



# ADJUNCT FACULTY HANDBOOK

*Guidelines and Resources*  
2017 - 2018



College of the Mainland®

1200 Amburn Road | Texas City, Texas 77591 | 409-938-1211 | 1-888-258-8859 | [www.com.edu](http://www.com.edu)

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## 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

## COM BOARD OF TRUSTEES

Kyle Dickson, Chair  
Alan Waters, Vice Chair  
Rosalie Kettler, Secretary  
Rachel Delgado, Donald G. Gartman, Bennie Matthews and  
Melissa Skipworth

## COLLEGE OF THE MAINLAND ADMINISTRATION

President

Dr. Warren Nichols, 409-933-8271

Vice President for Fiscal Affairs

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

Vice President for Institutional Advancement

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## INSTRUCTIONAL DEANS

Dean of Academic Programs

Dr. Steven Sewell, 409-933-8263

Dean of Workforce and Continuing Education

Dr. Carla Boone, 409-933-8616

## DEAN OF STUDENTS

Dean of Students

Dr. Kris Kimbark, 409-933-8131

## MAIN CAMPUS

1200 Amburn Rd.

Texas City, TX 77591

409-938-1211 or 1-888-258-8859

Fax: 409-938-1306

[www.com.edu](http://www.com.edu)

## LEARNING CENTERS

COM Cosmetology Lab/Offices

Gulfway Plaza

15009 Delany Rd., La Marque

COM Learning Center – Allied Health Center

200 Parker Ct. at FM 518, League City

COM Learning Center – League City East

102 East Walker St., League City

COM Lifelong Learning Center – 50 Plus Program

Gulfway Plaza

14045 Delany Rd., La Marque

COM Learning Center – North County

200 Parker Ct. at FM 518, League City

Gulf Coast Safety Institute

320 S. Delany Rd., La Marque

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

## A. GENERAL INFORMATION

### COLLEGE CATALOG

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

- A current academic calendar to use when developing your course document/syllabus
- A description of academic transfer programs, workforce programs, certification programs, continuing education and community services offered by College of the Mainland (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



**INSTRUCTIONAL VISION**

The Division of Instruction at the College of the Mainland will serve our community by delivering innovative, integrated, and impactful instruction, inclusive of diverse student populations and culminating in student success.

**INSTRUCTIONAL GOALS**

College of the Mainland is committed to providing quality instruction to meet the educational needs of students and the community. The offering of academic transfer courses, career programs, continuing education, and community service provides educational opportunities for all citizens of the community. Students are provided learning experiences within an environment promoting academic excellence, cultural diversity, and professional growth. The vision and mission of the college encompass a commitment to excellence in instruction to ensure an educated workforce and to enhance the quality of community life. Instructional goals are fundamental to the vision, philosophy and mission of the college. The following instructional goals exemplify the college's commitment to academic excellence:

1. A commitment to excellence in teaching, exceptional student academic performance, and recognition of outstanding achievement;
2. The development and implementation of a comprehensive curriculum essential to student intellectual growth and progress;
3. Creation of a challenging educational environment of quality instruction and faculty members' dedication to professionalism and student academic enrichment;
4. Continuous improvement of academic programs to meet degree and certification requirements;
5. Offering of educational opportunities to the community through continuing educational programs;
6. Recognition and appreciation of multiculturalism and student diversity as an integral part of the educational process;
7. A professional relationship with students and graduates to foster success in educational and career pursuits.

**B. EMPLOYMENT POLICIES AND PROCEDURES**

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

**PERSONNEL FORMS**

The following documents are available online at [www.com.edu/human-resources/new-hire-forms.php](http://www.com.edu/human-resources/new-hire-forms.php). Please complete these documents and submit them to the COM Human Resources Department prior to your first day of employment.

1. Background Check
2. Direct Deposit
3. Employee Notice of Alliance Requirements

4. Employee Acknowledgment of the Alliance Direct Contracting Program
5. English Proficiency Statement 2011
6. Mandatory Training – Preventing Sexual Harassment/ Preventing Employment Discrimination
7. Personal Data
8. Privacy of Information
9. W-4
10. Social Security Administration
11. Teacher Retirement System of Texas/Optional Retirement Program Confirmation of Prior Participation

Each applicant must also submit:

- Resume
- Application
- Official transcripts mailed directly to the COM Human Resources Office

Federal regulations requires an I-9 form to 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. (Summer I and II sessions will be considered one semester.)

**COM ID**

Your COM ID will be created in the gym. Take a picture ID to the COM Gym where College personnel will create a COM ID for you.

**ORIENTATION**

It is mandatory that all new adjunct faculty complete the Adjunct Academy (orientation) annually to be qualified to teach as an adjunct at COM.

