



**NIACC CAREER LINK
INSTRUCTOR HANDBOOK**

2008-2009

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NIACC'S Disclaimer Statement: North Iowa Area Community College is committed to the policy that all persons shall have access to its programs, facilities, and employment without discrimination based upon race, religion, color, creed, sex, national origin, age, or physical or mental disability.

Contact Information

School Partnerships Contact Information:

Jean Ostrander	Director of School Partnerships ostrajea@niacc.edu 641.422.4177 1.888.GO NIACC
Fran DeGroot	School Partnerships Coordinator degrofra@niacc.edu 641.422.4164 1.888. GO NIACC
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Barb Erickson	School Partnerships Administrative Assistant erickbar@niacc.edu 641.422.4175 1.888.GO NIACC

Getting on Board

Personal Data Form/Teacher Qualification Sheet/Transcripts

All instructors must have a personnel file at the College containing a completed NIACC application and an official transcript from the institution granting the highest degree.

W-4 Form – For Teachers under Contract with NIACC

A current W-4 form with Social Security number must be on file for payroll purposes.

I-9 Form - Employment Eligibility Verification for Teachers under Contract with NIACC

The federal government requires new instructors to complete an I-9 form indicating eligibility for hire.

Memorandum of Understanding

Teachers employed by NIACC will be issued a Memorandum of Understanding (MOU). The Memorandum of Understanding will indicate the course title, class time, pay periods, and amount of total pay. Memorandums of Understanding will be distributed in the mailroom for on-campus instructors and mailed to off-campus instructors during the first two weeks of the semester. The terms of the Memorandum of Understanding are firm. The NIACC pay period runs from the fifteenth to the fifteenth. Payday is the last working day of the month. Work that begins after the fifteenth will be paid on the last working day of the following month.

Reimbursement for Travel

Board Policy 2.10 states that "Part-time employees who are not under regular contract shall be reimbursed for travel in excess of twenty (20) miles per round trip. Travel distance shall be calculated as twice the most direct route from the employee's residence to the work station." Requests for travel reimbursement must be submitted on a **monthly** basis. Travel expense forms are located on the NIACC Career Link website and should be submitted to Jean Ostrander, Director of School Partnerships.

Formal Evaluations

The *Oral Competency/English Proficiency* information is gathered annually. The *Student Perception of Instruction* information is gathered during the first year of teaching and every 1-3 years afterwards.

Getting Started

NIACC e-Mail Accounts

The Registrar will e-mail the schedule for grade submission and other instructional information. All NIACC instructors must use a NIACC e-mail account. If you do not have a current NIACC e-mail account, please send an e-mail request to NIACC School Partnerships Administrative Assistant, Barb Erickson at erickbar@niacc.edu. She will verify your request and forward your e-mail to Tech Services. They will contact you directly when your e-mail account is open.

Course Textbook

All sections of a particular course will use the same textbook unless there is agreement on the part of the School Partnerships Director to do so otherwise. Each instructor will receive one complimentary course textbook. The distribution, collection and payment of textbooks vary from school to school. Please contact your School Partnerships Coordinator regarding textbook policies for your school.

Class Meeting Times

In Iowa, college classes at state-supported institutions are *required* to meet a specific amount of time for each credit hour; therefore, all NIACC classes must meet as scheduled.

Changes from the beginning and ending date for the course must have the approval of the School Partnerships Director.

Class Size

The Vice President for Academic Affairs sets the minimum enrollment for NIACC classes and authorizes any variations from this policy.

NIACC Room Assignments

NIACC on-campus room assignments are made through the Academic Affairs Office and may not be changed without proper authorization. High school room assignments are made through the high school. Instructors should contact the School Partnerships Director if there is a concern about a room assignment.

From Registration to Cancellation of Classes

Enrollment Guidelines

Students should have junior status at their high school (in most cases).

Students enrolled in Career Link classes should exhibit a high interest in the specific career area.

Students should have a satisfactory attendance record at their high school. The student should understand the need for regular attendance to achieve Career Link program success.

The student should have a high school cumulative grade point average of 2.00 or higher. Recommendation from a high school administrator or guidance counselor is requested for students with less than a 2.00 GPA.

Registration

Students will be registered prior to or during the first few days of class by a NIACC School Partnerships coordinator. Students new to NIACC must complete a NIACC application form. The student's Social Security number is required on the application form.

Student Status

There are specific terms and forms used when students register or change their schedules which can change a student's status both at NIACC and their high school. Notify a School Partnerships Coordinator and your high school counselor of any changes in your roster as the appropriate form needs to be completed by a School Partnerships Coordinator.

