2012 - 2013

Adjunct Faculty Handbook

Office of Academic Affairs

Citrus College

Citrus College Instructor Handbook

Table of Contents

Directory

Office of Academic Affairs

Vice President of Academic Affairs, Irene Malmgren x8881
Administrative Assistants: Jerry Capwell x8881, Jaclyn Vazquez x8882, Kathy Bueno (Curriculum Secretary) x8882
Offices: ED 129

Instructional Divisions

Curriculum, Career/Technical & Continuing Education (CTCE) Dean James Lancaster x6403 Office TE 144, Secretary: Lois Bottari x6402 Office TE 145
Cosmetology, Workforce Development, Automotive Technology (Automobile and Light Truck, Medium/Heavy Duty Truck, and Motorcycle), Engineering, Architecture and Drafting Technology, Electronics, Information Technology, Computer Information Systems, Office Technology & Computer Applications, Public Services (Water Technology, Public Works, HVAC), Tech Prep, Continuing Education (Community Education, Noncredit Instruction, Contract Education)/
    Director of Cosmetology: Vacant, Secretary: Nancy Estrada x8714 Office PC 110
    Director of Workforce Development: Vacant
    Supervisor of Continuing Education: Debbie Vanschoelandt x8020 Office LL 109
    Supervisor of Career Technical Programs/Tech Prep: Marti DeYoung x8702 Office TE 143

Counseling (COUN) Dean Lucinda Over x8538 Office SS 273, Secretary: Tonya Ryan x8541 Office **SS 275**
Counseling (Articulation, Counseling and Advisement Center, Career/Transfer Center, Center for Teacher Excellence), DSP&S, EOP&S/CARE, CalWORKs, and Non-Credit Matriculation
    EOP&S/CARE and CalWORKs Director: Sarah Gonzales-Tapia x8556 Office SS 233
    DSP&S Coordinator Jennifer McLeod x8677 Office SS 128
    Career/Transfer Center Coordinator: Raul Sanchez x4064 Office SS 248
    Non-Credit Matriculation Coordinator: Kristie Shimokawa x8021 Office SS 254

Fine and Performing Arts (FPA) Dean Robert Slack x8580 Office PA 147, Secretary: Autumn Leal x8580 Office PA 150
Fine Arts Department (Art, Photography, Multimedia), Performing Arts Department (Dance, Recording Arts, Theatre Arts), Music Department (Commercial, History & Theory, Instrumental, Vocal), Haugh Performing Arts Center
    Coordinator: Ann Heming x8579 Office PA 145
    Haugh Director: Vacant, Secretary: Sharol Carter x8046 Office PA 197

Language Arts & Enrollment Management (LANG) Dean Samuel Lee x8855 Office CI 216, Secretary: Cathy Day x8856 Office CI 217
Communication English, English as a Second Language, French, German, Japanese, Spanish, Reading, Speech Communications (Clarion, Logos Magazine, Litrus), Open Computer Lab, Learning Services (Learning Center, Assessment/Testing, Tutoring Center, Success Center, Writing Café, Language Labs)
    Learning Services Supervisor: Gerald Helm x8571 Office ED 258A
    Honors Program Faculty Lead: Brian Waddington x4039 Office CI 124

Mathematics, Business & Health Sciences (MBHS) Dean James McClain x8794 Office CI 221, Secretary: Cynthia Audelo x8792 Office CI 208
Mathematics, Business, Nursing and Health Sciences, Learning Communities, HSI Title V Grant.
    STEM Grant Project Director: Marianne Smith x4172 Office CI **207**; Bridges to Success Grant Project Director: Rebecca Rudd x4056 Office CI 225; College Success Coordinator: Suzanne Martinez x4191 Office CI 226; Grants Secretary: Diana Gill x8577 Office CI 222; Director of Health Sciences: Maureen Renaghan x4147 Office PC 220, Secretaries: Cheryl Hall x8791 and Julie Tunno x8720 Office PC 204

Social & Behavioral Sciences (SBS) Dean Michael Hurtado x8870 Office CI 121, Secretary: Gayle Allen x8860 Office CI 120
Administration of Justice, Anthropology, Child Development, Economics, Distance Education, Geography (Cultural), History, Humanities, Philosophy, Political Science, Psychology, Sociology, Social Sciences, Study Abroad Program
    Study Abroad Coordinator: Lynn Jamison x8560 TC 128
    Distance Education Faculty Coordinator: Dr. Beverly Van Citters x4124 Office CI 329
    Distance Education Supervisor: Lari Kirby x8569 Office CI 102

Natural & Physical Sciences and Library (NPS) Dean Eric Rabitoy x8788 Office PS 114 Secretary: Chris Pagano x8788, Office PS 114
Astronomy, Biology, Forestry, Natural History, Chemistry, Earth Sciences, Physics, Library (Learning Resource Center, Audiovisual), Staff Development
    Media Tech: Tina Gutierrez x8576, Office AV 206
    Staff Development Assistant: Caroline Locke x8789
    Librarians: Sarah Bosler (x8642), Office LI 195; Lanette Granger (x4061), Office LI 130

Physical Education and Athletics (PE) Dean Jody Wise x8656, Office PE 800K Secretary: Isabel Bellman x8650 Office 800A
Physical Education, Athletics

Instructional Priorities

- Achieve student learning outcomes as stated in course outline, which can be obtained from the division secretary OR online at http://www.curricunet.com/CITRUS/search/course/ (At Curricunet website enter subject name, click on the Active course, and then click on the WR symbol.)

- Effectively engage students with subject matter, peers, and instructor by using a variety of active learning strategies. See link for more information: http://www.calstatela.edu/dept/chem/chem2/Active/index.htm

- Regularly (daily) assess progress based on expected learning outcomes, and give students regular progress updates. Give any needed bad news early and often in order to avoid surprises at the end of the term.

- Inspire students with a love of learning while challenging them to set and achieve academic and career goals–encourage them to plan for transfer or to achieve their career goal.

Instructor – Attendance, Leave, and Substitutes

- Per Article 9 of the adjunct faculty contract, "The district provides paid and unpaid leaves of absence for a variety of reasons including illness (including maternity), jury duty, court appearance, bereavement, family medical leave…"

  "Adjunct faculty earn 1 hour of sick leave for every 18 hours worked." See Article 9 of the Adjunct Faculty Contract:

  http://citruscollege.edu/hr/Documents/NEW%20HIRE%20Processing%20Forms%20and%20Documents/CCAFF%20Agreement%20Effective%20010111%20to%20123113.pdf

- If you will be late or absent, it is your responsibility to notify the Evening Office at x8561. They will post a cancellation notice on your classroom door and initiate an absence report. Please also notify your division dean. Citrus College does not normally provide a substitute. When you return from an absence, please complete an absence form available from your division secretary.

- If you will be absent for more than 3 days in any term, please discuss options for obtaining a substitute with the division dean.

- Please do NOT schedule days off on your syllabus.

- Without prior approval from the division dean, please do NOT allow someone else to "cover" your class in the event you are absent. Unreported absences are grounds for disciplinary action.

- Be early to class. Instructors who have a problem with punctuality are not likely to be offered another assignment.

- Do NOT assign your class to meet off campus during class hours or in lieu of a class meeting. This will be reported as an instructor absence.

- Adjunct instructors are welcome to attend department meetings. However, they are not required to do so and are not compensated for attending meetings.

Instructor – Code of Ethics

- Instructors are expected to uphold the code of ethics of the Education Profession as described by Addendum #1: Code of Ethics of the California Teachers Association and the NEA.

Instructor – Class Time and Breaks

- Arrive to class at least 5 minutes early.

- Meet for full time period on first day of class. Do NOT excuse students early to buy books.

- Be prepared to be out of your classroom at the conclusion of the official class time. Do NOT end class early or stay late. The next instructor must be able to enter the class and set up two minutes after your end time.

- Start and end class on time and give the appropriate break time. Breaks must be taken as close to the middle of class as possible. California Education code does not allow break minutes to be saved and taken at the end of class. Please see Addendum #2: Class and Break Minutes to determine the correct amount for your class(es).

Instructor – Classroom Usage

- If your class will not meet in the regular classroom for any reason, get prior approval from the dean and notify the Evening Office at x8561. Post a note on the door indicating where the class is meeting - very important in the event of an emergency.

- Unless you have prior approval from the dean, do NOT assign your class to meet off campus in lieu of a regular class meeting. This will be reported as an instructor absence, and students will NOT receive credit for attending the off-campus event.

- Lock classroom door when class is over (unless next instructor is nearby).

- Always log off the classroom computer before leaving.

- Turn off equipment upon completion of class (unless next instructor asks that you leave it on).

- Return the classroom to its original order.

- Do not allow eating or drinking in the classroom.

- Be courteous to, and flexible with, the instructor using the room before and after you.

Instructor – Communication – Email

- Check your Citrus College email daily. If you do not have one, or are unsure of your Citrus email account, please check with your division secretary. It is common for deans to email important information and assignment requests to the Citrus email address. For more info, see section on Citrus intranet and email access from home.

- Please include on your syllabus a consistent way for students to contact you.

Instructor – Communication – Mailbox

- Check your mailbox (locations vary throughout campus – check with your division secretary for the location of your mailbox) every day before going to class.

Instructor – Communication – Voicemail

- Voicemail is available through request from your division dean.

