



ADJUNCT FACULTY HANDBOOK

2012-2013

Poteau

Main Campus

Phone: (918) 647-1200

Sallisaw

Campus

(918) 775-6977

www.carlalbert.edu

Carl Albert State College, in Compliance with Title VI and Title VII of the Civil Rights Act of 1964, Title IX of the Educational Amendments of 1972, Section 503 of the Rehabilitation Act of 1973, Section 402 of the Readjustment Assistance Act of 1974, and other federal laws and regulations, does not discriminate on the basis of race, color, national origin, sex, age, religion, handicap, or status as a veteran in any of its policies practices or procedures. This includes, but is not limited to admissions, employment, and financial aid educational services. For further information, contact the affirmative action officer, located in the F.L. Holton Business Center, BC805.

ACADEMIC CALENDAR FOR 2012-13

Summer Session (2012):

Semester begins (first day of classes)	<u>May 30</u>
Please list dates of all holidays and breaks	
Memorial Day	<u>May 28</u>
Independence Day Holiday	<u>July 4</u>
Semester ends (including final exams)	<u>July 26</u>

Fall Semester (Fall 2012):

Semester begins (first day of classes)	<u>August 15</u>
Please list dates of all holidays and breaks	
Labor Day	<u>Sept. 3</u>
Fall Break	<u>Oct. 18-19</u>
Thanksgiving Break	<u>Nov. 19-23</u>
Finals	<u>Dec. 10-14</u>
Semester ends (including final exams)	<u>Dec. 14</u>

Second Semester (Spring 2013):

Semester begins (first day of classes)	<u>Jan. 16</u>
Please list dates of all holidays and breaks	
Martin Luther King Day	<u>Jan. 21</u>
Spring Break	<u>March 18-22</u>
Easter Break	<u>April 1-2</u>
Finals	<u>May 13-17</u>
Semester ends (including final exams)	<u>May 17</u>
Commencement date (graduation ceremony)	<u>May 10</u>

Interim classes (classes that meet between regularly scheduled semesters or that meet between spring semester and summer session or between summer session and fall semester):

	Interim classes begins	Interim classes ends
<u>Summer 2012:</u>	<u>July 30</u>	<u>Aug. 10</u>
<u>January 2013:</u>	<u>Jan. 7</u>	<u>Jan 11</u>

Telephone Numbers to Help You

Main College Number: (918) 647-1200

What	Who to See	# to call	Location
Academic Affairs	Dr. James Yates	1230	RC304
Activities and Organizations	Mandy Roberts	1374	HH140
Admissions and Records	Dee Ann Dickerson	1300	HH108B
ADA Coordinator	Kerrie Blair	1389	HH12D
Athletics	Mike St. John	1376	HH141
Bookstore	Terri Hardin	1390	CB908
Business Office	Ramona Buckner	1325	HH105
Career Planning	Academic Advisors	1389	HH151
Counseling	Kerrie Blair	1389	HH112D
	Student Support Services	1366	HH131
<i>Divisions (Academic)</i>			
Business Technology	Bill Gann	1215	BC835
Communications & Fine Arts	Nathan Billy	1453	OC1104
Environmental/Industrial Tech	Bill Gann	1215	BC835
Health, Physical Ed. & Rec.	Leroy Nolan	1375	HH161
Health Sciences	Abbie Bailey	1350	HS706
Mathematics/Sciences	Jerry Holton	1235	JH202E
Social & Behavioral Sciences	Bob Hendricks	1458	OC1103
Sallisaw Campus	Dr. Kathy Harrell	918-775-2203	Sallisaw
<i>Emergency Services</i>			
During office hours	Leah McLaughlin	1370	HH 145
Evening and Weekends	Poteau Police Department	647-8620, 911, 9-911	
Financial Assistance	Student Financial Aid Office	1341	HH102
Insurance (Student)	Student Affairs	1371	HH140
<i>Job Placement</i>			
On Campus	Financial Aid Office	1341	HH102
Lost and Found	VP for Student Affairs Office	1371	HH140
Library	Terri Carroll	1310	WL402
Multicultural Services	Student Support Services	1366	HH131
President	Dr. Brandon Webb, President	1210	BC873B
Student Government Assoc.	SGA President	1372	HH140
Residence Life	Mandy Mead	1374	HH140
Student Affairs	Leah McLaughlin	1370	HH145
Study Skills/Tutoring	Tutoring Center	1316	OCAE 1301
Testing Information	Guidance Center	1372	HH112
Transfer Guidelines/Information	Career Center Counselor	1264	HH112
Veterans Services	Dee Ann Dickerson	1300	HH108B
Vocational Rehabilitation	Voc-Rehab Counselors	647-8121	HH108

Building Abbreviations:

BC-F.L. Holton Business Center

CB- Costner Student Center

HH- Hemphill Hall

HS-Health Science Center

HC- Hamilton Complex

JH-Johnson Hall

HT- Technical Occupations Bldg.