Registration Cancellation Form

If a student decides to cancel his/her registration before the term begins, a cancellation slip needs to be completed.

Schedule Change Request Form

Also referred to as a Drop/Add form, this is when a student drops or adds a class (es) to their existing NIACC schedule. All students who drop or add a class(es) must complete a NIACC schedule change request form.

Student Withdrawal Form

This form is used when a student withdraws from all NIACC classes. The last date of attendance is mandatory when completing this form. See more detailed information under "Grading".

Course Syllabus

Course Syllabus

Your syllabus is a very important piece of documentation and is the first document reviewed during any grade dispute. Your syllabus should explain expectations, rules and consequences in a clear and concise way and must be applied equally to all students. If you waive a syllabus requirement for one student, all students in your class are eligible for the same waiver. Each syllabus should include the following elements:

Course Title and Number - the syllabus must include the course title and number.

Instructor Contact Information - most instructors provide their **NIACC e-mail** account to students but others also provide their work/home phone number.

Expectations - explain your classroom policies, expectations, grading policy, make-up policy etc.

Attendance - keep accurate attendance records. Instructors may use participation points in the computation of grades, as long as students are informed of this policy in the syllabus. This must be a positive rather than a negative process, giving extra points to those who attend rather than deducting from those students not in attendance.

Cheating and Plagiarism - refer students to the NIACC student handbook to review the NIACC policy on cheating and plagiarism. You may add additional policy information for your class.

Special Needs Statement - include a statement directing students to Student Services if they feel they need special accommodations to be successful in your class. It is very important that you do not give any student an accommodation that is not available to all students in your classroom unless that accommodation is documented and requested through the Special Needs Office on campus.

Course Description – include a brief course description including units of instruction and description of what students should learn.

Materials - include a list of required materials including textbooks and, when appropriate, lab manuals, calculator, etc.

Other Information - other information appropriate for your class. This could include a copy of the NIACC academic calendar.

Grading and Progress Reports

Grades

The quality of a student's work is evaluated by the grades he/she receives. Grades are a measure of their learning experience. Grades are also the basis for transfer to another college. Generally, a student is not considered admissible by a four-year college without at least a cumulative grade point average of 2.00. Instructors may use their own grading system.

Incomplete Grades

The incomplete grade "I" is used when the instructor believes there is a reasonable chance the student can and will make up the work within a reasonable time frame and the student has been doing satisfactory work in class. An incomplete grade, if not made up within the instructor guidelines, will become an "F" or "Q". For high school students taking college classes, an incomplete or failing grade may impact eligibility for school activities, including music and athletics.

Grading Symbols

W	Given when a student officially withdraws from class(es)
T	Credit granted by examination (test out) or for articulated classes
Q	No credit/no pass (used in pass/no pass courses only)
P	Credit earned/pass

Withdrawal

A student who withdraws before the end of the regular term (moves, receives school suspensions, has an illness, accident or is in a treatment center) needs to have a student withdrawal form completed.

Withdrawal from NIACC is permitted through the end of the 10th week. A student withdrawing before the final deadline (10th week) will receive a "W" grade. However, withdrawal deadlines and procedures vary from school to school.

The district receives state supplemental weighted funding for students who take classes through Career Link programs. Students who drop the class cannot be charged by the district for costs.

Whenever a student withdraws, a withdrawal form needs to be completed and signed by the student. Contact your high school counselor or your NIACC School Partnerships Coordinator to complete this form.

Students who drop and do not have a completed withdrawal form in the NIACC Records Office by the end of the 10th week will have an "F" on their permanent college transcript.

Grading and Progress Reports

NIACC WebAdvisor - Rosters

WebAdvisor information is available on the adjunct webpage at <http://www.niacc.edu/admin/adjunct/index.html>. Rosters are available on WebAdvisor in “real time”. Enrollment changes may be seen immediately on WebAdvisor. Check the roster for accuracy after the first week of class. Contact NIACC School Partnerships Administrative Assistant, Barb Erickson if roster changes are needed.

NIACC WebAdvisor - Grades

All midterm and final grades are to be submitted electronically using WebAdvisor. This is a web-based program accessible from any computer with Internet access. It is VERY IMPORTANT for instructors to submit grades within the timeline distributed by the Registrar. (See sample.)

Record Book

A permanent record book shall be kept for all students and grade reports are maintained in the NIACC Records Office. Record Books can be hard copy or electronic (WebAdvisor). The Record Book should include student attendance, assignments, quizzes, tests, etc.

