

## ACKNOWLEDGMENT OF ADJUNCT FACULTY RESOURCE GUIDE RECEIPT

This receipt is to acknowledge that I have received the Adjunct Faculty Resource Guide and that it is my responsibility to read and understand the information in it, as well as any future revisions.

\_\_\_\_\_  
Adjunct Instructor signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Adjunct Instructor (print name)

\_\_\_\_\_  
Academic Chair/Office Manager

\_\_\_\_\_  
Date

\_\_\_\_\_  
Academic Area/Department

### **Instructions:**

Please detach and complete this form, along with the New Adjunct Faculty Member Orientation Checklist located on the next four pages of this document. The Adjunct Instructor should receive a copy of the completed forms and the originals sent to the Office of Human Resources to be placed in the employee's personnel file.



**Northwestern  
Michigan  
College**

## NEW ADJUNCT FACULTY MEMBER ORIENTATION CHECKLIST

Adjunct Faculty Name: \_\_\_\_\_

Academic Area: \_\_\_\_\_

Academic Chair: \_\_\_\_\_

**Please complete within the first week of the adjunct faculty start date and return to Human Resources. Use N/A for those areas that do not apply.**

- \_\_\_\_\_ 1. Provide a tour of the academic area, building, and classroom areas to familiarize the new instructor with the building, restrooms, eating areas, exits, and fire safety systems.
- \_\_\_\_\_ 2. Introduce the new instructor to other faculty and staff.
- \_\_\_\_\_ 3. Explain parking procedures and how to get a parking pass.
- \_\_\_\_\_ 4. Explain working relationships—to whom should the instructor go to for direction, advice, or assistance.
- \_\_\_\_\_ 5. Provide the instructor with keys needed for work area.
- \_\_\_\_\_ 6. Explain contract with pay days.
- \_\_\_\_\_ 7. Explain departmental resources, including:
  - \_\_\_ Computer login, GroupWise email, GroupWise scheduling and email address
  - \_\_\_ Campus mail system/mail box
  - \_\_\_ Copier/access code and fax machine
  - \_\_\_ Supplies and forms
  - \_\_\_ Administrative office support
  - \_\_\_ Telephone procedures or call Telephone Operations for a demonstration (5-1110)
  - \_\_\_ Office space and phone number
- \_\_\_\_\_ 8. Review contents of the Adjunct Faculty Resource Guide.
- \_\_\_\_\_ 9. Explain and provide a copy of departmental guidelines and/or College policies concerning:
  - \_\_\_ Online reporting for student failed-to-attend and mid-semester alerts
  - \_\_\_ Grading and grade books
  - \_\_\_ Reporting instructor absences
  - \_\_\_ Course syllabus
  - \_\_\_ Student absences
  - \_\_\_ Student Rights and Responsibilities
  - \_\_\_ Instructor email usage
  - \_\_\_ Other \_\_\_\_\_

- \_\_\_\_\_10. Discuss pertinent student processes, such as drop/add, incompletes, etc.
- \_\_\_\_\_11. Explain expected standards of performance and how performance will be evaluated.
- \_\_\_\_\_12. Explain NMC's travel policy, tuition benefit, and professional development opportunities.
- \_\_\_\_\_13. Identify any hazardous materials or operations in the work area. Inform the instructor of the location of applicable Material Safety Data Sheets. Train the instructor on proper handling of hazardous materials or performance of hazardous operations (if applicable).
- \_\_\_\_\_14. Provide the instructor with a map and a tour of the campus and relevant facilities; explain other relevant campus functions (i.e. Library, Writing Center, Computer Labs).
- \_\_\_\_\_15. Acquaint the instructor with academic area and college-wide culture.
- \_\_\_\_\_16. Cover pertinent dates for the semester, and provide the instructor a copy of NMC's:
- Academic calendar
  - Catalog
  - Schedule(s)
  - Student Rights and Responsibilities
- \_\_\_\_\_17. Reference the following NMC student and faculty resources:
- |   |                           |
|---|---------------------------|
| _____ Writing Center                    | _ Counseling              |
| _____ Learning Resources & Technologies | _ Student Health Services |
| _____ Library                           | _ Cafeteria               |
| _____ Tutoring Center                   | _ Financial Aid           |
| _____ Special Needs                     | _ Records & Registration  |
| _____ Career and Employment Services    |                           |
- \_\_\_\_\_18. Cover emergency procedures; discuss the inclement weather policy and absence procedure.
- \_\_\_\_\_19. Accompany the instructor to the Center for Instructional Excellence to review resources available for his/her use.

**Upon completion of all of the above that apply, please sign and return to the Office of Human Resources for the employee's personnel file.**

**All applicable orientation checklist items have been explained and completed.  
Please use N/A for those areas that do not apply.**

Adjunct Instructor Signature \_\_\_\_\_ Date \_\_\_\_\_

Academic Chair Signature or Designee \_\_\_\_\_ Date \_\_\_\_\_  
(or Department Head)



**Northwestern  
Michigan  
College**

**NORTHWESTERN MICHIGAN COLLEGE**

**RESOURCE GUIDE**

**FOR**

**ADJUNCT FACULTY**

**Revised**

**December 2007**

**NORTHWESTERN MICHIGAN COLLEGE  
IS AN  
EQUAL OPPORTUNITY EMPLOYER**



**NORTHWESTERN MICHIGAN COLLEGE  
ADJUNCT FACULTY RESOURCE GUIDE**

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## GENERAL INFORMATION ABOUT NMC

Northwestern Michigan College was founded in 1951 by a group of local citizens who wanted to provide an affordable college education for area residents. In 1955 NMC became Michigan's first community college under the Michigan Community College Act. It is fully accredited by the North Central Association of Colleges and Secondary Schools.

NMC is a comprehensive community college providing three major types of education:

- 1) A transfer program of study, or the equivalent of the first two years of study,
- 2) An occupational curriculum that offers a wide variety of one and two-year programs for students whose immediate plans are to enter careers immediately after graduation from NMC, and
- 3) A large program of non-credit and training courses through its Extended Educational Services and M-TEC Training and Research.

NMC also provides a strong system of student support services, such as academic advising and counseling, career counseling, job placement assistance, special needs, student health services, and admissions and financial aid support.

Through the University Center, NMC hosts baccalaureate and advanced degree programs from other Michigan colleges and universities.

Campus residence halls and apartments provide living accommodations for over 400 students. Campus dining facilities in West Hall serve residence hall and commuting students, faculty, and staff.

The main campus is a 146-acre tract of wooded land situated in a residential area near Grand Traverse Bay. The Michigan Technical Education Center (M-TEC) opened in January 2001 to train skilled workers for high-wage jobs in information technology, manufacturing, construction and aviation - along with business and conference services. The Automotive Technology Program and M-TEC are both located on Aero Park Drive about 2 miles from the NMC main campus. The Great Lakes Maritime Academy and the Great Lakes Culinary Institute are located a mile from the main campus on eight acres of waterfront property on West Grand Traverse Bay called the Great Lakes Campus. The NMC Observatory is located on five acres less than a 15-minute drive from NMC's main campus. The University Center Campus is on Cass Road on the west shore of Boardman Lake. In addition, NMC has an interactive distance learning network, called Project Interconnect, which has classrooms in each high school in the five-county area.

NMC has approximately 4,400 students enrolled in credit programs, and 9,000 in non-credit personal enrichment classes. Approximately 58% are female; average age is 27. Forty-five percent are full-time students (12 or more credits); 34% taking 6-11 credits; and 21% taking 1-5 credits. Fifty-one percent live in Grand Traverse County.



## MISSION, VISION & VALUES OF NORTHWESTERN MICHIGAN COLLEGE

Northwestern Michigan College was the first comprehensive community college chartered in the State of Michigan. Since its founding in 1951, NMC has provided quality, affordable access to higher education for learners of all ages and backgrounds. NMC is integrally woven into the economic, social and cultural fabric of the region, providing leadership and support for key initiatives that shape our communities and prepare our learners for rich and meaningful lives.