WL- Joe E. White Library

OC-Ollie Center of Academic Excellence

RC – Reed Center

**ADMINISTRATIVE OFFICERS
OF THE COLLEGE**

President of Carl Albert State College.....Dr. Brandon Webb

Vice President of Academic Affairs..... Dr. James Yates
Vice President for Student Affairs..... Leah McLaughlin
Vice President of CASC Sallisaw Campus..... Dr. Kathy Harrell

Assistant to the President Jay Falkner
Chief Executive Officer
For the CASC Development Foundation..... Kathy Quirk

Chief Financial Officer.....Ramona Buckner

Director of Public Relations.....Judi White

Director of Information Technology.....Michael Martin

**ACADEMIC DIVISIONS
AND CHAIRPERSONS**

Health Sciences
Dr. Linda Pearson.....Health Sciences Center

Business & Environmental/Industrial Technology
Bill Gann.....Business Center

Communications & Fine Arts
Nathan Billy..... Ollie Center

Social & Behavioral Sciences
Bob Hendricks.....Ollie Center

Health, Physical Education and Recreation
Leroy Nolan.....Hemphill Hall

Mathematics and Science
Jerry Holton.....Reed Science & Math Center

AFFILIATION AND ACCREDITATION

Carl Albert State College is accredited by the North Central Association of Colleges and Schools, the National League of Nursing, and the American Physical Therapy Association. CASC is also recognized or accredited by others: Oklahoma Regents for Higher Education, American Council on Education, Oklahoma State Accrediting Agency, Oklahoma Association of Community and Junior Colleges, American Association of Community and Junior Colleges, Higher Education Alumni Council of Oklahoma, North Central Council of Junior Colleges, American Association of Collegiate Registrars and Admissions Officers, National Junior College Athletic Association, and the Association of Community College Trustees.

Additionally, CASC has entered into partnerships with several entities including the Applied University of Bern (Switzerland), Nunez Community College (New Orleans), Rosewood Industries, and Franklin University (Columbus, Ohio), Mid-America Christian University, Oklahoma City, Southeastern Oklahoma State University, Durant, Oklahoma and Northeastern Oklahoma State University, Tahlequah, Oklahoma.

The Carl Albert State College Department of Nursing Education is approved by the Oklahoma Board of Nursing. Graduates of this state program are eligible to write the National Council Licensure Examination (NCLEX) for registered nurse.

**Oklahoma Board of Nursing
2915 N. Classen, Suite 524
Oklahoma City, OK 73106
(405) 525-2076**

The Carl Albert State College Department of Nursing Education is accredited by the National League for Nursing Accrediting Commission (NLNAC).

**National League for Nursing Accrediting Commission
61 Broadway, 33rd Floor
New York, NY 10006**

The Physical Therapist Assistant Program is accredited from 2001-2010 by:
Commission on Accreditation in Physical Therapy Education

**American Physical Therapy Association
1111 North Fairfax Street
Alexandria, Virginia 22314**

The Business Division is accredited from 2003-2008 by: ACBSP

**Association of Collegiate Business Schools and Programs
7007 College Blvd., Suite 420
Overland Park, Kansas 66211**

The Carl Albert State College Department of Radiologic Technology is accredited by the Joint Review Committee on Education in Radiologic Technology (JRCERT) for 2005 - 2007.

**JRCERT
20 N. Wacker Drive, Suite 2850
Chicago, IL 60606-3182
312-704-5300**

GENERAL INFORMATION

History and Location of the College

CASC's central campus is located in Poteau, Oklahoma, with a population of slightly more than 10,000. Poteau is listed as one of "The 100 Best Small Towns in America." The town is the LeFlore County seat, and is a 25-mile drive from Fort Smith, Arkansas, a metropolitan center of more than 80,000 people. The campus is situated at the foot of Cavanal Hill, "The World's Highest Hill." To the south lie the beautiful Kiamichi and Winding Stair Mountain ranges, and to the north are the historic Cookson Hills and the foothills of the Ozark Mountains. The area is a paradise for residents and tourists seeking opportunities to fish, hunt, water ski, camp, hike, and utilize equestrian trails.

In addition to the main Poteau campus, CASC branch campuses are located in Sallisaw and Idabel, Oklahoma.

The CASC Sallisaw campus opened in the spring of 1979. Initially, all classes were taught in public school facilities. In the fall of 1990, classes were moved to a vacant elementary school building. In 1992, CASC Sallisaw began operating in its current location in the Sallisaw Industrial Park. At that time, six classrooms were available to serve 170 students.

Continued rapid enrollment created the need for additional space, and in the summer of 2000, a state bond issue was passed to expand the Sequoyah County campus. The bond issue did not generate the necessary revenue to fund the planned 25,000 square foot addition. Local business leaders, however, were successful in the introduction and subsequent passing of a half-cent sales tax increase for a four-year period. As a result, construction on the expansion began in August 2001 and was completed the following summer.

