Adjunct Information

http://www.palmbeachstate.edu/adjunctfacultyresources/  2013-2014
Dear Faculty:

Welcome to the Social Science Department at Palm Beach State College’s Lake Worth Campus. We are looking forward to working with you!

I believe you will find teaching in this department to be rewarding and uplifting. Whether new to the department or an experienced veteran, please make certain to stop by from time to time. Our office is typically open from 8:00a.m. to 5:00p.m., but you will often find us here in the early evening.

We are here to support you all. If you have questions or concerns, or if you need supplies or advice, please do not hesitate to contact us.

Sincerely,

Susan Caldwell
Associate Dean
Table of Contents

Department Snapshot .................................................................................................................. 3

Department Resources .............................................................................................................. 4

  Social Science Department ....................................................................................................... 4
  Department Chair Responsibilities .............................................................................................. 4
  Classroom Keys ........................................................................................................................ 5
  Scantron Machines .................................................................................................................... 5
  Adjunct Workroom .................................................................................................................... 5
  Adjunct/Student Workroom ....................................................................................................... 5

College Resources ................................................................................................................... 6

  Human Resources Information .................................................................................................. 6
  Payroll ....................................................................................................................................... 6
  Instructor Email ........................................................................................................................ 6
  Instructional Support Center (ISC) .............................................................................................. 7
  Professional Teaching and Learning Center (PTLC) ............................................................... 8
  Media Technology and Instructional Services (MTIS) ............................................................. 9
  Library Learning Resource Center (LLRC) ............................................................................. 11
  Student Learning Center (SLC) ............................................................................................... 13
  Testing Center .......................................................................................................................... 13
  College-Wide Student Counseling Center ............................................................................ 14
  Disability Support Services ..................................................................................................... 15
  College Emergency Alert System ............................................................................................ 15
  Hurricane Preparedness Plan ................................................................................................. 15
  Security Office ......................................................................................................................... 16

Adjunct Responsibilities ............................................................................................................ 17

  Course Assignments and Confirmation .................................................................................... 17
Adjunct Update Meeting.................................................................................. 17
Instructor Absences...................................................................................... 17
Instructor Observations................................................................................ 17
Instructor Syllabi.......................................................................................... 18
Faculty Web Page......................................................................................... 18
Class Rosters............................................................................................... 18
WN Grades.................................................................................................. 20
Cancelled Classes ....................................................................................... 20
Recordkeeping and End-of-Session Checkout.............................................. 21
Limited BlackBoard..................................................................................... 21
Early Alert Referral/SCORE........................................................................ 22
Textbooks and Course Materials................................................................. 22
Classroom Security...................................................................................... 22
Field Trips.................................................................................................... 22
Required Training....................................................................................... 23
Benefits........................................................................................................ 24

Cosmetology............................................................................................... 24
Dental Hygiene Care Center....................................................................... 24
Life and Work Resources.......................................................................... 24
Massage Therapy...................................................................................... 24
Theater......................................................................................................... 25
Wellness/ Fitness Center............................................................................ 25

Appendix...................................................................................................... 26

Pre-Contract Form...................................................................................... 26
Class Roster................................................................................................. 27
End of Session Check-Out......................................................................... 28
Semester Term Dates.................................................................................. 29
# Department Snapshot

<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
<th>Office</th>
<th>Phone</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dr. Irving Berkowitz</td>
<td>Dean of Academic Affairs</td>
<td>TE 112</td>
<td>(561) 868-3218</td>
<td><a href="mailto:berkowii@palmbeachstate.edu">berkowii@palmbeachstate.edu</a></td>
</tr>
<tr>
<td>Susan Caldwell</td>
<td>Associate Dean</td>
<td>SS 101.2</td>
<td>(561) 868-3339</td>
<td><a href="mailto:caldwels@palmbeachstate.edu">caldwels@palmbeachstate.edu</a></td>
</tr>
<tr>
<td>Mary Guzman</td>
<td>Administrative Assistant</td>
<td>SS 101</td>
<td>(561) 868-3326</td>
<td><a href="mailto:guzmanm@palmbeachstate.edu">guzmanm@palmbeachstate.edu</a></td>
</tr>
</tbody>
</table>

## Department Chairs

<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
<th>Office</th>
<th>Phone</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dr. Victor Aikhionbare</td>
<td>Anthropology, Geography, History, Philosophy, Political Science, Religion, Sociology</td>
<td>SS 209</td>
<td>(561) 868-3338</td>
<td><a href="mailto:aikhionv@palmbeachstate.edu">aikhionv@palmbeachstate.edu</a></td>
</tr>
<tr>
<td>Dr. E. Andrew Blair</td>
<td>Psychology</td>
<td>SS 107</td>
<td>(561) 868-3776</td>
<td><a href="mailto:blaire@palmbeachstate.edu">blaire@palmbeachstate.edu</a></td>
</tr>
<tr>
<td>Prof. Suzanne Duff</td>
<td>Human Services</td>
<td>SS 218</td>
<td>(561) 868-3461</td>
<td><a href="mailto:duffs@palmbeachstate.edu">duffs@palmbeachstate.edu</a></td>
</tr>
<tr>
<td>Prof. Colleen Fawcett</td>
<td>Early Childhood, Teacher Education</td>
<td>SS 118</td>
<td>(561) 868-3349</td>
<td><a href="mailto:fawcettc@palmbeachstate.edu">fawcettc@palmbeachstate.edu</a></td>
</tr>
</tbody>
</table>

**Fax:** (561) 868-3327  
**Faculty Workroom & Mailboxes:** SS 103.1  
**Adjunct/Student Workroom:** SS 219  
**Code:** 0704  
**Code:** 0214#
Department Resources

Social Science Department
The Social Science Department, comprised of Mary Guzman and Susan Caldwell, is here to support you. Contact the department if you:

- need instructional supplies,
- need a classroom key,
- have a problem with the any equipment in the classrooms or Faculty Workroom,
- are unable to reach the Department Chair, and/or
- need to stop by for a chat or a cup of coffee!