### Mission

Northwestern Michigan College provides lifelong learning opportunities to our communities. [\(NMC Board Policy C-100.00\)](#)

### Vision

NMC will be the resource of choice for higher education, lifelong learning and cultural experiences. NMC will be an essential contributor to quality of life and a vibrant economy. We will demonstrate collaborative and inventive approaches to education and training for liberal studies, careers, interests and emerging learner markets. [\(NMC Board Policy C-101.00\)](#)

### Values

Our individual and collective efforts create the legacy of NMC. In order to achieve our mission, we are individually committed and responsible to live these values:

**Learning** is at the center of all we strive to achieve. It is the foundation upon which an enlightened citizenry and a dynamic community are built and is a lifelong process in which we are all engaged.

We will continuously improve the learning experience and its relevance to those we serve through **innovation, agility** and **thoughtful risk-taking**.

Our actions are governed by the highest degree of **ethics, integrity and personal responsibility**, exhibited through **transparency, openness and trust**.

We each will practice **responsible stewardship** for the human, physical, financial and environmental resources entrusted to our care.

Each of us will strive to **exceed expectations** for quality and service in all that we do.

We **value all people** and will invest in their personal and professional growth and development.

We will **exhibit foresight** by monitoring the changing world around us and taking actions today that prepare us to meet future needs of our communities.

We will **seek others** who share our vision and values, and **collaborate** with them on behalf of our communities.

[\(NMC Board Policy C-102.00\)](#)

### Purposes

To meet our mission, we are engaged in the following purposes:

- **Transfer degree education** in liberal arts and sciences.
- **Associate degree education** in liberal arts and sciences, and occupational studies.
- **Career/occupational education and workforce development.**
- **Cultural and personal enrichment.**
- **Facilitating** baccalaureate and graduate programs.
- Contributing to **regional economic development.** [\(NMC Board Policy C-103.00\)](#)

## **POLICY AND PROCEDURES ON NONDISCRIMINATION**

Northwestern Michigan College is an Equal Opportunity Employer. It is the policy of Northwestern Michigan College to comply with federal and state laws and regulations prohibiting discrimination and to comply with all requirements and regulations of the U.S. and Michigan Departments of Education.

Northwestern Michigan College does not discriminate in admission, campus activities, education, employment, housing, public accommodation or public service on the basis of age, color, disability, handicap, height, marital or familial status, national origin, political affiliation, race, religion, sex, sexual orientation, service in the military, veteran's status, weight, or any other legally protected status under federal, state, or local law. No act of retaliation shall occur to any person making a charge, filing a complaint, testifying or participating in any discrimination investigation or proceeding.

Any alleged violation of Northwestern Michigan College's [D-1104.00 Policy of Non-Discrimination](#) must be processed as a complaint in accordance with the Northwestern Michigan College [Discrimination and Harassment Complaint Staff Procedure \(1497.01\)](#) and clicking on 1497.01.

The Northwestern Michigan College policy of nondiscrimination shall not be construed as creating a cause of action based upon discrimination in addition to those causes of action provided by state and federal law. A copy of the procedure may be obtained from the Office of Human Resources or on the HR website under Policies and Procedures.

A disabled person needing accommodations for employment must notify the Director of Human Resources in writing within 182 days after the need is known or reasonably should have been known to the disabled person.

## **GOVERNANCE AND ORGANIZATION**

Northwestern Michigan College is governed by a seven-member board of trustees, who are elected by the constituents of Grand Traverse County. The board meets monthly and approves all college policy.

The President is appointed by the board of trustees to serve as the chief executive officer of the college.

Any questions regarding the board or board meetings may be referred to the President's Office.

Northwestern Michigan College has a shared governance system, providing the opportunity for faculty and staff to participate in the budget, planning, and policy decisions of the college. A summary of the NMC Policy Governance Model may be obtained by clicking on the following link:

<http://www.nmc.edu/policies/nmc/summary.pdf>.

## FACULTY CODE OF PROFESSIONAL ETHICS

Faculty members, guided by a deep conviction of the worth and dignity of the advancement of knowledge, recognize the special responsibilities placed upon them. The primary responsibility to their subject is to seek and to state the truth as they see it. To this end, they devote their energies to developing and improving their scholarly competence. Faculty members accept the obligation to exercise critical self-discipline and judgment in using, extending, and transmitting knowledge, as well as practicing intellectual honesty. Although subsidiary interests are followed, these interests must never hamper or compromise the faculty member's freedom to inquiry.

As teachers, faculty members encourage the free pursuit of learning in their students, holding before the students the best scholarly standards of their academic areas. They demonstrate respect for the student as an individual and adhere to the proper role of intellectual guide and counselor. Faculty members make every reasonable effort to foster honest academic conduct and to assure that the evaluation of students reflects the students' true merits. Respecting the confidential nature of the relationship between faculty member and student, they avoid any exploitation of students for private advantage, acknowledge contributions from them, and protect the student's academic freedom - in all ways conveying the philosophy that the student is the central element of the college community.

As colleagues, faculty members have obligations that derive from common membership in the community of scholars. These obligations include respecting and defending the free inquiry of associates, and in the exchange of criticism and ideas, showing due respect for the opinions of others. Faculty members acknowledge their academic debts and strive to be objective in the professional judgment of colleagues. They accept their share of faculty responsibilities for the governance of Northwestern Michigan College.

As members of Northwestern Michigan College, faculty members seek above all to be effective teachers and scholars. Faculty members acknowledge an obligation to meet all classes, to meet all examination periods, to be available for consultation, and to give due notice to both students and administration when this is not possible. Although they observe the stated regulations of the College, provided the regulations do not contravene academic freedom, faculty members maintain the right to criticize and seek change. They determine the amount and character of the work done outside the College with due regard to their paramount responsibilities. When considering the interruption or termination of service, faculty members recognize the effect of the decision upon the programs of the College and give due notice of their intentions.

As members of their community, faculty members have the rights and obligations of any citizen. They measure the urgency of these obligations in the light of their responsibilities to their subject, to their students, to their profession, and to the College. When speaking or acting as private persons, they avoid creating the impression that they speak or act for Northwestern Michigan College. As citizens engaged in a profession that depends upon freedom for its health and integrity, faculty members have a particular obligation to promote conditions of free inquiry and to further public understanding of academic freedom.

## DUTIES & RESPONSIBILITIES OF ADJUNCT FACULTY MEMBERS

Each adjunct faculty member is primarily responsible for effectively teaching students in assigned classes. In such assignments, each adjunct faculty instructor is a member of the professional teaching staff, and as such is responsible for effectively implementing the mission of NMC and the appropriate academic areas. Each member of the adjunct faculty is directly responsible to, and is provided resources by, the following: the academic chair(s), the department head(s), and/or the program coordinator(s). The office manager in each academic area is an additional resource to all faculty.

Specifically, adjunct faculty members have these responsibilities:

### Planning

1. Distributes to each student, and for each course taught, an approved syllabus that:
  - a. conveys the goals and outcomes of the course.
  - b. reflects curriculum adopted by the academic area for said course.
  - c. establishes and communicates challenging expectations for students.
  - d. explains the relationship of those expectations to the grading and assessment process.
2. Plans thoroughly on a daily, weekly, and semester basis to ensure implementation of the established curriculum and provides strong support for students (in their pursuit of established expectations).