Instructor – Computing – Campus Computer Access

- Submit your request for a computer login and email address to TeCS (Technology & Computer Services) through your dean or secretary. Instructors are limited to 500 pages per semester. ***NOTE: Please submit printing jobs larger than 50 total pages to Reprographics.***

- Send students to get their computer "logins" each semester to any computer lab or to the Library's 2nd floor AV desk. Students have 500 pages of free printing each semester in the labs, but not the library.

Instructor – Computing – Intranet, Email Access from Home

- You can connect to the Citrus College Intranet from off campus by typing into the web address field: http://intranet.citruscollege.edu . To log-in, use name@citrus.cc, and the password you would use while on campus. To connect while on campus, just type http://intranet in the web address field.

- You can access your Outlook email from off campus by typing into the web address field: http://webmail.citruscollege.edu . To log-in, use your own username and password, as you would while on campus. You will be able to see old, as well as current, emails and your calendar, but the contacts folder must be recreated.

Instructor – Computing – WiFi Access

- The Student Center, the Library, and the CI building adjunct offices offer WiFi access for faculty who wish to use their own computer. The login is the same as your Citrus computer login.

Instructor – Division Meetings

- Division faculty, staff, and the dean meet regularly (usually on a monthly basis). See your division secretary for a meeting schedule. Adjunct faculty are welcome, but not required to participate.

- To submit an agenda item, email your request one week prior to the meeting to the dean and the division secretary.

Instructor – Early Alert

- Early Alert is a computerized email based system of early warning and follow-up for students identified as having academic difficulties early in the semester *AND* a feedback procedure for all instructors regarding the specific actions taken by their identified students. It consolidates all traditional "academic progress reports" into one roster and establishes a systematic referral process for students experiencing academic difficulties. It is designed to be efficient and technologically user-friendly for instructional and support staff, as well as informative, direct and non-threatening for students. See addendum #3 – Early Alert for more information

Instructor – Evaluations

Per Article 8 of the adjunct faculty contract, Adjunct Unit Members will be evaluated once during their first semester of service and at least once every six semesters thereafter. See Article 8 of the adjunct faculty contract:

http://citruscollege.edu/hr/Documents/NEW%20HIRE%20Processing%20Forms%20and%20Documents/CCAFF%20Agreement%20Effective%20010111%20to%20123113.pdf

Instructor – Final Exams

- A final exam must be given in every class.

- Finals must be given during the scheduled final exam period (See your dean for FastTrack sections).

- The Final exam schedule is listed online at www.citruscollege.edu

- Finals may **NOT** be canceled or rescheduled.

- Please do **NOT** change the day or time of your final for any reason.

- If you must be absent for medical or legal reasons during finals week, notify the dean well in advance so arrangements can be made for a substitute instructor.

Instructor – ID

- Citrus College issues staff IDs to all faculty. Please go to the Library to obtain an ID. Be sure to bring your photo ID. Hours vary. Please check posting at the Library.

Instructor – Keys

- Pick up keys from the Evening Office (or from the division secretary) during the week before the start of each term.

- Report key or lock problems to the Evening Office at x8561 or your division secretary. If you have a key problem, call security at x8611 to open your door. If you lose or damage your key, contact the division secretary to request a replacement.

Instructor – Library

- The Hayden Memorial Library/Learning Resource Center, located at the center of campus, is a 33,000 square-foot facility containing approximately 45,000 print, 16,000 multimedia, 25,000 electronic book titles, and electronic article databases. The library features individual seating for 600, six multi-media rooms, 11 group study rooms, 106 public computers, four library catalog computers, an orientation classroom with 39 computers and 52 chairs, and a copy room with five copiers, one color copier, and black and white or color printing. Two scanners are available to students and one computer features an adapted keyboard and JAWS, a software program for visually impaired students. The library offers wireless Internet access throughout most of the library.

- Library reference interviews are designed to assist students with research for class assignments through one-on-one instruction in person, by telephone, e-mail, text-message or online chat. Instruction includes how to access print books and periodicals, electronic books, and audiovisual items using the online library catalog. With library staff assistance, students learn about library services and policies and how to locate books using the Dewey Decimal system. Staff may also demonstrate how to use effective search strategies to locate articles in various electronic databases and how to cite those sources appropriately.

- A librarian is available to collaborate with instructors to customize information literacy instruction for specific courses and assignments. Most instruction is done in the library orientation classroom to groups of students and the instructor. A librarian is also available for individual orientations to meet one-on-one with students with special needs.

- For additional information regarding the services provided by the Library see Addendum #4 – Library Services.

Instructor – Medical Benefits

- See Article 12 of the Adjunct Faculty Contract for provisions on medical benefits:

- http://citruscollege.edu/hr/Documents/NEW%20HIRE%20Processing%20Forms%20and%20Documents/CCAFF%20Agreement%20Effective%20010111%20to%20123113.pdf

Instructor – Office Hours

- For Fall and Spring semesters, effective Fall 2008, adjunct faculty shall hold office hours for students one-half hour per class each week. Adjunct faculty shall list such office hours on their syllabi.

- You may meet with students in the adjunct office CI 236, the Library, the cafeteria, the Student Center, or anywhere else on campus.

- Electronic or off-campus meetings are NOT authorized or paid.

- Time cards are not required. It is the instructor's duty to regularly attend their office hours.

Instructor – Office Space and Lounge

- Citrus provides office space for adjunct faculty in CI 236. This space is equipped with computers which are networked to a color printer in CI 227 (when printing select CI227B) and a high volume BW copier in CI 227 (when printing select CI227A). The office also has a Scantron machine for general use.
  Note: No key is needed for the office as it is left unlocked when the building is open. Please keep this in mind and do NOT leave valuables unattended.

- The lounge in CI 235 is available for use at any time the building is open.

Instructor – Printing

- Campus copiers are not intended to meet your regular printing needs. They are for small copy jobs of 50 total pages or less. For larger jobs, please use Reprographics.

Please respect the 50-PAGE LIMIT and help us preserve the privilege of using the copiers without codes or hard restrictions.

- Plan ahead for your printing needs and submit them online or in-person one week in advance. Contact: Rocky Reynolds, reprographics supervisor ·rreynolds@citruscollege.edu

  - Location: RB 135 (directly south of the Math/Science Building)
  - Telephone: (626) 914-8740 Fax: (626) 914-8742
  - Email: printmystuff@citruscollege.edu
  - Web: http://www.citruscollege.edu/pio/repro
  - Please see your dean and/or division assistant for proper budget codes.
    Note: you will need to complete an order form and have it signed by your division dean.

Instructor – Syllabus

- Before the beginning of each term, email a syllabus to your division secretary for each course taught.

- Use Addendum #5: Sample Syllabus as a guide OR see examples from the Academic Senate:
  http://www.citruscollege.edu/as/Documents/GENERAL_GUIDELINES_FOR_MAKING_A_SYLLABUS.pdf

- Note on your syllabus the "Drop" and "Withdraw" dates which may be seen at

  o http://citruscollege.edu/ar/Pages/ImportantDatesRoll-OutDates.aspx

- Note also that students who are absent on the first day of class may be dropped by the instructor.

- Your syllabus must list your grading policies (how you calculate grades). If you factor attendance into your grades, you should list participation as a category on your grading policy.

- Your syllabus should list Student Learning Outcomes listed in the course outline of record. See: http://www.curricunet.com/CITRUS/search/course/

Instructor – Copyright

- Please ensure that the information you use in class and publish on our website is compliant with copyright law. Please see Addendum #6: Copyright Issues.

Instructor – Textbooks and Supplies

- Use only the textbook(s) approved by the Curriculum Committee and listed in the Course Outline of record. You may recommend additional textbooks or reading material, but you may not substitute texts.

- USE the text! It is expensive, and students should be satisfied at the end of the term that their money was not wasted.

- If you need an instructor text, please see your division dean.

- Supplies: If you need instructor materials and/or supplies, please do NOT go to the Bookstore –rather, go to your division secretary. They have all the good stuff you might need (white board markers, chalk, OHP pens and transparencies, etc.)

Records – Attendance

- Keep regular attendance records using the official Citrus roll sheets available from Wingspan.

- You print your own roster for each of your classes by the first day of class. The rosters will print only four weeks at a time. When you print the next four weeks, the rosters will be updated to show who is currently enrolled.

- Please submit these completed and signed rosters at the end of the term to the Admissions and Records Office. For complete instructions on how to print your rosters go to http://intranet/apps/docs.asp?Q=393.

- Please print the Printable Attendance Roster frequently and check for accuracy.

- Note date of add or withdrawal on the roll sheet.

- See section below (Records – Dropping Students) for guidance on attendance drops.

- Note about excused absences: From Administrative Procedure AP 5070, "After an absence, it is the responsibility of the student to inform the instructor of the reason for the absence and arrange to make up the course work missed. Excused absences for which work may be made up with the instructor's approval include: (1) Absences due to illness, bereavement, personal emergency, or medical appointment; and (2) Absences due to required attendance at approved field trips, performances, or intercollegiate events."

Records – Positive Attendance

- If you teach a section which meets for less than the regular 16 weeks AND has lab hours ARRG as an additional requirement, you must keep attendance records using a Positive Attendance Roster. This means it is very important to keep accurate daily attendance records from the first day of class. Please see your division secretary for further instructions

Records – Waitlist

- Your attendance roster reflects all students who enrolled into your class. Once a space became open, students on the waitlist were given 24 hours to enroll themselves into that spot (permission granted based on waitlist position). A list of students still on the waitlist will print as well.