If you are uncertain whether your request should go to the Department Chair or the department, just ask us!

Website: http://www.palmbeachstate.edu/programs/socialscience/

Department Chair Responsibilities
The Department Chairs are here to support you and your instructional needs. Do not hesitate to contact them with your questions or concerns. Department Chair duties with regard to adjunct instructors include:

- developing the class schedules for each term,
- assigning adjunct instructors to the classes,
- working with adjuncts to ensure the College and departmental policies are followed (i.e. submitting syllabi, turning in grades, observing College holiday policies),
- conducting adjunct observations,
- mentoring new adjuncts,
- ordering and distributing textbooks,
- requesting materials/supplies be ordered for adjuncts, and
- responding to student concerns and issues regarding adjuncts.
Classroom Keys
Classroom keys will be distributed at the Adjunct Update Meeting (fall and spring terms) or may be picked up at the Inventory Office at each campus prior to the start of the course. You must sign that you have received your key. Once classes for the term are completed, please return your key. The Administrative Assistant will supply you with an envelope and directions for returning your key as part of the End-of-Session Checkout. If you need to contact the Inventory Office at your campus:

Lake Worth Campus
  Room:  FC131
  Phone: (561) 868-3508

Belle Glade Campus
  Phone: (561) 993-1158

Boca Raton Campus
  Phone: (561) 862-4616 (Day) or (561) 862-4800

Palm Beach Gardens Campus
  Phone: (561) 207-5620

Scantron Machines
On the Lake Worth Campus, there are scantron machines located in the Professional Teaching and Learning Center (PTLC), the Testing Center, and in the Adjunct Workroom in the Social Science building (SS103.1).

Adjunct Workroom
Your mailbox is located in the Adjunct Workroom on the first floor of the Social Science building in room SS 103.1. This room also includes a computer, printer, and copy machine for your use. This room is for instructor use only, so please do not allow students or others into the room.

Adjunct/Student Workroom
There is an Adjunct/Student Workroom on the second floor of the Social Science building (SS 219). This is a place where you can meet with your student(s) before or after class.
College Resources

Human Resources Information
The Human Resources main phone number is (561) 868-3114. Please visit the website for information regarding benefits, employment, employee relations, equity programs, employee learning opportunities, and other services of human resources. Website: http://www.palmbeachstate.edu/hr/.

Payroll
Pay dates are the 15th and the last day of each month for full-time faculty. Part-time faculty members are paid according to the adjunct/temporary pay schedule issued by the Payroll Office. If pay dates fall on a weekend or holiday, paychecks will be issued on the preceding duty day. Paychecks will be directly deposited into your bank account. Check out the paycheck schedule on the HR website at http://www.palmbeachstate.edu/hr/Documents/payrolldates.pdf.

Please note; the first paycheck of each term will be issued on the second pay period of the term. The Associate Dean is responsible for time reporting and verification of attendance of all adjunct faculty members. Please report all time off from assigned courses immediately.

If you have any questions regarding your paycheck, please contact Mary Guzman at (561) 868-3326.

Instructor Email
The College assigns a College email address to all employees. The department and the students use the email address when contacting the instructor, so it is important that you use it, too! Communicate with students through College emails only—both yours and the students’.

Accessing your email account is easy. From the Palm Beach State College home page, click on “Faculty/Staff Resources,” and then click on “Outlook Web Mail.” If you have any difficulty accessing your email, call the Help Desk at (561) 868-3100.
Instructional Support Center (ISC)
The ISC is available to assist faculty with their copying and word processing needs. For small copy jobs, there is a copy machine available in the faculty workroom. For larger copy jobs, please use the ISC. Be certain to give the ISC plenty of notice to complete your copy order.

Self-service copy machines may also be available in the ISC on a first come, first serve basis. Please see the Associate Dean’s Office or contact your Department Chair to receive your access code. You may contact the ISC:

Lake Worth Campus
Room: LL 101
Phone: (561) 868-3178
Email: isccentral@palmbeachstate.edu
Hours: 7:30 am – 6:30 pm Monday-Thursday
7:30 am – 5:00 pm Friday
Closed Saturday

Palm Beach Gardens Campus
Room: LLRC 123
Phone: (561) 207-5000
Email: northsupportcenter@palmbeachstate.edu

Boca Raton Campus
Room: BK 107
Phone: (561) 862-4301
Email:iscsouth@palmbeachstate.edu

Belle Glade Campus
Room: CRB 131.5
Phone: (561) 993-1155

*Hours may vary by campus and during the summer and semester breaks.
Professional Teaching and Learning Center (PTLC)
The PTLC has computers with standard College software so you can access your Palm Beach State College email, print class rosters, and input online grading. Several computers have specialized software, and there are scanners available as well. In Lake Worth, there is an adjacent room, which provides an informal setting for sharing ideas, research, and development of teaching techniques.