Each instructional department will complete the orientation of new adjunct faculty by providing:

- Departmental procedures
- Course syllabi
- Facilities tour, introductions to department members, the Human Resources Department and administrative personnel
- Overview of available classroom technologies

**APPOINTMENTS**

All appointments to instruction positions authorized by COM are subject to the acceptance and continuous observance of the rules and regulations of the institution. Those appointed to instructional positions must meet the following requirements:

- Possession of appropriate degrees, graduate hours, certification, licensure, etc., as prescribed by the Southern Association of Colleges and Schools
- Recommendation by the department in which the instructor will teach
- WebAdvisor training

### 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. 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 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)

### TEACHING ASSIGNMENTS AND RESPONSIBILITIES

Your input is welcomed and you may ask—or be asked—to attend a department meeting when possible. Your relationship to the department is similar to that of a professional contractor or a consultant, and is on a semester-by-semester basis with no guarantee of future employment. Conversely, you are under no obligation to the department or to the College beyond the stipulation of your current adjunct faculty assignment and responsibilities. If you wish to teach the following semester, you should give the department sufficient notice of your availability to do so.

### TEACHING LOAD

Adjunct faculty may teach a maximum of 12 contact hours during the Fall and/or Spring semesters and no more than one course in either summer session. The chief academic officer must approve exceptions to the maximum limits.

### CLASS CANCELLATION

You will be notified immediately in the event that the class you are scheduled to teach is canceled due to low enrollment.

### PAYCHECKS

Your paycheck will be direct-deposited in your bank account on the last day of each month.

### COLLEGE REQUIRED TRAINING

The College requires that all employees (anyone receiving a COM paycheck) complete three online training courses every two years.

### 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 good and equipment
- Violation of safety
- 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 (SACS) states, “Institutions of higher education exist to further the pursuit and dissemination of knowledge;” in keeping with this mandate, the faculty members at COM have the primary responsibility for the quality of the institution’s educational program. More specifically, 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

You should distribute a course document/syllabus to your class(es) at the beginning of the semester. Department chairs will provide you with a generic syllabus to use as a model. Also, check with the department to verify any department-specific requirements. Send an electronic copy of your course documents to the department administrative assistant. This file allows your department to help students if it is necessary for you to be absent from a class.

#### SYLLABI REQUIREMENT

In compliance with SACSCOC, the THECB, and COM requirements, COM has adopted a standardized syllabi template that all credit faculty must utilize. The electronic file for this template will be provided to you by the appropriate department Chair. A copy of the syllabi template is located at the end of this handbook. (See Appendix A and Appendix B )

#### ASSESSMENT RESPONSIBILITIES FOR ADJUNCT FACULTY

All adjunct faculty at College of the Mainland are required to teach and assess student learning outcomes (SLOs). Student learning outcomes for general education courses are mandated by the Texas Higher Education Coordinating Board and are listed in the Academic Course Guide Manual (ACGM). These outcomes must be listed in the course syllabus, taught and assessed.

In addition to course-level student learning outcomes, faculty also are required to teach and assess the Core Objectives mandated by the Texas Higher Education Coordinating Board. The Core Objectives must be listed in the course syllabus, taught and assessed. As the Core Objectives vary by discipline, see the department chair for the Core Objectives that are mandated for the courses you teach. Adjunct faculty must create assignments that address the Core Objectives mandated for their courses. Adjunct faculty are not required to submit assessment data related to the Core Objectives as that data will be extracted from the course-level database by the Instructional Assessment Committee.

Student learning outcomes for workforce courses also are mandated by the Texas Higher Education Coordinating Board and are listed in the Workforce Education Course Manual (WECM). These outcomes must also be listed in the course syllabus, taught and assessed.

At the end of every semester, assessment data related to student achievement of the course student learning outcomes must be entered in the Strategic Planning Online (SPOL) assessment database. This applies to all general education and workforce courses. Instructions for inputting assessment data into the database are available by contacting the department chair or program director. Due dates are also available by contacting the department chair or program director, but generally the deadline for inputting assessment data is the same as for submission of end-of-semester course grades.

#### ABSENCES/EARLY DISMISSAL

The Texas Higher Education Coordinating Board approves classes based on specific contact hours per student. Should you have to miss a class meeting because of an illness or emergency, call the department chair/dual credit coordinator/high school contact or department administrative assistant as soon as possible. In the event that you will miss a class for an extended period, the department will make an effort to obtain a substitute and adjust your adjunct faculty assignment accordingly. Part-time faculty are allowed one absence per semester, per course, without a reduction in pay.

#### ACADEMIC CALENDAR

Check the academic calendar each semester for days that the campus is closed. The academic calendar can be found at [www.com.edu/admissions/academic-calendar.php](http://www.com.edu/admissions/academic-calendar.php).