Today, the CASC Sallisaw campus is a spacious, modern facility with state-of-the-art technology, computer labs, science labs, and a large multi-purpose area that regularly hosts local civic and community outreach events. CASC Sallisaw is currently on plan to serve 1,000 or more students by the year 2005.

CASC is also serving students in Southeastern Oklahoma through branch campus of Southeastern Oklahoma State University, providing complete Associate's and Baccalaureate degree programs at the E.T. Dunlap Center.

BOARD OF REGENTS

Two governing boards along with the President of CASC direct the operations and establish policy for Carl Albert State College. These regents are appointed by the Governor of Oklahoma and legislature approved. All hiring of college personnel is done with CASC Regent Approval.

2012-2013 CASC Board of Regents:
Chairman- Deanna Reed, Poteau
Vice Chairman- Jenna McBee, Poteau
Secretary- Bill J. Barber, Poteau
Jerry Hetherington, Sallisaw
Ron Lawson, Spiro
Carroll Huggins, Stigler
Lavon Williams, Poteau

OFFICE OF THE PRESIDENT

Dr. Brandon Webb is the President of Carl Albert State College and his office is located in the F.L. Holton Business Center. The President of the College is responsible for all phases of the college operations and programs. This office works closely with the CASC Board of Regents and the Oklahoma Board of Regents to implement established educational and institutional policy and guidelines.

ACADEMIC AFFAIRS OFFICE

This department is directly responsible to the President and administers regent policies affecting instruction, learning, and curriculum. Division chairpersons guide the five academic departments, their programs of study, and instructors. This office handles class scheduling; college catalog publishing administers academic forgiveness policies, teacher evaluation and oversees the enrollment process. Dr. James Yates is the Vice President for Academic Affairs. The Office for Academic Affairs is located in the Diana Reed Science & Math Center. The Academic Affairs website address is:

<http://www.carlalbert.edu/academics>

STUDENT AFFAIRS OFFICE

The Office of Student Affairs offers a variety of services to the student to enhance their academic and personal growth. Basic services under the direction of Student Affairs include career planning and placement, intramural sports, housing, student government, student advisement and counseling, and student activities. Other offices included in this division are Student Support Services, Upward Bound, Educational Opportunity Center, and Intercollegiate Athletics. The Vice President for Student Affairs is Leah McLaughlin. The Office of Student Affairs is located in Hemphill Hall. The Student Affairs website address is: http://www.carlalbert.edu/student_affairs

BUSINESS OFFICE

The Business Office is located in the Hemphill Hall deals with all college fiscal transactions including payroll, insurance enrolling and correspondence, employment records, and student tuition accounts. Payment of tuition and other institutional fees are to be paid at the Business office.

The payroll clerk disperses checks on the final working day of each month. Employees will be notified by memo if an alternate day of check dispersion is scheduled. Faculty load sheets determine the hours and rate instructors are paid. Generally, instructors are paid in four monthly installments.

All travel requests', P.O.'s for purchases, and any other college issued funds are handled through this office. Business office is supervised by the Chief Financial Officer.

Any teaching materials required by the instructor for class can generally be purchased in the bookstore. The instructor should notify the Division Chair that a purchase is required and to receive prior approval.

Adjunct Instructor Responsibilities and Duties

1. Follow and communicate course syllabi and course policies.
2. Present course content effectively.
3. Maintain the evaluation of student performance and outcomes-based assessments.
4. Maintain **accurate** daily attendance records of students, notify students when their attendance adversely affects their achievement, and report non-attendance/excessive absenteeism.
5. Submit grade and attendance reports on time to the Office of Admissions and Records.
6. Communicate effectively and promptly to students.
7. Participate in Course evaluations.

ADJUNCT FACULTY RESPONSIBILITIES

Before Classes Begin:

- **Complete and return** the following forms to the Payroll Department. Contact Vicki Hill in Human Resources, Dr. Yates, or Dr. Harrell for any additional help in obtaining forms.
 - W-4
 - I-9
 - Request for Addition to Faculty Master
 - Loyalty Oath
 - CASC Application and Supplemental Employee Information Form
 - CASC HAZCOM Receipt Form
 - Oklahoma New Hire Reporting Form
 - Automatic Deposit Transmittal

These forms must be on file in the Payroll Office before your paycheck will be issued.