Weekly Roll-Outs Before Classes Begin

- Students will have been rolled-out on a weekly basis, and your attendance rosters should reflect only students who have paid their fees.

Add Authorization Codes

- Your Add codes will appear at the bottom of your printable attendance roster for each of your classes. Students will be able to use these codes to register online on the first day of the semester-- **NOT BEFORE**. Authorization codes will be available the Friday prior to the beginning of each semester. Please make sure you write down the students name and ID number when you assign the codes, for your records.

- If you need additional Add Authorization Codes, you may request them from Patti Gonsalves in the Admissions & Records Office at 626-914-8518. After Patti authorizes additional codes you can reprint your attendance roster and the new codes will appear.

- When you issue an Add Authorization Code, the student will use it to **Add** the class online. After the student has enrolled in the class online with the Add Code, that student's name will appear on the next attendance roster you print from WingSpan.

- Each Code may be used only one time, and you can write in the student's name for the code given. The Code will have an expiration date and only one student may use each Code. Once the student has used the Add Authorization Code, it becomes invalid.

- Please allow students to add your course up to the cap (maximum number of students). You may add students beyond the cap at your discretion. Do NOT add more students than the room allows. Please consult your dean for division recommendations each term.

- Have a plan for how you will decide who gets added to your course. If the class is full and you have students asking to add, the following is recommended:
  - If the class is full and students are waiting for a seat, drop unexcused no-show students on the first day.
  - Add students to the class based on the order they appear on the course waitlist.

Dropping Classes Online

- Instructors can now drop students online on WingSpan any time the system is available, based on the drop deadlines. Students will also be able to drop classes online, based on deadline dates.
  - The WingSpan system is programmed for each deadline as follows:

    1. Drop/Refund Deadline.

    2. Drop before Census (without Record)

    3. Drop with a "W".

- **Neither you nor the student will be able to drop a class beyond the 50% mark**. Short Term classes always have a much shorter period for Refund and Drop deadlines.

- You may drop students for non-attendance based on the following division guidelines:
  - Where the class is fully enrolled at the start of the term - Students who are absent from the first day of class may be dropped by the instructor in order to make room for other students waiting to add the class.
  - Before the add/drop deadline, students with excessive absences may be dropped (see Administrative Procedure 5070 – Attendance – below):
  - http://www.citruscollege.edu/admin/bot/Documents/Policies%20and%20Procedures%20(Updated)/Chapter%205%20Student%20Services/Administrative%20Procedures%205/AP%205070%20Attendance.pdf

- *Please do not allow students to stay in your class if they are not on your WingSpan roster.*
  - Give these students an Authorization Code to add the class. Do not allow them back into your class until they can show you their paid printout to prove they have officially enrolled. It has become too common for students to sit in on the entire semester and then want to add the class at the end of the term. The college cannot claim apportionment for these students. **Please help us stop this abuse.**

Records – Grades

- Complete grades on Wingspan within 48 hours of your last final. Refer to the Wingspan Handbook at: http://intranet/apps/docs.asp?Q=393

- **Attendance Reports will still be required in the Admissions & Records Office after you have posted the student's grades.**

- FW Grades

  o "FW" grades are assigned when students stop attending class after the final drop deadline. Please assign the "FW" grade and post the last date of attendance. That last day of attendance is required if you use the "FW" grade option. The "F" grade is given when the student attends the class until the end of the term, but fails the class.

- Incomplete Grades

  o You cannot assign an "I" grade on WingSpan. Complete a "**Contract for Award of Incomplete Grade**" form and present it to the Records Office. Assignment of an "I"--Incomplete Grade must include the student signature on the form. The forms are only available in the Records Office.

- <u>Give every student on your Wingspan roster a grade.</u>
  Note: If you have more than 25 students on your roster, be sure to check Page 2 of the Wingspan grade roster.

- Do NOT leave any grades blank. If a student never attended your class, you must give an appropriate grade. Students may petition later for the grade to be removed or changed to a Withdraw.

- Please keep a copy of your grade records for at least three years.

- Grades should be determined based on the grading guidelines detailed in the instructor's syllabus.

Records – Grade Disputes

- Only the instructor determines the course grade. According to Education Code Section 76225: "When grades are given for any course of instruction taught in a community college district, the grade given to each student shall be the grade determined by the instructor of the course and the determination of the student's grade by the instructor, in the absence of mistake, fraud, bad faith, or incompetency, shall be final".

- A student may dispute a grade which he/she believes is not consistent with the syllabus OR which he/she believes is based on a mistake, fraud, bad faith, or incompetency. For details on the grievance process, see Board Policy and Administrative Procedure 5530 at:

  o http://www.citruscollege.edu/admin/bot/Documents/Policies%20and%20Procedures%20(Updated)/Chapter%205%20Student%20Services/Administrative%20Procedures%205/AP%205530%20Student%20Rights%20and%20Grievances.pdf

Records – Grades – Extra Credit

- Please consider carefully if and how you offer opportunities for students to earn extra credit. If you give extra credit, it must be offered to students equitably and free from any conflict of interest or benefit to the instructor.

Records – Repeat Students

- It is your decision whether you will add a student who is repeating a course for the third time. They will have a different color (salmon) add form, signed by a counselor, and may only register if the instructor signs the form. Please only add 3-time repeat students if you have space and if you believe they are likely to succeed. In order to enroll these students in your class, you will need to provide them with an add authorization code which they will use to add your course.

Security – Administrator on Duty (AOD)

- There is an administrator on duty (AOD) Monday-Friday from 4:30-10:00 PM in the Evening Office (currently located on the first floor of the ED Building). On Saturday (and Friday during the summer) the AOD is on-call. Their assignment includes helping faculty, students, and staff members solve problems encountered during the evening hours. Please do not hesitate to check with the AOD with any questions you might have.

Security – Classroom Auditors, Children, Volunteers, and Research

- Please do NOT allow anyone to audit or sit in on your classes. Only registered students are allowed to stay in the classroom during class time.

- Please do NOT allow students to bring family members (children, siblings, parents) to class. This is a liability issue and detracts from the learning environment.

- Please do not allow volunteers (unregistered visitors) to help in your classroom unless you obtain prior written approval from the division dean.

- Without prior written approval from the division dean, please do not administer research questionnaires or allow a researcher to visit or stay in your class during class time. Please do not require or suggest that your students take part in a non-Citrus approved research study (on or off campus). In order for anyone to administer research questions to you or your students, they must be approved by the Citrus College Institutional Review Board.

Security – General

- Citrus College has an excellent safety record. Crimes on the campus are few and violent crimes are almost nonexistent. Keep in mind that classrooms do not have phones. We recommend that you use a cell phone (yours or a student's) in the event you need to contact Campus Safety in the classroom. They can be on the scene quickly from anywhere on campus.

- If you are teaching at night and would like an escort to your car, please call Campus Safety (626·914 ·8611) and they will accommodate.

Security – Campus Safety Phone: (626) 914-8611

- Email: security@citruscollege.edu

- Office: Campus Safety at the Citrus College west entrance

- Administrator in charge: Dr. Martha McDonald, Dean of Students

Security – Emergencies (Instructor Responsibilities)

- See Addendum #7: Security – Faculty Responsibilities in an Emergency

Security – Mandatory Reporting Responsibilities

- **Who Reports**

  Penal Code section 11165.7 defines mandated reporters as instructors, counselors, health professionals, licensed therapists, pupil personnel and college employees of any public or private school/college. In addition, all administrators or college employees whose duties require direct contact and supervision of children are defined as mandatory reporters. Any Citrus College employee, if not a mandatory reporter under 11165.7, may still report under penal code 1116 (f). Citrus College employees have an affirmative duty to take action to prevent harm to students and others, if they reasonably believe the student poses a threat of, or actually threatens, to cause harm to self or others.

- **What to Report**

  - Child Abuse: When there is reasonable suspicion of child abuse or neglect to a minor.

  - Threats of Violence: If a student makes a threat of violence against another student, college employee or an outsider, and is likely to take reasonable action to address the threat of harm.

  - Threats of Suicide: If a student actually threatens or attempts to harm self.

    The California Penal Code section 11160(a) also requires that certain health practitioners providing medical service report violence and assaultive or abusive conduct. Assaultive or abusive conduct includes sexual battery, incest, rape, spousal rape, abuse of spouse or cohabitant, sodomy, lewd lascivious acts with a child, and elder abuse among other things.

- **Reporting Threats of Violence/Suicide**

  When a college employee becomes aware of a situation suggesting either a suicide attempt, threat, or gesture by a student, the following procedure should be implemented:

  - The college employee should contact Campus Safety at (626) 914-8611 and request assistance. On campus, 911 calls are made through the office of Campus Safety. Campus Safety will then call 911 to ensure accurate direction

to the location. If the situation occurs after normal operating hours and immediate assistance is needed, dial 9-911 from your office or dial 911 directly from your cellular phone.

- **Reporting Child Abuse**

    If a college employee has a reasonable suspicion of child abuse or neglect, the employee shall immediately contact the Glendora Police Department at (626) 914-8250. All such reports are to be made directly to the Glendora Police Department and not to Campus Safety.