#### OFFICE HOURS

At the beginning of the semester, the department administrative assistant will ask you to fill out a class/office hours schedule form. As an adjunct faculty member, you must schedule a minimum of one hour each week during which you will be available to meet with students individually.

#### 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.

#### PROFESSIONAL IMAGE POLICY - EXCERPT FROM DH (LOCAL)

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.

Each supervisor shall be responsible for monitoring compliance with this policy for each employee in his or her department or division. Violations of this policy shall be immediately addressed with the employee in an appropriate manner. A supervisor may suggest that the employee dress more appropriately in the future, or may request that the employee leave the workplace temporarily to change attire, depending upon the violation. An employee who continues to violate this policy shall be subject to disciplinary action.

At a minimum, dressing in a professional manner shall mean wearing clothing that is neat, clean, in good repair, fits properly, and is appropriate for the employee's work assignment. Sexually suggestive clothing, including revealing or tight-fitting garments, shall not be considered acceptable. Clothing or headgear adorned with racial slurs; lewd, obscene or derogatory words, statements, or pictures; or clothing with unprofessional symbols, phrases, or slogans, including clothing that advertises tobacco, alcohol products, sexual innuendo, or any controlled substance, shall be prohibited. For safety and health reasons, shoes shall be worn on campus at all times.

## D. OFFICE LOGISTICS AND SUPPLIES

### CLASSROOM ACCESS

If you are having trouble gaining access to the building at your class time, inform the department administrative assistant or department chair. In emergency situations, contact COM police at Ext. 8403 (nonemergency line) or Ext. 8599 (emergency line).

### CLASSROOM EQUIPMENT

All instructional classrooms should be equipped with an instructional computer, data projector and screen. Most instructional computers are connected to a DVD recorder so that the recording is played via the computer and projected from the data projector to the screen. Many classrooms also have a document camera. Adjunct faculty should make their classroom equipment preferences known at least three months 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 department administrative assistant if one is available for your use in the department area. If a computer isn't available in the instructional department suite, there are computers in the COM Library (Learning Resources Center, first floor) and the Innovations Lab (Technical-Vocational Building, Room TVB-1324) for your use.

### MAILBOXES

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

### OFFICE ASSIGNMENTS/PROGRAM

The department chair will designate an office or other space for you to use during office hours.

### OFFICE SUPPLIES

If you need a grade book, board markers, file folders or other miscellaneous supplies, request these items through the department administrative assistant. Do not use permanent markers on white boards.

### PHOTOCOPIES

The department administrative assistant will assign you a personal copy code to make copies of class handouts. Please be judicious in your use of the photocopying machine; when possible, use other means, such as your Blackboard Shell to publicize brief announcements and assignments, etc. Check to ensure that you are in compliance with all copyright laws.

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, the department administrative assistant can request that OfficeMax, with whom the College has a contract, make the copies at a lower cost than when you use the photocopying machine.

### TEXTBOOKS

The department administrative assistant will lend you desk copies of the required textbooks. These textbooks and any other materials must be returned to the instructional department at the end of the semester.



## E. INSTRUCTIONAL POLICIES AND PROCEDURES

### INITIAL CLASS ROLLS

On the first day of class, you will receive a temporary list of students officially enrolled in your class. Students who are present but are not listed on the temporary roll must go to the Registrar's Office.

### OFFICIAL CLASS ROLLS

Official class rolls are issued on census day (12th class day of a 16-week term). Census dates are available in the College catalog. Students who have not paid tuition by census day will not be included on the official class roster. Once the official class rolls arrive, you must verify enrollments and sign and return a copy of these rolls to the Registrar's Office.

1. Students who are not on the official class roll cannot attend the class. If the student believes they are not on the roll due to an error, please send them to the Registrar's Office. You may check your rolls in WebAdvisor throughout the semester. If a student is not on the roll beyond the census date, they cannot remain in the class or receive a grade for the course.
2. Students who are on the roll but have never attended the class may be withdrawn by the instructor at his or her discretion on or before "W" day. If the student remains on the roll beyond the "W" date, they must receive a grade for the course. If you intend to withdraw non-attending students, state this clearly in your syllabus.

### ENFORCING PREREQUISITES

A list of prerequisites for each course can be found in the College catalog. For entry-level and developmental courses, the prerequisites may include minimum scores on placement tests. Your department may ask you to check that your students satisfy the prerequisites for your course. The data necessary to determine a student's eligibility is included on his/her Advisor Worksheet, which you can ask the department administrative assistant to provide you if appropriate. Only the Vice President for Instruction has the authority to waive a prerequisite.