- **Overload pay** is paid over a four month period. In the fall, the months are September, October, November, and December. In the spring, the months are February, March, April, and May. Summer months are June, July, August. Second 8 weeks are April and May.
- Obtain desk copies of your textbooks, course syllabus and outline from Dr. Harrell.
- Locate your classroom(s) and exact time(s) of the class(es) you will be teaching.
- If you are planning to teach an online class, you ***must*** have attended Blackboard training prior to the beginning of the semester in which you would like to teach.
- Check with your Division Chair for the procedures used to obtain a grade book and/or other supplies you will need from the bookstore. If you do not plan to use a grade book, you will need to utilize an alternative method such as an Excel Spreadsheet to keep track of your grades. **YOU will be responsible for ensuring that grades are posted correctly into the PX system, therefore you must make sure that either Dr. Yates or Dr. Harrell has a copy of your grades AND that your correct contact information is available so that the Registrar's Office can contact you if necessary.**
- **Read the catalog to know the mission** of the institution and the general rules and regulations. The Catalog is online at:
- **Prepare a syllabus** for your students concerning your policies on absences, tardiness, breaks, grades, make-up tests, cell phones, weather, etc. Make sure your name, course information, and contact information is clearly addressed. Make sure you list all the ways you

prefer to be contacted. You should include your assigned Carl Albert email address. **You must also check your email regularly!**

- **Turn in your current course syllabus** and semester outlines indicating course objectives and competencies and course outline to Division Chairs, Dr. Yates, and Dr. Harrell.
- **Use your syllabus to develop lesson plans.** Having lesson plans are vital to meeting the objectives of your class. Update your course materials as needed and include those updates in your course folders.
- If you are teaching a lab course, review all safety procedures.
- When needing to schedule audio-visual and/or other equipment, contact the Library at least two days in advance.
- Carl Albert State College typically utilizes email for the majority of its communication but it is still necessary for you to locate your mailbox just in case.
- **Consult** with your Division Chair, Dr. Yates, or Dr. Harrell for information regarding faculty meetings. Full-Time faculty are required to attend Professional Development days at the beginning of the fall semester as scheduled by the Vice-President of Academic Affairs. Dr. Harrell will inform Sallisaw Adjunct instructors of any faculty meetings they need to attend and Dr. Yates will inform Poteau Adjunct instructors.
- Check the institutional calendar for holidays, due dates, etc.
- In Sallisaw, Check with Dr. Harrell about procedures for support with typing, duplication, etc.
- Full-Time instructors **must** plan for and post office hours. Adjunct instructors are not required to maintain office hours but it is important that they **communicate promptly** and be available if any student needs help.

Download your class rosters before classes begin. You will need these rosters the first day in order to ensure that students who are enrolled attended and any students who are not enrolled will need to be added.

- Log onto the Vikeconnect
- User Name and Password
- Click on the tab *Faculty*
- Select Course Roster

Check online rosters for **two weeks** after courses begin in order to account for all your students. **ALL instructors are to take attendance at EVERY CLASS MEETING throughout the semester** and to report any discrepancy promptly to the Admissions Office.

During the Semester:

- **TAKE ATTENDANCE AT EACH CLASS MEETING.** Continue to compare your rosters to actual students in the class.
- Check your calendars on the faculty tab. Anita Sutter will keep you updated on important dates related to grades, etc.
- Shortly after the end of the 2nd week of class, Anita Sutter will open the “No Show” list. **All instructors are required to review their rosters and indicate if a student has not attended class.** IMPORTANT: if a student attended even one day, you cannot mark him or her as a “No Show.” Also, **IF you do not have any No Shows, you must STILL indicate that you there are NO no shows in your class!**
 - Log onto the Vikeconnect
 - User Name and Password
 - Click on the tab *Faculty*
 - Select tab *Grade Entry*
 - Select the student’s name
- **ALL NO SHOWS MUST BE SUBMITTED to Anita Sutter by 11:59 pm am on Tuesday, August 28!!!**
- Viking Alerts are part of the retention program used by CASC. Viking Alerts are early warnings, which are mailed to students to inform them they are in peril in a particular class. The retention officer, Shalom Staats, will let you know when to start and stop sending Viking Alerts. The Viking Alert form requests name, ID number, course number and section, and the reason for the alert.
- After about 12 weeks of class (6 for summer classes), Anita Sutter will open the “AW” list. AW’s are used to drop students who are disciplinary problems or students who have stopped coming to class. If a student is sporadically attending, then you should not “AW” him or her. Anita will let us know what to do when the time comes.
- If you have to be gone from class, be sure and contact your division chair (or Dr. Harrell, if you are on the Sallisaw campus) with information on how your class is being covered.
- Student evaluations of instructors are given every semester. These evaluations are used to improve the course and are made available to faculty the following semester.
- **Provide timely feedback to students regarding their progress in the class. It is important that students know their academic standing in the classroom. RESPOND PROMPTLY TO ALL STUDENT COMMUNICATIONS!!!!!!!**
- If you have any issues related to the classroom itself or with classroom technology, contact your division Chair, Dr. Yates, or Dr. Harrell.

At the End of the Semester:

- The Admissions Office will distribute a schedule of final exam dates and times at least three weeks prior to the first final exam. Final exams will be given at advertised times during a semester. It is the responsibility of the instructors to notify the students of the date of the final exam and to decide what material the student should be tested over. The course syllabus should reflect the instructor's intention. Instructors will be **REQUIRED** to give a final for each course taught unless they have received permission from the Vice-President of Academic Affairs to not give a final. **No exceptions.** The final class period is included in the minutes required by the OSRHE.

