



HANDBOOK
FOR
NIACC
CAREER LINK
INSTRUCTORS



NIACC's Philosophy

North Iowa Area Community College believes that education, which has as its overriding goal the optimum development of all human potential, is the foundation of a democratic society.

NIACC's Mission Statement

The mission of the North Iowa Area Community College is to enhance the quality of life for people of North Iowa through comprehensive educational opportunities, progressive partnerships, exemplary service, and responsive leadership.

NIACC's Institutional Purposes (Adopted by the Board of Directors, May 18, 2000)

Within the human, financial, and physical resources entrusted to the North Iowa Area Community College, the institution strives to achieve the following goals:

- Enhance the human potential of students by assisting them to acquire the knowledge and tools necessary to understand and enrich their environment and contribute to their communities in a positive way. This becomes manifest through the development of general education skills and abilities.
- Ensure that all citizens of the North Iowa region, regardless of their educational and socioeconomic backgrounds, geographic placement, or needs for special assistance, have the opportunity and the necessary support to take advantage of post-secondary educational programs and other services offered by the college.
- Enable individuals to complete the first two years of a baccalaureate program and, upon successful completion, to achieve efficient and effective transfer to senior colleges.
- Ensure that individuals have opportunities to prepare themselves for employment in occupations in demand in a global society.
- Ensure that individuals have opportunities to continue learning throughout their lifetime.
- Promote a strong economy by engaging in activities which develop and maintain a skilled and educated workforce and which promote and support entrepreneurial activity.
- Extend the reach of College resources through progressive partnerships with agencies and entities in communities served by the College.
- Build community by promoting understanding, appreciation, cooperation, and communication among diverse individuals.
- Instill confidence and pride in all who come into contact with the College by fostering a commitment to excellence in all College endeavors.

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, gender, gender identity, sexual orientation, national origin, marital status, age, or physical or mental disability.

Any person having concerns with respect to rights under section 504 of the Rehabilitation Act of 1973, Title IX of the Education Amendments of 1972 and the Americans with Disabilities Act of 1990, please contact Terri Ewers, Dean of Student Development, in the Pierce Administration Building, Student Services Office, Room 104B, telephone 641-422-4106.

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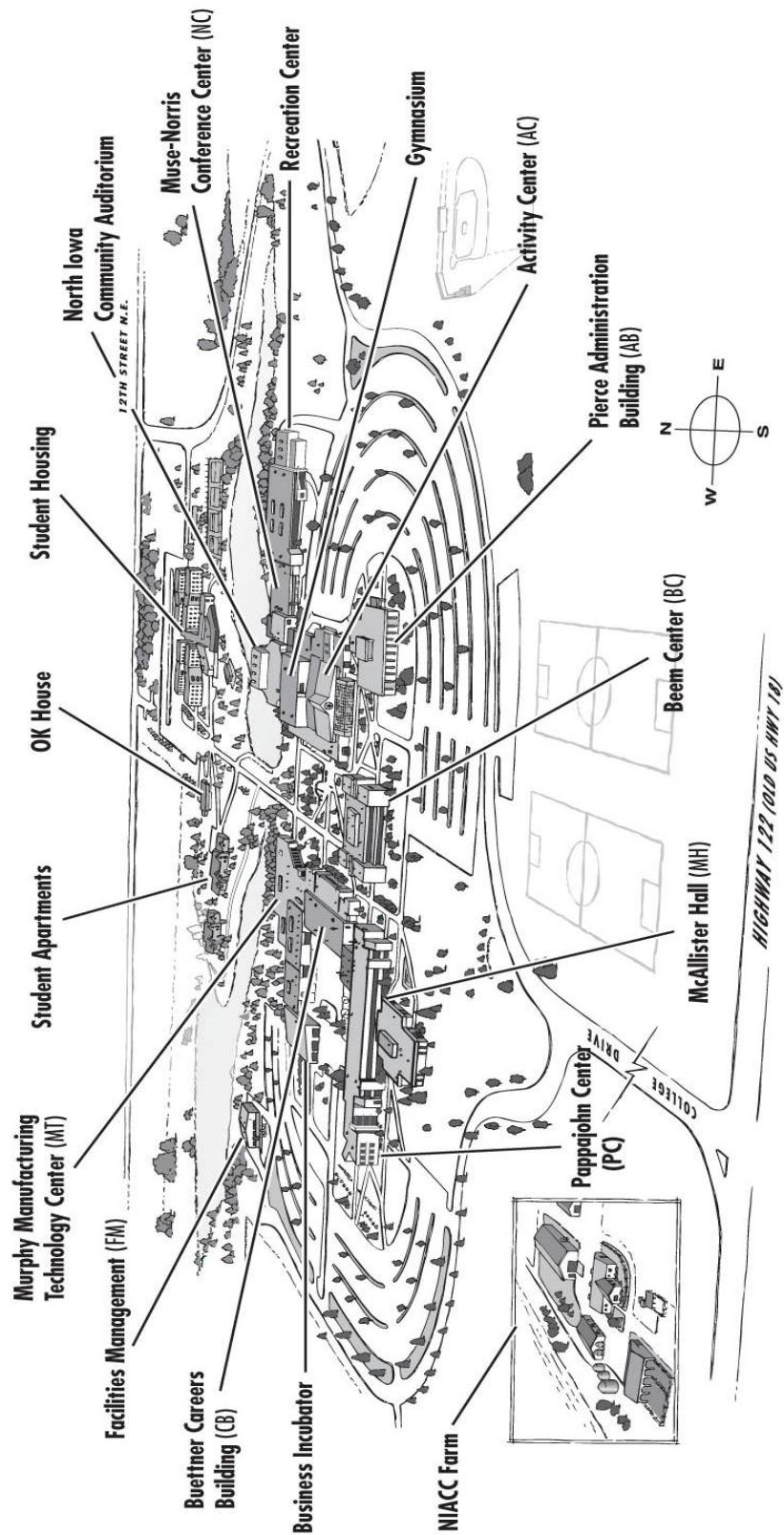