Lake Worth Campus
Room: LL 102
Phone: (561) 868-3176
Hours: 7:30 am – 9:00 pm Monday-Thursday
       7:30 am – 8:00 pm Friday
       10:00 am – 3:00 pm Saturday

Palm Beach Gardens Campus
Room: LL121
Phone: (561) 207-5817

Boca Raton Campus
Room: CB 203 & BT 114
Phone: (561) 862-4430

Belle Glade Campus
Room: LLRC
Phone: (561) 993-1151

*Hours may vary by campus and during the summer and semester breaks.

To view a welcome video and obtain additional information, check out the PTLC at: http://www.palmbeachstate.edu/ptlc/.
Media Technology and Instructional Services (MTIS)

MTIS is ready to assist faculty with resources including electronic media materials for instruction, presentations, and web support. Contact MTIS staff if you would like to schedule an appointment for training/review on classroom media equipment. Online request forms are available at http://www.palmbeachstate.edu/mediatechnology/.

Lake Worth Campus
Room: LL 106
Phone: (561) 868-3189
Hours: 7:30 am – 9:30 pm Monday-Thursday
        7:30 am – 8:00 pm Friday
        10:00 am – 3:00 pm Saturday

Palm Beach Gardens Campus
Room: LL 222
Phone: (561) 207-5815

Boca Raton Campus
Room: HT 415
Phone: (561) 862-4800

Belle Glade Campus
Room: CRB 117
Phone: (561) 993-1147

*Hours may vary by campus and during the summer and semester breaks.*

Media Equipment Checkout: If you are in a traditional classroom which has only a TV and overhead transparency projector, contact MTIS for additional media equipment that is available for faculty pick-up or delivered by MTIS staff to your room at a previously requested day and time. Available equipment includes: data projector, laptop (a pickup item), DVD/VCR, symposium panel, and slide projector.
Closed Circuit Television (CCTV): CCTV is our in-house video programming delivery system which puts over 8,000 videos/DVDs in the MTIS collection directly into the classroom. View the media collection and video summaries online: http://www.palmbeachstate.edu/mediatechnology/lake-worth/description-of-services/campus-tv-cctv.aspx.

MTIS Media Lab: Students at the Lake Worth campus can use the Media Lab to view required or extra credit video programs. You can leave a list of supplemental videos you feel would benefit your students in a folder at the MTIS office for students to view. MTIS can provide a sign in sheet and student video reaction assignment papers at your request. The Media Lab also offers Internet capabilities and interactive tutorial computers to support programs offered on the Lake Worth campus.

Graphics and PowerPoint: Graphic Services provide computer-based digital design, posters, publication preparation, conventional mechanical paste-ups, design support, and consultation. We can help you with custom PowerPoint design, scanning, dry mounting/foam core, laminating, and black and white and color signs.

Video Production: Do you want to videotape a class lecture, lab project, or special event? To better serve your needs, we recommend that reservations be made well in advance to ensure the availability of equipment and personnel. To begin the process, fill out the video production form online: http://www.palmbeachstate.edu/mtis/forms/video_production.htm.

Information Channel: The Info Channel (Channel 11) is part of the Campus Television Network. The Info Channel is used to advertise club meetings, events, procedures or departmental announcements. The Info Channel can be viewed in various common areas and classrooms throughout the campus.
Library Learning Resource Center (LLRC)
The LLRC provides the following services to you:

Library Homepage: Visit the LLRC website at http://www.palmbeachstate.edu/library/ for the Palm Beach State Library Catalog and other library catalogs, databases for periodicals and newspaper articles (including full-text articles), and Research Help and Tips and Guides (helpful information on style guides, evaluating websites, etc.)

Library Cards: Your Panthercard (All-in-One Card) is your library card to check items out and to access the online databases. The Panthercard is also required when printing or copying in the LLRC.

Ask a Librarian: Need help with research; have a question and can’t find the answer, and the LLRC is closed? Try Ask a Librarian. Chat live, one-on-one, in an interactive online environment on campus or at your home. Go to the LLRC website http://www.palmbeachstate.edu/library/ and choose the Ask a Librarian quick link.

A Collection That Supports Your Class: The process of selecting materials for the library is a cooperative one involving you and the librarians. We strive to have a collection that not only supports the curriculum of the college, but also your needs. The staff encourages you to make recommendations, which support the courses you teach and which supplement the general library collection appropriate to your respective discipline. Submit it via the form on our homepage: http://www.palmbeachstate.edu/forms/suggest_materials.htm or give your requests to a librarian.

Interlibrary Loan: Borrow materials from other libraries through our Interlibrary Loan (ILL) service. You can request periodical articles or books via the web through WorldCat, the library homepage (http://www.palmbeachstate.edu/forms/libloan1.htm) or by completing an ILL form when you are in the library. Request a SEFLIN library card (3rd floor) for on-site privileges at 20 or more participating academic libraries in Southeast Florida.
Reserve Room: Do you have a book or an article that you want your entire class to read? What about having a textbook available for your class? Consider using the Reserve Room. The Reserve Room is a temporary collection of materials placed in the library by faculty to provide limited loan periods and maximum access. Students use the items in the library only. The materials are usually placed in Reserves for the term a course is taught and are returned to you after the term. (The College is required to be in total compliance with the Federal copyright law, so the number of photocopies should not exceed the copy limits as specified by current copyright laws, and you must obtain permission to copy if it does not fall within the copyright guidelines.)

Library Instruction: To introduce your students to resources of the LLRC, you can schedule special sessions that will review the sources that are available in the library. You can also schedule a walking tour of the LLRC. To schedule a class, call (561) 868-3705 or submit your request online: http://www.palmbeachstate.edu/forms/instruction_request.htm. All the librarians are available to show you what is available in the library and how to use the various electronic resources. Make an appointment with the librarian.

