



# CONTINUING EDUCATION ADJUNCT FACULTY HANDBOOK

Guidelines and Resources 2020 – 2021

UPDATED JULY 2020

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## **NONDISCRIMINATION STATEMENT**

College of the Mainland is an equal opportunity /affirmative action educational institution and employer .

The College District prohibits discrimination, including harassment, against any individual(s) on the basis of race, color, religion, gender, national origin, age, disability, veteran status, or sexual orientation. Retaliation against anyone involved in the complaint process is a violation of College District policy.

Further, as a recipient of Federal financial assistance, College of the Mainland prohibits discrimination against any beneficiary of, applicant to, or participant in programs financially assisted under Title I of the Workforce Innovation and Opportunity Act, on the basis of the individual's citizenship status or participation in any WIOA Title I–financially assisted program or activity. Inquiries concerning application of Title IX of the Education Amendments of 1972, as amended, may be referred to the College's Title IX Coordinator or the U.S. Department of Education's Office of Civil Rights. The College District designates the following persons to coordinate its efforts to comply with Title IX of Education Amendments: Dr. Sarah David, Title IX Coordinator, at [sdavid3@com.edu](mailto:sdavid3@com.edu), 1200 N. Amburn Road, Texas City, Texas 77591, 409-933-8413 and Dr. Vicki Stanfield, Title IX Administrator, at [vstanfield@com.edu](mailto:vstanfield@com.edu), 1200 N. Amburn Road, Texas City, Texas 77591, 409-933-8213.

## **COM ACCREDITATION STATEMENT**

COM is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to award associate degrees and certificates. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404-679-4500 for questions about the accreditation of COM. The Commission is to be contacted only if there is evidence that appears to support the institution's significant non-compliance with a requirement or standard.



#### VISION

College of the Mainland will be a valued and vital community partner by enriching our community and preparing our students to thrive in a diverse, dynamic and global environment.

#### MISSION

College of the Mainland is a learning-centered, comprehensive community college dedicated to student success and the intellectual and economic enrichment of the diverse communities we serve.

#### VALUES

- Student Success and Academic Excellence
- Continuous Improvement and Accountability
- Mutual Respect and Civility
- Diversity and Inclusiveness
- Innovation and Adaptability
- Campus and Community Collaboration

#### INSTITUTIONAL GOALS

##### Goal I: Students

Student success is our top priority. College of the Mainland will be the college of choice for our community.

##### Goal II: Staff, Faculty, and Administrators

Create an environment that retains and attracts administrators, faculty, and staff committed to serving our students.

#### Goal III: Facilities

Provide a safe, aesthetic environment conducive to learning, while addressing the workforce needs of local business and industry. Improve and expand existing facilities to enhance the learning environment. Develop next generation learning environments using the 2015 master facility plan as the foundation. The college will bring next generation learning to campus.

#### COM BOARD OF TRUSTEES

Kyle Dickson, Chair  
Alan Waters, Vice-Chair  
Melissa Skipworth, Secretary  
Dawn King, Dr. Verna Henson, Dr. William (Bill) McGarvey,  
Donald G. Gartman

#### COLLEGE OF THE MAINLAND ADMINISTRATION

President

Dr. Warren Nichols, 409-933-8271

Vice President for Fiscal Affairs

Dr. Clen Burton, CPA, 409-933-8268

Vice President for Instruction

Dr. Jerry Fliger, 409-933-8192

Vice President for Student Services

Dr. Vicki Stanfield, 409-933-8619

#### INSTRUCTIONAL DEANS

Dean of Academic Programs  
Dr. Rocky Barney 409-933-8263

Dean of Workforce and Continuing Education  
Dr. Carla Boone, 409-933-8259

Associate Dean of Continuing Education  
Paige Parrish, 409-933-8253

## DEAN OF STUDENTS

Dean of Students  
Dr. Kris Kimbark, 409-933-8131

## CE PROGRAM DIRECTORS AND ADMINISTRATIVE ASSISTANTS

Program	Director	Administrative Assistant
Industrial Workforce	Chris Hollman 409-933-8146 chollman1@com.edu	Andrea Parson 409-933-8406 aparson2@com.edu
CE Allied Health	Christina Bergvall 409-933-8512 cbergvall@com.edu	Nichole Sullivan 409-933-8646 nsullivan1@com.edu
Real Estate		Cindy Gallaway 409-933-8154 cgallaway@com.edu
Lifelong Learning Program	Lisa Renfroe 409-933-8432 lrenfroe@com.edu	Sonia Kukuch 409-933-8461 skukuch@com.edu
Recreation and Fitness Memberships	Tige Cornelius 409-933-8421 tcornelius@com.edu	Front Desk 409-933-8422
Public Service Careers / Allied Health	Kay Frieze 409-933-8414 kfrieze@com.edu	Michele Brown 409-933-8285 mlbrown@com.edu
Gulf Coast Safety Institute	Cindy Lewis 409-933-8495 clewis@com.edu	Katy Robles 409-933-8166 krobles@com.edu
Massage Therapy	Jaime Hunsucker 409-933-8608 jhunsucker@com.edu	Monica Massey 409-933-8114 mmassey1@com.edu

## MAIN CAMPUS

1200 N. Amburn Road, Texas City, Texas 77591  
409-938-1211 or 1-888-258-8859  
www.com.edu | Fax 409-938-1306

## LEARNING CENTERS

COM Cosmetology Lab/Offices  
Gulfway Plaza, 15009 Delany Rd., La Marque, Texas 77568

COM – League City  
1411 West Main Street, League City, Texas 77573

COM Learning Center – Allied Health Center  
200 Parker Ct. at FM 518 West, League City, Texas 77573

COM Lifelong Learning Center  
Gulfway Plaza, 14045 Delany Rd., La Marque, Texas 77568

COM Learning Center – North County  
200 Parker Ct. at FM 518 West, League City, Texas 77573

Gulf Coast Safety Institute  
320 S. Delany Rd., La Marque, Texas 77568

College of the Mainland is an equal opportunity  
educational institution and employer.

### Letter from the Associate Dean of Continuing Education

Greetings and welcome to College of the Mainland (COM). The Continuing Education department is deeply committed to providing relevant, transformational experiences and learning opportunities that will prepare our students to pursue personal and professional excellence with the intent to impact our community and region as well as to promote the habits of an engaged citizenry. We are equally committed to fostering a community of learners that cultivates a climate of inclusion, diversity, and understanding for faculty, staff, students, and community members.

This published version of the Continuing Education Adjunct Faculty Handbook is intended to be your key guide and reference to the policies, procedures, and governance structure of the Continuing Education Department and to the College. Additionally, this guide will supplement the annual Adjunct Faculty Orientation, in which your participation is required as a new adjunct faculty member. It is the responsibility of adjunct faculty to be familiar with College policies published within this Handbook and for abiding by the rules and regulations described. To this end, the College reserves the right to make modifications or changes to the contents of the document herein during the academic year as it deems necessary and appropriate; any such changes would be brought to your attention.

I thank you for your service and shared commitment to student success and academic excellence.

Sincerely,  
*J. Paige Parrish*  
Associate Dean Continuing Education

Receipt of this message is not a promise or guarantee of employment. You will be notified by an instructional department if your services are being requested for this semester.