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I. HIRING

NIACC Application/Teacher Qualifications/Transcript

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. See Iowa Department of Education Minimum Standards in Section II.

Career Link Instructors Employed by High Schools

Career Link teachers who are paid by their high school do not also receive pay from NIACC.

Disregard the following section: Adjunct Instructors Who Are Paid by NIACC.

Adjunct Instructors Who Are Paid by NIACC

Iowa Wage Law

Effective July 1, 2008, as per an Iowa Wage Law change, NIACC may no longer mail payroll checks unless the Business Office has written authorization from the employee. If you desire to have your payroll check mailed to you, please contact Beth Forbes (Payroll Office) at 641-422-4299 to request the Payroll Authorization Form. If NIACC does not have this authorization in writing, NIACC **CANNOT** mail your check.

Consent to Mail Form

If you desire to have your paychecks mailed to you via the U.S. Postal Service, you must first sign and date the pink "Consent to Mail Form."

W-4 Form

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

I-9 Form - Employment Eligibility Verification

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

Memorandum of Understanding

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 mail room for on-campus faculty and mailed to off-campus faculty 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.

On-line Orientation and Orientation Assessment

All new NIACC instructors will read the on-line orientation manual and complete the on-line orientation assessment before the start of their NIACC course.

Course Training for New Instructors

All new NIACC instructors will meet with the appropriate Division Chair or representative and complete specific course training.

Career Link Instructor Hiring Process

- High school principal makes a written request to the NIACC Director of School Partnerships that college course be added to high school offerings. In the request, the principal states the desired course and the prospective instructor.
- Director of School Partnerships electronically sends NIACC application to principal.
- Prospective instructor completes NIACC application and sends it along with unofficial college transcripts to Director of School Partnerships at NIACC.
- The appropriate Division Chair and the Director of School Partnerships evaluate the prospective instructor's NIACC application and unofficial transcripts to determine if the teacher meets NIACC teaching requirements.
- If approved, the instructor submits official transcripts to NIACC.
- The instructor attends new Career Link Instructor orientation and course-specific training.

Additional information:

- To be eligible for state supplemental weighting, the college course must supplement, not supplant, the current high school courses.
- NIACC does not pay a wage to concurrent enrollment instructors. The district provides the instructor. The only exception is when the NIACC course is taught outside the regular school day.
- Teachers of CTE courses must have at least baccalaureate degree in the area or related area of study that the instructor plans to teach or at least 6,000 hours of recent and relevant work experience in the occupational area.
- Arts and Sciences instructors must have: either a master's degree and 12 graduate level hours in the area of instruction, or two or more years of successful experience in a professional field or area in which the instructor plans to teach and in which post-baccalaureate recognition or professional licensure is necessary for practice.

II. PROFESSIONAL

DEVELOPMENT

Iowa Department of Education Minimum Standards

By July 1, 2011 all NIACC adjunct instructors shall meet the Iowa Department of Education Minimum Standards as outlined below:

Arts/Science: 1) Possess a master's degree from a regionally accredited graduate school and have successfully completed a minimum of 12-credit hours of graduate level courses in each field of instruction in which the instructor is teaching classes.

(OR)

2) Have two or more years of successful experience in a professional field or area in which the instructor is teaching classes and in which post-baccalaureate recognition or professional licensure is necessary for practice, including but not limited to the fields of accounting, engineering, law, law enforcement, and medicine.

Career/Technical: 1) A baccalaureate or graduate degree in the area or a related area of study or occupational area in which the instructor is teaching classes.

(OR)

2) Special training and at least 6,000 hours of recent and relevant work experience in the occupational area or related occupational area in which the instructor teaches classes if the instructor possesses less than a baccalaureate degree.

Developmental: Developmental education and adult education instructors may or may not meet minimum requirements depending on their teaching assignments and the relevancy of standards to the courses they are teaching and the transferability of such courses. If instructors are teaching credit courses reported in arts and sciences or career and technical education, it is recommended that these instructors meet minimum standards as outlined above.

Transcripts of course work need to be updated with NIACC's Department of Human Resources. Send official updated transcripts to: Jean Ostrander, NIACC Director of School Partnerships, North Iowa Area Community College; 500 College Drive; Mason City, IA 50401.