Lake Worth Campus
2nd Floor: Periodicals and Newspapers, 3rd Floor: Books
3rd Floor: Books, Circulation, Reserves
Phone: (561) 868-3800
Hours: 7:30 am–9:00 pm Monday-Thursday
       7:30 am–7:00 pm Friday (2nd floor closes at 5pm)
       10:00 am–3:00 pm Saturday
*Hours may vary during the summer and semester breaks.

Palm Beach Gardens Campus
Phone: (561) 207-5800

Boca Raton Campus
Phone: (561) 297-4318

Belle Glade Campus
Phone: (561) 993-1150
Student Learning Center (SLC)

The SLC offers assistance to students who need it. Staff members provide FREE academic support through the labs (Computer, English Writing, Math, Reading, VPI) and Supplemental Instruction.

Lake Worth Campus

<table>
<thead>
<tr>
<th>SLC Lab</th>
<th>Location</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Computer</td>
<td>TC 204</td>
<td>(561) 868-3799</td>
</tr>
<tr>
<td>EAP</td>
<td>TC 210</td>
<td>(561) 868-3205</td>
</tr>
<tr>
<td>English</td>
<td>TC 214</td>
<td>(561) 868-3794</td>
</tr>
<tr>
<td>Math</td>
<td>ETA 230</td>
<td>(561) 868-3208</td>
</tr>
<tr>
<td>Reading</td>
<td>TC 210</td>
<td>(561) 868-3205</td>
</tr>
<tr>
<td>VPI</td>
<td>ETA 235</td>
<td>(561) 868-3795</td>
</tr>
</tbody>
</table>

Palm Beach Gardens Campus

<table>
<thead>
<tr>
<th>SLC Lab</th>
<th>Location</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>BB 207</td>
<td></td>
<td>(561) 207-5207</td>
</tr>
<tr>
<td></td>
<td></td>
<td>(561) 207-5200</td>
</tr>
</tbody>
</table>

Boca Raton Campus

<table>
<thead>
<tr>
<th>SLC Lab</th>
<th>Location</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>BT 207</td>
<td></td>
<td>(561) 862-4495</td>
</tr>
</tbody>
</table>

Belle Glade Campus

<table>
<thead>
<tr>
<th>SLC Lab</th>
<th>Location</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>CRA 106</td>
<td></td>
<td>(561) 993-1183</td>
</tr>
</tbody>
</table>

*Students must have a Panthercard to gain access to the SLC.

Testing Center

If a student needs to make up an exam, you can send the student to the Testing Center. Students are required to bring a photo ID and will be charged a **$5.00 make-up testing fee.** You must fill out a Make-Up Instruction Sheet, which identifies the student(s) who will sit for the exam and gives specifics about the exam such as time limit and deadline. This form can be obtained in the Testing Center or online: http://www.palmbeachstate.edu/testing/.

It is your responsibility to deliver the form to the Testing Center.
Lake Worth Campus
Room: CT 116
Phone: (561) 868-3011 or (561) 868-3012
Email: centraltesting@palmbeachstate.edu
Hours: 8:00am–7:00pm Monday and Thursday
8:00am–8:00pm Tuesday and Wednesday
8:00am–4:00pm Friday

Palm Beach Gardens Campus
Room: BR 135
Phone: (561) 207-5359
Email: northtesting@palmbeachstate.edu

Boca Raton Campus
Room: BT 126
Phone: (561) 862-4324
Email: southtesting@palmbeachstate.edu

Belle Glade Campus
Room: CRA 115
Phone: (561) 993-1125
Email: westtesting@palmbeachstate.edu

*Hours may vary by campus and during the summer and semester breaks.

Note: Students are not permitted to take a make-up exam in the Faculty Workroom, library, or other areas on campus. All make-up exams must be taken in the Testing Center.

College-Wide Student Counseling Center
The college-wide Student Counseling Center is located on the Lake Worth Campus in BK110 (next to the bookstore). The Center supports the academic mission of Palm Beach State College by providing services and programs that help students maintain their emotional well-being in order to achieve their educational goals. Services, provided by a licensed clinical social worker and graduate interns, are limited to brief intervention counseling (4-6 sessions), crisis intervention counseling, veterans
counseling, and referral services. Services are free of charge to students and confidential. Faculty and staff are in a unique position of having direct contact with students and may become a source of support to a student in distress. When presented with an issue that you feel is beyond your knowledge and skill level or to refer a student, contact the Counseling Center: (561)868-3980.

**Disability Support Services**

In order for students to receive accommodations from our Disability Support Services (DSS) Office, students must provide documentation verifying eligibility under the Americans with Disabilities Act (ADA). Depending on the type of disability, a student may be eligible for note taking assistance, a sign language interpreter, or extended time for testing just to mention a few. Detailed information can be found online at http://www.palmbeachstate.edu/disability/.

Contact:

Susan Lang, Director of College-wide Student Programs  
**Phone:** (561) 868-3375  **TTY:** (561) 868-3372

Jelicia Kirk, Manager (Lake Worth Campus)  
**Phone:** (561) 868-3046  **TTY:** (561) 868-3372

**College Emergency Alert System**

Sign up for the College’s emergency alert system to receive text messages regarding any emergencies and/or College closings. Ask your students to sign up as well! Find out more at http://www.palmbeachstate.edu/alert.xml.