## A. GENERAL INFORMATION

### COLLEGE CATALOG

The current College catalog is accessible on the COM website, [www.com.edu/admissions/catalogs](http://www.com.edu/admissions/catalogs). The catalog will provide you with the following important information:

- A current academic calendar to use when developing your course document/syllabus
- A description of academic transfer programs, workforce programs, certificate programs, continuing education services and community services offered by COM
- Descriptions, including prerequisites, for all courses currently offered
- A directory of administrative and instructional department offices
- A campus map identifying buildings and the location of administrative offices, instructional department offices and support services

### CONTINUING EDUCATION

COM's Continuing Education Department provides access to innovative, flexible and responsive lifelong learning opportunities. Whether students desire to acquire new workforce skills, upgrade current skills or seek personal enrichment, the COM Continuing Education Program offers something for everyone. The current schedule is accessible on the COM website, <https://www.com.edu/ce/schedule>. We offer:

- Career training, certification courses and programs that

allow students to acquire the skills needed to enter entry-level positions

- Courses that help students upgrade current skills and expand knowledge required to advance their careers
- Courses that bridge students into credit certificates and Associate of Applied Science degrees
- Professional development courses needed for continued certification in a student's chosen profession
- Personal enrichment courses that may pique an individual's interest in a new hobby, improve fitness or enhance knowledge on topics of special interest

### MISSION

COM's Continuing Education Department is dedicated to providing workforce development training programs, customized corporate training and lifelong learning opportunities that are innovative, flexible and responsive to the needs of the diverse communities we serve.

### VISION

COM's Continuing Education Department will be a vital community partner by providing training opportunities that prepare students for high-growth jobs in the future, offer educational pathways for new and incumbent workers and support continued personal and professional development.

## B. EMPLOYMENT POLICIES AND PROCEDURES

The COM Policy Manual is available online at <http://pol.tasb.org/Home/Index/497>.

### HUMAN RESOURCES

Each applicant must submit an application at <https://jobs.com.edu/postings/search>.

Federal regulation requires an I-9 form be completed on the first day of employment but not later than the third day. This can be completed in the Human Resources Department.

If you have had a break in service of more than one year, some documents and a background check will need to be resubmitted.

### ORIENTATION

It is mandatory that all new adjunct faculty complete the Adjunct Academy (orientation) annually to be qualified to teach as an adjunct faculty at COM. The CE program director/program manager responsible for your hire will also meet with you to provide information related to:

- Specific procedures relevant to the course or workforce program
- Course syllabi
- Facilities tour
- Introductions to department members, the Human Resource Department and administrative personnel
- Classroom technologies available

### ADJUNCT FACULTY ASSIGNMENTS

Adjunct faculty assignments will be issued in advance of the class starting date; in some cases, adjunct assignments are issued only after sufficient enrollment is assured. The adjunct assignments will indicate the class to be taught and the payment schedule. It may also contain a contingency clause concerning student enrollment. Should you find an error, contact the program administrative assistant assigned to the CE program director/program manager responsible for your hire. If you agree with the information and terms of the adjunct assignment, sign and return the adjunct assignment to the program administrative assistant no later than three (3) days after receipt. All adjunct assignments must have an original or digital signature by the adjunct faculty—no other individual may sign the adjunct faculty assignment.

The adjunct assignment is not binding until signed by all parties and cannot be processed for payment until we have:

- The returned signed adjunct assignment
- Completed application forms in the Human Resources Department
- A copy of your highest postsecondary degree, certificate or transcript (if teaching in a workforce area)

Adjunct assignment pay distributions span the month following the initial class date and the month following the last class date. Adjunct assignments must be returned to the CE program Administrative Assistant by the 1st of the first month's pay distribution. Adjunct assignments may be adjusted at the discretion of the CE program director/program manager as enroll-

ments and/or program requirements dictate. Adjusted adjunct assignments may be accepted or rejected by the adjunct faculty.

### TEACHING ASSIGNMENT AND RESPONSIBILITIES

All teaching assignments are subject to minimum class enrollment as stated below. Your responsibility is similar to that of a professional contractor or a consultant and is on a course-by-course basis with no guarantees of future employment. Conversely, you are under no obligation to the department or to the College beyond the stipulation of your current teaching assignment and responsibilities. You will be notified by an instructional department if your services are being requested for future course offerings.

### MINIMUM CLASS ENROLLMENT

All classes are subject to minimum class enrollment. The CE program director/program manager will determine the number of students necessary to insure that a class will be held. Generally, two (2) days prior to class the CE program director will determine whether the class will be conducted. Please check with the CE program director/program manager or the administrative assistant to make sure that your class has "made" and will be held as scheduled.

### TEACHING LOAD

All Adjunct assignments are contingent upon sufficient enrollment, course needs, etc. In addition, the College has no obligation to continue employment with an Adjunct upon completion of his/her contractual obligation.

### CLASS CANCELLATIONS

You will be notified immediately in the event that the class you are scheduled to teach is canceled due to low enrollment. Departmental administrators will be responsible for contacting enrolled students of the cancellation.

### PAYCHECKS

Your paycheck will be direct-deposited in your bank account on the 15th of each month, unless the 15th falls on a holiday or weekend.

### HOURLY PAY RATE

Hourly pay rates are based on the Board of Trustees approved COM CE standard hourly rate for the subject area. This information is given to adjuncts during the interview with the CE program director.

### COLLEGE REQUIRED TRAINING

The College requires that all employees (anyone receiving a COM paycheck) complete mandatory online training courses every year. A notice for required training will be submitted via your official COM email address.

### TENURE

Adjunct faculty are not eligible for tenure.

### INTELLECTUAL PROPERTY

Intellectual property designates inventions, discoveries, publications or any other work or product conceived of and/or developed by an adjunct faculty member. As outlined in College

Policy CT LOCAL, the College owns all right to any of your work produced during the course of employment and supported by the use of facilities, time or resources of the College.

#### CAUSES FOR DISMISSAL

Employee conduct that is subject to disciplinary action or dismissal may include, but is not limited to, the following:

- Failure to maintain satisfactory work performances
- Falsification of data
- Neglect of duties or responsibilities
- Smoking in College buildings
- Use of profanity or abusive language
- Fighting or disruptive conduct
- Gambling
- Possession or use of illegal drugs
- Being under the influence of intoxicants
- Abuse of goods or equipment
- Violations of safety policies
- Theft
- Insubordination
- Sexual harassment
- Lack of confidentiality
- Repeated tardiness or absenteeism
- Violation of policy
- Failure to perform the terms of employment
- Professional incompetence
- Conduct involving moral turpitude

### C. GENERAL RESPONSIBILITIES: THE ROLE, RIGHTS AND RESPONSIBILITIES OF COM ADJUNCT FACULTY

The Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) states, "Institutions of higher education exist to further the pursuit and dissemination of knowledge;" in keeping with this mandate, the adjunct faculty members at COM have the primary responsibility for the quality of the institution's educational program. More specifically, adjunct faculty members have the principal responsibility for course instruction, student evaluation, curriculum development and academic assessment. You are expected to perform your job satisfactorily and in accordance with local, state and federal policy.