As determined by the Iowa Department of Education, all adjunct instructors who teach credit classes must complete a Quality Faculty Plan (Quality Adjunct Credit Instructor Plan [QACIP]).

Quality Adjunct Plan (QAP)

The NIACC Quality Adjunct Plan (QAP), in conjunction with NIACC's Quality Faculty Plan, is a component of its Professional Development Program which recognizes a teacher's professional development as a dynamic process extending from initial preparation over the course of an entire career. Professional teachers are responsible for planning and pursuing their ongoing learning, for reflecting with colleagues on their practice, and for contributing to the profession's knowledge base. Our institution is responsible for investing in the growth of knowledge for individual teachers and the profession as a whole, and for establishing policies, resources, and organizational structures that guarantee continuous opportunities for teacher learning.

Components of the program implementation include:

- Hiring
- Professional Development
 - Minimum Competencies
 - Instructional Planning
 - Instructional Strategies
 - Assessment, Diagnosis, and Evaluation
 - Orientation
 - Mentoring
- Continued Professional Development
 - Teaching Methodology and Student Learning
 - Content Expertise Specific to Discipline

Quality Adjunct Plan At - A - Glance

Revised 04.22.2009

QAP Component	Component Specificity	How will this requirement be met?		How often will this need to be done?	How long will I have to complete?		
Hiring							
	Minimum Standards						
	Arts/Science Instruction	Master's Degree plus 12 graduate hours in each field of instruction OR	Proof of Degree via official transcripts	Once - during the hiring process	Completed before hired		
		Professional Licensure (does not include Iowa Teaching License)	Proof of Licensure	Once - during the hiring process	Completed before hired		
	Career/Technical Instruction	Baccalaureate or graduate degree in each field of instruction OR	Proof of Degree via official transcripts	Once - during the hiring process	Completed before hired		
		6000 hours of recent/relevant work experience in field of instruction	"Work Experience" section in NIACC application	Once - during the hiring process	Completed before hired		

QAP Component	Component Specificity		How will this requirement be met?	How often will this need to be done?	How long will I have to complete?
Professional Development Part 1					
	Part 1: Minimum Competencies				
	Instructional Planning		1. Newly hired adjunct instructors will need to provide proof of course work via official transcripts OR 2. Completing Module 1: Unit 3 <i>The Instructional Environment</i> in Lens found at http://www.league.org/istreamsite/ (read materials and complete self-assessment & turn in to Evening Dean) OR 3. Additional course work at Regent, Private, or Online institutions; transcript of course work required	Once	Complete one of of the 3 given options within 2 years of hiring date
			1. Newly hired adjunct instructors will need to provide proof of course work via official transcripts OR 2. Completing Module 3: Unit 2 <i>Teaching Modality & Learning Strategies</i> in Lens found at http://www.league.org/istreamsite/ (read materials and complete self-assessment & turn in to Evening Dean) OR 3. Additional course work at Regent, Private, or Online institutions; transcript of course work required		
			1. Newly hired adjunct instructors will need to provide proof of course work via official transcripts OR 		

		<p>Assessment Diagnosis and Evaluation</p> <p>2. Completing Module 5: Unit 1 <i>Assessment and Evaluation Matrix</i> in Lens found at http://www.league.org/istreamsite/ (read materials and write reflection piece concerning assessment/evaluation classroom implementation & turn in to Evening Dean) OR</p> <p>3. Additional course work at Regent, Private or Online institutions; transcript of course work required</p>	Once	<p>Complete one of of the 3 given options</p> <p>within 2 years of hiring date</p>
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QAP Component	Component Specificity	How will this requirement be met?	How often will this need to be done?	How long will I have to complete?
Professional Development <u>Parts 2 & 3</u>				
	Part 2: Orientation	Newly hired adjunct instructors will complete a thirty-question online assessment via <i>Angel eLearning</i> (found at http://angel.niacc.edu/frames.aspx); you will need to use your NIACC id and password; utilize <i>Adjunct Instructor's Handbook</i> to successfully complete (may use online version or hard copy); a score of 90% or higher is passing	Once	Completed within the first two semesters of hire
	Part 3: Mentoring	-		
		Newly hired adjunct instructors will be assigned a veteran mentor; this requirement will be met through one-to-one meetings with mentor and/or attendance at adjunct dinners or divisional meetings	During first year of instruction	Completed within the first two semesters of hire

QAP Component	Component Specificity	How will this requirement be met?	How often will this need to be done?	How long will I have to complete?
Continued Professional Development (CPDP)				
	<p>Part 1: Content Expertise Specific to Discipline</p> <p>1. Read journal article in field of instruction and submit written document concerning classroom application to Evening Dean OR</p> <p>2. Attend convention(s) in field of instruction and submit written document concerning classroom application to Evening Dean OR</p> <p>3. Attend any professional development activities held during Staff Development Week that is specific to area of instruction OR</p> <p>4. Successful completion of course work in field of instruction at Regent, Private or Online institutions; transcript of course work required</p>	Annually		All adjunct instructors must complete <u>one of the four given options</u>
	<p>Part 2: Teaching Methodology and Student Learning</p> <p>1. Attendance at adjunct dinners held during Fall or Spring Staff Development Week OR</p> <p>2. Read journal article in field of instruction and submit written document concerning classroom application to Evening Dean OR</p>			