### DROP/REINSTATEMENT OF STUDENTS

"W" day (withdrawal day) is the last class day that students can withdraw from a course. Only grades of "A," "B," "C," "D" or "F" can be given after this date. (See "Final Course Grades" for an explanation of these grades.) Check the College catalog for the current semester's "W" day.

If a student has dropped your class or you withdrew them after the census day, you may later reinstate that student by informing the Registrar's Office in writing. You should agree to reinstate a student only if the student agrees to make up missing work in a timely manner and if, in your judgment, the student has not missed so much work that it would be

impossible for the student to complete the course with a passing grade.

### SIX-COURSE DROP LIMIT (TEC 51.907)

Law states that undergraduate students enrolling as first-time freshmen at a Texas public higher education institution in fall 2007 or thereafter will be limited to a total of six dropped courses during their entire undergraduate career.

The six-course drop limit includes all applicable dropped classes from all Texas public colleges/universities the student has attended. Drops that count in the limit are those for which the student received a grade of "W" on their COM transcript and those equivalent affected drops reported on transcripts from other Texas public colleges and universities. If the student started college in fall 2007 or thereafter and then transferred to COM from an affected Texas public college or university with the equivalent of six grades of "W," they may not drop any additional courses at COM. If the student transfers with fewer than six, they may only drop the remainder at COM. After the student has the equivalent of six grades of "W" from COM and/or other affected institutions in total, they must receive grades of "A," "B," "C," "D" or "F."

Drops that don't count in the limit are those for which the student receives grades the equivalent of a withdrawal for an entire term (they totally withdraw from all courses at the same time). This means that all parts of term are considered as one term. Example: If students drop a three-week course (mini) but remain enrolled in a five-week or sixteen-week course, they will not have "withdrawn" for the term. Students must notify the Office of Admissions and Records if it is their intent to withdraw before they drop so the courses can be marked appropriately.

Drops from developmental courses do not count in the limit (any course with a "0" first in the course number, ex. MATH 0320). Courses taken while still in high school do not count in the limit. Once enrolled in COM after high school graduation, any drops after that time will count. Students who attended college anywhere prior to fall 2007 are excluded from this law.

There are exemptions to this six-course drop limit including cases of severe illness, care for a sick person, death of a family member, active-duty military service, withdrawing for the term, change of work schedule beyond student's control and other good cause as determined by the institution. These exemptions are requested from the Office of Admissions and Records and must be made prior to dropping the course. Documentation is required.

Students should fully understand this new drop limit before dropping any courses. For questions or assistance, please visit the Student Success Center or the Office of Admissions and Records.

### STUDENTS WITH DISABILITIES

The mission of Services for Students with Disabilities at College of the Mainland 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. We 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 our 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 Enrollment Center/Administration Building. Faculty members will be notified in writing if they have a student requiring special accommodations in their classes.

### CLASS ATTENDANCE

Students are expected to attend every class section of all classes for which they are registered. They are not permitted a certain number of “misses.”

### 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, grades, 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. 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.

### DEALING WITH DISRUPTIVE STUDENTS

Behavior that disrupts the learning environment should not be tolerated. If you feel that you have a disruptive student, discuss it with your department chair. Conduct issues may also be referred to the Dean of Students at Ext. 8131. During evenings and weekends, contact campus police at 409-933-8559.

### 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.

### EXAM PERIODS

COM does not observe separate “exam weeks.” Check with your department concerning any designated midterm or final exam periods that your department observes. Most instructors administer final exams on the last or next-to-last class day of the semester. Check the current COM catalog for the semester's “last class day” and “grades due deadline.” Note that grades are due in the Office of Admissions and Records very soon after the last class day (sometimes, for summer classes, on the last class day). Schedule final work so that you can meet the deadline for turning in your grades.

### FINAL COURSE GRADES

Final grades for the semester are entered into WebAdvisor. Documentation can be found at the Blackboard login on the COM home page or <https://de.com.ed/webapps/login>. (The login is the same as your email login.) Once in Blackboard, choose INT-FaST:FaST – Faculty and Staff Training, Technical Documentation, WebAdvisor, WebAdvisor for faculty. You must assign a grade to every student that appears on your grade roll. Do not leave any blank.

For students who complete a course, COM awards passing grades of “A,” “B,” “C,” “D” or the failing grade of “F.” For students who do not complete the course requirements, COM awards the grades of “W,” “I” and “F.”

- A: The student's work demonstrated superior achievement of course objectives
- B: The student's work demonstrated outstanding achievement of course objectives
- C: The student's work demonstrated minimum achievement of course objectives
- D: The student's work demonstrated marginal achievement of course objectives
- F: The student's work demonstrated failure to achieve course objectives
- W: Students who officially withdraw from a course on or before the date specified on the calendar in the College catalog for any reason will receive a “W.” Students have a responsibility to ensure that they have properly withdrawn from a course. Ceasing to attend class does not officially withdraw a student from a course.