### Instruction

1. Provides motivation to learn through:
  - a. thorough planning.
  - b. enthusiasm for the subject matter.
  - c. an appropriate classroom climate.
  - d. relevant and current course content.
  - e. the use of varied instructional delivery modes.
2. Facilitates and paces instruction effectively to maximize learning.
3. Assesses learning goals frequently, using a variety of methods, such as:
  - a. questioning techniques.
  - b. oral and/or written tests.
  - c. student presentations.
  - d. writing assignments.
4. Is available to students for consultation on an as-needed basis.
5. Provides instructional support (e.g., tutoring and support services/special needs) as deemed appropriate. *For detailed information about these services, contact Kari Kahler, Director of Learning Services, at 995-1228.*

## **Professional Growth**

1. Maintains a current knowledge of the subject area(s) of instruction and effective teaching methodologies.
2. Makes good use of professional development opportunities. *For information on professional development activities available to adjunct faculty, visit [www.nmc.edu/cie](http://www.nmc.edu/cie).*

## **Professional Expectations**

1. Professional Expertise: Subject Area Mastery
  - a. Places the primary emphasis on student learning in the design, delivery, evaluation, and assessment of courses.
  - b. Demonstrates a continuing engagement with the learning and scholarship of his/her area of specialization.
  - c. Strives to be on the cutting edge of professional content knowledge and methodology.
2. Professional Expertise: Teaching Methodology
  - a. Provides a clear and comprehensive course syllabus.
  - b. Understands and adapts teaching to the various learning styles present in the classroom as demonstrated by the development of course materials and assessment of student learning.
  - c. Understands and practices a variety of teaching strategies.
  - d. Uses innovation in teaching practices to facilitate student learning.
  - e. Designs and implements a course curriculum that reflects the relevance of the academic studies to the everyday world.
3. Professional Qualities
  - a. Exhibits strong communication skills and serves as a role model for students in this area.
  - b. Strives to foster higher-level learning with an emphasis on analysis, problem solving and critical thinking.
  - c. Is fully committed to the mission and values of Northwestern Michigan College.
  - d. Possesses a positive attitude including the ability to see good in self and others.
  - e. Shows flexibility including the acceptance of and willingness to change.
  - f. Takes risks and tries new things.
  - g. Knows and acknowledges personal limits.
  - h. Displays self-discipline and a strong work ethic.
  - i. Accepts responsibilities for professional and personal growth.
4. Professional Abilities
  - a. Demonstrates success and commitment as a team player.
  - b. Uses constructive feedback as an opportunity for growth.
  - c. Handles conflict effectively.
  - d. Motivates others.
5. Professional Relations with Students: Creating a Positive Learning Environment
  - a. Puts students first.

- b. Sets high expectations for students.
- c. Resolves to “make a difference” in students’ learning.
- d. Makes an earnest attempt to learn and remember students’ names.
- e. Listens to and hears what students say.
- f. Shows respect for students.
- g. Shows confidence in students and encourages them to believe they can learn successfully.

### **Additional Contract Responsibilities**

- 1. Responds to requests (e.g., from academic area chairs, department heads, committee chairs, Records Office) in a timely and thorough manner.
- 2. Communicates with students and college personnel via the College’s electronic mail system (i.e., GroupWise).
- 3. Consults with the academic area chair or other appropriate College personnel on questions or issues involving course curricula, instructional strategies, and College policies and procedures.
- 4. Works constructively and through established channels to resolve problems.
- 5. Meets classes for the scheduled times.
- 6. Notifies the academic area office manager and the Central Scheduling Office (995-1113) as soon as possible if the need to be absent arises. Absences may result in a reduction in contracted pay.
- 7. Consults the official class roster to assure that all students appearing in class are registered for the class, as students are not permitted to sit in class without being registered. All students must be registered by the end of the add period.
- 8. Maintains a paper or electronic record (i.e., spreadsheet or grade book) of each student’s progress and has it available upon request by appropriate College personnel. Submits a copy of the record to the academic area chair at the conclusion of every semester. Such records must be kept by the college for a period of three years.
- 9. Enters grades online for each student for attendance verification, mid-semester notification and final grades. Monitors NMC email for instructions and deadline dates. *(See pp. 14-15, for more information.)*
- 10. Follows academic area’s established method for obtaining student evaluation feedback regarding instructor performance.
- 11. Treats all members of the College community with dignity and respect.

## ADJUNCT FACULTY RESPONSIBILITY CONCERNING STUDENTS

### **Suspected Abuse**

According to the Adult Protective Service Public Act 519, any person in the helping professions (this is defined as anyone in an educational role) is required to report instances of suspected abuse to Adult Protective Services. This covers anyone 18 years or older who is considered vulnerable. Vulnerable is presently defined as anyone who is unable to protect him/herself from abuse, neglect, or exploitation by virtue of mental or physical incapacity. The alleged abused person could be mentally ill, developmentally disabled, physically disabled, or simply lacking information on his or her rights. Call the Family Independence Agency, 941-3900, if you have questions about this legal responsibility. For students under 18, the same applies under Public Act 280.

### **Student Rights and Responsibilities**

Faculty members should be familiar with the contents of the Student Rights and Responsibilities Policy and Procedures and should understand their role in maintaining and enforcing those rules and student rights. (A copy may be obtained from the Admissions Office or on the web at [www.nmc.edu/policies/](http://www.nmc.edu/policies/) and click on student rights and responsibilities.)

Of particular note is the faculty's responsibility to maintain an academic learning environment free from sexual or other forms of harassment. Harassing behavior must be stopped. Contact the Dean for Student Services if there are questions or assistance is needed on a particular issue.

### **Student Privacy Rights**

The Family Educational Rights and Privacy Act (FERPA) requires "the consent in writing by the student before personally identifiable records or information may be released." Section 438 of the General Education Provisions Act, Title IV of Pub. L 90-247, as amended.

**NOTE:** This means you cannot disseminate grades at the student's place of employment or post grades in a manner whereby the student can be identified (this includes posting by social security number or student ID). Information should also not be given out regarding the whereabouts of a student. Please ask your Academic Chair or the Registrar if you have any questions regarding FERPA.

### **Removal Of A Student From Class**

A faculty member may remove a student from a single class meeting for just cause if that cause is immediately made known to the student. Behavior, which interferes with conduct of planned classes, endangers the safety of any student, or inhibits other students from learning is cause for removal. **Permanent removal** from class may be effected by the faculty member processing a drop slip (signed by the Academic Chair) for the following reasons:

1. Failure of student to attend class by last official day to add classes without notifying the instructor as to reason for absence.

2. Disruptive behavior, unsafe work habits, and/or physical limitations which prevent a student from participating in scheduled class activities or prevent the student, or members of the class, from achieving the learning objectives set forth by the instructor.

A student who is barred or removed from a class may pursue the normal student due process procedure and may be referred to the Dean for Student Services located in the Admissions Office.

## **INSTRUCTIONAL INFORMATION**

### **Course Outlines**

Pertinent information regarding each course offered at NMC is kept on file in academic area offices and the Educational Services office.

### **Course Syllabus**

Each instructor is to prepare a course syllabus using the following recommended format:

## Course Syllabus Essential Criteria

August 16, 2007

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Members of the Educational Services Instructional Management Team (ESIMT) have determined the following items are essential to all NMC course syllabi. Please note the titles below are only “topics to be included” if they are applicable to your class. You are free to use any format that meets these requirements.

**1. Course Title and Number**

**2. Semester and year**

**3. Name of instructor**

**4. Instructor Contact information**

- a. office location
- b. office hours
- c. office telephone number
- d. FAX number
- e. e-mail address

**5. Course Description**

This information can be found in the college catalog or course outline.

**6. Required course material**

Textbooks (author, title, edition), workbooks, lab manuals, calculator, tools/cutlery/instruments, additional fees, and anything else required for the course.

**7. Suggested supplemental materials**

This includes materials that are not required but may be beneficial to student success—study guides, optional readings, etc.

**8. Learning outcomes**

The course outcomes that have been identified for this course are available on the course outline.

**9. General Education outcomes**

Place general education outcomes here. This information can be obtained from the academic chair or office manager.

**10. Prerequisite courses/placement**

Include this item if there are any course prerequisites or minimal ASSET/COMPASS scores.

**11. Skills you need**

Some courses require students to possess certain skills not included as prerequisites. Examples may include math skills for economics or accounting, particular reading skills, experience with office or mechanical equipment or software. If this class is based upon such skills, they should be noted.

**12. Class policies**

a. Inclement Weather Policy

This must include an attendance and make-up policy that is aligned with the College inclement weather policy. The following language should be included on all your course syllabi:

When weather conditions appear hazardous the college may decide to close (or

delay opening) or an individual instructor may decide to cancel his or her class(es). Should any of these situations occur Monday through Friday, the information will be communicated to a 24-hour telephone line at (231) 995-1100 and NMC's homepage at <http://www.nmc.edu/students/class-cancellations.html>.