#### COURSE DOCUMENTS/SYLLABUS

CE workforce adjunct faculty must distribute a course syllabus at the first class meeting. The CE program director will provide you with an approved syllabus template that meets the syllabi requirements for SACS-COC, the Texas Higher Education Coordinating Board, and COM. Send an electronic version of your course syllabus to the CE program administrative assistant. Syllabi will be posted on the COM Continuing Education Department website to assist in recruiting students and will also allow our department to help students should it be necessary for you to be absent from a class.

CE adjunct faculty of non-funded classes are required to have a course syllabus and to go over the syllabus at the first class

meeting; however, you are not required to distribute a copy to each student. Non-funded classes include the 50 Plus program classes, fitness and recreation classes, and other lifelong learning course offerings. The CE program director will provide you with an approved syllabus template that meets the syllabi requirements for the SACSCOC, the Texas Higher Education Coordinating Board, and COM. Send an electronic version of your course syllabus to the CE program administrative assistant. Syllabi will be posted on the COM Continuing Education Department website to assist in recruiting students.

#### ABSENCES/EARLY DISMISSAL

The Texas Higher Education Coordinating Board approves classes based on specific contact hours per student. Students must receive the total number of hours of instruction as advertised for the class; therefore, a class advertised as 48 classroom hours should include 48 actual contact hours of instruction. CE adjunct faculty are expected to provide instruction as advertised as specific to the days and times. Failure to do so is a breach of adjunct assignment and can result in disciplinary actions, up to and including termination.

Should you have to miss a class meeting because of illness or an emergency, call the CE program director or administrative assistant as soon as possible. You must continue to call until you have spoken directly with a CE staff member. The following options will be discussed and agreed upon during that phone conversation:

- Substitute/guest lecturer – The adjunct faculty will be given permission to coordinate and arrange for a suitable substitute. The substitute will be paid as a guest lecturer; the adjunct faculty salary will be adjusted to decrease payment for the missed class day.
- Cancellation – The class meeting will be made up on a date and time convenient to all students and the adjunct faculty. The adjunct faculty will be responsible for informing the CE program director of the day/time of makeup classes so that room availability can be assured.
- Note – If the adjunct faculty will be absent for an extended period, the CE program director will make an effort to obtain a substitute and adjust the adjunct assignment accordingly.

#### ACADEMIC CALENDAR

Check the academic calendar each semester for days that the campus is closed. The academic calendar can be found at <http://coursecatalog.com.edu/general-information/academic-calendar/>.

#### PROFESSIONAL IMAGE

All employees shall project a professional image to students, parents, visitors, and community members by dressing in a manner appropriate to their working environment, type of work performed, and occasion. Dress and grooming standards shall enhance the image the College District exhibits for the community it serves. Each College District employee shall wear and appropriately display his or her nametag at all College District



events that include the public, including but not limited to an employment fair, student recruitment or registration, or when representing the College District off campus. For more information, see COM Policy, DH (Local).

**CURRICULUM REVISION**

With any course taught, you will find that curriculum revisions need to be made prior to the next course offering. Changes in teacher standards, best practices, available literature and new technology as well as changes in course scheduling will affect the curriculum presented. Changes may also be warranted based on observations of the effectiveness of the material presented, activities and knowledge assessed, and student evaluation comments. Such changes are considered part of your responsibility, and you will not be compensated above the agreed adjunct assignment to teach the course.

**ACCEPTANCE OF STUDENTS IN THE CLASS**

At the first class meeting, you should communicate your name, class name and course number. You are required to review the course syllabus with every student. It is recommended that students enrolled in workforce courses receive a copy of the syllabus.

To be admitted into the first class session, a student must have registered, as well as paid, for a class. Any student not listed on the class roster must provide a receipt. It is possible for a student to be registered and appear on the class roster without having paid for the class. As well, it is possible for a student to be registered and have paid for the class and not appear on the roster. It is neither appropriate nor permissible for family members (spouse, parents, siblings and/or children) of a student to be in attendance in the class with a student. Each individual attending class must have registered and paid. The exception to this rule would be for a student with disabilities who has a letter from the Services for Students with Disabilities Office requesting the needed accommodation. There are no other exceptions.

**FIRST-DAY COURSE ENVELOPE**

Prior to, or on, the first class day, adjunct faculty members will receive a course envelope containing the following:

1. **Course Information Memo**

This memo will provide you with instructions for completing your responsibilities for the first class day.

2. **Adjunct Assignment Form**

Review your adjunct faculty assignment form for accuracy. Please sign, date and return the adjunct assignment form to the administrative assistant assigned to your program area.

3. **Initial Class Roster**

The purpose of the initial class roster is to verify attendance through the census date. The census date for a one or two-day class is day one or two, respectively. The census date for a class that meets three or more days is the third class date. Use the initial class roster the first three class meetings to verify attendance. You have the following responsibilities to the class roster:

- Only students officially enrolled in courses are permit-

ted to attend.

- Students whose names do not appear on the class roll should present a valid fee statement for admission to the class – adjunct faculty are to write that student’s name and phone number on the class roll and notify the program administrative assistant before the second class meeting.
- If a student has not registered and does not possess a valid fee statement, the adjunct faculty member should inform the student that he/she must report to the CE office to register and pay for course. When the student returns to class, he/she must show the adjunct faculty member a receipt.
- Immediately following the third class day, sign and date the roster to verify student attendance and return the roster to the program administrative assistant assigned to your workforce area.

4. **Attendance Sheets**

Students are expected to attend every class session of all classes for which they are registered. Adjunct faculty teaching workforce programs must maintain attendance sheets. Utilize the attendance sheets provided to you to monitor student attendance; return the completed attendance sheets to the CE program administrative assistant as required by your program director.

5. **Letter to the Student**

The letter to the student is to be distributed to each student. The following additional documents will be attached to the letter:

- Marketing Survey: Ask students to complete this form the first class day. This form is used to determine the effectiveness of marketing strategies.
  - Student Data Form: Ask students to complete this form the first class day. This form is utilized to ensure that information in Datatel is accurate.
  - Letter of Agreement (workforce courses only): Students whose tuition is being sponsored by a current or prospective employer must complete this form to authorize the release of relevant student progress/attendance information to that employer. Return this form to the CE program administrative assistant when the third-day class roster is returned. Return the Marketing Survey, Student Data Form and Letter of Agreement to the CE program administrative assistant when the third-day class roster is returned.
6. Other documents may be included at the discretion of the program director.
7. Envelope  
Use the envelope to return the signed contract and the Student Data Forms to the administrative assistant assigned to your workforce area.

**THIRD DAY CLASS ROSTER**

On the third day, you will be presented with a third-day class

roster. Your responsibility is to verify that each student attending class is on the roster. Make any necessary corrections, sign, date and return the roster to the program administrative assistant.

#### FINAL DAY COURSE ENVELOPE

Prior to the last class session, adjunct faculty members will receive a course envelope containing the following:

##### 1. Final Grade Roster

The purpose of the final class roster is to document student completion and to assign a final grade, which will become part of the student's continuing education transcript. Under the column titled "Final Grade," assign the appropriate grade. Sign and date the roster to verify the accuracy of completed information and return the roster to the program administrative assistant.