Students who need to withdraw after the “W” date shown in the catalog because of circumstances beyond their control should confer with the instructor and department chair.

Instructors may, at their discretion, withdraw a student due to 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 associate vice president for student success and conduct to ensure that the student discipline process, outlined in the COM Student Handbook, is followed appropriately.

- I: 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 instructor, 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 percent of the points possible in the class are still outstanding.

In cases where an instructor agrees to assign an Incomplete Grade, the faculty member must complete a triplicate “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 to the student and the 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.”

#### 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 (the department chair or administrative assistant can provide this for you). These forms are not valid if sent through campus mail. Sign the form electronically and forward to the department chair.

#### GRADEBOOKS

All faculty are required to keep a permanent record of student attendance and grades for all assigned work for at least one year from the date that grades were assigned. You may request a grade book from the department 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 weightings 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 department chair each semester.

#### FIELD TRIPS

Because of the legal liability involving field trips, you must inform and discuss any field trips with the department chair in advance. College procedures must be followed in planning a field trip involving College vehicles.

#### STUDENT GRIEVANCES

Student Grievances relate to allegations of discrimination, harassment, retaliation, or violations of federal or state law or College District policies. Grievances are processed according to the procedures found in FFD (Local) policy, FFD (Regulation) and FFD (Exhibit). COM Policies and Procedures can be found on the College website at [www.com.edu](http://www.com.edu) under “About COM” and “Board of Trustees” links. To view FFD (Local) policy, click on “COM Policies” and select “Students” under “Browse Sections.” To view FFD (Regulation) and FFD (Exhibit), click on “COM Regulations” and select “Students” under “Browse Sections.”

#### STUDENT COMPLAINTS

Students may file a complaint to address matters not included in the grievance process, including those relating to problems or conditions that a student believes to be unfair, inequitable, or a hindrance to the educational process or the conduct of campus business. More information can be found in FLD (Regulation) located on the College website, [www.com.edu](http://www.com.edu) under “About COM” and “Board of Trustees” links. To view FLD (Local) policy, click on “COM Policies” and select “Students” under “Browse Sections.” To view FLD (Regulation) and FLD (Exhibit), click on “COM Regulations” and select “Students” under “Browse Sections.”

**FLD REGULATION**

Students may express a complaint to address matters not included in the grievance process, including those relating to problems or conditions that a student believes to be unfair, inequitable, or a hindrance to the educational process or the conduct of campus business.

**Level One:** The student should first discuss the complaint with the College employee most directly responsible for the condition which brought about the complaint. Such discussions, including the relief requested, should occur within fifteen (15) business days of the date on which the student knew or should have known of the event(s) giving rise to the complaint. The decision at Level One should be reached within five (5) business days of the discussion.

**Level Two:** If the discussion in Level One does not resolve the matter to the student's satisfaction and the student wishes to pursue the matter, the student should discuss the matter with the employee's supervisor. Discussions at Level Two should occur within ten (10) business days of the date on which a decision was issued in Level One. The decision at Level Two should be reached within 10 business days of the discussion.

**Level Three:** If the outcome in Level Two does not resolve the matter to the student's satisfaction, the student may seek further review by filing a written complaint [See FLD(EXHIBIT ) ] with the next level of supervision within ten (10) business days of the date of the written response in Level Two. The written complaint must state the issue, the relief requested, and the levels the student has taken to resolve the issue. The next level supervisor will review the complaint and may conduct an investigation. The next level supervisor will provide the complainant with a written response regarding the review within fifteen (15) business days of receipt of the written request for review. The next level supervisor will forward a copy of the student's written complaint and the written response formulated in Level Three to the Associate Vice President of Student Success and Conduct (AVPSSC) for record - keeping purposes. The decision reached at this level is final.

**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 behavior in a COM class or during COM business to control, influ-

- ence 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 department chair
- 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

**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 on a test, plagiarism and collusion.
- "Cheating on a test" shall include:
  - a. Copying from another student's test 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 unadministered test
  - e. The unauthorized transporting or removal, in whole or in part, of the contents of the unadministered test



- f. Substituting for another student, or permitting another student to substitute for one's self, to take a test
- g. Bribing another person to obtain an unadministered test or information about an unadministered test
- "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 educational institution has the responsibility to regulate student behavior and conduct that 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 to abide by all rules and regulations." – COM Catalog, 2017-2018.

"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, 2017-2018

You should contact the department chair 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.

### CELL PHONES

Cell phones should be turned off or placed in silent/vibrate mode during class. You may wish to further address this topic 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 and other electronic devices in to the classroom. Your position on this topic should be stated in your course syllabus.

