC Emergency Management Procedures - What to Do If...**

The college has an extensive Emergency Management Plan. The entire document is located on Sharepoint under the Shared Documents and is titled “NJC Emergency Management Plan”. You are encouraged to become familiar with it.

#### **Emergency Phone Numbers and Assistance - Dial 9 to get an outside line**

As an adjunct, you may be teaching in the evenings or on weekends when few campus services and resources are available. Please know how to contact your Department Chair and keep those phone numbers with you.

NJC Emergency cell phone: **970-520-7443**

If there is a ...

Significant health/safety issue with the room or building, call:

Tracey Knox, Director of Physical Plant 580-6158

Lyle Rose 520-7443

Serious hazard or threat, immediately call: **911**

The library is open well into the evening and can provide some assistance, call: 521-6612.

Please note: NJC does not have security personnel on campus. If you need assistance for any serious or threatening matter, don't hesitate to call 911. Each campus building has a unique address and being able to give responders this information as well as a specific room number will help to them and shorten their response time.

Additional emergency information is available from your Department Chair. This would include information on inclement weather, tornado warnings, shelters, lockdowns, evacuations, etc.

#### **Fire Alarms**

If the fire alarm goes off in your building, you are required to evacuate the building. The fire department must assess the situation and will give an “all clear” before returning to the building.

#### **Classroom Disturbance**

Generally, our students are well-mannered and behave as adults. However, should a situation arise that you need assistance with, please contact the phone numbers listed above. If you feel there is a serious hazard or threat, do not hesitate to call 911.



## Position Description: Adjunct Instructor

**Position Objective:** Adjunct instructors are expected to support the mission, vision, philosophy, and goals of the college. They are expected to create positive and active learning environments in their classrooms and laboratories. They should have high expectations of their students and themselves. Adjunct instructors must realize that they contribute directly to student success, retention, transfer, and graduation based on their abilities in the classroom. They must treat all students fairly and with respect. They must understand that students have different learning styles and must strive to provide variation in their teaching methods so that all students have the opportunity to learn and succeed. Since NJC is an iPad college, instructors are expected to incorporate iPad technology into their courses whenever appropriate. They are expected to cooperate with other faculty, staff, and the community to make it possible for NJC to achieve its stated vision and philosophy.

### General Responsibilities:

NJC adjunct instructors are expected to:

1. Provide effective classroom instruction as measured by the student success and persistence rates. Adjunct instructors must demonstrate ability to inspire students to learn. This, perhaps, is the instructor's most important responsibility.
2. Accept responsibility for learning about, contributing to, and supporting the assessment of student academic achievement at the college, program, and course level.
3. Be acquainted with and observe practices and procedures set out in the Adjunct Instructor Handbook.
4. Facilitate regular communications by reading all email messages and responding in a timely fashion.
5. File copies of course syllabi for all classes with their Department Chair and Administrative Assistant within the first two weeks of the start of the course.
6. Maintain effective security measures with regard to examinations and testing materials.
7. Utilize the college's Learning Management System (Desire-to-Learn - D2L) for all courses and maintain student grades in the D2L gradebook. Grades must be posted to D2L in a timely manner in order to keep students informed of their progress and grade status throughout the course. Instructors must record student information and grades in a confidential way so as to protect the student's identity.
8. Report no-show attendance, mid-term grades, and final grades according to announced deadlines.
9. Follow the published final exam schedule. The appropriate Department Chair must approve any variation.
10. Become acquainted with library materials and audio-visual aids that are available to improve teaching.
11. Document the last date of attendance and/or last date of class activity for all students.
12. Be familiar with emergency response plans and procedures.
13. Complete required training as indicated by Human Resources, i.e. Workplace Answers.
14. Complete required training regarding web accessibility and adhere to established guidelines for preparing and posting materials to course shells, web pages, etc.