- **Immunity**

    All employees who are mandatory child abuse or neglect reporters who report reasonable suspicion of child abuse or neglect are immune from civil and criminal liability for any report required or authorized. Any other employee (not otherwise a mandatory reporter) who reports a reasonable suspicion of child abuse or neglect has immunity from civil and criminal liability for any report filed unless it can be shown that a false report was made and the person knew the report was false or it was made with reckless disregard of the truth or falsity of the report.

    With respect to reporting threats of violence or suicide, any college employee who makes such a report within the course and scope of their employment, is entitled to certain indemnification from liability by the District.

    Failure to report a misdemeanor punishable by up to six months in jail or by a $1,000 fine or both a fine and imprisonment (P.C. 1116)).

Security – Parents, Family, and Disclosing Information

- If a parent or family member contacts you about a student, please politely inform them that you are prohibited by FERPA from disclosing any information. FERPA is a federal law that protects the privacy of student education records. The law applies to all schools that receive funds under any applicable program of the U.S. Department of Education.

- See Addendum #8: FERPA Guidelines & Current Faculty Practices for more information.

Security – Parking

- Parking is free with a current staff parking pass. Faculty may use either staff or student designated parking spaces. Continuing faculty may pick up their annual parking pass any time from the Security office located at the West campus entrance off of Citrus avenue. New faculty may pick up their passes after they complete all hire forms with Human Resources. If you are ticketed for some reason, please do not panic. Go to Security and explain what happened. A citation received for not displaying a valid permit is subject to a one-time void per semester. For all other citations you must complete an appeals form that can be completed online or in person inside the office of campus safety.

Security - Sexual Harassment

Sexual harassment involves unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct; it is usually found in the context of a relationship of unequal power, rank, or status. It does not matter that the person's intention was not to harass. It is the effect it has that counts. As long as the conduct interferes with a student's academic performance or creates an intimidating, hostile, or offensive learning environment, it is considered sexual harassment.

Sexual harassment usually is not an isolated one-time-only case, but a repeated pattern of behavior that may include:
- Comments about one's body or clothing
- Questions about one's sexual behavior
- Demeaning references to one's gender
- Sexually oriented jokes
- Conversations filled with innuendoes and double meanings
- Displaying of sexually suggestive pictures or objects
- Repeated non-reciprocated demands for dates or sex

Sexual harassment of students is covered by the California Educational Code Section 89535. Common reactions by students who have been harassed is to doubt their perceptions, wondering if it was a joke, did it really happen or if, in some way, they have brought it on themselves. A student may begin to participate less in the classroom, drop or avoid classes, or even change majors.

Do:

- Separate your personal biases from your professional role.
- Listen carefully to the student, validating his/her experience.
- Encourage the student to approach the person, directly or in writing.
- Encourage the student to keep a log or find a witness.
- Help student seek informal advice through a department dean, supervisor, or advisor. If unresolved, approach a dean or vice president on campus.
- Inform student that informal and formal complaints can begin with the Vice president of Student Services at (626) 914-8534.

Don't:

- Fail to act. Taking no action invalidates the student's already shaky perception and puts the college in a vulnerable position should this behavior continue.
- Overreact. Listen, support, and guide the student to appropriate channels.

Student Conduct – Cheating

- When you encounter cheating you may use your discretion as to the consequence, which may be as mild as a reprimand and as serious as a "zero" grade on the assignment or exam. Students who cheat on the final are subject to failing the course based on the weighting of the final exam grade. In other words, they should not fail your course because of one incident of cheating, but if the one incident is on an important assignment, the result could be a failing grade for the course. Please do NOT tell the student you are dropping or failing them as a result of cheating—both of which are consequences requiring due process as described in Board Policy BP 5500 and Administrative Procedure AP 5520:

    http://www.citruscollege.edu/admin/bot/Documents/Policies%20and%20Procedures%20(Updated)/Chapter%205%20Student%20Services/Board%20Policies%205/BP_5500_Standards_of_Conduct.pdf

    http://www.citruscollege.edu/admin/bot/Documents/Policies%20and%20Procedures%20(Updated)/Chapter%205%20Student%20Services/Administrative%20Procedures%205/AP%205520%20Student%20Discipline%20Procedures.pdf

- The instructor is charged with maintaining an orderly and positive learning environment for all students and, therefore, has the authority to give a lower or failing grade for the assignment in question as long as the decision is not capricious, arbitrary, unreasonable, unlawful, false, malicious, or professionally inappropriate.
    - For single incidents of cheating the following are recommended:
        - Talk to students about a cheating incident OUTSIDE the classroom. Often things that start out small can erupt into unanticipated public confrontations. Conduct any discussions concerning disciplinary actions outside the hearing of others.
        - Report (with a brief email) incidents of cheating for which there is a grade consequence to your division dean and the Dean of Students.

Student Conduct – Disruptions

- Do not allow students to be disruptive, disrespectful (of you or other students), or insubordinate. Part of your job is to maintain a comfortable learning environment for all students in your classes. The following steps are recommended if you have a problem student:
    - Consider taking the student outside the classroom and tell him/her specifically how his/her behavior is unacceptable.
    - Consider giving the student a WARNING LETTER (see ADDENDUM #9: Student Conduct - Warning Letter).
    - Consider suspending the student from class for the remainder of the day and the next class day. Give the student a NOTICE OF SUSPENSION (see ADDENDUM #10: Student Conduct - Notice of Suspension Letter), noting the specific violation. Attach a copy of the Board Policy BP 5500 to each letter:
        - http://www.citruscollege.edu/admin/bot/Documents/Policies%20and%20Procedures%20(Updated)/Chapter%205%20Student%20Services/Board%20Policies%205/BP_5500_Standards_of_Conduct.pdf

- Call Campus Safety (626·914·8611) immediately if the student is threatening, abusive, or belligerent. Always notify the dean. If the dean is not available, leave him/her a voicemail message and send an email with a brief description of events per Board Policy BP 5500.

Student Conduct - Plagiarism

- Use TurnItIn.com to avoid problems with plagiarism (see Addendum #11: Turn It In.com for instructions). When you encounter plagiarism it is recommended that you:
  - Meet with the student to discuss and determine the extent of violation.
  - Determine consequence: F (or reduced grade) on plagiarized assignment; OR redo of assignment with grade reduction; OR F on assignment and F in course–usually reserved for repeat offenders.
  - Determine if a student conduct hearing is needed. While a hearing is not usually necessary, it may be if the student denies the violation, disputes your penalty, is a repeat offender, or if the offense is linked with another student conduct violation. A hearing determines whether a violation occurred and, if so, what penalty is imposed.
  - Email a brief summary of the incident, outcome, and any further action needed to your dean and the Dean of Students, Dr. Martha McDonald at mmcdonald@citruscollege.edu.
  - The above actions are based on: Board Policy BP 5500 and Administrative Procedure AP 5520 (see links below):
    - http://www.citruscollege.edu/admin/bot/Documents/Policies%20and%20Procedures%20(Updated)/Chapter%205%20Student%20Services/Board%20Policies%205/BP_5500_Standards_of_Conduct.pdf
    - http://www.citruscollege.edu/admin/bot/Documents/Policies%20and%20Procedures%20(Updated)/Chapter%205%20Student%20Services/Administrative%20Procedures%205/AP%205520%20Student%20Discipline%20Procedures.pdf

Student Support – Disabled Student Services and Programs

- For information on resources available to disabled students, as well as faculty responsibilities, see

  http://www.citruscollege.edu/stdntsrv/dsps/Pages/FacultyInformation.aspx

Student Support – Learning Center

- The Learning Center makes a variety of resources available to you and your students. Services include tutoring, open computer labs, study rooms, language lab, academic skills lab, and testing for assessment, make-up exams, distance education, disabled students. Most of the Learning Center services are located on the second floor of the ED Building and are open to all Citrus College students with a Citrus College ID Card.

Student Support – Learning Center – Language Lab

- The Learning Center's Language Lab, located in ED 231, is open for use by foreign language and ESL students. A fully integrated, digitized audio lab is available to students who wish to practice their foreign language skills. Interactive software and videos addressing study skills, Internet and computer skills, foreign language and ESL are also available for viewing in the lab. Students enrolled in foreign languages or ESL will be given an orientation to the lab early in the semester. The time required in the lab for each of these classes will be outlined by the instructor. A certificated lab supervisor is available to assist students during open lab hours. Language instructors should schedule to meet with Language Lab staff to preview available support materials/programs and to receive information about lab operations.

- Tutorial Services (ED 216)
  - Citrus College provides peer tutoring free of charge to all Citrus College students. Those wishing to be tutored must enroll in Tutorial Services. Tutoring is available in most subjects. Tutors are Citrus College students who have completed the tutor training program and successfully completed the course(s) they tutor with a grade of A or B. Additionally, an online tutoring program has been added which can be accessed through the Citrus website.

Student Support – Learning Center – The Testing Center

- Test administration, proctoring for online exams, make-up tests for traditional classes, and assessment testing services are offered. Testing is done on a drop-in basis (except Adapted Testing). Students who require testing accommodations may arrange to take their course exams through Adapted Testing. Typical accommodations provided by Adapted Testing include extended time, large print, distraction-free exam space, and adapted computer equipment. Adapted Testing is available in the Testing Center, by appointment only. Appointments need to be made at least 3 days in advance. All instructors wishing to use testing services should schedule to meet with testing staff for further information.