The following grading scales may be used to determine course competency:

- If teaching non-funded courses, you may choose to use one of the following grading options: Satisfactory (S) or Unsatisfactory (U); Completed Successfully (CR) or Non-Completer (N); or Pass (P) or Fail (F).
- If teaching workforce courses, you may assign an "S" or "U" grade or use a standard grading scale:
  - A = 100-90; the student's work demonstrated superior achievement of course objectives
  - B = 89-80; the student's work demonstrated outstanding achievement of course objectives
  - C = 79-70; the student's work demonstrated average achievement of course objectives
  - Below 70 is unacceptable.

Number grades will not be entered on a CE transcript.

##### 2. End-of-Course Evaluations and Instructions

Student evaluations are important to our continuous improvement. Please reserve the last 15 minutes of the final class for students to complete the evaluation form. Adjunct faculty members should not be in the room when students complete the evaluation forms but adjunct faculty should identify a student who will collect the evaluations and return them to the program administrative assistant in the envelope provided.

##### 3. Certificates of Completion (for workforce programs only)

Certificates are only issued for workforce and/or state-funded courses. Student names on these certificates should be identical to the names of students on the class roster. If a name is not correct, the student should contact the Continuing Education office to update his/her name in Datatel. You should distribute the certificates on the last class day to students who have successfully mastered the course concepts and earned a passing grade. Undistributed certificates must be returned to the program administrative assistant. Students in personal enrichment courses who request a certificate should be referred to the program administrative assistant.

##### 4. Envelope

Use the envelope to return all attendance sheets, the signed final class roster and completion certificates that were not distributed. Return these forms to the program administrative assistant.

#### EMAIL

The campus has an intercampus email system that adjunct faculty members can access off campus through links on the COM website's homepage. Adjunct faculty members are responsible for monitoring their campus email on a regular basis and responding to college-related and student emails.

#### MARKETING FOR UPCOMING CLASSES

Adjunct faculty are critical to successful recruitment efforts for CE classes. You are, therefore, strongly encouraged to recruit for upcoming classes. Advise your students of sequential courses or related courses that may be of interest to them.

All other marketing and public information for COM are coordinated and must be approved, prior to distribution, by the CE Associate Dean and the Marketing Department. This includes all printed materials and is not limited to course promotional flyers, brochures, ads, press releases, website data, etc. If you are contacted by the media, refer them to the Marketing Department.

If your class is involved in a project that would reflect positively on the College or if you know of student success stories that can be shared with our community to increase the visibility and positive image of the college, please inform the CE program director responsible for your hire.

### D. OFFICE LOGISTICS AND SUPPLIES

#### CLASSROOM ACCESS

If you are having trouble gaining access to the building at your class time, inform the program administrative assistant or program director. In emergency situations, before 8 a.m. or after 5 p.m. and on weekends, contact COM police at 409-933-8403 or 409-933-8599.

#### CLASSROOM EQUIPMENT

All instructional classrooms should be equipped with an instructional computer, data projector and screen. Many classrooms also have a document camera. Adjunct faculty should make their classroom equipment preferences known at least three days before a class start date. If additional equipment is needed, make a request at least two days in advance. Email your program area administrative assistant for additional equipment requests.

#### CLASSROOM MAINTENANCE

You are required to return desks to the same order as they were when class started, erase writing boards, etc., so that classes that follow will find classrooms neat and immediately operational. If there is a problem with cleanliness, heating/cooling or any other problem, please notify the program area administrative assistant.

**COMPUTERS**

If you need access to a computer, ask the program administrative assistant if one is available for your use in the program area. If a computer is not available in the program area, there are computers in the Library (Learning Resource Center, First Floor) and the Innovations Lab (Technical-Vocational Building, room 1324) for your use.

**MAILBOXES**

You will be assigned a campus mailbox. Campus mail is delivered daily on the main campus. Check your mailbox for department and COM correspondence each time you are on campus.

**OFFICE SUPPLIES**

If you need board markers, grading pens, file folders or other miscellaneous supplies, request these items through the CE program administrative assistant. Do not use permanent markers on wallboards.

**PHOTOCOPIES**

Please request copies of class handouts through the CE program’s administrative assistant. Please plan ahead to reduce the department’s copying expense. If you can produce a particular document at least a week in advance of distribution, then the CE program administrative assistant can send your materials to Office Depot for reproduction. Please be judicious in your use of the photocopying machine and check to ensure that you are in compliance with all copyright laws.

**TEXTBOOKS**

The CE program director or administrative assistant will lend you a desk copy of the required textbook. This textbook and any other provided materials must be returned to the CE program director when the class ends.

**E. INSTRUCTIONAL POLICIES AND PROCEDURES**

**CHANGE OF GRADE FORMS**

You retain the prerogative to change a student’s final course grade. The most common reason for changing a final course grade is that a student who has been awarded an “I” (incomplete) has subsequently satisfied all course requirements. Another reason may be if you discover that a grade was inadvertently miscalculated. To change a final course grade, complete an electronic Change of Grade Form and submit the form to your program director. These forms are not valid if sent through campus mail.

**CHILDREN IN THE CLASSROOM**

The campus is an academic workplace. Children are not appropriate in this academic environment and cannot be brought into the classroom.

**CLASSROOM STANDARDS AND ETHICS**

You are encouraged to maintain a positive environment of learning that does not allow any individual in the classroom to:

- Discriminate against any person on the grounds of race,

color, national origin, religion, sex, age, marital status, physical or mental handicap or political affiliation

- Engage in sexual harassment by participating in coercive or repeated unsolicited and unwelcome verbal comments, gestures or physical contacts of a sexual nature or by using implicit or explicit sexual behavior in a COM class or during COM business to control, influence or effect the career, salary or job of a student
- Display discourtesy or disrespect to a member of the public when acting in an official capacity
- Use intoxicating beverages or narcotic drugs on College or off-campus property or use such beverages or drugs at any time or place to the extent that it adversely affects performance of official duties
- Solicit, make collections, canvass for the sale of any article or distribute or post literature, advertising matter or any other graphic matter in any space occupied by COM or off-campus sites
- Solicit money from, or sell tickets to, persons for the benefit of any organization
- Provoke or harass other employees or students or make unwarranted criticism or accusations against other employees or students
- Conduct counseling and/or therapy in the classroom. The demonstration or description of therapy techniques is acceptable—not the practice. If you are in doubt about the introduction of a particular therapeutic technique, discuss it first with the program director
- Solicit in the classroom or recruit students for business, investment or commercial enterprises.
- Establish any private business relationship between adjunct faculty and student within the calendar dates of the course.

**DEALING WITH DISRUPTIVE STUDENTS**

Behavior that disrupts the learning environment should not be tolerated. If you feel that you have a behavior problem in your classroom, discuss it with your program director. Conduct issues may also be referred to the Dean of Students at 409-933-8131. During evenings and weekends, contact campus police at 409-933-8599.

**GRADEBOOKS**

Workforce CE adjunct faculty are required to keep a permanent record of student attendance and grades for all assigned work. You may request a grade sheet from the program administrative assistant or you may keep computer records of assignments and grades. Computer programs should be capable of producing a readily interpreted hard copy. All records should include the weighting given to all assignment types that were used to determine the final course grade. You must submit a copy of your grade records to your program director within one week of the final class date.