The Office of Admissions will inform faculty when the Grading module of the portal is opened. Final grades are to be returned to the Office of Admissions and Records no later than **10:00 a.m.** on the last day of finals week.

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- Anita Sutter will open the grade module for finals. All grades are due in by 10:00 a.m. on the last day of finals week. Anita will provide directions when it is time.

- Log onto the Vikeconnect
- User Name and Password
- Click on the tab *Faculty*
- Select *Grade Entry*

- **One more time:** Make sure you leave a copy of your grades with Dr. Yates, Jessica, Dr. Harrell **or** contact information with Anita so that she can contact you after the term is over.

- If you are an ADJ and you are not teaching the next term, you must leave all materials with your Division Chair, Dr. Yates, or Dr. Harrell. All books, supplemental materials, a copy of your grades and any other items must be returned before you leave.

NO SHOWS

Instructors are required to keep and record attendance of students. The instructor will drop automatically those who do not attend classes in the first week of classes. The Admissions Office will inform faculty that the **No Show module** on the portal is opened and all faculty should, at that time, drop any student who has **NEVER** attend class. Admissions attempts to inform students they have been dropped and all charges should be deleted. **August 28 is last day for all instructors to turn in No Shows (by 11:59 pm).**

When recording NO SHOWS on the Portal:

- **RECORD** as “Never Attended” (Even if you have 0 No Shows, you still need to record that you have 0 No Shows!)
- **PRINT** off No Show roster for EACH class you are teaching.
- **SUBMIT** No Shows electronically.
- **TAKE** your No Show rosters to your Division Chair and sign your Load Sheet.

The purpose for this process is to make both Load Sheets and No Shows an easier, more efficient task for all involved. **REMEMBER: It is IMPERATIVE that NO SHOWS are turned in by 11:59 pm on Tuesday, Aug. 28.**

OFFICE HOURS

Full-Time Faculty- is required to post and maintain a minimum of 12 (12) office hours during which a student can visit. The office hours of each instructor are to be posted outside the instructors' office door. These hours are to be included in the course syllabus and a copy filed with the Vice President of Academic Affairs.

Adjunct faculty- is not required to have office hours. However, all faculty, including adjunct, is expected to meet with students who need additional help or advice. Adjunct faculty on the Poteau campus is provided with office space near each individual division office which may be used for that purpose. Please check with the Division Chair concerning appropriated/available office space. The adjunct faculty room in Sallisaw is located in 8038. Adjunct offices are shared with other adjunct faculty.

THE COURSE SYLLABUS

A syllabus should outline the course description and other major outlines of the course. A syllabus is on permanent file in the Office for Academic Affairs and is part of the instructional records of the college.

Before attempting to generate a new syllabus, check with the Academic Affairs Office for a copy of one on file. When a syllabus is created for either a new course or new book edition, forms for completion are available in the Office for Academic Affairs. The syllabus should be given to the students the first day of class with time devoted to reviewing its details. Once the syllabus is explained, the student has the obligation to understand its content just as the instructor has the obligation to abide by its commitment.

A Sample Course Syllabus Template is found at the end of the handbook.

TEACHING PLANNING

An instructor must be prepared for Lecture or class. Adequate planning will assure that class objectives are being met. There are three key elements to a formal teaching plan. They are the course syllabus, the course outline, and the lesson plan.

The lesson plan is a tool the instructor uses for day-to-day operation of classroom instruction. Its composition depends on instructor and course taught. The course outline assembles the daily lesson plans and structures them into a blueprint of the material to be taught. Course objectives should be considered and used as a guideline when generating the outline.

It is suggested that the lesson plans for a course be accumulated and filed chronologically in a permanent place. This will yield an uncomplicated system for reference and review and ease the process of updating.

ACADEMIC FREEDOM AND RESPONSIBILITIES

The ultimate school authority rests with the board of Regents and it should be the responsibility of the faculty and administration to investigate in a timely and competent manner all questions relative to academic freedom and responsibilities of the teacher and to recommend appropriate action to the administration and to the Board. The following guidelines are appropriate to this statement.

Society, to remain free, requires citizens to be not only well schooled in the traditional knowledge, but more fundamentally, capable of critical evaluation of both new and old ideas. An institution of higher education can best foster growth in a democratic society when both student and teacher can freely participate in the process of sifting and weighing traditional approaches and creating and evaluating new ones. Through the community and its college, society should provide an academic atmosphere in which questioning is encouraged, where alternatives can be explored, where one may follow where inquiry leads. It is, therefore, imperative that the teacher enjoy full freedom in the discussion of his/her subject and related matters both in and beyond the classroom, the ultimate purpose of such freedom being the pursuit of truth.