Hard copy Record Books can be obtained by contacting NIACC School Partnerships Administrative Assistant, Barb Erickson, or through the NIACC Records Office. Electronic records are on the WebAdvisor.

A hard copy or electronic copy needs to be submitted to the NIACC Records Office either at the end of the semester (if only teaching the course that semester) or at the end of the year if teaching course both semesters.

Progress Reports

Instructors who are requested to complete student progress reports will receive a letter or e-mail with instructions and the current semester's progress report schedule. A progress report needs to be completed for all students every three weeks. A final progress report is also mandatory. Progress reports can be submitted by email or on paper. Please contact NIACC School Partnerships Administrative Assistant, Barb Erickson with your preference.

Absences and Tardiness

Adjunct Instructor Absences

Notify NIACC switchboard and include the following:

That you teach a **NIACC Career Link** class

Reason for absence

Facility where you teach

Classroom location

Name of class(es)

Time of class(es)

Additional classroom instructions

Illness and Emergency - If you are unable to meet with your class because of an illness or emergency, please contact the NIACC switchboard as soon as possible. A sign will be posted on your classroom door notifying students of the cancellation and any classroom instructions.

Non-emergency - If you will miss class because of work/family obligation or other planned absence, please make arrangements to cover your class. You may hire and compensate an appropriate substitute, give the students an appropriate assignment, or otherwise continue the educational process. Some high school administrations may choose to hire their own substitutes. Please check with your local administration regarding their policy.

Student Absences and Tardiness

Because regular class attendance contributes to successful course completion, students are expected to attend every class. Attendance policy statements should be written in the syllabus and distributed during the first class. Students are responsible for knowing and following these policies.

Instructors are to keep accurate attendance records as attendance verification is needed in a variety of situations.

Absences and tardiness should be noted on each progress report.

Getting Around the NIACC Campus

Copy Center

The Copy Center is located in McAllister Hall, Room 100. Requests for copied material should be submitted in copy-ready form and may be left in the wire basket in the mail room (located in the Pierce Administration Building), delivered directly to the Copy Center, or sent as an attachment via e-mail to Buffie (Cheryl) Ohden at ohdenbuf@niacc.edu.

We ask that you use the Copy Center for quantities over 20 whenever possible. There is a significant savings for the College when copies are made in the Copy Center instead of on the other copiers on campus. Allow two days for turn-around time.

Copy Machine

Materials for personal use which are reproduced on the copy machine are to be prepaid at the Business Office at the rate of five cents per copy made.

Copying for your classes is free. There are two copy machines available for your use, one in the Pierce Administration Building, and one in McAllister Hall. The code for the machine in McAllister Hall is **84326**.

Copyright Law

NIACC recognizes and adheres to U.S. and International copyright laws, software licenses, and intellectual property rights associated with both print and non-print materials.

NIACC forbids, under any circumstances, the unauthorized reproduction of software, or use of illegal obtained software. Using College equipment to make illegal copies of software is prohibited. NIACC employees and students who violate this policy are subject to disciplinary action. Individuals who violate U.S. Copyright law and software licensing agreements also may be subject to criminal or civil action by the owner of the copyright.

Photocopies or other reproductions can be furnished only under certain conditions if they will be used solely for private study, scholarship, or research. Use of the reproduction for other purposes may make the user liable for copyright infringement.

This institution reserves the right to refuse to accept a copying order if, in its judgment, fulfillment of the order would involve violation of copyright law.

Getting Around the NIACC Campus

Library

The NIACC Library is located on the first floor of Beem Center, Room 102. The hours during the academic year are:

7:30 a.m. - 8:00 p.m. Monday through Thursday

7:30 a.m. - 4:00 p.m. Friday

Books/Periodicals/Film Requests - Library personnel can provide a variety of educational services upon request, such as reference work or developing reading lists. Check with Library personnel and/or your Division Chairperson regarding current resource materials available. Staff members are encouraged to make requests in order to keep the collection current and to recommend materials that should be discarded because they are out of date. Requests for films may be made with the film clerk. Films are to be picked up and returned to the Library circulation desk. The Library Handbook, available from library personnel, is helpful to teachers as well as students.

The NIACC librarian, Karen Dole, is available for classroom presentations. Feel free to contact her if you or your students have specific needs.

College Book Store

Textbooks and class supplies may be ordered or purchased from the College Book Store located in the Activity Center. You may contact them at www.niaccbooks.com or 641-423-7293. The College Book Store is not owned by NIACC.