For weekend class cancellations ONLY, the information is communicated exclusively through your instructor's voicemail greeting. You should call your instructor's office phone number for the most up to date information.

b. Cheating/Plagiarism Policy

A policy on cheating/plagiarism should also be included in line with the student's rights and responsibilities as found in the college catalog.

c. Other Policies

These items may be:

- Student Attendance
- No smoking, eating or drinking in class
- Safety procedures

**13. Course itinerary**

To the extent possible, for each week or class meeting of the semester, identify reading assignments, project due dates, exam/quiz dates, lab topics, and other assignment schedules.

**14. Grade Determination**

Indicate precisely how the student's grade is determined. The following example can be modified for most courses:

<u>Graded Activity</u>	<u>Maximum Point Value</u>
4 One Hour Exams at 75 points each	300
4 lecture quizzes at 25 points each	100
4 Application Problems at 25 points each	100
Final examination	150
17 lab assignments	250
Lab Midterm	25
Lab Final	<u>75</u>
TOTAL	1,000 points

OR-	<u>Points Earned</u>	-	<u>Percentage of Points</u>
	1,000 - 940 = 4.0		94% - 100% = 4.0
	880 - 939 = 3.5		88% - 93% = 3.5
	820 - 879 = 3.0		82% - 87% = 3.0
	etc.		etc.

### **15. Transfer statement**

Based on the recommendation of the Transfer Mission Strategic Implementation Team, with the support of Faculty Council, you are to place the following bolded information on all of your syllabi:

**The transfer of NMC courses is determined by the transfer institutions in cooperation with NMC. To check the transferability of this course, visit the web site [www.nmc.edu/counseling/transfer.htm](http://www.nmc.edu/counseling/transfer.htm)**

### **16. Student Rights and Responsibilities**

NMC is dedicated to creating an academic community which promotes intellectual inquiry, encourages vigorous discourse, and respects individual freedom and dignity. Students are integral members of this community and are expected to participate in sustaining its values. A copy of the Student Rights & Responsibilities handbook is available at <http://www.nmc.edu/policies/nmc/D-602-01.pdf>.

Or

### **16. Student Rights and Responsibilities**

A copy of the Student Rights & Responsibilities handbook is available at <http://www.nmc.edu/policies/nmc/D-602-01.pdf>.

### **17. Academic Assistance**

NMC is committed to helping students develop the skills necessary to be successful by creating a supportive learning environment that fosters growth. For more information about NMC's tutoring services visit <http://www.nmc.edu/tss/> or call 231 995 1138.

Or

### **17. Academic Assistance**

For information about NMC's tutoring services visit <http://www.nmc.edu/tss/> or call 231 995 1138.

### **18. Students with Disabilities Support**

Northwestern Michigan College offers a wide range of services for students that have appropriately documented disabilities and/or need accommodations in order to achieve their academic goals. For further information visit <http://www.nmc.edu/tss/services.html> or call 231 995-1138.

Or

### **18. Students with Disabilities Support**

For information about support services visit <http://www.nmc.edu/tss/services.html> or call 231 995-1138.

### **Other items you may want to include:**

Student study strategies:

- How to find out if class has been canceled or moved to another location
- Procedure and dates to drop class (with and without record)
- Writing Center

## **Student Attendance**

It is assumed that regular attendance is necessary for success in any course. While generally it has been accepted that a student should be penalized when the number of absences, due to negligence on the student's part, are in excess of the hours of credit in the course, instructors are permitted to establish attendance regulations for their own classes. Instructors must determine their own policies at the beginning of each semester and include them in their syllabus. Students must make up all work missed by absence to the instructor's satisfaction.

If a student has excessive absences, the instructor should attempt to contact the student regarding the problem and also notify the Academic Chair.

In the event that students or parents report to the Records & Registration Office that the student will be absent for an extended period of time because of illness or other unforeseen circumstances, this information will be relayed to the appropriate instructors.

## **Grading System and Procedures**

The Policy Council has adopted a staff policy regarding NMC's grading system. Please refer to Section D-304.01 of the Policy Manual or obtain a copy from your Academic Area Office.

The course work of each student is rated as follows:

<b>4.0</b>	Outstanding
<b>3.5</b>	Excellent
<b>3.0</b>	Good
<b>2.5</b>	Above Average
<b>2.0</b>	Average
<b>1.5</b>	Below Average
<b>1.0</b>	Deficient
<b>0.0</b>	Failed
<b>S</b>	Satisfactory
<b>U</b>	Unsatisfactory
<b>I</b>	Incomplete
<b>W</b>	Withdrawn
<b>AU</b>	Audit
<b>FA</b>	Failed to Attend

1. **"I"** (incomplete) may be given in unusual cases at the discretion of the instructor if it is believed that the student has a **valid** reason for not having completed the course and can fulfill the requirements of the course during the next semester. An incomplete not made up by the end of the next semester automatically becomes a 0.0 on the student's record. An incomplete grade may be extended one additional semester at the discretion of the instructor by notifying the Records & Registration Office.
2. **"W"** (withdrawn) will be given to the student who officially withdraws from the class after the add period and before the last ten percent of the session.
3. **"FA"** (failed to attend) may be given to a student who registered for a course but never attended and did not officially drop.

4. "AU" (audit) can be issued at the time of registration upon full payment of tuition and fees if a student wishes to attend a class without receiving college academic credit or a grade. Changing from audit to credit may take place during the period allowed for adding a class at the beginning of the semester. Changing from credit to audit may take place up to approximately 50% of the academic session

**Note:** Students in OPEN/Self-paced courses will receive an "IP" notation on their report cards if the instructor leaves the grade column at "None" when entering grades. The "IP" indicates the course is still in progress

### **Attendance Verifications (Online Procedure)**

Instructors of courses that start during the first week of the main session of the semester will be required to enter attendance information on their students *after the second week of the semester*. Attendance verification assists in the distribution of financial aid to students. **Monitor NMC email for instructions and deadlines.**

### **Mid-Semester Notifications (Online Procedure)**

*After half the semester is over*, instructors of 15 week session courses will be required to indicate which students are doing below 2.0 work in their class. **Monitor NMC email for instructions and deadlines.**

### **Grade Changes (Mailed or emailed)**

Students with an Incomplete are given one semester (excluding summer) to make up their work (An incomplete given for fall semester has until the end of spring semester to completed, given in the spring or summer semester has until the end of fall semester). Students given "IP" notations have the following semester to complete the work (including summer). An instructor may designate a shorter period of time it is up to the instructor, not the student. An Incomplete may be extended one semester by notifying the Records and Registration Office prior to the end of the semester. *All grade changes must be submitted to the Records and Registration Office no later than one week before the final grades are due.* All Incompletes or "IP" notations will be changed to 0.0 if no grade has been submitted or notification of an extension received. Grade changes may be mailed or faxed on a Grade Change Form or emailed. **Monitor NMC email for instructions and deadlines.**

### **Final Grades (Online Procedure)**

Instructors are required to submit grades after classes have ended. Two final grading periods will be available:

1. Early grading - for classes in sessions that end on or before the end of the first 7 weeks (for fall and spring) or before the end first 4-week session (for summer).
2. Final grading at the end of the semester. **Grades must be entered during the designated grading periods. If grades are not entered by the deadline date, all students in the class will receive an Incomplete.** This is unfair to students, may affect their financial aid, and prevents them from being on the Deans List. Contact the Records and Registration Office if you have any questions. *The grading period runs from 2 days after the last day to drop any classes to approximately 3 days after the end of the semester.* **Monitor NMC email for instructions and deadlines.**

## **Grading Deadlines at a Glance**

**Monitor NMC Email for specific instructions and deadlines.**

Attendance Verifications:	Due after the second week of the semester.
Mid-Semester Notifications:	Due after half the semester is over.
Grade Changes:	Submit after student's work is complete or no later than one week <u>before</u> the grades are due at the end of the appropriate semester.
Final Grades:	The grading period runs from 2 days after the last day to drop any classes for the semester to approximately 3 days after the end of the semester.