As a citizen, the teacher is entitled to all the personal and civil liberties pertaining thereto, and his/her legal exercise of these privileges should in no way prejudice his/her position as a member of the teaching staff.

As a teacher, his/her right to express himself/herself in matters of college policy shall not be denied or abridged, nor should such expression jeopardize his/her academic position.

When the teacher speaks of rights as a citizen, he/she should be entirely free from institutional censorship or discipline, but his/her special position in the community obliges his/her to remember that the public may judge his/her profession and his/her institution by the validity of his/her opinions and the manner in which he/she should indicate that he/she is not an institutional spokesman.

Whenever the teacher speaks or writes as a citizen or as a teacher, he/she should strive to be accurate and objective, to exercise appropriate emotional restraint, and to show respect for the convictions of others.

PERFORMANCE EVALUATIONS

The Division Chairperson will be responsible for administration of the evaluation forms to all faculties, including associate and full-time. These forms are distributed and completed during the fall semester. The requisite forms will be dispersed once a year during a specified week by the Office of Academic Affairs and are kept on file in this office. The evaluation model is composed of four parts:

- Student evaluation of teaching performance,
- Student evaluation of advisement performance,
- Faculty self-evaluation, and
- Supervisor evaluation of the faculty.

Evaluations of the instructor are administered primarily to improve teacher performance and effectiveness, but can also be used as criteria for salary increases and promotion. Any action of personnel retention or dismissal shall be exclusive responsibility of the CASC Board of Regents.

CLASS ATTENDANCE

Instructors are required to record absences in their classes and should define in their syllabus and during the first class period the class policy on irregular attendance. A student who has not attended the class a sufficient number of days and is in danger of failing should be identified by the instructor and officially notified by mail. Faculty are required to take daily attendance and maintain accurate attendance records.

If a student misses too many days, he/she will be dropped from the class.

CLASS CANCELLATION

Students will be informed of class cancellations and given time to change their schedules accordingly. Generally, the instructor is made aware prior to the first day of class of the enrollment numbers. It is the responsibility of the instructor to meet the first day of scheduled classes and advise them of low enrollment numbers.

Classes may be canceled because of low enrollment or other reasons. The instructor will receive official notice of class cancellation by the Dean of Instruction. The Admissions Office will officially drop a student from a canceled class with no tuition incurred. Although no action is required of the student to drop a canceled class, it is the responsibility of the student to add an additional class or section.

CLASSROOM GUIDELINES

Several guidelines of classroom behavior are to be observed by the students and enforced by the instructor. They are:

1. Eating, drinking, smoking, or tobacco products are not permitted in the classrooms.
2. Students are to behave like adults in the classroom.
3. The instructors have the right to ask any student to leave if they are disrupting the class.
4. The instructor may at his/her discretion forbid visitors during the class period.

CLASSROOM VISITORS

The policy for visitors in the classrooms is dependent on the class and the instructor. If the class is too full or too intense the instructor may ask for no visitors during class periods. Visitors include both children and adults.

GRADE BOOK

A grade book is to be kept by all instructors to record grades and absences of the each student. A grade book may be obtained from the division chair.

GRADING

Semester grades are to be reported to the Office for Admissions and Records no later than the following Monday after the last day of final exams. You can access the website at <http://enrollment.casc.poteau/exweb/>. Follow the directions found in Appendix D. Be sure your online rosters match your grade book.

GRADING POLICY AND STATEMENT

Grading is the procedure of assigning grades or values to the evaluation process. By using a syllabus as a guideline, an instructor should determine what is the minimum information necessary for a student to receive a passing grade, what content is basic for the student to move to the next course or utilize the material in meaningful ways. Once the procedure is set, numerical scores can be used to identify cut-off points. All instructors are expected to assign letter grades consistent with grading policy recognized by Carl Albert State College. Carl Albert State College uses a letter grade system.

GRADE APPEALS

Students may appeal a final grade, provided a solution cannot be reached through proper academic channels. Students should first contact their instructor and then the Division Chair if resolution is not satisfactory. Appeals for the purpose of challenging a final grade must be made to the Academic Affairs Committee within 90 days after the grade in question appears on the permanent record. Grade Protest information is available from the Office of Admissions and Records.

EXPLANATION OF GRADES

▪ LETTER GRADES A,B,C,D,F

Letters A,B,C,D,F designate the grade an instructor assigns measuring the academic performance earned by a student. The Office of Admissions records on the student's transcript the grade they earned in a class. A four-point scale is used in computing the GPA.

- **INCOMPLETE**

An instructor can award a letter grade of "I" to a student who did not complete all the course requirements for the semester but who has the major portion of the coursework accomplished with a passing grade. The instructor must agree to give the student an "I" prior to the final recording of grades the end of the semester. An "I" is not to be given without approval from the Dean of Instruction

- **AUDITING COURSES**

Students who are interested in learning course material but do not seek a course grade may enroll in the course in audit status. No letter grade will be given and a student is not required to take the examinations; the transcript will record a letter grade of AU. A student may change to audit status within the first 10 days after classes have begun with a \$5.00 fee assessed for the course change. Tuition will be assessed the same amount per credit hour for audit as for credit.