Technology Services

Technology Services is located on the first floor of Beem Center, Room 105. The hours during the academic year are:

7:30 a.m. to 4:15 p.m., Monday - Friday

Equipment - Audiovisual equipment is available for instructional use by staff members and may be reserved electronically or by phone. Equipment will be delivered or picked up during regular office hours and requests must be scheduled 24 hours in advance. Electronic requests are made using the electronic forms folder found at <http://www.niacc.edu/admin/eforms.html>. Phone requests are made by calling Technology Services a 422-4357.

Equipment is often placed in classrooms for evening use. Please do not move equipment from other classrooms. Only properly trained individuals should use the video equipment. To schedule a training session, contact Technology Services at 422-4357. Repairs and adjustments of all equipment should be referred to Technology Services.

Computers - If you are teaching a night class and are experiencing computer problems, please contact the Evening Technology Assistance cell phone (425-6451).

Test Scoring Machine - An electronic test scoring machine is available in Technology Services and in the Pappajohn Center staff lounge (PC-114). This machine will score true-false and multiple choice tests. A special answer sheet must be used and may be obtained from Technology Services. To schedule a training session for the test scoring machine, contact Technology Services at 422-4357.

Weather Cancellation Policies

Class Cancellation Due to Weather

During the first class session, please review the College's policy for notification of class cancellation due to weather.

Weather Policy – Face-to-Face

In the event of inclement weather, every effort will be made to announce day class cancellation before 6:30 a.m. and evening class cancellation after 3:00 p.m. on local radio stations and KIMT-TV3.

NIACC classes held in local high schools -

Classes held at off-campus school locations will follow the cancellation announcements of the local school superintendent.

NIACC classes held in NIACC Centers -

The Centers in Charles City and Garner will follow the decision made for the main NIACC campus.

Weather Policy – ICN Classes

After consulting with the ICN instructors, we have developed a written policy for ICN classes during severe weather conditions.

If the NIACC campus is open, ICN classes originating from campus or the Charles City NIACC Center will be broadcast.

If the NIACC campus is closed, ICN classes will not be broadcast.

If local community schools are closed for non-weather related reasons, class will be held and students are expected to attend.

Weather Policy – Exceptions

Since the NIACC Charles City Center follows the NIACC campus schedule, rather than the local school schedule, if the NIACC campus is open then ICN classes will meet in the Charles City NIACC Center.

If a local community school, other than Charles City, is closed because of weather:

The class will not be required to meet in that community but students will be responsible for following classroom procedures about making up the material missed in the class.

The local facilitator will notify the instructor via e-mail or voicemail that the local school is closed.

Students MAY attend the local ICN class if they can travel safely and if they have been told the school will reopen for the ICN class.

Policies

Special Needs (Student Accommodations)

North Iowa Area Community College endeavors to provide reasonable accommodations for students requiring special services. NIACC has established policies and procedures to implement provisions of the Americans with Disability Act (ADA). These policies are used to determine reasonable accommodations for students with disabilities to meet academic and technical standards required for their educational program. Support services are located in Student Services, AB104. These services are available at no cost.

The student must submit a request for accommodation to their counselor describing the requested accommodation. The student is responsible for providing documentation of the disability. The request must be received within the first three weeks of the semester unless special circumstances occur. A request form is available from the counselor. For additional information, contact 1-888-GO NIACC, Ext. 4207, and ask for a special needs brochure.

If the Career Link course is taught at the high school, then the course instructor should work with the high school resource instructor to facilitate accommodations in accordance to the IEP.

Unacceptable accommodations for NIACC Career Link students with an Individual Education Plan (IEP) or 504 Plan are:

1. Retesting unless every student in the NIACC Career Link class has that opportunity. Use of an open textbook or notes during exams unless all students in the NIACC Career Link class have the same opportunity.
2. If the high school resource instructor has concerns or questions about student accommodations, he or she may contact NIACC Title III Counselor for Special Populations, Lisa Vance.

If the Career Link course is taught by a NIACC instructor, then the high school resource instructor should work with NIACC Title III Counselor for Special Populations, Lisa Vance on accommodations for the student.

Policies

Family Educational Rights and Privacy Act (FERPA)

The Family Educational Rights and Privacy Act (FERPA) gives students control over their educational records. Basically, this law requires instructors to keep all student information (including grades, attendance, and performance) confidential.