## **Adding Classes**

Significant academic work begins with the first class session; therefore, we support student success by limiting late entry into classes. After the semester begins, even though the Drop/Add period is still in progress, registering students must have instructor or Academic Chair permission to add a class. New students who wish to register for a class during the Drop/Add period must have permission from a counselor and the instructor, Academic Chair, or the Academic Area Office Manager. Students are responsible for making up any work missed. Students are encouraged to register on time and will find a listing of the main registration dates including the final day to register and the drop and add times in the schedule of classes that is published before each semester begins or a complete listing is online at <http://www.nmc.edu/records/dates>.

## **Dropping Classes**

Students may drop classes without record during the add period in each session and with record from the end of the add period up to approximately the last 10% of the session. Dates are listed in the schedule of classes and on-line. Forms to drop courses are available in the Records and Registration Office or students may drop courses online. Failure to officially drop a class may result in a grade of 0.0.

## **Special Topics And Independent Study**

Each instructional area within the College may offer the following courses:

- 291      Special Topics - Seminars, lectures, etc. on a selected topic within a field. Course may be repeated for NMC credit but not all senior institutions accept second credits.  
**PRE-REQUISITE:** Written consent of instructor and approval of Academic Chair and the Vice President for Educational Services. 1-3 credits.
- 297      Independent Study - An opportunity for a student with a good scholastic record to pursue independently the study of some subject of interest under the guidance of an instructor. May be repeated for NMC credit, but not all senior institutions accept second credits. PRE-REQUISITE: Must include a complete description of work to be accomplished, the expected date of completion, written consent of the instructor, and approval of Academic Chair and the Vice President for Educational

Services. 1-3 credits.

## AVAILABLE STUDENT SERVICES

### **Writing Center**

To aid both students and faculty with the improvement of writing, NMC has established the Writing Center, Scholars Hall, Room-221, where trained student readers from all academic areas are prepared to read student papers in preliminary drafts, concentrating on content, organization, formal mechanics, and evidence. For information, call extension 5-1189.

### **NMC Tutorial Program**

NMC offers academic assistance in the form of workshops, group and individual tutoring through the tutoring center. Self-help modules are available in the areas of English usage and writing, study skills, algebra, and basic applied math. Students seeking academic assistance must first interview with the Program Manager-Tutorial Services who determines if tutoring is appropriate, or if the student should be referred to another source of assistance. Instructors are notified and asked to participate when one of their students seeks assistance. Progress is monitored by the Tutor-Coordinator through scheduled appointments with the student and his/her tutor, and through bi-weekly progress reports submitted by the tutors. Problems which may arise throughout the tutoring process for both tutor and student are discussed with the Coordinator.

The tutors are peer tutors, students who have demonstrated proficiency in a particular area of study. They are not intended to replace an instructor, but rather to supplement course. Tutors are paid through the Special Needs Grant. Tutoring provides an excellent job for a student with varying hours. For information, call extension 5-1138.

### **Counseling Program**

A staff of professionally trained counselors is available to help students with various problems, which are interfering with reasonable progress toward educational goals. Counselors assist students with career and academic major planning, transfers to universities, and personal concerns. For information call extension 5-1040.

### **Testing Services**

Counseling may be supplemented by test results designed to increase students' understanding of special interests, academic abilities, personality characteristics and primary values. For information on COMPASS testing for placement in math and English, and career testing, call extension 5-1041; standardized certification testing, re-certification, and CLEP (College Level Examination Program testing is a program that allows students the opportunity to take tests to buy credits.), and other academic testing, call extension 5-1049. For telecourse information on testing, call extension 5-1965.

Faculty are encouraged to refer students to the Counseling Center when it appears that they need more information on these topics.

## **GLOSSARY OF ACADEMIC TERMS**

The following terms are widely used in a college setting. An understanding of these terms will be helpful to the instructor.

**ACADEMIC YEAR** - The period of time from August to May during which the fall and spring semesters of instruction are conducted.

**AUDIT** - The status of a student properly enrolled in a course on a non-credit, non-grade basis. Regular tuition and fees must be paid.

**CERTIFICATE** - A document (diploma) issued to a student indicating the completion of a prescribed program of skill courses.

**CONTACT HOUR** - A unit of work in a subject which is usually equivalent to one hour of actual class time a week throughout a semester.

**CREDIT HOUR** - A unit of work in a subject which is usually equivalent to one hour of lecture or two hours of laboratory a week throughout a semester.

**CURRICULUM** - A set of specific courses and electives leading to a certificate or a degree, as well as a term referring in total to the content of the education program.

**DEAN'S LIST** - Students who achieve a semester GPA of 3.5 or better are recognized on the full-time or part-time Dean's List, which is posted at NMC. The full-time Dean's List is published in the student's local newspaper. Dean's List is also noted on the student's online grade report. (It is not noted on the student's transcript.) Students with a grade of "Incomplete" will not appear on the Dean's List.

**DEGREE** - A document (diploma) or rank issued to a student recognizing the completion of a required course of study and conferring honors, rights and privileges such as an associate's degree.

**DROP AND ADD** - The procedure whereby students may adjust their schedules by dropping a course and/or adding a different course by a specified time. This procedure is initiated through the Records and Registration Office or online.

**ELECTIVE** - A subject or course which a student may choose to take from a number of alternative courses as distinguished from specific required courses.

**EXIT INTERVIEW** - The procedure of interviewing a student who has elected to withdraw from college during a semester without completing a degree, certificate, or program of study. The counseling staff will conduct these interviews.

**FULL-TIME STUDENT** - A student enrolled for twelve or more credits per semester; six or more credits during the summer session.

**GRADE POINT AVERAGE (GPA)** - The number of honor points earned divided by the credit hours attempted.

**HONOR POINTS** - Semester hours of credit multiplied by the numerical equivalent of a letter grade (A-4, B-3, C-2, D-1, F-0). For example, English 111 is four semester hours of credit (4 credit hours). If a student received an "A" in English 111, he would receive 16 honor points for the course (4 x 4 = 16).

**PART-TIME STUDENT** - A student enrolled for fewer than twelve credit hours per semester.

**PRE-REQUISITE** - A course which must be successfully completed prior to taking another course.

**PROBATION, ACADEMIC** - Status of a student who has failed to maintain the required grade point average of 2.0.

**REQUIRED COURSE** - A course that must be taken to complete a student's program and/or certify him for a degree or certificate.

**SESSION** – The number of weeks a class meets. There are many sessions in a semester. The main session is 15 weeks. There are also 8 week, 5 week, 1 week sessions, etc. Each session has its own drop/add/refund dates.

**TRANSCRIPT** - A certified copy of the student's academic record.

**WITHDRAWAL** - Action initiated by a student through the Records Office whereby he/she discontinues enrollment at the college. Note: Students must officially withdraw if they discontinue participation in their classes; otherwise, failing grades may result.

## LIBRARY SERVICES

The Mark and Helen Osterlin Library is your library. During the academic year the hours are as follows:

Monday-Thursday	8:00 a.m. – 9:00 p.m.
Friday	8:00 a.m. – 5:00 p.m.
Saturday	12:00 p.m. – 4:00 p.m.
Sunday	3:00 p.m. – 8:00 p.m.

You will need to request a Library card in order to use the services.

### Reference

The Library and Educational Media Technologies staff will assist you in locating specific information, in finding print and audio-visual materials on a particular subject, and in solving bibliographic problems.

- For general reference and print material questions, call extension 5-1540
- For non-print (AV) material questions, call extension 5-1070

### Inter-Library Loan

If the library does not have the books or periodicals you need, they can get them for you from other libraries through interlibrary loan. Generally there is no charge for this service. The book or a copy of the article requested usually is received within a week to

ten days of the request. Requests for materials should be submitted on forms available at the main circulation desk and should include full bibliographic information as well as the source for the citation.

### **Library Instruction**

Librarians share with faculty a concern for improving the library skills of NMC students. They are prepared to meet with any class to discuss pertinent information sources and effective literature search strategies. Call 5-1540.

### **Collection Development**

The responsibility for the selection of library materials is shared jointly by the librarians and the faculty. Each academic area has a librarian who acts as a liaison to coordinate acquisitions for that academic area. New materials should be recommended using forms available from your liaison. These forms should be filled out with as much information as available and sent to your liaison. You will be notified when items are received and processed.