	<p>3. Attend convention(s) in field of instruction and submit written document concerning classroom application to Evening Dean OR</p> <p>4. Any professional development activities held during Staff Development Week that is specific to area of instruction OR</p> <p>5. Successful completion of course work at Regent, Private or Online institutions; transcript of course work required</p>	Annually	<p>All adjunct instructors must complete <u>one of the five given options</u></p> <p>-</p>
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Name:

Department:

Hire Date:

Minimum Competencies Completion Date:

1. Instructional Planning: The instructor plans and manages instruction based on understanding of subject matter and curricular goals as they relate to students and stakeholders. Sample possible means: Prior experience, Curriculum Development: Application to Community Colleges (IOWA), Curriculum and Instruction (ISU), Instructional Design for Technical Education (UNI), and New Teacher Workshop (IOWA). <table border="1"><thead><tr><th rowspan="2">Means/Evidence Selected</th><th colspan="3">Evidence Status: 1 = No Evidence; 2 = Work In Progress; and 3 = Completed</th></tr><tr><th>Date Reviewed</th><th>Comments:</th><th>Status:</th></tr></thead><tbody><tr><td></td><td></td><td></td></tr></tbody></table>				Means/Evidence Selected	Evidence Status: 1 = No Evidence; 2 = Work In Progress; and 3 = Completed			Date Reviewed	Comments:	Status:			
Means/Evidence Selected	Evidence Status: 1 = No Evidence; 2 = Work In Progress; and 3 = Completed												
	Date Reviewed	Comments:	Status:										
2. Instructional Strategies: The instructor understands and used appropriate instructional strategies and technology to encourage students' development of critical thinking, problem solving, and performance skills. Sample possible means: Prior experience, Curriculum Development: Application to Community Colleges (IOWA), Curriculum and Instruction (ISU), Instructional Design for Technical Education (UNI), and New Teacher Workshop (IOWA). <table border="1"><thead><tr><th rowspan="2">Means/Evidence Selected</th><th colspan="3">Evidence Status: 1 = No Evidence; 2 = Work In Progress; and 3 = Completed</th></tr><tr><th>Date</th><th>Comments:</th><th>Status:</th></tr></thead><tbody><tr><td></td><td></td><td></td></tr></tbody></table>				Means/Evidence Selected	Evidence Status: 1 = No Evidence; 2 = Work In Progress; and 3 = Completed			Date	Comments:	Status:			
Means/Evidence Selected	Evidence Status: 1 = No Evidence; 2 = Work In Progress; and 3 = Completed												
	Date	Comments:	Status:										
3. Assessment, Diagnosis, and Evaluation: The instructor will use a variety of diagnostic tools and assessment strategies to evaluate student learning. Sample possible means: Prior experience, Curriculum Development: Application to Community Colleges (IOWA), Curriculum and Instruction (ISU), Instructional Design for Technical Education (UNI), and New Teacher Workshop (IOWA). <table border="1"><thead><tr><th rowspan="2">Means/Evidence Selected</th><th colspan="3">Evidence Status: 1 = No Evidence; 2 = Work In Progress; and 3 = Completed</th></tr><tr><th>Date</th><th>Comments:</th><th>Status:</th></tr></thead><tbody><tr><td></td><td></td><td></td></tr></tbody></table>				Means/Evidence Selected	Evidence Status: 1 = No Evidence; 2 = Work In Progress; and 3 = Completed			Date	Comments:	Status:			
Means/Evidence Selected	Evidence Status: 1 = No Evidence; 2 = Work In Progress; and 3 = Completed												
	Date	Comments:	Status:										

Quality Adjunct Plan - Continuing Professional Development

Name:

Department:

Date:

Academic Year:

What do I want to learn?	How will I know I have succeeded?	Target date for completion?
What will I do to achieve it?	What resources or support will I need?	

Teaching Methodology and Student Learning: management and monitoring of student learning environment; development and utilization of teaching strategies and technology; and preparation, delivery, and evaluation of subject matter.

Prior Year's Activity -

Possible Activity -

Content Expertise Specific to Discipline: rigorous and relevant content, approved objectives, sound implementation strategies, organizational support, and reflection.