**Hurricane Preparedness Plan**

Palm Beach State College has a hurricane preparedness plan, which outlines under what conditions the College would close in the event of an approaching hurricane. You may want to reference the website in your syllabus:

http://www.palmbeachstate.edu/safety/hurricane-preparedness.aspx
Security Office

Parking Decals: Obtain your parking decal at the Security Office. You will need to present your vehicle registration information. There are designated parking areas around campus that are reserved parking spaces for faculty and staff. http://www.palmbeachstate.edu/security/.

Forgot your keys? Call Security. Security is available to open and lock classrooms.

Disruptive Students: You can call Security (bring your cell phone) if you have a situation in your classroom that cannot be controlled.

Note: In the event of immediate threat, danger, injury, or criminal occurrence, call the local authorities by dialing 911.

Lake Worth Campus
Room: SEC 121
Phone: (561) 868-3600
Cell: (561) 324-3531

Boca Raton Campus
Room: BK 107.3
Phone: (561) 862-4600
Cell: (561) 703-1287

Palm Beach Gardens Campus
Room: AD 123
Phone: (561) 207-5600
Cell: (561) 876-1081

Belle Glade Campus
Room: CRA 103
Phone: (561) 993-1120
Cell: (561) 261-0596
Adjunct Responsibilities

Course Assignments and Confirmation
You will receive a pre-contract from the Associate Dean's Office with a tentative teaching schedule prior to the start of each term. Class assignments are subject to change for various reasons including room availability, enrollment, textbooks, evaluations, and reassignment or restructuring of schedules. See the Appendix (page 25) for a sample of the Pre-contract form.

Adjunct Update Meeting
It is important that you plan to attend the Adjunct Update meeting at the beginning of spring and fall terms if you have a teaching assignment for that term. At these meetings, you will receive important updates. These are required meetings, and not attending these informational meetings may affect future teaching assignments.

Instructor Absences
If you are going to be absent or late for a class, you must notify your Department Chair, Mary Guzman (Administrative Assistant), and Susan Caldwell (Associate Dean) as soon as possible, so we can place an official campus notice on the classroom door. For emergency calls outside office hours, please contact the Security Office at 868-3600. If it is a planned absence, such as jury duty, please make other arrangements for coverage with the Department Chair. Check with your Department Chair for a substitute listing. (Substitutes must be on the approved list in order to cover your class. This rule adheres to College employment guidelines).

Instructor Observations
The faculty contract sets guidelines for classroom observations. In your first year of teaching, your Department Chair will observe you twice, after which he/she will submit to you a written report including your strengths and weaknesses along with any recommendations to help you succeed in the classroom. Thereafter, you will be observed at least once a year.
Instructor Syllabi

You are required to develop a syllabus for each course you are teaching and upload each syllabus to your faculty webpage by the deadline date (prior to registration opening). The College lists these dates under Syllabi Resources along with the approved syllabus template and checklist: http://www.palmbeachstate.edu/academicservices/information-and-reference/academic-affairs-policies-and-documents/faculty-web-pagesyllabi-resources.aspx.

Please make certain that the syllabus loaded on your faculty webpage is the most current and that it includes a revised date. In addition, any addendums that you give students after class begins must also be uploaded to your faculty webpage. The Department Chair will review all syllabi to determine if they meet College requirements.

Faculty Web Page

All faculty/instructors have their own webpage. Access your faculty homepage through the Employee Web. Information contained on the faculty webpage includes your name, College email address, voicemail (if requested), current course schedule, and your syllabus for each course you teach. The Professional Teaching Learning Center offers training for faculty webpages: http://www.palmbeachstate.edu/ptlc/Documents/fachmpagesetup.pdf

Class Rosters

You can access your class rosters through the Employee Web. You will have access to your class rosters once you have been assigned to the course and registration for classes begins. Class rosters contain student names, ID numbers, student emails, student phone numbers, and even student pictures (if the student has his/her Panthercard). In addition, rosters contain important dates such as last day for student refunds (drop/add), last day for student withdrawals, last day of instructor withdrawals, and grades. If assistance is needed please contact your Department Chair or Mary Guzman.

See Appendix (page 26) for a sample of a class roster.
Note: If your students have not obtained a Panthercard, please encourage them to go to the bookstore, located by the MLK, Jr Plaza, to obtain one free of charge (Lake Worth Campus). Also, if a student’s phone number is no longer a working number, encourage your students to make that change at the Registrar’s Office or visit the website at https://www.palmbeachstate.edu/pantherweb/default.aspx. When that change has been made, it will appear on your online roster.

The Importance of Checking Your Class Rosters
At the first class meeting, it is important that you verify that all students in the classroom appear on the class roster. A student should not be permitted to continue attending a course for which he/she is not enrolled. If a student is in your class but not on your roster, please send the student to the Registrar’s Office to determine the reason. Do not permit a student to attend your class, if the student is not on your roster. Print out a class roster after the add/drop period to make sure all of the students who are attending the class appear on the class roster. It is important that you continue to check your rosters throughout the term.

If a student is not on the class roster and they want to enroll, the student needs to go immediately to Registration and enroll for the course (if there are class openings). Ask the student to bring the registration receipt back to class for verification. If Registration is not open, and you are fine with the student enrolling in your class, please email a note to the Associate Dean indicating your approval to have an additional student in your class. The Associate Dean will check to make sure there are enough physical seats in that classroom to allow another student in the class.

No student can be added after the add/drop period ends unless there is a College error (i.e. financial aid). In that case, the student must report directly to the Dean of Student Services for assistance.