**FIELD TRIPS**

Because of the legal liability involving field trips, you must inform and discuss any field trips with the Program Director/Manager in advance. The Liability of Hold Harmless Agreement – Student Participation form should be completed by each student. An Emergency Contact form should always be completed. Also, College procedures must be followed in planning a field trip involving College vehicles.

**“I” CONTRACT (FOR WORKFORCE COURSES ONLY)**

The grade of “I” is a temporary grade given when the student has completed a majority of the assigned work for a course, is in good standing (passing the course), and has experienced unforeseen circumstances beyond the student’s control which result in the student being unable to successfully complete the course within the timeframe of the semester. An Incomplete Grade may be assigned only if, in the judgment of the adjunct faculty, the student can complete the course objectives with a minimum of professional assistance and without attending additional scheduled class sessions.

In addition, an Incomplete Grade may be assigned only under the following circumstances:

- 1) Only a single assignment (exam, paper, presentation, or project) is still outstanding,

OR

- 2) No more than 25% of the points possible in the class are still outstanding.

In cases where an adjunct faculty agrees to assign an Incomplete Grade, the adjunct faculty member must complete the “I” Contract form for each student who receives a grade of “I” on the final grade sheet for the course. The Incomplete Grade contract will specify what course requirements must still be completed along with the due date (no later than one year from when grades were assigned) for the work to be submitted. The adjunct faculty should provide a copy of the “I” Contract form to the student and the CE department.

After the student has successfully completed the missing work, the faculty member should complete and submit a Change of Grade Form, changing the “I” to the appropriate permanent grade. If after one year the student fails to complete the required coursework, the Incomplete Grade will automatically be converted to an “F.”

**LETTER OF AGREEMENT**

In some CE workforce classes, students are being “sponsored” by a current or prospective employer. Sponsoring employers (who are paying the cost of tuition and, in some cases, are excusing employees from work to attend class) do periodically request information about a student’s attendance or progress in the course. These requests must be referred to the program director. Information will only be provided if the student has a signed Letter of Agreement on file with the CE department for that specific course.

**STUDENT CONFIDENTIALITY**

COM complies with the Family Education Rights and Privacy Act (Buckley Amendment) of 1974 (Public Law 90-247, as amended) and any regulations promulgated thereunder. Therefore, any student information (name, address, email address, grades, student ID, phone numbers, etc.) obtained by adjunct faculty or College personnel is strictly confidential and may not be divulged for any reason to any person other than the student, including parents and spouses. If a student is hospitalized or otherwise unable to attend your class, this information is to be treated as confidential. Additionally, student information is not to be used for solicitation of personal communication or commercial enterprise by the instructor. This information is protected under state and federal laws and cannot be shared with businesses or given to a student’s friend, family member, spouse, parents, etc. Requests should be directed to the Office of Admissions and Records at 409-933-8264. Exception: Employers or potential employers may request information related to workforce training. See the Letter of Agreement section.

**STUDENT COMPLAINTS**

College of the Mainland is committed to providing an educational climate that is conducive to the personal and professional development of each individual. To ensure our commitment, the College has developed procedures for students to address their concerns within the college community. A student who has an unresolved disagreement with a faculty or staff member, another student, a student group, or dissatisfaction with the service received may initiate a complaint without prejudicing his or her status with the College.

**How can a student bring forward a complaint?**

It is the goal of College of the Mainland to assist all students in efficiently resolving their concerns. Students may file a complaint to address problems or conditions believed to be unfair, inequitable, or a hindrance to the educational process or the conduct of campus business. Students are encouraged to seek informal resolution of their concerns; however, students who have not been able to resolve their concern informally may file a formal, written complaint. Students should refer to the COM policy or process for specific types of complaints and appeals:

- **Discrimination, Harassment and Retaliation** – The college prohibits discrimination, including harassment, against any individual on the basis of race, color, religion, national origin, age, veteran status, genetic information, disability, sex, sexual orientation, gender, including gender identity and gender expression, or any other basis prohibited by law. Retaliation against anyone involved in the complaint process is a violation of College District policy. See FFDA (Local) - Freedom from Discrimination, Harassment, and Retaliation Sex and Sexual Violence, and FFDB (Local) - Freedom from Discrimination, Harassment, and Retaliation Other Characteristics.
- **Financial Aid Probation Appeals** – The Financial Aid Probation Appeal Policy is addressed under the Financial Aid section of the Student Handbook at [www.com.edu/student-services/student-handbook](http://www.com.edu/student-services/student-handbook).
- **Grade Appeals** – Student grade appeals are addressed

under the Grade Appeal section of the Student Handbook at [www.com.edu/student-services/student-handbook](http://www.com.edu/student-services/student-handbook).

- Non-Academic Complaints not related to financial aid eligibility, challenges to existing policies, or those pertaining to academic or grading matters. See FLD (Local) and FLD (Exhibit)
- Filing an appeal to a previous decision. See FLD (Local) and FLD (Exhibit)
- Student disciplinary action procedures are found in FMA (Regulation).
- Complaints concerning COM's management or conduct of Title IX, Higher Education Act of 1965 (HEA) programs or the advertising or promoting of its educational programs should be directed to Dr. Vicki Stanfield, Vice President of Student Services, at 409-933-8619.

Note: To view COM policies and regulations, go to [www.com.edu/bot](http://www.com.edu/bot) and click on "COM Policies" or "COM Regulations."

For assistance in determining the correct procedure to follow or to identify the appropriate dean or supervisor for informal resolution, students can contact the Dean of Students at 409-933-8662.

Should students feel their complaint has not been resolved adequately, they have the right to complain in writing or by telephone to the Texas Higher Education Coordinating Board (THECB) regarding the College's management of Title IX, HEA programs or its advertising, or promoting of its educational programs. Correspondence should be addressed to the Texas Higher Education Coordinating Board, P.O. Box 12788, Austin, TX 78711 or by telephone at 512-427-6101. Current, former, and prospective students may initiate a complaint with THECB after exhausting the College's complaint/appeal process.

The Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) publishes a Complaint Procedures Against SACSCOC or Its Accredited Institutions. Students, employees or others may initiate a complaint of alleged violations of SACSCOC Principles of Accreditation, the Core Requirements, and policies or procedures, as well as address possible violations of an institution's own policies and procedures. Refer to the policy statement for details on this process at <http://www.sacscoc.org/pdf/081705/complaintpolicy.pdf>.

Students may also contact the Department of Education Office for Civil Rights by telephone at 214-661-9600, by fax at 214-661-9587, TDD: 800-877-8339 or email: [OCR.Dallas@ed.gov](mailto:OCR.Dallas@ed.gov). By mail: Dallas Office, Office for Civil Rights, U.S. Department of Education, 1999 Bryan Street, Suite 1620, Dallas, Texas 75201-6810.

#### STUDENTS WITH DISABILITIES

The mission of COM's Services for Students with Disabilities is to create a welcoming and accessible educational environment that gives students with disabilities the opportunity to participate and benefit from all programs, services and activities. The counselor will work with faculty and staff to implement reasonable accommodations for students. Accommodations will only be granted to students who have provided appropriate

documentation of their disability and completed the intake process with the Student with Disabilities office. You should not ask your students whether they have a disability. Additional information can be obtained in the Student Success Center that is located in the Student Center. Adjunct faculty members will be notified in writing if they have a student requiring special accommodations in their classes. For further information, please contact Holly Bankston at [hbankston@com.edu](mailto:hbankston@com.edu) or 409-933-8520.