Prior Year's Activity -

Possible Activity -

Instructional Planning

The instructor plans and manages instruction based on understanding of subject matter and curricular goals as they relate to students and stakeholders. This would include, but not limited to:

- Classroom Management
- Class Planning
- Tasks
- Time
- Course Content
- Delivery Strategies

Instructional Strategies

The instructor understands and uses appropriate instructional strategies and technology to encourage students' development of critical thinking, problem solving, and performance skills. This would include, but not limited to:

- The Lecture
- The Demonstration
- Questioning Techniques
- Conferencing
- Interactive Techniques
- Discussion Groups

Assessment, Diagnosis, and Evaluation

The instructor understands and utilizes a variety of diagnostic tools and assessment strategies to evaluate student learning. This would include, but not be limited to:

- Terminology
- The Matrix
- History of Assessment and Evaluation

Equivalent Course Work or LENS

Evidence of minimum competency attainment will be ascertained by adjunct instructor's transcript and/or certificate. If areas for improvement are determined, adjunct instructors will be required to complete equivalent course work or an instructional program that is found at <http://www.league.org/istreamsite/>. Click on "Professional Development" and then on *LENS (The Learning Exchange Networks)*. There you will be asked to read and complete the following:

- Module 1: Unit 3 *The Instructional Environment* (Instructional Planning)
- Module 3: Unit 2 *Teaching Modalities and Learning Strategies* (Instructional Strategies)
- Module 5: Unit 1 *Assessment/Evaluation Matrix* (Assessment, Diagnosis, and Evaluation)

Teaching Methodology and Student Learning

This area deals with the identified teaching competencies and focuses on the instructor as being the most important factor influencing student learning and achievement. Continuous Professional Development Plan (more commonly known as CPDP) activities should enhance and improve the instructor's:

- Commitment to students and learning processes,
- Management and monitoring of the student learning environment,
- Development and utilization of teaching strategies and technology, and
- Preparation, delivery, and evaluation of subject matter.

Content Expertise Specific to Discipline

This area focuses on the instructor's knowledge of content and skills associated with the subject matter that is taught. Continuing Professional Development Plan activities should develop further expertise in subject matter.

It is NIACC's intent that all Continuing Professional Development activities will ensure career-long development of adjunct credit instructors whose competence, expectations, and actions influence the teaching and learning environment. The components of a high quality professional development plan include:

- rigorous and relevant content,
- approved objectives,
- sound implementation strategies,
- organizational support, and
- reflection.

Professional staff development at your high school may fulfill these requirements.

Division Obligations

All Career Link instructors will be assigned a faculty liaison. Career Link instructors are to maintain contact with their faculty liaison throughout the semester. Career Link instructors are to attend the professional development dinner and discipline-specific meeting which is held the second Wednesday evening in January. In addition, the faculty liaison and/or division leader may conduct discipline-specific trainings as needed.

End-of-Course Survey

The *End-of-Course Survey* is administered to students for each course section near the end of the term. You will be directed to supervise your students in the administration of this on-line survey. Results of your *End-of-Course Survey* will be sent to you electronically when you have submitted all documents necessary for the completion of your course.

Course Textbook

All adjunct sections of a particular course will use the same textbook, unless there is agreement on the part of the appropriate Division Chairperson to do otherwise.

A new federal mandate requires that students be provided with accurate course information inclusive of textbook ISBN and retail prices for each course listed in the institution's course schedule. Therefore, all instructors who teach a NIACC course must list their textbook on NIACC Web Advisor. Instructions are posted on WebAdvisor by clicking on Maintain Books.

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

Instructor contact information - It is the policy of NIACC that **all** correspondence to and from students be through the NIACC e-mail system. Some instructors also provide their work/home phone.

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

Attendance Policy - You may also be asked to provide a student's last day of attendance. Please 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/participate rather than deducting from those who do not attend/participate.

Cheating Policy - Please refer students to the NIACC student handbook to review NIACC's policy on cheating. You are strongly encouraged to add additional policy information for your class (i.e. plagiarism).

Special Needs Statement - Please include a statement regarding special accommodations 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 your local resource room teacher.

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

Learning Outcomes – course learning outcomes need to be included as provided by Division Chair or Faculty Liaison.

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

Electronic Devices – all adjunct instructors need to determine what is appropriate concerning the usage of electronic devices (e.g. cell phones, palm pilots, text messaging, etc). Be sure to provide explicit information concerning your expectations and student usage of such devices during class.

Other Information - other information appropriate for your class.

III. General

Information

Class Cancellation Due to Weather

During the first class session, please review the College's policy for notification of class cancellation due to weather. If students agree, you may decide to develop a Phone/texting Tree and use it as a means to notify your students.

Weather Policy – Face-to-Face

- a. NIACC classes held in local high schools -
Classes held at off-campus school locations will follow the cancellation announcements of the local school superintendent.
- b. NIACC classes held in NIACC Centers -
The Centers in Charles City and Garner will follow the decision made for the main NIACC campus.

Telephone Numbers

NIACC's toll-free number	1-888-GO NIACC (1-888-466-4222)
Jean Ostrander, Director of School Partnerships	641-422-4177
Fran DeGroote, School Partnerships Coordinator	641-422-4164
Deb Throne, School Partnerships Coordinator	641-422-4257
Barb Erickson, School Partnerships Administrative Assistant	641-422-4175

Instructor Absences

Illness or Emergency - If you must be unexpectedly absent from class, every effort should be made to notify the high school office where your class is taught. It is also a good idea to have a student calling tree in place and use it.

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.

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. The schedule time is published on the NIACC master class schedule for each semester. If you are working under a Memo of Understanding (MOU), the schedule information is also stated there. Changes from the beginning and ending date for the course must have the approval of the Division Chairperson and the Director of School Partnerships.