- **ADMINISTRATIVE WITHDRAWAL**

Students may be administratively withdrawn (AW) only under certain circumstances, usually health- or finance-related. Excessive absences are no longer considered grounds for an AW. The AW must be approved by the Division Chair and the Vice President of Academic Affairs. Administrative withdrawals are not calculated in the GPA. See your Division Chair if you have a situation that may require an administrative withdrawal. If you have questions regarding the wording on your syllabus, please contact your Division Chair.

- **WITHDRAWAL**

A student can initiate withdrawal procedures and have a "W" grade recorded on the transcript. A grade can be recorded for this type of withdrawal as either GPA neutral or an "F". An "F" grade is calculated into GPA and is dependent upon the time during the semester in which the student withdraws. No withdrawals will be permitted after the Friday prior to finals week.

- **PETITION FOR CHANGE OF GRADE**

A student may challenge a grade received in any course by making petition to the Academic Affairs Committee within 90 days after the grade in question appears on the permanent record. When a time has been set for the student to appear before the Academic Affairs Committee, the student should bring a copy of his/her transcript, semester class schedule, course grade, course exams/papers, and other documents the committee deems appropriate. Appeals should be directed to the Office of Academic Affairs.

EVALUATION AND EXAMINATION

Exams should be structured to review the information presented in lectures, discussion periods, textbook assignments, and assigned outside readings. Several evaluations are necessary to get an accurate measure of the student's knowledge. Using only one or

two examinations puts a burden on the instructor to construct an exam that covers important information thoroughly and can be completed successfully in one or two hours.

Students should be made aware of the evaluation and grading process used in the class and the policy should be applied uniformly. Because examinations may take only a partial part of the class time, plan to use the rest of the allotted time instructionally rather than dismissing the class.

MAKE-UP EXAMS

The instructor has full discretion to determine whether to allow make-up exams and when to give them. The instructor should indicate in the course syllabus the policy on make-up exams.

FINAL EXAMS

The Admissions Office will distribute a schedule of final exam dates and times at least three weeks prior to the first final exam. Final exams will be given at advertised times during a semester. It is the responsibility of the instructors to notify the students of the date of the final exam and to decide what material the student should be tested over or if a final exam is to be given. The course syllabus should reflect the instructor policy.

SAMPLE COURSE SYLLABUS TEMPLATE

Course Prefix Number Title

Semester Year

CASC Mission Statement: *Carl Albert State College provides affordable and accessible educational experiences of exceptional quality which foster student success.*

SCHOOL: Carl Albert State College

DIVISION:

COURSE NUMBER/TITLE: PREFIX NUMBER TITLE

INSTRUCTOR:

Name

Office Phone:

Office

Email: @carlalbert.edu

Office Hours:

TEXTBOOK(S):

Last name, First name. *Title*. Edition. City of Publication: Publisher, Copyright date. **(Required)**

Last name, First name. *Title*. Edition. City of Publication: Publisher, Copyright date. **(Optional)**

OPTIONAL MATERIALS

OTHER POSSIBLE INSTRUCTIONAL MEDIA

COURSE DESCRIPTION AND PREREQUISITES: [from CASC CATALOG]

GENERAL EDUCATION OUTCOMES:

1. Demonstrate Knowledge
2. Think Critically
3. Communicate Effectively
4. Practice Global/Civic Awareness

GOALS/OBJECTIVES:

1. GOAL/OBJECTIVE
2. GOAL/OBJECTIVE
3. GOAL/OBJECTIVE
4. GOAL/OBJECTIVE

COURSE OUTCOMES:

1. Learning Outcome
2. Learning Outcome
3. Learning Outcome

PERFORMANCE ASSESSMENT:

Grade Scale: Standards

A: 90-100:

B: 80-89:

C: 70-79:

D: 60-69:

F: Below 59:

COURSE REQUIREMENTS:

- 1. Assignment.** Description of Assignment, Grade Value/Percentage, Due Date.
- 2. Exams.** Description and number of Examinations, Grade Value/Percentage, Exam Date.
- 3. Assignment.** Description of Assignment, Grade Value/Percentage, Due Date.

EVALUATION AND GRADING [SAMPLE]

<u>Assignments</u>	<u>%:</u>
	%
	%
	%
<u>Final Exam</u>	<u>%</u>
	100%

STUDENTS WITH DISABILITIES:

Carl Albert State College complies with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990. Students with disabilities who need special accommodations should make their request in the following way:

- * Talk with your instructor after class or during hours about your disability or special needs related to work in class AND
- * Complete the Request for Special Accommodations Form with the ADA Coordinator located in the Guidance Center in office HH112 D.