Student Support – Learning Center – College Success Center (ED224)

- Writing laboratory with Plato software, onsite lab supervisor, tutoring, writing workshops, etc. Students in ENGL 030, 040 complete their 18-hour lab requirement in the College Success Center.

The Writing Café

Students may come to the Writing Café, located in the College Success Center (ED 224), for help with writing from any class including assignments for essays, research papers/projects, marketing plans, or lab reports. Support from trained writing consultants is available at any stage in the writing process, from planning to proof reading. Café appointments are thirty minutes and are scheduled online. Students are limited to two thirty-minute appointments per week. Additional consultations are available on a walk-in basis. No instructor referral is needed. For more information contact Suzanne Martinez at (626) 857-4191.

ADDENDUM #1: Code of Ethics of NEA

Preamble

The educator, believing in the worth and dignity of each human being, recognizes the supreme importance of the pursuit of truth, devotion to excellence, and the nurture of democratic principles. Essential to these goals is the protection of freedom to learn and to teach and the guarantee of equal educational opportunity for all. The educator accepts the responsibility to adhere to the highest ethical standards.

The educator recognizes the magnitude of the responsibility inherent in the teaching process. The desire for the respect and confidence of one's colleagues, of students, of parents, and of the members of the community provides the incentive to attain and maintain the highest possible degree of ethical conduct. The Code of Ethics of the Education Profession indicates the aspiration of all educators and provides standards by which to judge conduct.

The remedies specified by the NEA and/or its affiliates for the violation of any provision of this Code shall be exclusive and no such provision shall be enforceable in any form other than one specifically designed by the NEA or its affiliates.

Principle I: Commitment to the Student

The educator strives to help each student realize his or her potential as a worthy and effective member of society. The educator therefore works to stimulate the spirit of inquiry, the acquisition of knowledge and understanding, and the thoughtful formulation of worthy goals.

In fulfillment of the obligation to the student, the educator -

- Shall not reasonably restrain the student from independent action in the pursuit of learning.
- Shall not unreasonably deny the student access to varying points of view.
- Shall not deliberately suppress or distort subject matter relevant to the student's progress.
- Shall make reasonable effort to protect the student from conditions harmful to learning or to health and safety.
- Shall not intentionally expose the student to embarrassment or disparagement.
- Shall not on the basis of race, color, creed, sex, national origin, marital status, political or religion beliefs, family, social, or cultural background, or sexual orientation, unfairly -
- Shall not exclude any student from participation in any program
- Shall not deny benefits to any student
- Shall not grant any advantage to any student.
- Shall not use professional relationships with students for private advantage.
- Shall not disclose information about students obtained in the course of professional service unless disclosure serves a compelling professional purpose or is required by law.

Principle II: Commitment to the Profession

The education profession is vested by the public with a trust and responsibility requiring the highest ideals of professional service.

In the belief that the quality of the services of the education profession directly influences the nation and its citizens, the educator shall exert every effort to raise professional standards, to promote a climate that encourages the exercise of professional judgment, to achieve conditions that attract persons worthy of the trust to careers in education, and to assist in preventing the practice of the profession by unqualified persons.

In fulfillment of the obligation of the profession, the educator –

- Shall not in any application for a professional position deliberately make a false statement or fail to disclose a material fact related to competency and qualifications.
- Shall not misrepresent his/her professional qualifications.
- Shall not assist any entry into the profession of a person known to be unqualified in respect to character, education, or other relevant attribute.
- Shall not knowingly make a false statement concerning the qualifications of a candidate for a professional position.
- Shall not assist a non-educator in the unauthorized practice of teaching.
- Shall not disclose information about colleagues obtained in the course of professional service unless disclosure serves a compelling professional purpose or is required by law.
- Shall not knowingly make false or malicious statements about a colleague.
- Shall not accept any gratuity, gift, or favor that might impair or appear to influence professional decisions or action.

Adopted by the NEA 1975 Representative Assembly

ADDENDUM #2: Class and Break Minutes

Example Start	Example End	Total Minutes	Hours	Minutes	Student Contact Hours	Total Break Minutes	Number of Breaks
8:00	8:50	50	0	50	1	0	0
8:00	9:05	65	1	5	1.3	0	0
8:00	9:10	70	1	10	1.4	0	0
8:00	9:15	75	1	15	1.5	0	0
8:00	9:20	80	1	20	1.6	0	0
8:00	9:25	85	1	25	1.7	0	0
8:00	9:30	90	1	30	1.8	0	0
8:00	9:35	95	1	35	1.9	0	0
8:00	9:50	110	1	50	2	10	1
8:00	10:05	125	2	5	2.3	10	1
8:00	10:10	130	2	10	2.4	10	1
8:00	10:15	135	2	15	2.5	10	1
8:00	10:20	140	2	20	2.6	10	1
8:00	10:25	145	2	25	2.7	10	1
8:00	10:30	150	2	30	2.8	10	1
8:00	10:35	155	2	35	2.9	10	1
8:00	10:50	170	2	50	3	20	2
8:00	11:05	185	3	5	3.3	20	2
8:00	11:10	190	3	10	3.4	20	2
8:00	11:15	195	3	15	3.5	20	2
8:00	11:20	200	3	20	3.6	20	2
8:00	11:25	205	3	25	3.7	20	2
8:00	11:30	210	3	30	3.8	20	2
8:00	11:35	215	3	35	3.9	20	2
8:00	11:50	230	3	50	4	30	2
8:00	12:05	245	4	5	4.3	30	2
8:00	12:10	250	4	10	4.4	30	2
8:00	12:15	255	4	15	4.5	30	2
8:00	12:20	260	4	20	4.6	30	2
8:00	12:25	265	4	25	4.7	30	2
8:00	12:30	270	4	30	4.8	30	2
8:00	12:35	275	4	35	4.9	30	2
8:00	12:50	290	4	50	5	40	3
8:00	13:05	305	5	5	5.3	40	3
8:00	13:10	310	5	10	5.4	40	3
8:00	13:15	315	5	15	5.5	40	3
8:00	13:20	320	5	20	5.6	40	3
8:00	13:25	325	5	25	5.7	40	3
8:00	13:30	330	5	30	5.8	40	3
8:00	13:35	335	5	35	5.9	40	3
8:00	13:50	350	5	50	6	50	4
8:00	14:05	365	6	5	6.3	50	4
8:00	14:10	370	6	10	6.4	50	4
8:00	14:15	375	6	15	6.5	50	4
8:00	14:20	380	6	20	6.6	50	4
8:00	14:25	385	6	25	6.7	50	4
8:00	14:30	390	6	30	6.8	50	4
8:00	14:35	395	6	35	6.9	50	4
8:00	14:50	410	6	50	7	60	4
8:00	15:05	425	7	5	7.3	60	4
8:00	15:10	430	7	10	7.4	60	4
8:00	15:15	435	7	15	7.5	60	4
8:00	15:20	440	7	20	7.6	60	4
8:00	15:25	445	7	25	7.7	60	4
8:00	15:30	450	7	30	7.8	60	4
8:00	15:35	455	7	35	7.9	60	4
8:00	15:50	470	7	50	8	70	5

Note: Because of mandatory breaks, some class lengths cannot be used and are therefore not shown. Example: 8:00-8:55 is 55 minutes but results in only 1 (SCH) student contact hour (50 minutes) because of a mandatory 5-minute break. A 60-minute class also yields only 1 SCH. At 65 minutes classes may continue without a break, which yields 1.3 SCH.

Addendum #3 – Early Alert

Early Alert is an early warning system to identify students who are having academic difficulties at any time during the semester. To use the Early Alert system, follow the steps outlined below:

1. Log on to: **www.citruscollege.edu**
2. Look up "**Early Alert Program**" (under the A-Z Index)
3. Click on "**Early Alert Referral System"** (top of the page)
4. **Log On** using your email password
(first-time users only will be asked for the last four digits of your Wingspan ID)
5. Forward to the "**Early Alert Referral Form**"
6. Click the down arrow under **Course Number** and pick your class
7. Identify student(s), click "**okay**" and choose "**areas of referral**"
8. Write a note if you wish and send the letter.
9. **Refresh** to send another letter, or to **choose another class**

If you have any questions or comments please contact Robin McBurney (Rmcburney@citruscollege.edu) x8542

ADDENDUM #4: Library Services

www.citruscollege.edu/library

Reference 626-914-8644, Audiovisual 626-914-8576, Circulation 626-914-8640

Library Catalog, Home Page, & Collection Development
- Catalog is searchable by author, title, subject & keyword.
- Catalog accesses 45,000 books, 25,000 e-books, & 16,000 AV items.
- Catalog search can be limited to a format or location.
- Explore the links to databases, faculty services, student email, etc.
- Submit new title suggestions to Sarah Bosler, sbosler@citruscollege.edu

Audiovisual
- Media available include CDs, DVDs, VHS videos, and 35mm slides.
- AV equipment includes Overhead or LCD projectors, screens, compact disc players, video cameras, etc.
- Reserve AV equipment and media by phone at 914-8576, and it will be delivered to the classroom (24 hour notice please).
- Student Generated Content Projects to be arranged through the AV department.
- The library has 25 Apple computers available for iTunes/iMovie projects.
- Report equipment problems to AV **x8576** (or they remain problems)!
- Give new title suggestions to Tina Gutierrez tgutierrez@citruscollege.edu & plan time to preview the item.