NIACC E-Mail Accounts

The Registrar will send the schedule for grade submission and other instructional information to all adjunct and full-time instructors via NIACC e-mail. It is the policy of NIACC that all correspondence to and from students be through the NIACC e-mail system. If you do not have a current NIACC e-mail account, please send an e-mail request to Jean Ostrander at ostrajea@niacc.edu. She will authorize your request and forward your e-mail to NIACC Technology Services. They will contact you directly when your e-mail account is open.

NIACC WebAdvisor - Rosters

WebAdvisor information is available on the adjunct webpage located 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.

Controlled Substances

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

Copy Center

The NIACC Copy Center is available for your use. It is located in McAllister Hall, Room 100.

Copyright Law

The copyright law of the United States governs the making of photocopies or other reproductions of copyrighted material.

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.

Disability Services

North Iowa Area Community College strives to **offer** an accessible environment for students, faculty, and staff. We provide support to students with disabilities in reaching academic goals and work to ensure equal access to educational opportunities through support services, reasonable accommodations, and training in the use of assistive technology. Disability Services is located in the Student Access Office, Administration Building, Room 106.

When the NIACC course is taught at the high school, the high school teacher should work with the high school resource teacher to facilitate accommodations in accordance to the Individual Education Plan (IEP).

Unacceptable accommodations for NIACC Career Link students with an IEP or 504 Plan are:

1. Retesting unless every student in the NIACC Career Link class has that opportunity.
2. Use of an open textbook or notes during exams unless all students in the NIACC Career Link class have the same opportunity, or a discussion has occurred between the instructor of a particular course and the NIACC Disability Services counselor.
3. Extended time to complete assignments is generally not advised. Rather, students should be given notice of assignments so they are able to use time management skills to complete work on time. It is recommended that a student take a lower credit load if keeping up with course requirements is expected to be difficult.

If the Career Link course is taught by a NIACC instructor, then the high school resource instructor should work with Lisa Vance on accommodations for the student. A reasonable accommodation should not affect eligibility requirements and standards of behavior and performance demanded of anyone else. It is not a reasonable accommodation if making the accommodation means making a substantial change in an essential element of the curriculum.

If the high school resource teacher has concerns or questions about student accommodations, he or she may contact Lisa Vance, NIACC Disability Services Counselor. E-mail:yancelis@niacc.edu or contact by phone 641-422-4296.

Dismissal

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

1. Moral turpitude
 - a. inappropriate relationships with students
 - b. inappropriate relationships with NIACC staff
 - c. sexual harassment
 - d. unprofessional communication (verbal, e-mail, text messaging, etc.)
2. Insubordination
 - a. failure to meet contracted schedules
 - b. failure to meet contracted deadlines
 - c. resistance in following college policies/procedures
3. Repeated negative Division Chair and/or student evaluations

An adjunct instructor may be dismissed at any time during the academic year for just cause. The Division Chair or his/her designee shall notify the adjunct instructor no later than November 30 (during the Fall semester), April 22 (during Spring semester), or July 31 (Summer semester) that the Director of Career Link/School Partnership Programs will recommend in writing to the Chief Academic Officer that the adjunct instructor's Memorandum of Understanding will be terminated effective at the end of Fall, Spring, or Summer terms.

Such notification shall be in writing and shall be personally delivered to the adjunct instructor, or mailed by certified mail. The notification shall be complete when received by the adjunct instructor. The notification and recommendation to terminate shall contain a short and plain statement of the reasons, which shall be for just cause, why the recommendation is being made. The notification shall be given at or before the time the recommendation is given to the Chief Academic Officer.

Appeal Procedures for Grievances:

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, gender identity, sexual orientation, 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

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.

Eye Protective Devices

Iowa law requires that 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.

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. However, on the Career Link and PSEO registration form, Career Link and PSEO students sign a release that authorizes NIACC to release information pertaining to test results, school performance, grades, attendance records, evaluation, and personal information to the high school and parent/guardian.

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 in 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.

Final Exam

A copy of each final exam or a description of a culminating activity must be provided to the appropriate Division Chair. Students' final examinations will be collected by the instructor and retained for one year, in the event that documentation is needed to resolve grade disputes.

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 (GPA) of 2.00. High school instructors must use the same grading scale as used in the campus course.

Grades -NIACC WebAdvisor

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. If the end date of your course differs from the campus course, your School Partnerships coordinator will work with you in submitting your grades. You will be notified when grades are due.

Permanent grade reports are maintained in the Records Office, and all grade books or electronic grading system printouts should be submitted to the Records Office at the end of each semester.

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. Incomplete grades will automatically change to "F" after one year.

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

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.

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. Please contact the School Partnerships Department for more information.

Library Instruction

NIACC librarians are available to provide class instruction in the use of specific reference tools, electronic resources, and general library use. Please contact NIACC librarian Karen Dole at ext. 4327 to make arrangements.

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 college work time. If you have any questions, please contact your Division Chair.

Reimbursement for Travel

Board Policy 2.10 (which went into effect on July 1, 1981) 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." The current reimbursement rate is 55 cents/mile.