## G: COURSE AND INSTRUCTOR EVALUATIONS

### STUDENT COURSE EVALUATIONS

Each semester, your students will participate in the campus-wide course evaluation process. All students will complete the evaluation process online. You may not be present during the evaluation. You may request the results of your class evaluation from the department chair after they have been tabulated. Your department will provide further information on the process.

### 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. Each instructional department has developed an appropriate method for evaluating the performance of its faculty members. Evaluation may include classroom visits, departmental-initiated student evaluation forms, the completion of course objective forms, etc. Ask your department chair about current departmental policy. Observations will be scheduled in advance. Documentation of these observations and results will be maintained in the adjunct faculty file folder.

## H: PROFESSIONAL DEVELOPMENT

Adjunct faculty are eligible for professional development funding through the Professional Development Academy (PDA). Funding is limited to \$200.

## I: ADDITIONAL RESOURCES

### THE BOOKSTORE (EXT. 8239)

Texas Book Company offers the faculty and staff a 10 percent discount off regular retail prices for any merchandise excluding sundries, software, textbooks and already-discounted items.

**Bookstore Fall/Spring Hours:**

Monday – Tuesday	8 a.m. – 6 p.m.
Wednesday – Thursday	8 a.m. – 7 p.m.
Friday	8 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

(Open from 8 a.m. – 7 p.m. the first three days of Fall and Spring semesters)

(Open from 8 a.m. – noon first day of Saturday class for Fall and Spring semesters)

**BEHAVIORAL INTERVENTION TEAM (BIT) (EXT. 8124)**

The BIT has been established to provide a coordinated, systematic response to students whose behavior is disruptive to the campus community. Our goal is to support student success, and promote the overall health, safety and welfare of the students and members of the college community. Contact Michelle Valdes (ext. 8124) for details.

**BENEFITS AVAILABLE TO ADJUNCT FACULTY (EXT. 8190)**

- Use of the library facilities
- 10 percent discount at the bookstore (see Bookstore section for details)
- COM email accounts
- With appropriate approval, access up to \$200 of professional development funds. See department chair.

**WELLNESS CENTER HOURS**

Monday – Thursday	6 a.m. – 10 p.m.
Friday	6 a.m. – 7 p.m.
Saturday and Sunday	9 a.m. – 3 p.m.

**CAREER SERVICES (EXT. 8379)**

The Career Services Department assists students who need help in the career decision-making process. Tools available include:

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

**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 supports all instructional departments by providing support for distance learning computer labs and classroom technology.

Educational Technology Services Department 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 (Contact COM's Instructional Technology Department for assistance with computer problems.)
- Operation of the Teaching Auditorium (L-131)
- Acquisition of instruction-related technology
- Audiovisual presentation development assistance
- Sound booth access
- Equipment checkout
- Computer labs
  - o Assistance provided

**Classroom Instructional Technology**

Most classrooms have a data projector mounted in the ceiling with a wall or ceiling-mounted viewing screen, a document camera and a DVD player. If your classroom does not have the technology you need, or if the technology in your classroom needs service, submit a support ticket outlining your needs using the online ticketing system at <http://de-support.com.edu/requests> or call 409-933-8388 or 409-933-8207.

The Educational Technology Services Department's 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 your request using the web-based ticketing system at <http://de-support.com.edu/requests>. Instructions on how to access the online ticketing system for the first time can be found at <http://edtech.com.edu/current-faculty/>, or you may call 409-933-8388 or 409-933-8207. Please provide 24 hours'

notice for all requests. Some emergency requests can be accommodated within four hours. The Educational Technology Services Department is staffed from 7:30 a.m. to 7:30 p.m. Monday through Thursday and 7:30 a.m. to 5 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://helpdesk.com.edu>.

### 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 series of three training workshops which are all available online. All three workshops 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.)

The Educational Technology Services Department can provide training in:

- 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
- VoiceThread – interactive online voice tool
- Collaborate Ultra– lecture capture and synchronous virtual classroom
- Atomic Learning – a website offering just-in-time training videos
- Lesson Builder – a tool to create attractive and interactive web pages

Distance education support is available Monday through Friday from 8 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 staffing 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/>. Support staff are available to provide access to and training

### LAB INFORMATION (EXT. 8364 OR [WWW.COM.EDU/COMPUTER-LABS](http://WWW.COM.EDU/COMPUTER-LABS))

#### Computer Lab: Innovations

The Innovations Lab, located in the Technical Vocational Building, Room T-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: Instructional Assessment Lab

The Instructional Assessment Lab, located in the Technical Vocational Building, Room T-1528A, offers all students the opportunity to test in a quiet, monitored setting. Access is available on a walk-in basis; however, students must register with a valid COM ID. For more information, see the Instructional Assessment Lab webpage: [www.com.edu/computer-labs/instructional-assessment-lab](http://www.com.edu/computer-labs/instructional-assessment-lab).