CLASS ATTENDANCE:

Punctual and regular class attendance is expected of all students enrolled at Carl Albert State College. A student is expected to attend every class and laboratory for which he or she has registered. Each instructor will make known to the student his or her policy with respect to absences in the course. It is the student's responsibility to be aware of this policy. Being prepared for class in advance and participating on a regular basis is a vitally important ingredient for academic success. At the beginning of each semester, every instructor will distribute a course

syllabus and clearly state his or her attendance policy. It is the student's responsibility to inquire of the instructor if there are questions.

It is also the responsibility of the student to consult with his/her instructors when an absence must be excused. Instructors are given the prerogative of determining the excusableness of student absences except absences for school-sponsored activities and legally required jury duty, which shall be deemed excusable. A student is also responsible for all class work covered during his/her absence from class, even in classes in which he/she is able to satisfy the instructor that the absence was unavoidable. Failure to attend class regularly may result in a recommendation for the student to withdraw from class or from College. Students who cease attending a class but do not withdraw from that class may receive a grade of F for the course. Attendance will be taken in each class at Carl Albert State College each time that class meets. (CASC Policy and Procedures Manual, p. 16)

[ADD Specific/detailed Attendance policy]

CELL PHONE POLICY [ADD Specific/detailed Cell Phone policy]

LATE WORK AND MAKE UP EXAM POLICY [ADD Specific Late work/Make up exam policy]

ACADEMIC INTEGRITY AND PLAGIARISM POLICY

The following will apply in connection with academic dishonesty:

- A. The instructor and his/her Division Chairperson have final authority over the grades given to students or the lowering of grades because of cheating or plagiarism.
- B. The term "cheating" includes, but is not limited to:

1. The use of any unauthorized assistance in taking quizzes, tests, or examinations.
2. Dependence upon the aid of sources beyond those authorized by the instructor in writing papers, preparing reports, solving problems, or carrying out other assignments.
3. Acquisition, without permission, of tests or other academic material belonging to a member of the college faculty or staff. The term "plagiarism" includes, but is not limited to, the use, by paraphrase or direct quotation, of the published or unpublished work of another person without full and clear acknowledgment. It also includes the unacknowledged use of materials prepared by another person or agency engaged in the selling of term papers or other academic materials.

If it is established that cheating or plagiarism has more than likely occurred:

- C. The instructor may take appropriate disciplinary action, which may include the awarding of an "F" on the particular assignment or in the course.
- D. The instructor will make a report of the incident and of action taken to the Vice President for Academic Affairs.
- E. The student will receive a copy of the report if s/he desires and may appeal the decision of the instructor to the Academic Affairs Committee.

F. The student and instructor may meet individually with the Academic Affairs Committee to present documentation pertinent to the appeal. Once the Academic Affairs Committee renders its decision, the appeal process is concluded.

FACULTY COMPLAINT PROTOCOL

A student who feels he or she has serious grounds and evidence to demonstrate unfair treatment by a faculty member may file a formal written complaint with the division chair. First, however, the student is encouraged to visit with the faculty member on an informal basis to discuss the situation. If, after that visit, the student still wishes to file a formal complaint, the division chair will call a meeting between the student and the faculty member to discuss the complaint and any further action. If the issue still remains unresolved, the division chair, faculty member, and student will meet with the Vice President of Academic Affairs.

GRADE APPEAL PROTOCOL

Students may appeal a final grade, provided a solution cannot be reached through proper academic channels. Students should first contact their instructor and then the Division Chair if resolution is not satisfactory. Appeals for the purpose of challenging a final grade must be made to the Academic Affairs Committee within 90 days after the grade in question appears on the permanent record. Committee decisions are final. Information concerning procedures to be followed is available from the Office of Admissions and Records. (CASC Catalog, p. 74)

AW Statement

An Administrative Withdrawal (AW) may be assigned by the instructor or the Office of Academic Affairs to indicate that a student has been "involuntarily" withdrawn from class(es) after CASC's Add/Drop Period for a special reason (i.e. disciplinary action, health issue, etc.). Administrative withdrawals are GPA neutral but do affect a student's financial aid.

COURSE OUTLINE AND TENTATIVE SCHEDULE: [SAMPLE]

Month

Week 1 Introduction; Content
Week 2
Week 3
Week 4

Month

Week 5
Week 6
Week 7
Week 8

Month

Week 9
Week 10
Week 11
Week 12

Month

Week 13
Week 14
Week 15
Week 16
Week 17 **Final Exam: Day, Month Day: Time**

Due Dates:

Assignment #1 DUE: **Day, Month Day**
Assignment #2 DUE: **Day, Month Day**
Mid-term Exam: **Day, Month Day**
Final Exam: **Day, Month Day**

CLASS CONDUCT:

NOTE: The instructor reserves the right to make any changes in the syllabus he or she deems necessary.

NOTE II: **ALL** correspondence between the instructor, college, and student will be conducted through CASC campus email. Students are **REQUIRED** to check their CASC email account.