New books are normally placed on the "new books" shelf just inside the library entrance for a one-month period. If you wish to have the book held for you after processing, write "HOLD" on the request card. The book will be held for one week at the Circulation Desk before placing it on the "new books" shelf.

### **Circulation**

Faculty may borrow books for one semester (or until recalled) and periodicals for overnight. No fines are charged for overdue items, but faculty will be charged for replacement costs of lost materials. If requested by another borrower, materials will be recalled after two weeks. Items will be recalled immediately if needed for reserve. Call 5-1060.

### **Reserving Materials**

Both print and nonprint materials may be placed on reserve in the library. Materials may be either from the library/media collections or from departmental or personal libraries. You may specify in-house use of one hour or more and overnight or checkouts of a specified number of days. Call 5-1060 for information on print reserve, or 5-1075 to ask about nonprint reserve.

### **Database Searching**

Online bibliographic database searching in over 400 databases is available in the library. Reference and limited searches are available to faculty without charge. Call 5-1540.

## EDUCATIONAL MEDIA TECHNOLOGIES

Located in Osterlin Building, provides a variety of faculty support services. It consists of Graphics and Printing Services, Media Resources, and Flexible Learning Options.

Main Contact Information:

Main Office/Media Equipment Reservations/Scheduling.....	5-1070
Media Troubleshooting Line.....	5-1071
Graphics and Printing Services.....	5-1077
Flexible Learning Options Help Desk.....	5-1965
Duplication.....	5-1075

## GRAPHICS AND PRINTING SERVICES

**Graphic Design:** Professional graphic and visual design for print, web and multimedia materials.

**Photography:** Digital and film photography of NMC special events and instructional activities.

**Printing:** Work with vendors to provide high quality printing support for NMC.

**Duplication:** Copy jobs that are large in number or require special bindery services. For more information visit the website at [www.nmc.edu/emt/graphics](http://www.nmc.edu/emt/graphics).

## MEDIA RESOURCES

**Media Library:** NMC maintains a library collection consisting of over 3000 video and other media titles.

**Media Distribution:** We provide two distribution options: Video Distribution where the media is sent over closed-circuit cable directly to the display system in the classroom or Equipment Delivery where our staff delivers to and sets up the equipment at your campus location.

**Video and Audio Services:** We can record off-air programming for instructional use as well as provide media/CD duplication, video production support, NMC 13, and the campus bulletin board system.

**Conferencing:** NMC offers a variety of electronic conferencing system options to the community. These include video conferencing, audio conferencing, web conferencing, and satellite teleconferencing.

**Copyright Services:** Visit the website at <http://www.nmc.edu/emt/copyright> for information regarding copyright guidelines and issues.

For more information visit our website at <http://www.nmc.edu/emt/media>.

## **FLEXIBLE LEARNING OPTIONS**

NMC provides a variety of ways for students to learn: self-paced, Internet/Online, video-based, and many combinations of on and off-campus delivery modes. We provide training and support for you and your students in using these different delivery modes. Also, we provide support for multimedia module development. For more information visit our websites at [www.nmc.edu/emt/flo](http://www.nmc.edu/emt/flo) (faculty) or [www.nmc.edu/flo](http://www.nmc.edu/flo) (students), visit our office in the Osterlin Building, or call 5-1965.

## **EMERGENCY PROCEDURES**

### **LIFE-THREATENING OR POLICE EMERGENCIES ARE TO BE REPORTED**

**IMMEDIATELY TO 911.** After contacting 911, contact Campus Safety at 715-0008 or 883-9099. REMEMBER, IT IS YOUR RESPONSIBILITY TO FAMILIARIZE YOURSELF WITH THESE IMPORTANT DETAILS.

Classroom emergency procedures are included because of their extreme importance.

#### **Accidents or Classroom Emergencies**

1. For accidents or **emergencies-call 911** (i.e. breathing failure, profuse bleeding, shock, broken bones, etc.).
2. As soon as possible, the instructor or staff member on the scene should submit an incident report to his/her supervisor, including the following:
  - a. Name of injured person
  - b. Location of accident
  - c. Date and time of accident
  - d. Report of factors leading to accident
  - e. Report of all actions taken
  - f. Recommendations to help prevent the recurrence of such an accident

A copy of this report will be sent to Student Health Services and Campus Safety for follow-up and will become a permanent part of the student's health record. Incident report forms are available from the Administrative Services Office, located in the lower level of the Tanis

Building. All student emergencies should be reported to the Educational Services Office as soon as possible.

#### **First Aid**

1. First aid is everyone's concern. First aid classes are offered through the College as well as area schools and fire stations. If you would like to learn more about first aid procedures, contact The Office of Human Resources.
2. Know where your building's first aid supplies are:

## LOCATION OF FIRST AID SUPPLIES

Aviation Building .....	Maintenance Hanger
Automotive Technology .....	Automotive Office Wall
Beckett Building.....	Business Academic Area Copy Room
Biederman Building .....	Health Occupations Office
Dennos Museum Center.....	Front Desk
East Hall .....	Front Desk
Facilities.....	Front Desk
.....	Kitchen
.....	Break Room
Fine Arts Building .....	Office Manager's Office
Founders Hall .....	Room 110
Great Lakes Culinary Institute .....	Each Kitchen
Great Lakes Maritime Academy .....	Front Desk
Health Science Building.....	Welcome Center Desk
M-TEC .....	Work Room near Reception Desk
Oleson Center .....	Front Desk
Osterlin Building .....	Library Work Room
Power House .....	West Entrance
Rajkovich (P.E.) Building .....	Room 110
Scholars Hall .....	Office Manager's Office
Tanis Building .....	Student Health Services
.....	Office of Human Resources
University Center .....	Suite 200J
.....	Welcome Center
West Hall .....	Front Desk

## INCLEMENT WEATHER

To access the Inclement Weather Policy and procedure, (D-1120.00 and D-1120.01), go to <http://www.nmc.edu/policies/nmc/D-1120-00.pdf> and <http://www.nmc.edu/policies/nmc/D-1120-01.pdf>. Please review this policy to be prepared in case of inclement weather.

A decision to delay or close the college will be communicated by 6:00 a.m. for daytime schedules, and 3:00 p.m. for evening schedules. There is a possibility that NMC would cancel all day classes and hold evening classes. Up-to-date information regarding college delays or closures will be communicated on the 24-hour telephone line at 995-1100, NMC's general information number at 995-1000, reported to the many area radio and television stations, campus video monitors, Cable Channel 13, NMC's website ([www.nmc.edu/students/class\\_cancellations.html](http://www.nmc.edu/students/class_cancellations.html)), and an "everyone" message will be sent to NMC faculty and staff e-mail accounts. Each area is responsible for the development of a notification system for its faculty and staff.

For a list of local radio and television stations that receive NMC Inclement Weather Announcements please visit: <http://www.nmc.edu/policies/weather.html>.

Monday through Friday, individual class cancellations (rather than college delays or closures) are reported on the 24-hour telephone line, campus video monitors and NMC's website. Should you need to cancel class please contact your area office

manager and your Academic Chair for the inclement weather procedure. Weekend class cancellations are reported on the instructor's voicemail greeting only.

Please remember that it is important to use your own judgment in making decisions relative to your own safety as conditions may vary in different locations.

Telephone: 995-1100 (24-hour telephone line)  
995-1000 (general information)

Web: [http://www.nmc.edu/students/class\\_cancellations.html](http://www.nmc.edu/students/class_cancellations.html)

## GENERAL NMC INFORMATION

### **Parking**

All NMC faculty, staff, and students must register their vehicles and obtain the appropriate parking permits before using posted parking lots during regulated hours. Parking stickers for adjunct faculty are available in the Cashiers' office for a charge of \$10.00 for the current academic year. Student parking stickers are available from the Cashiers' office and valid for the current academic year only. Parking stickers are not needed after 5:00 p.m., on weekends, or during summer session.

Visitors to the campus must park in the designated visitor parking areas, at meters, or must obtain a temporary permit from the Cashier's Office.