NOTE: Report any discrepancies in your class rosters to the Associate Dean’s Office immediately.
**WN Grades**

Federal law requires the College to record the students who have never attended your class. These absences must be recorded as follows:

1. The Never Attended grading roster opens the first day after add/drop and remains open for 8 days. You can access your Never Attended roster by going to your class roster and clicking the “Open” button and then scrolling to the right to mark the students who have not attended.
2. If all students have attended, click on the box *All Students Have Attended* at the bottom of the page.
3. You should wait until at least two class meetings (if possible) to enter a “WN,” but you *must* submit the grade regardless before the window closes.
4. The window closes at midnight on the 8\(^{th}\) day of the term. If you miss the deadline, you will have to report the Never Attended manually by printing your roster, marking the students that never attended or writing “All Have Attended” and submit it to your Academic Dean’s office for processing.
5. If you have marked a student as Never Attended in error, you will need to send an e-mail to the College Registrar, Ed Mueller, at muellere@palmbeachstate.edu indicating the student’s name, College ID, and the course and reference number. One e-mail for each student is required as this e-mail will serve as the grade change request and be placed in the student’s file. Once you “Save Changes”—even if the window is still open, you must contact Ed Mueller to have the WN removed from the student’s record.

**Cancelled Classes**

The College cancels low (or no) enrollment sections assigned to both full-time and part-time faculty. Because full-time faculty are contractually bound to teach a specific number of hours each term, the College reserves the right to reassign sections from adjunct faculty to full-time faculty. The College will pay faculty for meeting the first class for sections that are later canceled or reassigned.
Recordkeeping and End-of-Session Checkout

Toward the end of each term, we will place an Adjunct Faculty End-of-Session Checkout sheet in your faculty mailbox. (See Appendix page 27). Along with the checkout sheet, you must provide the Associate Dean’s Office with a copy of final grades, grade workbooks with how grades were tallied (i.e. range for each grade), a copy of your final exam, and your attendance sheet. The College provides faculty with a copy of GradeQuick to help with grading. GradeQuick can be used for attendance, seating charts, and entering test or assignment scores, with instant computation of students’ final averages, subtotals, and letter grades. Please call the help desk at 868-3100 for assistance.

Limited BlackBoard

You may request this BlackBoard course site to be activated for your course(s) by requesting that your department supervisor add a ‘GB’ special designator to your class(es). Then simply log into Blackboard at http://www.palmbeachstate.edu/elearning with the same user id and password you use for College email and your course will await you there. This limited access gives you 1) an online gradebook that can be shared with your students. Students will always know where they stand in your class and can easily check their exam and assignment grades and 2) SafeAssign Assignments where students can upload their papers so that you will receive plagiarism reports from SafeAssign (SafeAssign will be replacing the college Turnitin.) Students upload assignments/papers, which are then checked through the SafeAssign software. Suspicious assignments can also be uploaded by the instructor individually.

Note: It is very important to take attendance. For instance, if a student is on financial aid, the Financial Aid Office might monitor a particular student and request a student’s last day of attendance. Instructors should retain records for a period of at least one (1) year. All records—syllabi, final grade sheets, final attendance sheets, and End-Of Session Checkout forms are kept on file in the department office just in case a student disputes his/her grade or if the Financial Aid Office requests the information.
Early Alert Referral/SCORE

In an effort to ensure that students take full advantage of the academic resources available, the college has created the Student Contact Request program (SCORE), formerly known as the Early Alert system. The SCORE system is an academic intervention tool designed to bridge the gap between the student and the variety of resources and options available to them at Palm Beach State College. Please go to the Palm Beach State website and type the word “SCORE” into the search box or copy this website into the web address box for directions on how to activate the SCORE system on your roster:
http://www.palmbeachstate.edu/advising/student-contact-request-score/.

Textbooks and Course Materials

You must use the cluster-approved textbooks for your assigned classes and cannot require students to purchase additional materials or books (other than items such as paper and pens). Check with your Department Chair to make certain you have the most current edition. Also, you cannot solicit students for personal business opportunities.

Classroom Security

At the Lake Worth Campus, all computer and multimedia classrooms remain locked unless there is an instructor present. If you should enter a classroom and notice that something is amiss (projector left on, computers missing/damaged, door unlocked, etc.), contact the Associate Dean’s Office as soon as possible. The Associate Dean will be responsible for contacting the last person who used the classroom.

Field Trips

Field trips are valuable learning experiences when an integral part of a course. There are two forms that need to be completed prior to any field trip which can be found at http://www.palmbeachstate.edu/studentactivities/forms.aspx.

1) Each student is required to complete the Off Campus Release Form 2) the instructor is to complete the Release Log and forward both forms to the department.
**Required Training**

**Workplace Harassment Training:** All Palm Beach State College employees, including adjuncts, must complete the online Workplace Harassment Training. It should not take more than 30 minutes. To test online, go to the following website: http://www.palmbeachstate.edu/hr/newempltraining.aspx.

**FERPA Training:** You must also complete the Family Educational Rights and Privacy Act (FERPA) Tutorial. This can be found online: http://www.palmbeachstate.edu/admissions/ferpa/.

**Online Adjunct Faculty Development Course:** You take this required training completely online through the Blackboard Course Management system. Any Windows or Mac computer should be able to access to course site. You may use your own computer at home, a computer in one of the College's computer labs, or a computer in the Professional Teaching and Learning Center. Adjunct faculty have one term to complete this training in order to be eligible to teach future terms. You will receive a one-time stipend upon completion. For more information, go to http://www.palmbeachstate.edu/academicservices/information-and-reference/faculty-development-online-course.aspx

**Note:** Other professional development opportunities are available through Human Resources and the PTLC, but these are not required.
Benefits

Cosmetology
The Lake Worth Campus Cosmetology Department offers you a variety of great services at very reasonable prices (facials, nail services, shampoo & haircut w/ blow dry, etc.). For a list or services and prices visit http://www.palmbeachstate.edu/programs/tradeindustry/cosmetology/.