Example: Round trip = 50 miles - 20 mile exclusion = 30 miles; 30 miles x .55 = reimbursement amount

Requests for travel reimbursement must be submitted on a **monthly** basis. Career Link instructors should submit requests to Jean Ostrander. Leave and Expense Request/Authorization forms are available from Barb Erickson.

Selling by Employees

Board Policy 2.15 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.

Specifically exempted from the provisions of this policy are a Board-endorsed student insurance program and the *NIACC BookZone*.

If the President believes there will be substantial disruption of and/or material interference with the school's activities and the College's educational mission and denies the approval, the person or organization may appeal to the Board. Any financial dealings involving the sale of goods and/or services to the College by a staff member should be approved by the President.

Sexual Harassment

The Equal Employment Opportunity Commission characterizes sexual harassment as "unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature." Such behavior is illegal when any of the following occur:

- a. Submission to such conduct is made either explicitly or implicitly as a term or condition of status as a student or employee;
- b. Submission to or rejection of such conduct by an individual is used as the basis for decisions affecting such individuals' employment or academic progress; or
- c. Such conduct has the purpose or effect of unreasonably interfering with an individual's work or academic performance or creating an intimidating, hostile, or offensive working or academic environment.

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 Division Chairperson.

Tobacco-Free Campuses

No Smoking On Campus - The Smoke-Free Air Act prohibits smoking in public places, places of employment and the corresponding outdoor areas. Therefore, effective July 1, 2008, smoking became prohibited in NIACC buildings and on the grounds (this includes parking lots), and at off-campus NIACC locations.

IV.Career Link

What is Career Link?

Career Link is an exciting educational opportunity that will prepare a student for a successful career by taking college courses while in high school. Career Link provides credits to meet high school graduation requirements, as well as requirements for two- and four-year degrees. All tuition and textbook fees are paid through an agreement between the local high school and North Iowa Area Community College.

- The courses are free to the student
- Students can count these courses toward a high school diploma
- Students can earn up to 23 credit hours of FREE college each year while still in high school

Benefits of Career Link

- Save up to one year's time and college tuition
- Receive high school and college credit
- Experience college success in high school
- Explore a career area and strengthen skills
- Ease transition into college
- Gain hands-on experience
- Build confidence and skills for college
- Meet friends who have similar interests

Enrollment Guidelines

Students must meet the academic requirements of both the school district and post-secondary institution. In addition, students must meet any placement exam requirements of the post-secondary institution.

At the school district level, students must demonstrate proficiency in reading, mathematics, and science. With the new Iowa Assessments, the minimum National Standard Scores (NSS) valid for the 2011-2012 academic year are as follows:

Grade	Fall	Midyear	Spring
9	Math - 243 Science - 243 Reading - 243	Math - 249 Science - 250 Reading - 247	Math - 249 Science - 250 Reading - 249
10	Math - 252 Science - 253 Reading - 252	Math - 257 Science - 258 Reading - 257	Math - 257 Science - 258 Reading - 257
11	Math - 259 Science - 260 Reading - 259	Math - 261 Science - 265 Reading - 262	Math - 263 Science - 265 Reading - 263

Institutions are prohibited from enrolling students full-time in college credit courses at any one post secondary institution through Senior Year Plus programs. A high school may only pay for 23 semester hours of college credit per student per school year.

Registration

Students will be registered prior to or during the first two weeks of class. The student's Social Security number is required on the registration form. The registration form also contains a statement (FERPA) signed by the student that authorizes NIACC to release information pertaining to test results, school performance, grades, attendance records, evaluation, and personal information to the high school and parent/guardian.

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."

Withdrawal

A student who withdraws before the end of the regular term (moves, receives a school suspension, has an illness, accident, enters a treatment center, etc.) needs to complete a student withdrawal form. Whenever a student withdraws, a withdrawal form needs to be completed. Contact your high school counselor or your NIACC School Partnerships Coordinator to complete this form.

Withdrawal from NIACC is permitted through the two-thirds point of the term. A student withdrawing before the final deadline, the two-thirds point, will receive a "W" grade on his/her NIACC transcript.

Students who drop and do not have a completed withdrawal form in the NIACC Records Office by the end of the two-thirds point of the term will have an "F" on their permanent college transcript.

The school district receives state supplemental weighted funding for students who take classes through Career Link programs. As per Iowa Code, students who fail Career Link classes cannot be charged by their high school for the costs.

Progress Reports

Career Link instructors who are requested to complete student progress reports will receive a letter or an e-mail with instructions and the current semester's progress report schedule. (Note: The Contract for Educational Services with the school district specifies whether or not progress reports are necessary.) Progress reports ask for student cumulative absence information and a current letter grade. Career Link instructors who complete progress reports submit them every three weeks. Industrial Technology student reports are submitted every two weeks. Progress reports can be submitted by email or on paper.

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.

Senior Priority Registration

Career Link seniors receive priority registration for fall freshman classes. Priority registration dates are commonly the last week in May of their senior year.

V. NACEP

National Alliance of Concurrent
Enrollment Partnerships

What is NACEP?