#### 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).

#### Math Tutoring Lab

The Math Tutoring Lab, located in the Technical/Vocational Building, Room T-1532, provides free walk-in tutoring services for all students enrolled in a math course and access to supplemental resources such as Internet access, tutorials on video/CD-ROM and informational handouts. A lab schedule is provided on the Math Tutoring Lab website and available sessions and times will be posted outside Room T-1532 each semester. No appointment is necessary. For more information, visit the Math Tutoring Lab webpage: [www.com.edu/computer-labs/math-tutoring-lab](http://www.com.edu/computer-labs/math-tutoring-lab).

**The Speaking, Reading and Writing Center at COM**

The Speaking, Reading and Writing Center offers students, faculty members, alumni and staff a variety of academic and job preparation tutoring services. Located in the Technical-Vocational Building, Room 1306, the Center provides work space, up-to-date reference materials and trained tutors available Monday through Friday to work one-on-one with clients seeking to improve their public speaking, reading and writing skills.

Two soundproof speaking booths provide space to practice and record oral presentations, practice mock job interviews and work on group projects.

Tutors can provide feedback and assistance with:

- Brainstorming
- Pre-writing
- Organization
- Research
- Reading strategies
- Speech outlines
- Thesis statements
- Resumes and cover letters
- Grammar and punctuation
- MLA, APA and CMS formatting
- Writing and speaking for an audience
- PowerPoint
- Oral presentations
- Interview practice
- Applications

The SRWC also offers online tutoring that allows clients to schedule one-hour sessions through WC Online, a web-based program with real-time chat and whiteboard space for revision available at [com.mywconline.com](http://com.mywconline.com). Additional services include workshops on formatting styles, writing strategies, group projects, speeches and resume writing. Workshops and classroom presentations are also available on other topics upon request.

**Fall/Spring**

Monday  
7:30 a.m. – 8:30 p.m.  
Tuesday  
7:30 a.m. – 8:30 p.m.  
Wednesday  
7:30 a.m. – 8:30 p.m.  
Thursday  
7:30 a.m. – 8:30 p.m.  
Friday  
7:30 a.m. – 4 p.m.  
Saturday  
9 a.m. – 1 p.m.

**Summer**

Monday  
7:30 a.m. – 5 p.m.  
Tuesday  
7:30 a.m. – 5 p.m.  
Wednesday  
7:30 a.m. – 5 p.m.  
Thursday  
7 a.m. – 5 p.m.  
Friday  
7:30 a.m. – 4 p.m.

**Spring Mini**

7:30 a.m. – 5 p.m., Monday through Friday

Appointments and walk-ins are welcome. For more information or to schedule an appointment, contact us at 409-933-8703 or 409-933-8702.

**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/FacultyServices>.

**Library Hours:**

Fall and Spring

Monday – Thursday	7:15 a.m. – 8:30 p.m.
Friday	7:15 a.m. – 5 p.m.
Saturday	9 a.m. – 1 p.m.

**Summer Hours:**

Monday – Tuesday	7:15 a.m. – 7:30 p.m.
Wednesday – Friday	7:15 a.m. – 5 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.



**J: 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 Aug. 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 the 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. <https://forms.office.com/Pages/ResponsePage.aspx?id=Does3lxc5kyPbHPvAdRTmVgPa5dR8MpBpxvbqa0-GMVURDBIVVBNUITNZSUY3NIMwS0wyR0g0T-ExCVS4u>

**K: COLLEGE CLOSURE INFORMATION**

Only the president of the 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
- Campus Emergency Information Line: 409-933-8500
- College website: [www.com.edu](http://www.com.edu)
- College of the Mainland Emergency Notification System: COM Alert/ Blackboard Connect

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 will 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.

**L: FIRE DRILLS/ALARMS**

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

**EVACUATION OF THE BUILDING**

The orderly evacuation of a building during an emergency depends on early warning and employee awareness of proper evacuation procedures.

- All building occupants shall immediately evacuate the building when the fire alarm sounds. Occupants should not assume 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. Stairway fire doors will keep out fire and smoke if they are closed and will protect an occupant until he or she gets outside. Elevators shall not be used during the evacuation. If the power in the building fails, an occupant will be trapped inside the elevator.
- A supervisor or faculty member shall designate an outside location for occupants to assemble following the evacuation.
- All building occupants will remain outside of the building until such time as they are authorized by the Drill Coordinator to go back into the facility.