## F. STUDENT POLICIES

### ACADEMIC HONESTY POLICY

Students are expected to be honest in all academic endeavors. Students will adhere to the following Academic Honesty Policy. Any student violating this policy will be reported to the Dean of Students and shall be subject to discipline and/or suspension.

- Scholastic dishonesty shall constitute a violation of these rules and regulations and is punishable as prescribed by COM board policies
- Scholastic dishonesty shall include, but not be limited to, cheating, plagiarism and collusion
- "Cheating" shall include, but shall not be limited to:
  - a. Copying from another student's test or class paper
  - b. Using test materials not authorized by the person administering the test
  - c. Collaborating with or seeking aid from another student during a test without permission from the test administrator
  - d. Knowingly using, buying, selling, stealing or soliciting, in whole or in part, the contents of an event intended to be graded
  - f. Substituting for another student, or permitting another student to substitute for one's self, to complete any event intended to be graded
- "Plagiarism" shall be defined as the appropriating, buying, receiving as a gift or obtaining by any means another's work and the unacknowledged submission or incorporation of it in one's own written work.
- "Collusion" shall be defined as the unauthorized collaboration with another person in preparing written work for fulfillment of course requirements

### BEHAVIOR

Student behavior that interferes with the planned teaching-learning process or adjunct faculty evaluation of student work may be a manifestation of underlying personal or group problems and deserves your full attention before the implementation of any disciplinary procedures. When, in your judgment, a student's continued attendance will disrupt class activities, you may request that the student leave the class.

“COM has established certain rules and regulations under the premise that an education institution has the responsibility to regulate student behavior and conduct which tends to impede, obstruct or threaten the legal rights of others on campus, or the achievement of the mission and vision of the College. To create a positive climate for learning, students are expected to be familiar with and abide by all rules and regulations.”— COM Catalog, 2020-2021

“Instructors may, at their discretion, withdraw a student due to lack of attendance, inability to maintain the prescribed minimum rate of progress stated in the course syllabus, or for behavior detrimental to the learning process of the student or class. In the case of a withdrawal for behavioral reasons, the instructor will consult with the Dean of Students to ensure that the student discipline process, outlined in the Student Handbook, is followed appropriately.”—COM Catalog, 2020-2021

You should contact the program director regarding any behavioral concern with a student, but to take disciplinary action, you must report the concern to the judicial coordinator at the main College campus. For more information, see the COM Student Handbook.

To make a BIT referral, please visit <https://www.com.edu/counseling/bit-incident-report> to submit a referral form. If you would like additional information regarding the Behavioral Intervention Team, feel free to contact Michelle Brezina [mvaldes1@com.edu](mailto:mvaldes1@com.edu) for additional information.

#### CELL PHONES

You may address cell phone use in the course syllabus.

#### COMPUTERS AND OTHER ELECTRONIC DEVICES

You have the discretion to determine whether or not you will allow students to bring their personal laptops or other electronic devices into the classroom. Your position on this topic should be stated in your course syllabus.

#### COVID STUDENT REPORTING PROCESS

- Information regarding the Student COVID-19 Reporting Form will be well advertised to students, faculty and staff.
- If a student is experiencing COVID symptoms, has tested positive for COVID or has been exposed to someone with COVID, will complete the reporting form.
- Faculty who notice a student showing COVID signs or has a student self-identify will inform the student that he or she must complete the form. The faculty member will also email [COVIDstudents@com.edu](mailto:COVIDstudents@com.edu) with the student's information so an email with the link to the form can be sent to the student.
- Once the Student COVID-19 Reporting Form has been submitted, a case will be created in Maxient.
- Based on the student's situation, a tailored letter will be sent through Maxient via email and text notification to the student that lists next steps and how long to stay off campus.
- A scenario guide and request to return to campus form will be attached to the letter explaining that the form must be

completed to verify that proper procedures were followed before returning to campus.

- The letter will be emailed to the student and copied to the appropriate faculty member(s) for notification purposes.
- The student will email the completed return to campus form to [COVIDstudents@com.edu](mailto:COVIDstudents@com.edu) confirming that the required guidelines have been followed.
- Once the completed form is received, a follow up letter will be sent through Maxient to the student and appropriate faculty approving the request to return to campus.
- Form will be uploaded into Maxient for documentation and the case will be closed.

## G. COURSE AND FACULTY EVALUATIONS

### STUDENT EVALUATION

Students in every section of every course are given an opportunity to provide their assessment of the course and the adjunct faculty member by completing a standardized evaluation of course design and content as well as adjunct faculty member performance. Course evaluations are processed by the program administrative assistant and made available for adjunct faculty review as soon as possible; a summary of the evaluation results will be emailed to adjunct faculty. The purpose of the evaluation is to provide information for improving the course and instruction. You will receive evaluation forms and instructions for distribution to students prior to the last class day. You may not be present during the evaluation. Completed student evaluations are not to be reviewed by adjunct faculty but must remain confidential until reviewed by the Continuing Education Office and results compiled.

### CLASSROOM OBSERVATION OF ADJUNCT FACULTY

College accreditation policies mandate that all faculty (full-time and adjunct) be evaluated on a regular and systematic basis and that these results be used to improve teaching and program effectiveness. The CE program director, or perhaps other College employees, will evaluate the performance of adjunct faculty members in the first semester they teach and at least once a year thereafter using an appropriate method. Evaluation may include classroom visits, departmentally initiated student evaluation forms, the completion of course objective forms, etc. These observations will be documented and discussed with you. Observations will be scheduled in advance. Documentation of these observations and results will be maintained in the adjunct faculty file folder.

## H. ADDITIONAL RESOURCES

### BOOKSTORE (EXT. 8239)

The Bookstore offers faculty and staff a 10 percent discount on regular retail prices for any merchandise excluding sundries, software, textbooks and already-discounted items.

**BOOKSTORE HOURS:**

**Bookstore Fall/Spring Hours:**

Monday	7:30 a.m. – 6 p.m.
Tuesday	7:30 a.m. – 6 p.m.
Wednesday – Thursday	7:30 a.m. – 5 p.m.
Friday	7:30 a.m. – 12 p.m.

**Bookstore Summer Hours**

Monday – Tuesday	7:30 a.m. – 6 p.m.
Wednesday – Thursday	7:30 a.m. – 5 p.m.
Friday	Closed

**BUSINESS OFFICE (EXT. 8377)**

The Cashiers are located in COM’s Administration and Enrollment Center (Student Center ).

All vendor checks and payroll checks will be mailed to the address on record.

**CAREER SERVICES (EXT. 8379)**

Students who need help in the career decision-making process can get assistance from Career Services. Tools available include:

- Individual career counseling
- Interest inventories
- Opportunities to practice interviewing skills
- A searchable database of job openings throughout the community

**COUNSELING (EXT. 8379)**

Counselors are available to assist your students with academic and personal counseling. Contact the Student Success Center for additional information regarding services.