Faculty and staff are eligible to park in all lots **EXCEPT** the following restricted lots:

**Pine Lot** - reserved for Apartment residents

**Aspen Lot** - gated area reserved for Museum guests

**Oak Lot** - reserved for Oleson Center guests

**Special Needs Lots** - reserved for students, faculty and staff with a Special Needs Permit.

Any questions, concerns, or comments regarding NMC Parking Policy should be directed to Cathy Muma, Coordinator of Security at extension 5-1408.

### **Map**

To view a current copy of the NMC main campus map go to <http://www.nmc.edu/info/maps--main-campus.html>, or view the map for all NMC campuses at: <http://www.nmc.edu/info/maps--all-campuses.html>.

### **NMC Office Telephone Directory**

For an up-to-date NMC telephone directory, go to <http://www.nmc.edu/staff/nmc-phone-directory.pdf>.

## HUMAN RESOURCES INFORMATION FOR ADJUNCT FACULTY

### **New Employees**

New adjunct faculty members must complete the sign-up package in the academic area office prior to the first day of work. The following information will be obtained for College records:

- NMC employment application
- Original Transcripts
- Adjunct Faculty Resource Guide receipt
- Retirement/MPERS Beneficiary Nomination and Enrollment Forms R315C
- Federal/State W-4 forms
- Employee Data Sheet
- Harassment video Statement of Completion
- Immigration I-9 Form (with copies of documents and signed by the Office Manager)
- Computer Ethics Form
- FERPA (The Family Educational Rights and Privacy Act)

New instructors are also asked to complete an orientation program, which will be discussed with you by your Academic Chair or Department Head.

### **Employee Contracts**

Adjunct faculty are employed on a semester-by-semester basis. A contract will be signed each semester of employment. Employees will generally not be contracted for more than 24 contact hours per academic year, except under unusual circumstances. Details of the conditions of the contract are under Instructional Agreement on the form. A sample is available in the academic area office.

### **Personnel Files**

Official personnel files are maintained by the Office of Human Resources (Tanis Building, 995-1362). You may review your file by notifying the Office of Human Resources in advance.

### **Payment**

Pay schedules are set up each semester, with payment normally being made on the regular biweekly payroll dates. Paychecks are mailed on paydays to the adjunct instructor's home address. Any questions regarding paychecks should be directed to the Business Office, Payroll Team, Tanis Building. Call 995-1942.

**NOTE:** Any necessary employment forms must be received by noon on the payroll deadline dates (Friday, 14 days before payday) to be included in the appropriate payroll.

### **Retirement System**

Michigan law requires that every employee of a publicly supported community college be a member of the Michigan Public School Employees Retirement System (MPERS). Anyone who receives wages from Northwestern Michigan College (other than full-time student employees) is automatically a member of the retirement system. This is a contributory plan. Employees enrolling after January 1, 1987, will be in the Member Investment Plan (MIP) and will contribute to MPERS on a graduated scale. If you leave employment with Michigan Public Schools, you may request a refund of your

contribution plus interest (applied every July 1<sup>st</sup>). MPSERS offers three options that comply with federal regulations regarding payment of refunds.

- Refund paid directly to you subject to 20% federal income tax withholding of your previously untaxed contributions.
- Your previously untaxed contributions and interest transferred directly into a qualified retirement plan or individual retirement arrangement.
- You may select a combination of the two items above.

### Earning Service Credits in the Retirement System

MPSERS Service Credit Calculation					
Contact Hours	Work Weeks*	Work Hour Factor^	Total Semester Hours Worked	Pays Per Semester	Hours Per Pay
6	16	2.5	240.0	8	30
Service Credit =		Total hours worked/1 FTE of 1020 Hours =		0.235 service credits	
*Class meeting time plus the week grades are due					
^A factor approved by MPSERS to determine hours worked per contact hour, based on a three year average for a class preparation, classroom time and office hours.					

MPSERS requires ten service credits of vesting to be eligible for retirement. If an adjunct instructor were teaching 6 contact hours for three semesters per fiscal year (July-June) they would accrue the ten service credits in 14.18 years.

Refer to MPSERS Guidelines for more information on the retirement system and the possible benefits to you (<http://www.michigan.gov/orsschools>).

**NOTE:** Employees should be aware that being an active member of the MPSERS may preclude contributing to an Individual Retirement Account (IRA) or a KEOGH plan. You should check with your tax advisor if this may apply to you.

Further information regarding the retirement system can be obtained from the Office of Human Resources, telephone 995-1148.

### **Workers Compensation**

All injuries on the job should be reported immediately to the Office of Human Resources at 995-1362.

### **Resignation**

Adjunct Faculty leaving employment with the College must immediately return all keys to their academic office managers and complete the Checkout Sheet prior to leaving in order to be able to receive a final paycheck. In addition, an Exit Questionnaire should be completed.

## **Harassment**

D1105.00 - Northwestern Michigan College prohibits harassment of its employees, students, customers, or vendors in the forms outlined in Harassment Policies [D-402.03](#) and [D-1105.01](#) and Sexual Harassment Policies [D-402.04](#), [D-1109.00](#), and [D-1109.01](#). NMC's intent is to create and maintain a work and educational environment that promotes respect and dignity for all individuals and is free of harassment and unduly offensive behavior. Harassment is in conflict with a harmonious and productive work and educational environment. **Harassment will not be tolerated.** Violation of this harassment policy may result in disciplinary action.

Complaints regarding harassment may be presented to the immediate supervisor or to the Director of Human Resources at 5-1025. Please refer to the college Policies and Procedures on the web at <http://www.nmc.edu/policies/> for a complete statement of the harassment policy

## **Discrimination**

Any questions or complaints regarding discrimination as related to employment may be directed to the Director of Human Resources (5-1025). Questions or complaints regarding discrimination as related to students may be directed to the Vice President for Educational Services (5-1543).

## **Hazardous Communication Program**

Northwestern Michigan College complies with provisions of the Hazard Communication Act. A copy of the program may be obtained from the Student Health Services Office. Material Safety Data Sheets on hazardous substances are maintained in the areas where the substances are used or stored.

## **Communicable Disease Policy**

D-1106.00 - It is the policy of Northwestern Michigan College to provide awareness and education to students, faculty, and staff regarding serious communicable diseases. Further it shall be institutional policy to analyze and respond to each case as required by its own particular facts. Student Health Services (995-1256) or The Office of Human Resources (995-1025), in conjunction with the appropriate faculty and staff, will be responsible for the development and publication of any procedures or guidelines which may be necessary to administer this policy effectively.

For the Communicable Diseases Procedure, click on the following link:

[Communicable Diseases Procedure](#)

## **Alcohol and Illicit Drugs**

[D-403.00](#) - It is the intent of Northwestern Michigan College to provide a drug-free workplace and learning environment for staff and students. Furthermore, NMC intends to comply with the provisions of the Drug-Free Schools and Communities Act of 1989. The students, employees and visitors of NMC shall observe all federal, state, and local laws and college regulations governing the use and possession of alcohol and illicit drugs. All students, employees, and visitors are specifically forbidden to use, possess, or be under the influence of alcoholic beverages while on college property (except as provided by policy for use of alcohol on campus), or violate conditions of laws and regulations pertaining to the use or possession of a controlled substance.

For other related Alcohol & Illicit Drug policies and procedures, click on the policy name

links:

[D-403.01 -Alcohol And Illicit Drugs-Regulations](#)

[1498.01 – Alcohol And Illicit Drugs-Staff Procedure](#)

[1473.01 – Alcohol And Illicit Drug Use-Reasonable Suspicion](#)

### **Substance Abuse and Other Personal Problems**

Many resources exist within the College and the community for assistance with abuse problems. If you, a colleague, a student, or a family member have a problem, you can ask for information from the Employee Assistance Program (EAP) or the Office of Human Resources. The college pays for the assessment referral, which includes up to three hours of time with an EAP counselor. After the referral has been made to the appropriate resource, payment will be incurred by the person referred. Confidentiality and privacy rights will be respected. The EAP can be contacted by calling 947-8387.

### **Faculty Evaluation**

All faculty, full and part-time, are evaluated by students each year. Your Academic Chair will discuss the format and schedule for this process.