Dental Hygiene Care Center
Palm Beach State College Dental Hygiene Care Center is a teaching facility in which students enrolled in the Dental Hygiene program provide preventive dental care to the community. The Dental Hygiene Care Center is a state of the art clinical facility, located on the Lake Worth campus. As an instructor at Palm Beach State, you can take advantage of the services at employee prices--$20 for an oral assessment and cleaning. For more information, please call (561) 868-3757.

Life and Work Resources
As an employee of Palm Beach State College, you are entitled to various opportunities and discounts from a select group of vendors. For a list of vendors and discounts, please visit http://www.palmbeachstate.edu/hr/benefits/life-and-work-resources.aspx.

Massage Therapy
Are you in need of a 50-minute Swedish massage? The Boca Campus Massage Therapy Student Clinic offers you a variety of wonderful massages for a minimal fee. To schedule your appointment, please call (561) 862-4722 or visit http://www.palmbeachstate.edu/programs/massagetherapy/student-clinic.aspx.
**Theater**

Why not enjoy an evening at the Duncan Theater? Show your valid Palm Beach State College ID or class schedule at the Duncan Theater Box Office and enjoy great performances at great discounts. For a list of upcoming events, visit http://www.palmbeachstate.edu/theatre/duncan-theatre/calendarofevents.aspx.

**Wellness/ Fitness Center**

At no charge, you are eligible for all services at the Wellness Center. The Center houses Nautilus equipment, treadmills, and bicycles. You may request physical assessments and an individualized program of conditioning. For campus locations and hours, please visit http://www.palmbeachstate.edu/wellnesscenter/.
Appendix

Pre-Contract Form

FOR INSTRUCTOR
ALL SESSIONS

DEGREE CODE.......: 3 MASTERS
DIVISION/DEPARTMENT: DEG - CPI CPI
CAMPUS.............:
ADDRESS...........

INSTRUCTOR CLASS ASSIGNMENTS FOR TERM

<table>
<thead>
<tr>
<th>COURSE</th>
<th>CR LOAD</th>
<th>INLOAD</th>
<th>INLOAD OVERL</th>
<th>OVERL BY CALCULATED PAY</th>
</tr>
</thead>
<tbody>
<tr>
<td>MATG012</td>
<td>C 014 PARTTIME MAP1ADJS</td>
<td>9.00</td>
<td>SL</td>
<td>1,781.94 SALARY</td>
</tr>
<tr>
<td>SCHD: BEG: 08/23/06 AT: 6:30PM END: 12/18/06 AT: 9:15PM DAYS: T</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>REF NBR: 87528 SESSION: 1 CRED HRS: 3.00 PAY HRS: 51.00 ENRLD: 23</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>DIV/DEPT: DEG - CPI CAMPUS: 1 ACCOUNT(S): 11310100-310102-10-56000-</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

| MATG012 | C 015 PARTTIME MAP1ADJS | 9.00 | SL | 1,781.94 SALARY |
| SCHD: BEG: 08/23/06 AT: 6:30PM END: 12/18/06 AT: 9:15PM DAYS: R |
| REF NBR: 87529 SESSION: 1 CRED HRS: 3.00 PAY HRS: 51.00 ENRLD: 25 |
| DIV/DEPT: DEG - CPI CAMPUS: 1 ACCOUNT(S): 11310100-310102-10-56000- |

INSTRUCTOR CLASS TOTALS..........: 18.00

INSTRUCTOR TOTALS.............: 18.00

Adjunct instructors may teach no more than 108 points per academic year, which normally equates to no more than 36 points in any major term and no more than 36 points for summer A, B, and C. Exceptions must be approved in writing by the appropriate Associate Dean, Campus Academic Dean and Provost and submitted to Human Resources.

Due to drop and add time constraints, all credit adjuncts will be paid the second pay period of the term. Depending upon the date of the receipt of the information in Human Resources, all other adjunct faculty will be paid either the first or second pay period after the first class of the session associated with the class.

Adjuncts are employed per term as required. There should be no expectancy of future employment beyond this assignment. Employment is subject to all applicable laws, policies and procedures which govern Palm Beach Community College.

***** END OF REPORT *****
## Class Roster

Welcome John Doe  
Last Logon: Feb 23, 2004 02:20 PM  
Questions?

<table>
<thead>
<tr>
<th>Instructor Schedule</th>
<th>Grade Roster</th>
<th>Printable page</th>
</tr>
</thead>
</table>

Red button appears only when "Withdrawal" or "Final grading" is open for THIS class.  
Click here to go to Grade Roster.