Reserve Book Room
- The library cannot purchase textbooks and welcomes donated copies whenever possible.
- Bring materials you wish to place on reserve to any staff member at Reference or Circulation. Provide your name and contact information, class number and title, and the date to remove items from the shelf. Specify whether you are **loaning** or **donating** materials to the library.
- Most Reserve items check out for **two hours** to students only; they cannot be taken out of the library.
- Not all required textbooks are available. Check the library catalog at http://lib.citruscollege.edu to make sure the correct edition is on reserve for your class. Advise Karen Mosher of any necessary changes at 626-914-8649, or kmosher@citruscollege.edu.
- Let us know when you *change* textbooks so we may stay up-to-date!

Orientations for Your Classes
- You may use the link, "Request an Orientation" from the library home page.
- OR call 626-914-8644 at the Reference Desk. Any Reference staff member can take your request. We will confirm the booking by phone or e-mail.
- OR come in to the Reference Desk and speak with the reference librarian or library technician to book the date.
- Would you like a mini-orientation before the class gets one? Let's make an appointment. It may take 10-15 minutes.
- Please attend the library orientation with your class; it tells them that you think it's important.
- Not every class has library assignments. When they do, please let us present the search strategies to the class. We can take as little as 15 minutes; more typical is a 50 minute hands-on activity.

Developing Suitable Library Assignments
- We are happy to work with you to create library assignments within the bounds of the Citrus College resources.
- Please be aware that research shows that a frustrating library assignment is a negative experience and deters students from using the library.
- Please avoid the suggestion that, "Maybe you'll just have to go to UCLA or CSU Fullerton to do this assignment." If it's not doable at Citrus, which has over 6,000 full text periodicals online, then the assignment needs to be redesigned so that it is doable here.

Databases
- We have $40, 000 worth of database subscriptions available from off campus.

- Please expect students to learn to use these legitimate resources, not just free websites.
- Do not post database usernames and passwords on a public website.

Research Guides
- Select Research Guides from the library home page to find course and subject specific resources and search tips.
- If you would like us to develop one for your area, please contact, Sarah Bosler, 626-914-8642, sbosler@citruscollege.edu.

Interlibrary Loan
- We borrow from other libraries for **faculty, staff and currently registered students.**
- Request via the link "Borrow from Other Libraries" from the library home page, or at the Reference Desk. Most requests can be filled free of charge. Request at **least 2 weeks before the material is needed** and when it arrives, we will call or e-mail you.
- Pick up the item(s) at the library Circulation Desk (626) 914-8640

CITRUS COLLEGE
Division of _____

COURSE 101 – INTRODUCTION TO LEARNING
TERM and YEAR

INSTRUCTOR:
CRN #:
OFFICE VOICE MAIL:
HOME PHONE: (optional)
EMAIL:
COURSE DAYS & TIME:
COURSE DATES:
OFFICE HOURS AND LOCATION:

COURSE DESCRIPTION (goofy sample below—Use description from Citrus Course Outline)
From Official Course Outline: A review of learning fundamentals including studying, listening, asking intelligent sounding questions, taking effective notes, and remembering knowledge from past lives, with emphasis on staying awake in class, basic hygiene skills, thought development, and transmorgification. This course is designed primarily for those students preparing for Learning 103. 54 hours lecture per week. 18 Lab Hours Arranged per week.
Prerequisite: (sample) Strongly recommend READ 099 if required by reading placement exam or if required by reading level.

From Instructor: (goofy sample below—change or delete as needed) This course focuses on the mechanics of active learning and reveals, strengthens, and enlarges the neural pathways critical for successful acquisition of mastery-level knowledge. Students will study and experience the therapeutic effects of clinical methods including suggestopedia, craniographical release, synaptical orthography, methodictamology, rememberization, and transmogrification. Students should be prepared to contract their understanding of learning as a tool for academic conculturalization.

TEXTBOOKS MATERIALS & EQUIPMENT

Required Texts (sample below)
- Smith & Jones, Transcendentic Learning: Addison-Wesley, 5th ed., 01.
  Note: Previous editions of this text may not work for some of the assignments.

Required Materials and Equipment (sample below—change or delete as needed)
- A supply of either 3x5 or 4x6 cards
- Report binder and/or 3-ring binder
- College level dictionary
- A working Brainiactivator (NOT included with text)

STUDENT LEARNING OUTCOMES
Upon successful completion of this course, the student should be able to:

In the area of Communication
1. apply inquiry strategies to readings by journal writing, outlining and note taking, marking of text, discussions, and word logs to demonstrate vocabulary skills appropriate to the college student and to spell according to standard usage

2. differentiate sentence patterns by completing class work and homework exercises in grammar textbook, quizzes, and by writing paragraphs of 10-20 sentences to clearly and vividly express specific ideas and demonstrate the understanding of varied and complex sentence structure
3. examine the development of paragraphs by outlining, marking of text, and discussions to evaluate main and supporting ideas
4. refine ideas in paragraphs by using revision strategies such as outlining, conferencing, peer feedback and rewriting sessions to edit grammar usage, focus ideas and thinking, and demonstrate the ability to effectively develop coherent and unified paragraphs using various rhetorical modes

In the area of Community/Global Consciousness and Responsibility
5. discuss texts that are sensitive to gender, ethnic, and racial issues by freewriting, journal writing, oral presentations, outlining and note-taking to identify and appreciate diverse cultural perspectives

COURSE REQUIREMENTS (sample below: list specific requirements for completing assignments)
1. Preparation of class assignments. All assignments are due the first session of the week.
2. Class participation and attendance
3. Weekly quiz or in-class writing activities
4. Periodic written assignments and examinations
5. English Proficiency Exam as determined by Department
6. Midterm and Final Examinations on assigned topics

ATTENDANCE (minimum required language below)
Students are expected to attend class regularly. Excessive absences (3 hours or more) as well as tardiness or leaving class early with no excuse will affect your grade and may result in your being dropped from the course. Students who are absent from the first day of the class may be considered "no show" and dropped by the instructor.

Please make every effort to contact the instructor if you will be absent. It is your responsibility to make up missed assignments. It is also your responsibility to officially withdraw from the class, if necessary by the deadline stated in the schedule of classes.

- The last date to Drop this course with no grade is: _____
- The last date to Withdraw with a "W' grade from this course is: _____

***IMPORTANT:** If you wish to withdraw from this course and do not do so by the date listed above or in the schedule of courses, you will receive a regular letter grade in this course (an F if your work is incomplete or you stop attending).*

ASSIGNMENTS (sample below – list specific requirements for completing assignments)
All assignments must be presented on due dates as stated in this document or as announced in class. Assignments with interim progress work will not be accepted unless this work is submitted as required. Reading assignments or due dates for written assignments may be changed with notice from the instructor. There will be no make-up dates for assignments and examinations without prior agreement with the instructor.

GRADES (sample below – list areas that will be graded and method of calculating grade)

Assignments	30%
Participation, preparation, attendance	10%
Quizzes	10%
Lab	10%
Midterm Exam	20%

Final Exam (Day_____ & Time _____)   20%

REPEATING COURSE **(minimum required language below)**
It is important that you succeed in this course. If you get a D, F, NC or W grade in this course, you may repeat it only once. If you receive a D, F, NC or W in this course twice, you will need to take this course at another college or file a petition (Request for Exceptional Course Repeat) with the Counseling Office. The few successful petitions each year are granted because of extenuating circumstances beyond the control of the student (see Catalog section: Repeated Courses for more details). If your petition is granted, there is no guarantee you will be able to add the course. You will be added at the discretion of the instructor and only if the class has an available space.

ACADEMIC HONESTY **(minimum required language below)**
It is expected that all work submitted for grading is original, not copied from others, and that the work being graded is indeed done by the student who is receiving the grade. Cheating and plagiarism are serious violations of the student conduct code. Cheating or plagiarizing will result in a zero on the assignment or test and may result in suspension, failure in the course, and/or other disciplinary action taken by the College. All incidents of cheating or plagiarizing are reported to the Dean of Students.

STUDENTS WITH DISABILITIES **(minimum required language below)**
If you have a disability and wish to discuss academic accommodations, please contact the DSP&S office (914-8675). It is your responsibility to discuss your accommodations with me during office hours or after class and be sure to allow at least one week to arrange appropriate classroom or testing accommodations.
NOTE: With the appropriate documentation all class materials can be provided in alternate formats, such as large print, audiotape, Braille, or a computer file. Requests can be made by calling the Disabled Students Programs and Services Department at (626) 914-8675.

LAB HOURS ARRANGED (ARRG) *(INCLUDE IF COURSE HAS LAB HRS TO BE ARRG)*
This course requires completion of (indicated number of hours) lab hours to be arranged. Hours are to be completed (specify how, when, where). Attendance will be taken by means of (indicate card swipe, sign-in sheet). Prior to (list the census date) students must complete at least 1 lab hour out of the total (indicate number of required lab hours) required hours.