- Without written permission of the student, instructors are expected to not discuss any aspect of a student's academic records with parents, employers, potential employers or anyone else not connected with NIACC.
- Instructors are required to keep grades confidential. This means grades cannot be read in class, posted in alphabetical order or distributed in any way that would allow the grades to be connected to a student.
- Because it is not always possible to predict access to voice mail and e-mail, instructors are expected to be very careful leaving messages for students.

Instructors may disclose information in the presence of parents if the student is also present and gives permission. Individual grades may be distributed as e-mail or voice mail if a student requests that method of communication in writing with an original signature. Students may be assigned or may select an individual code and grades may be posted by that code.

Campus Emergencies

Please check the NIACC home page web site regarding campus emergency procedures

Policies

Guest Speakers

A limited number of guest speakers may be invited to a class to contribute to the objectives of the class. All speakers must be sponsored by a class or recognized student organization. In some cases, with prior approval, a fee may be paid to the speakers.

Field Trips

Field trips need to be approved by NIACC and your high school. If transportation is needed, a separate request may need to be filed. Your School Partnerships Coordinator can help you with the logistics and should be contacted as soon as possible before planning a trip.

Eye Protective Devices

Iowa law requires an industrial quality eye protective devices be worn by every student, teacher, and visitor in all instructional areas such as shops or laboratories when there is a possibility eyes may be injured from chemicals, explosive materials, light, or flying objects.

Teaching Controversial Issues

Controversial matter and issues arise as students and faculty go about their work in the pursuit and communication of knowledge. Legal prohibitions, the rights of students, the rights and responsibilities of teachers and administrators and the appropriateness to the curriculum are involved in the proper treatment of such issues. If in doubt, contact your School Partnerships Coordinator.

Political Activity

NIACC supports the right of all NIACC employees to engage in political activity as private citizens. It is NIACC's expectation that employees will not participate in partisan political activities during class time.

Policies

Selling by Employees

Board policy specifically prohibits such activities as the following:

- a. Distribution of materials urging students, parents, employees and others to purchase services or products sold for profit.
- b. The sale by students or employees of products and/or services, except in relation to production by students as part of the program.
- c. Similar activities involving teachers and students and which interfere with the normal time and activities of the College.

Any financial dealings involving the sale of goods and/or services to the College by a staff member should be approved by the President.

Appeal Procedures

From time to time, grievances in connection with employment, operation of the College, and its policies and procedures may arise. It is the goal of the College to resolve such disputes informally and expeditiously. The initial step in any appeal shall be an informal discussion of the problem with THE PERSON(S) AFFECTED AND/OR one's immediate supervisor. BOTH PARTIES are encouraged to involve or consult others in the organization as may be appropriate.

A College employee or applicant for employment who believes the College policies or procedures have been violated, resulting in discriminatory treatment on the basis of race, religion, color, creed, gender, national origin, marital status, age, or physical or mental disability may file a formal complaint through the appeal procedure. Subjecting a person to coercion or retaliation for filing a complaint or providing information regarding a complaint is prohibited. For further information, see Board Policy 3.06.

Dismissal

An adjunct faculty member may be immediately dismissed for unprofessional conduct. This may include, but not be limited to:

- a. Moral turpitude (includes inappropriate relationships with students)
- b. Insubordination (includes failure to meet contracted schedules and deadlines)
- c. Repeated negative student evaluations

Miscellaneous

Link Scholarship

Career Link students can qualify for a NIACC Link Scholarship when they attend NIACC immediately following high school graduation. The amount of scholarship money granted is based on the number of NIACC credits obtained 6-12 or more prior to high school graduation, along with their NIACC GPA 3.25 – 4.00. Scholarships are available until the money is expended. Scholarships do not apply to Advanced Placement courses or high school articulation courses.

Educational Supplies

If you need any educational supplies, please contact NIACC School Partnerships Administrative Assistant, Barb Erickson.

Counselor Information

Counselors are available during day and evening hours. Please inform students of this service. Counselors also make scheduled visits to off-campus sites.

Referral Services

Counselors have names of different agencies to which students and faculty members may be referred for services not available at the College.

Equipment - Loaning out

As public property, college-owned equipment is not to be used for private purposes or to be loaned out except under authority of official policy.

Equipment - Malfunctions

All equipment malfunctions should be reported to NIACC School Partnerships Administrative Assistant, Barb Erickson.

Controlled Substances

The possession and/or sale of controlled drugs by anyone is expressly prohibited.

Smoking Regulations

Smoking is prohibited in all high schools and NIACC buildings.