National Alliance of Concurrent Enrollment Partnerships

What is concurrent enrollment?

Through Concurrent Enrollment Partnerships (CEP), qualified students can earn college credit prior to high school graduation. Concurrent enrollment is sometimes identified by other terms such as “dual credit,” “dual enrollment,” or “college in the high schools.” While these terms encompass several different models of accelerated learning, **NACEP defines a concurrent enrollment program as one that offers college courses to high school students:**

- In the high school,
- During the regular school day,
- Taught by high school teachers.

The Iowa Department of Education has directed each of Iowa’s 15 community colleges to seek NACEP accreditation and ensure the quality of concurrent enrollment offerings.

NACEP utilizes 15 standards for: curriculum, faculty, students, assessment, and program evaluation.

High School NACEP Instructor Obligations

High school instructors who teach NIACC courses at their high school during the school day are required to complete a NIACC application and submit official transcripts, complete NIACC Career Link orientation and orientation assessment, attend course training, submit course syllabus to faculty liaison, conduct Career Link orientation with students during the first week of class, participate in professional development activities on campus, use the same grading standards as the paired campus class, submit midterm/final grades in timely manner, use common final assessment, provide students with access to End-of-Course survey, and submit Quality Adjunct Plan (QAP) evidence to NIACC Chair of Arts & Sciences.

Career Link instructors are expected to attend the Adjunct Dinner and Professional Development meeting held the second Wednesday in January during NIACC Staff Development Week. In addition, they are expected to participate in professional development and training workshops conducted by their respective Divisions.

Non-compliance Policy

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

1. Moral turpitude
 - a. inappropriate relationships with students
 - b. inappropriate relationships with NIACC staff
 - c. sexual harassment
 - d. unprofessional communication (verbal, e-mail, text messaging, etc.)
2. Insubordination
 - a. failure to meet contracted schedules
 - b. failure to meet contracted deadlines
 - c. resistance in following college policies/procedures
3. Repeated negative Division Chair and/or student evaluations

An adjunct instructor may be dismissed at any time during the academic year for just cause. The Division Chair or his/her designee shall notify the adjunct instructor member no later than November 30 (during the Fall semester), April 22 (during Spring semester), or July 31 (Summer semester) that the Director of Career Link/School Partnership Programs will recommend in writing to the Chief Academic Officer that the adjunct instructor's Memorandum of Understanding will be terminated effective at the end of Fall, Spring, or Summer terms.

Such notification shall be in writing and shall be personally delivered to the adjunct instructor, or mailed by certified mail. The notification shall be complete when received by the adjunct instructor. The notification and recommendation to terminate shall contain a short and plain statement of the reasons, which shall be for just cause, why the recommendation is being made. The notification shall be given at or before the time the recommendation is given to the Chief Academic Officer.

Appeal Procedures for Grievances:

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, gender identity, sexual orientation, 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

Site Visits

Site visits at the high schools will be conducted by NIACC liaisons on a scheduled basis, under the direction of the appropriate Division Chair. The site visit form on the following page will be used.

NIACC Career Link/School Partnerships: Concurrent Enrollment Site Visit Form
 (completed by faculty liaison in discipline and shared with observed instructor)

High School _____ College Faculty Liaison _____

Instructor _____ Department _____

Course Title _____ Date of Visit _____

Course # _____

	<input type="checkbox"/> Needs improvement	<input type="checkbox"/> adequate
	<input type="checkbox"/> excellent	

1. implementation of College curriculum, adherence to NIACC course outline	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. coherence and completeness of CEP syllabus	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. course reflects pedagogical, theoretical, and philosophical orientation of the sponsoring academic division	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. course assignments and requirements meet College expectations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. students assessed using the same methods (e.g. papers, portfolios, quizzes, labs) as their on-campus counterparts	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. final grades based on sound evaluation of course objectives	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. use of NIACC resources and high school or community resources	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. communication with NIACC faculty liaison	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9. communication with Career Link coordinator	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10. communication with other CEP instructors in the discipline	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

What suggestions do you have for improving this CEP course?

What were the most impressive aspects of this CEP class?

What feedback did you receive from students in the class?

I am satisfied that the NIACC curriculum is being delivered successfully in this class: YES NO

If you respond NO above, please provide specific reasons why you are not satisfied on the back side of this page.

Please add additional comments you would like to make, or feel free to attach additional pages.

Signature of Faculty Liaison _____ Date _____

Signature of Career Link Instructor _____ Date _____

Finishing Up Each Semester

At the end of each semester, Career Link instructors must:

- ensure that all students complete the electronic End-of-Course Survey
- submit electronic grading system printouts (final grades) to the Records Office through WebAdvisor
- submit final course grade data to appropriate Division Chair
- submit QAP documentation to the Chair of the Arts & Sciences Division



Great News!

The National Alliance of Concurrent Enrollment Partnerships (NACEP) announced on April 30, 2012 that NIACC's Career Link program has been granted national accreditation for its concurrent enrollment program. NACEP accreditation validates the quality of college courses offered in high schools and ensures that the course content and student expectations match the standards of the sponsoring post-secondary institution.