ADDENDUM #5 (continued): Weekly Course Schedule Template

Week 1 Readings:
Homework:
Lab Work:

Week 2 Readings:
Homework:
Lab Work:

Week 3 Readings:
Homework:
Lab Work:

Week 4 Readings:
Homework:
Lab Work:

Week 5 Readings:
Homework:
Lab Work:

Week 6 Readings:
Homework:
Lab Work:

Week 7 Readings:
Homework:
Lab Work:

Week 8 Readings:
Homework:
Lab Work:

Week 9 Readings:
Homework:
Lab Work:

Week 10 Readings:
Homework:
Lab Work:

Week 11 Readings:
Homework:
Lab Work:

Week 12 Readings:
Homework:
Lab Work:

Week 13 Readings:
Homework:
Lab Work:

Week 14 Readings:
Homework:
Lab Work:

Week 15 Readings:
Homework:
Lab Work:

Week 16 FINAL EXAM Day_____ And Time_____

ADDENDUM #6: Copyright Issues

This overview is intended to provide Citrus College faculty, staff, administrators and students with the basic knowledge of copyright law. It is not intended as a comprehensive guide to all aspects of the law or as a substitute for legal advice. A list of helpful websites is included at the end of this guide.

Citrus College expects all faculty, staff, administrators and students to adhere to copyright guidelines and thus be in full compliance of copyright law.

What is copyright?
Copyright is a form of protection grounded in the United States Constitution and provided by the law to the creators of "original works of authorship," including artistic, dramatic, literary, musical and certain other intellectual works that fall in the category of "tangible expression." This protection is available to both published and unpublished works. It takes effect the moment the work is created.

What are the rights of a copyright owner?
Section 106 of the 1976 Copyright Act gives the **owner** of copyrighted material the exclusive right to do and to authorize others to do the following:
- Reproduce the work in copies
- Prepare derivative works based on the copyrighted work
- Distribute copies of the work to the public by sale or other transfer of ownership
- Perform the work publicly

How does a copyright differ from a patent or trademark?
A copyright protects an original work of authorship while a patent protects inventions or discoveries. A trademark protects words, phrases, symbols or designs identifying a source of goods or services.

Why register a copyright?
Although copyright protection is automatic from the moment the work is created, registration is recommended to provide documentation of the copyright in case of a lawsuit for infringement of a U.S. work.

How long does a copyright last?
A work created on or after January 1, 1978 is protected from the time of its creation for the entirety of the author's life plus 70 years. In the case of multiple authors, the term lasts for 70 years after the last surviving author's death. Works created before January 1, 1978, but not published or registered by that date are now given the same copyright protection totaling the author's life plus 70 years.

Who can claim a copyright in the workplace?
The employer, not the employee, is considered the author if the work was created for hire. This is defined in Section 101 of the copyright law as work prepared by an employee within the scope of his/her employment or as a work specially commissioned for use.

Can you buy or sell a copyright?
Like any other property, a copyright can be bought or sold.

What is fair use?
There are limitations to the exclusive use of a copyrighted work. These limitations fall under the category of fair use. The fair use of a copyrighted work includes such use as making copies for the purpose of criticism, comment, news reporting, **teaching (including making copies for classroom use)**, scholarship or research. The factors that are included when determining if the use of a copyrighted work qualifies as fair use are:
- The **purpose** and **character** of the use, which includes whether the use is commercial or nonprofit (educational)
- The **nature** of the copyrighted work. Nonfiction, published works are more usable under fair use than an unpublished PowerPoint or fiction.
- The **amount** and **substantiality** of the part used in relation to the copyrighted work as a whole. How much of the material is being used? Are you using or citing "the heart" of the work?

- The **effect of the use** on the value of the copyrighted work. Will copying an item cause the copyright holder to earn less money from the work?

What is the TEACH Act?
The Technology, Education and Copyright Harmonization Act (TEACH) was created to achieve a balance between protecting copyrighted works and allowing educators to use them as part of their classroom instruction.   It amended copyright law to include the use of computers in instruction. Distance Education, in particular, was impacted by the TEACH Act.

The TEACH Act requires institutions to meet the following requirements:
- Status as an accredited, non-profit, educational institution
- Have policies regarding copyright, disseminate copyright information and promote copyright compliance
- Provide notice to students that course materials may be copyright protected

What Can I Copy?
The following checklist may be used **as guidelines** to determine whether one is in compliance with copyright laws.

- [ ] Is there permission to use the work?
- [ ] If permission has not been granted, is the work in the public domain?
- [ ] If the fair use exemption doesn't apply, can the TEACH Act be applied as an exemption?
- [ ] If the TEACH Act cannot be used as an exemption, are there other exemptions that may be used; for example, statutory exemptions or purchasing licenses or rights?

If none of the above exemptions fit, do not copy.

Getting Permission to Copy
Copyright collectives and clearinghouses are good sources for discovering what is protected by copyright law and for obtaining permission to use copyrighted materials. These sources include, but are not limited to:

Written Materials
Copyright Clearinghouse   www.copyright.com
RSicopyright   www.icopyright.com

Music
American Society of Composers, Authors and Publishers (ASCAP)   www.ascap.com
Broadcast Music Inc. (BMI   http://bmi.com
Recording Industry Association of America (RIAA   http://www.riaa.com

Theatrical Performances
Musical Theatrical International (MTI)   www.mtishows.com

Videos and Motion Pictures
The Motion Picture Licensing Corporation   www.mplc.com

For More Information: Web Resources
The internet provides a wellspring of information on using materials protected under copyright law. The following were used as sources for information presented in this paper; however, there is no guarantee of the accuracy or timeliness of these websites.
U.S. Copyright Office   www.copyright.gov
Grossmont College   www.grossmont.edu/copyrightandplagiarism
tech·LEARNING (Resources link)   www.techlearning.com

ADDENDUM #7: Security – Faculty Responsibilities in an Emergency

There are a number of potential emergency situations that could occur on campus. While you are on duty, the college could experience a campus fire, a major earthquake, a partial building collapse or flooding because of excessive rainfall, disruption from a major power outage, or even some form of civil disobedience. Recognize that if you are teaching a class or supervising a laboratory when such an event should occur, you are responsible for the safety of your students.

If an event should occur that poses an immediate threat to the safety of your students, you should relocate them to an area nearby where they are not in immediate danger. **DO NOT** dismiss your students unless directed to do so by your dean or a member of the college emergency response team. As soon as possible after an emergency situation exists, determine if you have any students who were in attendance, but are missing. This could be extremely important information in the event of a fire or building damage where students or staff could be trapped in part of a building. If you should relocate, if at all possible bring your class roster so that you can determine who is present and who is missing.

Should a major emergency exist, it may be more dangerous for students to leave the campus than to remain here. In such a case, the college president or his/her designee may ask you to move your students to a secure area of campus, with you providing supervision until it is safe enough for students to leave campus. Even in the event of a minor disruption, such as a power failure, releasing students from campus must be coordinated so as to avoid major traffic congestion and potential accidents in the neighborhoods adjacent to the campus. **DO NOT** leave campus after an emergency until you have confirmed with the appropriate staff that you are no longer required to render service to your students.

Campus emergency management will initially be coordinated through the Evening Office. After 4:30 in the afternoon, Monday through Friday, a senior faculty member will be present, serving as the Administrator on Duty (AOD). Should an emergency occur, the AOD will contact the senior managers and formulate an appropriate response. Campus Safety will assist the AOD to make certain that information is disseminated to faculty and staff as soon as appropriate actions have been determined. In the event of a major threat to the campus, the AOD may call upon campus administrators to return to campus to assist in dealing with the situation.

Please familiarize yourself with the appropriate emergency escape routes for your classroom. In multistory buildings, students with mobility issues may face serious challenges in the event of an evacuation. Elevators or lifts may not be operational. Even if an elevator is operational, it may not be a safe means of evacuation for any students, especially those with physical disabilities. Each building has an emergency staging area for disabled students. The dean's offices can advise you of the location for the disabled student assembly point nearest to the classroom where you are assigned to teach your class.

Above all, recognize that your students will look to you for guidance and reassurance during an emergency. Remain calm, assure the students that you are concerned for their well-being, and await direction from the proper campus authorities.

Contact Information: (please record these numbers and keep them with you or place them in your contact list on your cell phone)

Extended Day (Evening) office (AOD): 626-914-8561
Campus Safety works on their field radios.): 626-914-8611

ADDENDUM #8: FERPA Guidelines & Current Faculty Practices

Draft – These policies and guidelines have not yet been finalized
The following policies arise from the provisions of the Family Educational Rights and Privacy Act (FERPA). If you would like to read the specific provisions of FERPA, you will find them set forth at 20 USC Section 1232(g) and following, and in 34 CFR Section 99 and following.

Posting grades
Unless you have advance written permission from a student, student grades (which are part of a student's "education records" protected under FERPA) may not be posted (inside or outside of the classroom, inside or outside the professor's office, on a class web page, etc.) if the posting lists **all or part** of the student's name or I.D. number (I.D. number includes both the student's Social Security number and his/her college identification number).

One way to post student grades legally would be as follows: Assign each student a random number that only the professor and the student know. When posting grades, use the assigned number (in random order, not alphabetically).

Mailing grades
It is permissible to mail a student grade information as long as the information is placed inside a properly addressed sealed envelope containing only the addressee/student's grade information. Do not place grade information on a post card (which can be read by anyone handling the card).

Email
A faculty member can email students their grades but must be careful to address the emails to each individual student with only that student's grade. See FERPA, #5, p23.

Distributing graded papers or exams
Faculty should not place graded papers/exams in a pile on a classroom desk, or in a box outside the faculty member's office, for student pick-up. Such a practice would allow students seeking their own paper or exam to see the grades of others. Better practice would be to hand back the work individually to each student (either by the professor or a staff member).

Letters of Recommendation
When writing a letter of recommendation for a student, do not disclose specific course grades in the letter without the student's advance written consent.