**EDUCATIONAL TECHNOLOGY SERVICES**

The Educational Technology Services department is located on the first floor of the Learning Resources Center behind the Library Circulation Desk. Educational Technology Services department supports all instructional departments by providing support for distance learning, and classroom technology.

Educational Technology Services facilitates:

- Distance learning
  - o Faculty and student technical support for COM’s course management system
  - o Online course design/development assistance
  - o Training in COM’s course management system
  - o Online Course Review
- Classroom instructional technology support
  - o Audiovisual troubleshooting
  - o Digital recording of instruction
  - o Preventative equipment maintenance – Data projectors and document cameras
  - o Operation of the Teaching Auditorium (LRC-131)
  - o Acquisition of instruction-related technology
  - o Audiovisual presentation development assistance
  - o Sound booth access
  - o Equipment checkout

**Classroom Instructional Technology**

Most classrooms have a data projector mounted in the ceiling with a wall or ceiling-mounted viewing screen, and a document camera. If your classroom does not have the technology you need, or if the technology in your classroom needs service, submit a support request outlining your needs to mediaservices@com.edu or call 409-933-8445 or 409-933-8271.

The Educational Technology Services web page provides access to equipment manuals and how-to videos for the most commonly used equipment. <http://edtech.com.edu/how-to-videos/>.

Should you need special instructional equipment submit a request outlining your needs to media services@com.edu or call 409-933-8445 or 409-933-8271. Please provide at least 24 hours’ notice for most requests. Request for video work require at least a weeks’ notice. Some emergency requests can be accommodated within four hours. The Educational Technology Services is staffed from 7:30 a.m. to 7:30 p.m. Monday through Thursday and 7:30 a.m. to 5:00 p.m. on Friday during the fall and spring semesters. Summer hours vary and are based on college operating hours.

The instructor computer workstation (CPU, monitor, keyboard, mouse and speakers) are supplied and maintained by Information Technology Services. To report a problem with the instructor workstation, submit an ITS support ticket at: <http://de-support.com.edu/requests>

**Distance Learning Support**

If you want to teach a course in an online format, including Internet or hybrid, you are required to complete training in the proper use of COM’s course management system. You must complete a training workshop, which is available online. The workshop must be completed prior to receiving a course development shell. To sign up for training, submit a support ticket at <http://de-support.com.edu/requests> or call 409-933-8445. All new Internet or hybrid courses must successfully complete the Online Course Review process before the course can be taught for the first time. Information about the Online Course Review process can be found in the current DE Faculty Handbook published at <http://edtech.com.edu/de-faculty-handbook/> (Some disciplines have master courses available. Contact your department chair for more information.)

- Blackboard Learn - course management system
- Respondus –test-generating software
- Study Mate – interactive learning-activity-generator (works with Respondus)
- SoftChalk Cloud – a tool to create attractive and interactive web pages
- Collaborate Ultra– lecture capture and synchronous virtual classroom
- Hoonuit – a website offering just-in-time videos

Distance education support is available Monday through Friday from 7 a.m. until 5 p.m. Staff members will provide assistance in developing distance education courses or technology used in the creation or management of online courses. Current staff-

ing includes two instructional designers. You can get access to site-licensed software used to create course content at the COM Online website at <http://edtech.com.edu/faculty-downloads/>.

**COMPUTER LAB INFORMATION  
(EXT. 8160 OR WWW.COM.EDU/COMPUTER-LABS)**

**Computer Lab: Innovations**

The Innovations Lab, located in the Technical Vocational Building, room 1324, has been established to provide COM students the opportunity to enhance their learning through the use of computers. The lab is staffed with personnel who are able to answer questions related to technology. Students must register with the attendant at the front desk to be assigned to the appropriate computer. For more information regarding the Innovations Lab, see Innovations Lab webpage: [www.com.edu/computer-labs/innovations](http://www.com.edu/computer-labs/innovations).

**Computer Lab: Library**

The Library Lab, located on the main floor of the Library, is staffed with personnel ready to assist all users. Computers in the Lab and Classroom provide access to the Internet, Library catalog and databases with articles, e-books and the extensive COM Library website designed to help users find the information they need. The COM Library Lab is open to COM students, faculty, staff and community members. For more information, see the Library Computer Lab webpage: [www.com.edu/computer-labs/library-computer-lab](http://www.com.edu/computer-labs/library-computer-lab).

**THE TUTORING CENTER**

Technical Vocational Building, Room 1306  
(EXT. 8703 OR WWW.COM.EDU/TUTORING)

The Tutoring Center offers both writing, math and science tutorials free of charge to all COM students, alumni, faculty and staff. It is open six days a week during the Fall and Spring semesters and Monday – Friday during the Summer. Hours during the Fall and Spring are Monday – Thursday, 8 a.m. – 8 p.m., Friday, 8 a.m. – 2 p.m., Saturday, 9 a.m. – 1 p.m. and Sunday, 2 p.m. – 6 p.m. Hours for the Spring mini and Summer will vary.

Writing tutors offer one-on-one tutoring sessions for clients on any phase of the writing, reading or oral presentation process. The center provides computers, reference materials, workspace and two sound-proof speaking booths with a lectern, computer and recording equipment where clients can practice oral presentations and job interviews. Tutors are available to answer quick questions or meet for one-on-one sessions to guide students who request help with:

- Brainstorming
- Speech outlines
- Organization
- Research
- Essays
- Discussion points
- Grammar and punctuation
- Formatting (MLA, APA, CMA)
- Revision
- Oral presentations

- Resumes and cover letters
- Mock interviews
- Application essays

Additional services offered include:

Online workshop PowerPoints: topics include formatting (MLA, APA, CMS), speech outlining, speech anxiety, plagiarism prevention, and resumes at <https://www.com.edu/tutoring/presentations-and-workshops>.

Online tutoring with a Tutoring Center writing tutor is available for all currently enrolled students. Students are able to schedule an online tutoring session through WC Online, a web-based program that gives students real-time access to the Tutoring Center’s writing tutors at <https://com.mywconline.com/>.

Although students may walk-in for help, they are encouraged to make an appointment. Students can make appointments online, by phone, or in person.

Math and Science tutors are available for walk-in tutoring for students needing assistance in their math courses, math related courses, or math placement test assistance. No appointment is necessary.

Math and Science Tutors Can:

- Provide feedback on homework, study habits and the learning process
- Make suggestions on note-taking strategies and organization skills
- Help you focus your energy on the task at hand
- Ask you questions to help you pull information together
- Discuss the concepts needed to complete an assignment
- Help you prepare for quizzes and tests
- Work through incorrect and/or old quiz/test questions
- Refer you to other available resources

Math and Science Tutors Cannot:

- Do your homework for you
  - Teach you the material
  - Assist students while they are taking quizzes or tests.
- Other math tutoring resources are available at <https://www.com.edu/tutoring/math-resources>

**NetTutor**

College of the Mainland provides all currently enrolled students with free, online tutoring assistance in the following disciplines:

- Accounting
- Allied Health
- Biology
- Chemistry
- Child Development
- Computer Science & IT
- Criminology
- Cybersecurity
- English
- Economics
- Humanities and Social Science



- Math
- Music
- Nursing
- Online Writing Lab (any assignment involving writing)
- Spanish

Access to NetTutor is provided through each course’s Blackboard interface. For more information, go to: <https://www.com.edu/tutoring/online-tutoring>

**LIBRARY (EXT. 8448)**

COM Library offers a number of services to our faculty. These include library instruction for your classes, placing materials on reserve, selecting books, embedding a librarian in your online course, creating course guides and more. In addition, you and your students can access the college level resources that you love. Books, eBooks, articles, streaming media and primary sources are available. Databases can be accessed off campus 24/7 from our database page with your COM ID# and last name. Library guides are a great one stop resource designed to help your students find the best resources for research projects and learn how to use library resources. Students can get help with research, citations, library resources or techy help via chat, tweet, text, phone or they can ask us face-to-face. Your students can use study rooms, find places to read, charge devices, and even de-stress with puzzles, chess, backgammon and more. To access resources online and get more information, go to <http://libguides.com.edu/FacultyResources>.