### Class Title: Stat College Success
Course ID: SLS1501  
Ref. Number: 68400
Instructor: John Doe
Term: 20042
Location: Lake Worth
Number Enrolled: 4
Number Paid: 4
Grading Open: 01/26/04
Grades Due: 05/06/04 @ 4:00P

### Instructor Withdrawal: 01/26/04
Student Refund: 01/26/04
Student Withdrawal: 01/26/04

### Instructor Schedule

<table>
<thead>
<tr>
<th>Day</th>
<th>Room</th>
<th>Start Date</th>
<th>End Date</th>
<th>Start Time</th>
<th>End Time</th>
<th>Days</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Class Roster

<table>
<thead>
<tr>
<th>Student Name</th>
<th>Student ID</th>
<th>Home Phone</th>
<th>Work Phone</th>
<th>Email</th>
<th>Paid</th>
<th>Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>Test Student</td>
<td>000-38-2904</td>
<td>(681) 556-1212</td>
<td>(561) 430-8700</td>
<td><a href="mailto:testemail@sol.com">testemail@sol.com</a></td>
<td>Y</td>
<td></td>
</tr>
<tr>
<td>Test Student</td>
<td>000-35-2050</td>
<td>(561) 556-1212</td>
<td></td>
<td></td>
<td>Y</td>
<td></td>
</tr>
<tr>
<td>Test Student</td>
<td>000-88-2080</td>
<td>(681) 556-1212</td>
<td><a href="mailto:newgirl@netscape.com">newgirl@netscape.com</a></td>
<td>Y</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Test Student</td>
<td>000-99-0999</td>
<td>(681) 556-1212</td>
<td></td>
<td></td>
<td>Y</td>
<td></td>
</tr>
</tbody>
</table>

Unpaid students cannot be graded.

Deadline Dates for THIS class:
When "final" grading begins for THIS class:
Send email to all Students:
End of Session Check-Out
ADJUNCT FACULTY END-OF-SESSION CHECKOUT

Instructor’s Name: ___________________________ Term: ___________________________
Department: ___________________________ Campus: Lake Worth
Reference Numbers: ___________________________ ___________________________

☐ Fall/Spring – 1st 8-week session classes ☐ Fall/Spring – 2nd 8-week, 12-week, & 16-week
session classes
☐ Summer – 1st 6-week session classes
Summer – 2nd 6-week, 8-week, & 12-week
session classes

DUE DATES

• Final Grades must be posted online by ___________________________ on ___________________________ on ___________________________
Time Date
• Copies of final exams, attendance records, grade books, final grade printouts, and the
keys all must be turned in by ___________________________ on ___________________________
Time Date

INSTRUCTIONS

1. ONLINE GRADING INFORMATION:

  ▪ Online Grading Site: http://www.palmbeachstate.edu/employeeweb/
    Login to the “Faculty” section, using the same login you use when you view your
    pay stub information.
    If you having difficulty, please do not hesitate to contact the Help Desk at
    (561) 868-3100. (Be sure to print out a copy for the Associate Dean’s office.)

  ▪ Web Grading Directions: http://www.palmbeachstate.edu/info/default.aspx

2. COLLEGE ISSUED KEYS are to be delivered and deposited in the drop box located
on the exterior west
wall of the Security Office. Please make sure the following information is printed on
the attached envelope:
your name and department, before depositing the keys in the drop box.

Online final grades must be completed prior to going to the Associate Dean’s Office with
items 3 and 4 (below).
A copy of item 5 is also required, except for those courses that are exempt.

3. ☐ Copy of Final Grades

4. ☐ Copy of Grade Workbooks(s)/Roll Book(s) showing results of all quizzes and exams
which determined
the student’s final grade and dates of attendance for each student.

5. ☐ Copy of Final Examination(s)
Received by: ___________________________ Date: ________________
<table>
<thead>
<tr>
<th>Term</th>
<th>Term Dates</th>
<th>Student Holidays</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Fall 2014-1</strong></td>
<td>Aug 22, 2013 – Dec 18, 2013 (16 weeks)</td>
<td>Aug 31-Sep 2</td>
</tr>
<tr>
<td></td>
<td>Aug 22 – Oct 18 (1st 8 weeks) Express A</td>
<td>Oct 29</td>
</tr>
<tr>
<td></td>
<td>Sep 16 – Dec 18 (12 weeks)</td>
<td>Nov 11</td>
</tr>
<tr>
<td></td>
<td>Oct 21 – Dec 18 (2nd 8 weeks) Express B</td>
<td>Nov 28-Dec 1</td>
</tr>
<tr>
<td><strong>Spring 2014-2</strong></td>
<td>Jan 6, 2014 – May 7, 2014 (16 weeks)</td>
<td>Dec 19-Jan 5</td>
</tr>
<tr>
<td></td>
<td>Jan 6 – Feb 28 (1st 8 weeks) Express A</td>
<td>Jan 18-20</td>
</tr>
<tr>
<td></td>
<td>Feb. 3 – May 7 (12 weeks)</td>
<td>Mar 3-9</td>
</tr>
<tr>
<td></td>
<td>Mar 10 – May 7 (2nd 8 weeks) Express B</td>
<td>Mar 26</td>
</tr>
</tbody>
</table>

Key semester dates are located at the following link:

http://www.palmbeachstate.edu/academicaffairs/final-exam-schedule-dates.aspx
IMPORTANT TELEPHONE NUMBERS

Lake Worth Campus

Information Technology (IT)
(561) 868-3100 (COMPUTER ISSUES)

MTIS
(561) 868-3189 (MULTIMEDIA)

SECURITY
(561) 868-3600
Palm Beach State College

Mission Statement

Palm Beach State College, founded in 1933 as Florida’s first public community college, is a diverse, comprehensive institution dedicated to serving the educational needs of Palm Beach County. Integrally linked to the community through strong partnerships, the College provides associate and baccalaureate degrees, professional certificates, workforce development and lifelong learning.

Palm Beach State College’s mission is to create and sustain a dynamic teaching and learning environment that provides a high-quality, accessible, affordable education, preparing students to contribute and compete ethically and successfully in a diverse global community.