Students grading each others' tests
This is allowable. In a case decided by the U.S. Supreme Court, the Court ruled that although it did not like this approach, it did not ban the practice because the graded papers do not become part of the students' "education record" until the grades are recorded in the instructor's grade book. Falvo v. Owasso Indep. School District No. I-011, 534 US 426, 122 SCt 934 (2002).

Conclusion
Faculty and staff members have a great deal of access to student personal identifiable information, including grades. It is very important for faculty and staff members to be aware of and comply with FERPA policies that govern the disclosure of student grades and to understand what actions on their part may violate these policies.

FERPA FAQ
1. Is it okay to give information about a student in your class to their coach or another faculty member? (To possibly provide early intervention with a person more closely/personally associated with a struggling student; or to be aware of students who have been caught plagiarizing or cheating?)
    FERPA does allow disclosure to other school officials within the institution without the student's written consent, if they have a "legitimate educational interest". Definition – if the official needs to review an educational record in order to fulfill his or her professional responsibility.

2. Is it ever appropriate to give out information to a parent?
    FERPA transfers all rights of parents to students regardless of age. Only give parents information if you have written permission from the student. Then give only the information out to parents that the student gives you permission to release.

3. Is it okay to leave graded assessments in a public place supervised by staff/faculty where students can pick them up? (Students may see others' grades.)
    ____*No*____

4. Is it okay to give a stack of graded assessments to students and ask them to find their paper while you supervise? (Sometimes faculty ask students at the beginning of the semester to let them know if they are uncomfortable with their classmates seeing their graded work, and if so, for those students to receive their assignments individually, while others in the class find theirs from the stack of graded work.)
    ____*No*____

5. Is it okay to email a student with grade information or to give it out over the phone to a student? (Some faculty get written permission with a signature that identifies the student's email and/or phone to be able to contact the student later in the semester regarding grades. Others do not have this additional step.)
    Only if the students give authorization to faculty by giving them in writing, in person, the email or phone number and exactly what information can be given.

6. Where is it okay to post grades and in what format? (In a locked glass case; on Blackboard; on TurnItIn.com)
    Blackboard is the only secure website to be used for this purpose. Once final grades are posted in Wingspan students can view them there.

7. How do we ensure the "right" student is taking a class – should we verify the student's ID and compare to the driver's license?
    This isn't covered in FERPA.

8. Is it okay to talk to a student about sensitive information concerning their academic record at the front counter in the Counseling office (open area)?
    As long as the conversation is discrete this is a practical means of answering quick questions.

9. If faculty offices are cubicles that are not discretely separated by walls and doors, is it okay to discuss sensitive information while other faculty in nearby cubicles might overhear the conversation?
    With the opening of the Center for Innovation nearly all faculty will have private offices rather than cubicles. Where faculty are still in cubicles a discrete conversation is acceptable. Please remember that all faculty have signed the FERPA agreement and cannot report what they overhear.

10. Are counselors able to meet with students for a session assuming that because they know the student ID that they are in fact that student? Do counselors need to verify with a picture ID?
    Verifying with a picture ID should be done when the student makes the appointment or when they walk in for the appointment at the front desk.

11. Counselors keep student information in files. Sometimes these files are at a workstation where students can reach them. The counselors are not always guarding them. Could this be a violation of FERPA?
    It would be a violation if any employee had information on their desk or computer and a student had access to view the information.

12. Occasionally universities request labels of Citrus students who have completed 30 units so that they might invite them to their open houses to fill out applications, etc. Can we (counselors) offer them the labels? If not, can we take their advertisement and have our Citrus staff put labels on/mail them out from our campus?
    It would be best for other schools to give our employees their information to hand out or mail.

13. Is it okay for faculty to send an email to another faculty member with a list of students who failed their class? (This is sometimes necessary in order to ensure that students belong in the next course in the sequence—especially crucial for FastTrack classes.)
    Eventually Banner will be available on demand to Admissions and Records staff to handle this situation. Please have faculty check with their deans to determine the most practical manner of securely transmitting student pass/fail information between instructional periods.

CITRUS COLLEGE

STUDENT CONDUCT

WARNING LETTER

Date:_____

Dear _____ :   ID:_____

This letter serves as a courtesy warning that your behavior is unacceptable and violates the standards of student conduct established by the Citrus College Board Policy BP 5500 (see attached). In addition to conforming to the standards of conduct, I expect you to treat me and your fellow students with the same courtesy and respect that you would like to be given. In the event you continue to violate the standards of student conduct, I will not hesitate to suspend you from my class for up to two days. Upon doing so, I will report the matter to campus security, the Dean of _____, _____, and the Dean of Students, Ms. Martha McDonald, for further action, which may include, per BP 5500 and AP 5520, reprimand, disciplinary probation, disciplinary suspension, summary suspension, and expulsion.

My goal is to maintain a positive learning environment for all students. I hope you will join me in achieving this goal.

Please see me _____ so I can discuss with you how your behavior has prompted this warning.

Sincerely,

Cc: Mr. Samuel Lee, Dean of Language Arts

CITRUS COLLEGE

STUDENT CONDUCT

NOTICE OF SUSPENSION BY INSTRUCTOR

Date:_____

Attention: _____   ID:_____

You are in violation of the standards of student conduct established by the Citrus College Board Policy BP 5500 (see attached). As a consequence, you are hereby suspended from this _____ class for today and the following class meeting.

I will report this matter to campus security, the Dean of Language Arts, Mr. Samuel Lee, and the Dean of Students, Ms. Martha McDonald, for further action, which may include, per BP 5500 and AP 5520, reprimand, disciplinary probation, disciplinary suspension, summary suspension, and expulsion.

Please report immediately to Dean _____ in room _____ and present this letter. The dean will inform you of your due process rights and speak with you concerning your options at this point.

Sincerely,

Instructor:_____

Reason for suspension:
__Material obstruction or disruption of instruction
__Willful defiance of the valid authority of supervisor or instructor
__Assault, battery, abuse
__Threat of force or violence
__Conduct which threatens or endangers health and safety
__Damage to property of Citrus College or of a member of the college community

Cc: Mr./Ms. _____, Dean of _____
       Ms. Martha McDonald, Dean of Students

ADDENDUM #11: Turn It In.com

Use Turnitin.com to prevent and expose plagiarism. To get started, go to www.turnitin.com and register your classes. Your students will then be able to submit their papers to you electronically. The website highlights text which matches that found in the 4.5 billion page Turnitin database and takes the guess work out of exposing plagiarism. You can use this in the drafting process or for final drafts only–it's up to you.

> **Register your Class:**
> - Go to http://www.turnitin.com
> - Click on Create a User Profile (top right). http://www.turnitin.com/static/support.html and enter your email address (or your Citrus email).
> - In the New User Wizard create your Teacher Password to retrieve the papers.
>
> Do **NOT** give the below confidential information to students:
> - Citrus Account ID#: 453
> - Account Join Password: joincitrus2
>
> **DO** give the following to student
> - Create your own Class Enrollment Password
> - Note the Class ID number, found next to the class name that you create.

For Students OR Teachers to Submit Papers
- If you do not have an email address, create one at http://www.yahoo.com or other site
- Go to www.turnitin.com and click on Create a New User Profile
- In order to create a profile, you will need to have the class ID and enrollment password from your instructor.
- Log in, using your email address and the password you created.
- Submit the paper electronically on the Website. (Copy and paste.)
- Sender receives a "proof of submission" by email.

For Instructors to View Reports
- Go to http://www.turnitin.com & click Log On. Enter your email address and password you created in your Profile.
- Click on the class name
- Click on the INBOX icon within the class page
- Under Report, click on icon for each title submitted
- Print the reports on a color printer

ADDENDUM #12: Campus Contacts

Absences	Evening Office	(626) 914-8561
Academic Senate	Academic Senate President	(626) 914-8877
Address/Phone Change	Linda Hughes	(626) 914-8551
Adjunct Teaching Information	Evening Office	(626) 914-8561
Admissions and Records	Dean of Admissions and Records	(626) 914-8517
Audio Visual	Tina Gutierrez	(626) 914-8576
Campus Safety	Martha McDonald	(626) 914-8602
Catalog	Jaclyn Vasquez	(626) 914-8881
Certificates	Peggy Amundson	(626) 914-8513
Counseling Referrals	Lucinda Over	(626) 914-8537
Course Outlines	Kathy Bueno	(626) 914-8882
Credit Union Information	Lucia Blades	(626) 914-8893
Development & External Relations	Kathy Garcia	(626) 914-8825
Educational Supplies/Equipment	Division Dean	
Field Trips	Division Dean	
Final Exam Schedules	Division Dean	(626) 914-8877
Health Benefits	Eric Guzman	(626) 914-8889
Keys	Division Dean	
Library	Eric Rabitoy	(626) 914-8806
Parking Permits	Campus Safety	(626) 914-8611
Paychecks	Fe Lopez	(626) 914-8847
Policies/Regulations	Division Dean	
Requisitions/Work Requests	Division Dean	
Rooms/Office Assignments	Division Dean	
Salary	Linda Hughes	(626) 914-8551
Staff Development	Eric Rabitoy	(626) 914-8643
Student Absences/Attendance	Division Dean	
Student Discipline	Martha McDonald	(626) 914-8602
Supplies	Division Dean	
TB Exam	Human Resources	(626) 914-8550
Textbooks	Division Dean	