### **Faculty Dismissal Reasons for Immediate Dismissal**

The following may be considered cause for immediate dismissal:

- A. Failure to effectively perform faculty duties and responsibilities;
- B. Deficiency in teaching technique or subject matter;
- C. Conflict of interest;
- D. Willful violation of College policy or procedures;
- E. Falsification of information on employment application or obtained in the interview or employment process;
- F. “Gross misconduct” means conduct that is in disregard of:
  1. Faculty professional ethics, e.g., intellectual dishonesty; plagiarism; or falsification of teaching methods, data, records, or research data;
  2. The rights of others and which exploits others, e.g., use of position or authority to exact personal gain or favor from students, other faculty, or employees of the college;
  3. The honesty and integrity of education for which the college strives; or
  4. Other conduct deemed to adversely affect an adjunct faculty member’s ability to function effectively as a faculty member.

If an adjunct faculty member is dismissed, his/her contract and pay will be ended at the date of dismissal.

### **Smoking Policy**

In the interest of providing a safe, clean, and healthy environment for students, employees, and visitors, and in accordance with the Michigan Clean Indoor Air Act, smoking is prohibited in College vehicles, in all campus facilities, and in outdoor designated no smoking areas.

### **Family and Medical Leave**

Up to twelve weeks of unpaid family and medical leave in any twelve-month period may be granted in accordance with the provisions of the Family and Medical Leave Act of 1993, for one or more of the following reasons:

- to care for the employee's child after birth, or placement for adoption or foster

- care;
- to care for the employee's spouse, son or daughter, or parent, who has a serious health condition, or
- for a serious health condition that makes the employee unable to perform their job.

To be eligible for this leave, an employee must have worked at NMC for at least twelve months and a minimum of 1,250 hours during the preceding year. For a complete copy of this policy or to apply for FMLA, contact The Office of Human Resources at extension 5-1362.

## **ADJUNCT FACULTY SALARY AND TUITION GRANT PROGRAM**

For the full version of the Adjunct Faculty Salary plan policy, go to <http://www.nmc.edu/hr/policies/1411-00.pdf>. This is a plan for the placement and compensation of the adjunct faculty members at NMC. It covers teaching faculty contracted on a semester-by-semester basis. The plan is designed to facilitate the recruitment and retention of qualified instructors wishing to teach in a supplemental capacity at the college. This plan may be modified upon approval of the president.

### **Salary Scale**

The current salary scale for adjunct instructors is available in the academic area offices or from the HR website at <http://www.nmc.edu/hr/faculty-staff/salaries/Adjunct%20Faculty-FY07-web.pdf>. In addition to contracts paid by the contact hour for classes, adjunct instructors will be paid for canceled classes according to the following policy: Adjunct instructors who have formally agreed to teach a course, which is subsequently canceled within two weeks of the start of the class, shall be eligible for a preparation stipend.

	<u>1 or under contacts</u>	<u>2 or more contacts</u>
Course previously taught	\$25	\$35
New preparation	\$35	\$50

The academic area shall determine the appropriateness, amount of stipend, and if a contractual agreement had been made with the instructor.

### **Tuition Grant Program - Adjunct Instructors**

The Board-authorized grant available to NMC employees for purposes of defraying the tuition cost of courses offered by NMC (hereinafter referred to as "tuition benefit") may be applied for and received by adjunct faculty members employed by NMC and teaching credit courses.

For more information on tuition benefit, visit: <http://www.nmc.edu/hr/policies/1448-00.pdf>. If you need further explanation of the program, call 995-1362.

## MISCELLANEOUS INFORMATION

### Center For Instructional Excellence

NMC's Center for Instructional Excellence is located in the Beckett Building, Business Academic Area Faculty Lounge and is open to all faculty and staff. The Center is responsible for the coordination and development of faculty professional opportunities throughout the academic year. Speakers, video conferences, Brown Bag Series, workshops, seminars, etc., are offered to enhance instructional delivery. A faculty lending library on instructional techniques is also available. Adjunct faculty are encouraged to attend all events sponsored by the Center.

### Travel Policy

Travel away from the campus, which is reimbursed by the College, must be for purposes of College business. Travel request forms can be obtained from Accounts Payable and submitted to the Academic Leadership at least seven days prior to departure. Requests for reimbursement should be submitted within five days after return. Use of private vehicles for College business is normally reimbursed at the current rate per mile allowed by the IRS. For car rental information contact Purchasing at extension 5-1130.

### Conflict Of Interest Policy

It is the policy of Northwestern Michigan College to establish appropriate, credible, and ethical relationships between and among faculty and staff and all of those with whom the College has an academic, business, or professional relationship. All employees of NMC shall act in a manner, which is consistent with the objectives of this policy.

For a complete copy of the procedures regarding conflict of interest, visit <http://www.nmc.edu/policies/nmc/D-1119-01.pdf>.

### College Promotion Policy

The planning, coordination, execution and evaluation of all "public relations" functions and information at the College is handled through the College Relations Office. Please contact them at extension 5-1019 regarding any media or public relations activities.

### NMC Publications

There are many regular NMC publications or documents which you may find helpful or of interest.

- **Intercom** - Weekly information e-mail sent to all faculty and staff, published by the College Relations Office.
- **NMC Catalog** - Master information on NMC programs, services, and course offerings.
- **Academic Schedule of Classes** - A schedule printed twice each year one showing class offerings for fall and another for spring/summer with dates, times, and instructors.
- **Telephone Directory** - Directory printed each semester with all employee campus phone numbers available on the NMC website or in hard copy from HR.
- **NMC Facts** - Booklet with basic information about NMC.
- **White Pine Press** - Student-operated newspaper.

- **Student Bulletin** - Printed monthly by the Housing Office, containing information for students.

### **Where To Eat**

Northwoods Café, located in West Hall, has good, reasonably-priced meals.

NMC students operate Lobdell's, A Teaching Restaurant, located in the Great Lakes Campus. A reservation can be made by calling 5-3120. Faculty and staff are encouraged to support their education program by patronizing this restaurant. Food is prepared and served by students in the Culinary Arts program.

Many buildings have vending machines.

### **Health And Fitness**

The NMC Wellness Committee sponsors many events and seminars designed to help you "feel good about yourself." Topics on fitness, diet, health, and mental well-being are addressed. Watch for announcements.

NMC has a Fitness Center in the Nick Rajkovich Physical Education Building. There is a fitness circuit room (containing exercise bikes, rowing machines, and other equipment) and a weight training room. Contact the PE department head at 5-1198 for information on schedules and how to join.

### **Special Events**

NMC has many special events, which happen throughout the year. Some of these include:

**Opening Conference** - Before school starts each fall and spring, faculty and staff get together to hear featured speakers and to attend professional development seminars, and an all-College breakfast. Adjunct faculty are encouraged to attend.

**Barbecue** - This is NMC's annual fundraiser, held in May. The event started in 1956 and has raised in excess of one million dollars for special projects. Everyone in the community is invited to enjoy buffalo-burgers and the many fun family events. Most faculty and staff members volunteer to help serve or prepare food.

**Campus Beautification Day** - Just before the barbecue, you'll get a chance to join your colleagues and help clean up the campus. A day is reserved to trade your markers for a rake and get outside. The work is followed by a picnic lunch.

**Graduation** - This is a very special event; you'll want to participate.

**Other Events** - Concerts, speakers, plays, art shows and other activities are sponsored throughout the year.

### **Telephone System**

The NMC telephone system has many helpful features--if you know how to use them! Telephone operations will be glad to demonstrate the system. Call 5-1110 for an appointment or to obtain a Telephone User's Guide.

For police, fire or medical emergencies dial **911**. NMC has a complete emergency notification and incident reporting system. Call Facilities (5-1111) for a copy.

### **Keys**

Keys to campus buildings are issued by Facilities. If you need a key for your building or office area, please request one through your academic area office. You will need to sign a key issue form for each key you receive.

### **Campus Mail**

NMC has an internal campus mail system in addition to processing U.S. mail, express mail and parcel delivery. Mail is picked up and delivered to academic area offices twice daily. Use of the college mail system should be limited to official college business. Call the Mail Room (5-1131) with any questions about the mail system.