**Library Hours:**

Fall and Spring, Summer  
 Monday – Thursday 7:30 a.m. – 8:30 p.m.  
 Friday 7:30 a.m. – 5 p.m.  
 Saturday 9 a.m. – 1 p.m.

**Interim Hours (between semesters):**

Monday – Tuesday 7:30 a.m. – 7 p.m.  
 Wednesday – Friday 7:30 a.m. – 5 p.m.

**SCHOLARSHIPS (EXT. 8508 OR WWW.COM.EDU/COM-FOUNDATION)**

Many scholarships are available to COM students via an online application system (<https://collegeofthemainland.academicworks.com>). Refer students to the Foundation Office located at Appomattox Square, Ste. 13. There are specific deadlines, so students should check on scholarships as early as possible.

**I. CAMPUS POLICE**

**NON-EMERGENCY 409-933-8403 OR EXT. 8403**

The COM Police Department provides security for the College facilities and assistance to students, faculty, and staff 24 hours a day, seven days a week. COM PD officers regularly patrol campus parking lots. The police officers of College of the Mainland function under the authority of the Texas Code of Criminal Procedure and the Texas Education Code with police authority

jurisdiction in any county where COM owns or controls property or may operate.

COM PD is responsible for the enforcement of Federal law, Texas law, Local law, Traffic law, and College policy.

**EMERGENCY 409-933-8599 OR EXT.599**

Please immediately report the following activity to the campus police:

- Suspicious activity or individuals.
- Criminal activity.
- Personal injuries and medical emergencies. (If medical emergencies are life threatening please contact 911 first and then contact the campus police at 409-933-8599 or EXT. 599.)
- Vehicular accidents that occur on campus.

Please program the campus police phone numbers into personal cell phones and familiarize yourself with exits and fire extinguishers.

College of the Mainland is a tobacco-free campus which includes electronic and all smoking devices.

**CAMPUS CARRY**

As of August 1, 2017, Texas community colleges are required to comply with Senate Bill 11, commonly known as the “campus carry” bill. Individuals holding a license to carry (LTC), formerly concealed handgun license, will have the legal right to carry a concealed handgun onto community college campuses; however, openly carrying a firearm on a college campus is illegal. Please take note that storing handguns in personal vehicles on campus is allowed.

A license holder may carry a concealed handgun on or about their person while on College District property or in any buildings or properties owned, leased, or rented by the College District except in areas that have been deemed gun free zones under this policy. For further information about gun free zone locations, Campus Carry policy, and campus safety, please see the following link, <http://www.com.edu/campus-safety-and-security>. A video addressing Campus Carry and weapons guidelines can be found on COM’s home page at [www.com.edu](http://www.com.edu). This policy applies to faculty, staff, students, visitors, and individuals and organizations doing business on behalf of the College District or while on the College District premises or properties owned, leased, or rented by College District. In accordance with law, this policy shall not apply to commissioned peace officers.

**PARKING PERMITS**

You will be required to place a parking permit on your vehicle. Go to the following link to start the process to obtain the parking permit. [www.com.edu/police](http://www.com.edu/police)

## J. COLLEGE CLOSURE INFORMATION

Only the President of College of the Mainland can authorize the closing of the Campus. Official notification of campus closure may come through the following sources:

- Email from COM President
- College of the Mainland Emergency Notification System: COM Alert/Blackboard Connect
- Campus Emergency Information Line: 409-933-8500
- College website: www.com.edu

While other sources including social media and broadcast news may have information about school closings, the sources listed above are considered official. In the event there is a discrepancy, the sources above will be considered accurate.

- **Students:** Any class day missed as a result of an emergency closing may be rescheduled as appropriate. Contact your instructor for information regarding your specific circumstance.
- **Employees: During school session:** You will be notified by your department, an email from the President, or one of the official sources listed above regarding temporary cancellations or campus closings.  
**During non-school hours:** Notification will be issued through official sources listed above.

## K. FIRE DRILLS / ALARMS

Fire drills will be scheduled at various times throughout the school year.

### EVACUATION OF THE BUILDING

Orderly evacuation of a building during an emergency helps ensure:

- All building occupants shall immediately evacuate the building when the fire alarm sounds. Occupants should not assume that the alarm is a false one.
- All building occupants shall continue to evacuate the building even if the alarm stops.
- Building occupants shall use the nearest safe exit when evacuating the building.
- Building occupants shall ensure that all interior doors are closed (no need to lock).
- Building occupants should always use the stairs during an evacuation, whether an emergency or drill. Anyone needing assistance with stairs should wait on the exterior landings of stairwells in areas marked "Area of Rescue". Elevators shall not be used during the evacuation. If the power in the building fails, an occupant will be trapped inside the elevator.
- Any individual on an upper floor who unable to make a safe exit due to mobility or other impairment, may wait on the exterior stairwell landing. The individual should notify evacuating individuals to convey the need for rescue to fire personnel or drill commander of the individual in need of assistance.
- An outside location shall be designated by a supervisor or

faculty member for occupants to assemble following the evacuation.

- Maps of each building showing exits paths and evacuation areas may be posted at each exit. These maps will be developed by the Safety Officer in coordination with Facility Services

### ADJUNCT FACULTY RESPONSIBILITY

Prior to exiting the building, faculty members are responsible for ensuring that all students in your class have evacuated.

- Adjunct faculty members shall establish a safe location at least 100 feet from the building being evacuated and in an area where evacuees will not be endangered by emergency vehicles.
- Once there, you may release students or retain them depending on the time of evacuation relative to the end of class and the needs of the course.
- If you are aware that a student is unaccounted for, you should immediately notify fire department personnel or COM police officials.
- Students with disabilities limiting their mobility shall notify the adjunct faculty member of each class they will be attending and discuss how they may be assisted during an emergency evacuation. You should ensure assistance is provided to the student.
- If anyone on an upper floor is unable to make a safe exit due to mobility or other impairment, that individual may wait on the exterior stairwell landing in a drill or evacuation. The adjunct faculty or staff member from that area must immediately notify fire personnel or the drill commander of the individual in need of assistance.

### COMPLETION OF THE DRILL

When the Drill Coordinator or COM Police is certain that all occupants have evacuated the building where the drill is being conducted, the fire alarm will be silenced, reset and the occupants may be permitted to re-enter the building.