**ADJUNCT FACULTY RESPONSIBILITIES**

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

- Faculty members shall establish a safe location at least one hundred feet from the building being evacuated and in an area where evacuees will not be endangered by emergency vehicles.
- Once there, faculty members 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 a faculty member is aware that a student is unaccounted for, the faculty member shall immediately notify fire or COM Police officials.
- Students with disabilities limiting their mobility shall notify the faculty member of each class they will be attending and discuss how they may be assisted during an emergency evacuation. Faculty members shall ensure assistance is provided to the student.
- If anyone on an upper floor is unable to make a safe exit due to a mobility or other impairment, that individual may wait on the exterior stairwell landing in a drill. The faculty or staff member from that area must immediately

notify fire personnel or drill commander of the individual in need of assistance.

**COMPLETION OF THE DRILL**

When the Drill Coordinator 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.

**College of the Mainland Accreditation Statement**

College of the Mainland 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 College of the Mainland. 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.

**Nondiscrimination Statement**

The College District prohibits discrimination, including harassment, against any employee 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. The College District designates the following person to coordinate its efforts to comply with Title IX of the Education Amendments: Lonica Bush, Director of Diversity and Equity, lbush@com.edu, 1200 Amburn Road, Texas City, Texas 77591, 409-933-8413.

## APPENDIX A – 2017-2018 SYLLABUS/ACADEMIC COURSES

Course Number and Section (History 1301.XXXCL)  
 Name of Course (United States History I)  
 Course Semester (Fall 2017)  
 Time and days of course

**Instructor Information:** Name, email, phone number

**Office hours and location:**

**Required Textbook:**

**Textbook Purchasing Statement:** A student attending College of the Mainland is not under any obligation to purchase a textbook from the college-affiliated bookstore. The same textbook may also be available from an independent retailer, including an online retailer.

**Course Description:** (catalog description is acceptable)

**Course requirements** (including description of any special projects or assignments):

**Determination of Course Grade/Detailed Grading Formula** (methods of evaluation to be employed to include a variety of means to evaluate student performance):

**Grading Scale:**

**Make-Up Policy:**

**Course outline** (include calendar with lecture topics, due dates):

**Attendance Policy:**

**Tardiness Policy:**

**Withdrawal Policy:**

**Disclaimers/Additional Policies** (Individual faculty policies that may not fit under other sections):

**Success Tips for Students** (at a minimum, include link(s) to resource(s) focused on any computer skills needed to be successful in course):

**ADA Statement:** Any student with a documented disability needing academic accommodations is requested to contact [insert name here] at 409-933-xxxx. The Office of Services for Students with Disabilities is located in the Student Success Center.

<http://www.com.edu/student-services/counseling.php>

**Early Alert Program:** The Student Success Center at College of the Mainland has implemented an Early Alert Program because student success and retention is very important to us. I have been asked to refer students to the program throughout the semester if they are having difficulty completing assignments or have poor attendance. If you are referred to the Early Alert Program you will be contacted by someone in the Student Success Center who will schedule a meeting with you to see what assistance they can offer in order for you to meet your academic goals.

**Classroom Conduct Policy:** College of the Mainland requires that students enrolled at COM be familiar with the Standards of Student Conduct, which can be found in the on-line

Student Handbook. <http://www.com.edu/student-services/student-handbook.php>. Students are expected to be familiar with and abide by the Student Code of Conduct. Any violations of the Code of Conduct will result in a referral to the Dean of Students and may result in dismissal from this class.

**Academic Dishonesty:** (Describe your academic dishonest policy and state consequences if it is violated)

**Plagiarism:** The practice of taking someone else's work or ideas and passing them off as one's own. (Describe your plagiarism policy and state consequences if it is violated)

Link(s) to resource(s) about ways to avoid plagiarism:

<http://en.writecheck.com/ways-to-avoid-plagiarism/>

**Concerns/Questions Statement:** If you have any questions or concerns about any aspect of this course, please contact me using the contact information previously provided. If, after discussing your concern with me, you continue to have questions, please contact [insert name and title of direct supervisor] at [phone number/email address].

Student Learner Outcome	Maps to Core Objective	Assessed via this Assignment
1.		
2.		
3.		

**QEP (Quality Enhancement Plan) (If applicable):**

This class has been selected to include oral communication in its curriculum as part of College of the Mainland's Quality Enhancement Plan (QEP) on oral communication across the curriculum. A small percentage of classes will also be video recorded for institutional purposes.

#### FOR ONLINE COURSES:

\*\*Online instructors should consult the Distance Education Faculty Handbook for additional requirements, but at a minimum, online syllabi should include these additional elements:

- Course attendance policy, e.g., "must log in 1-2 times a week"
- Link to ADA statement
- Communication policy

## APPENDIX B – 2017-2018 SYLLABUS/WORKFORCE COURSES

Course Number and Section (HITT 1305.XXXCL)

Name of Course (Medical Terminology I)

Course Semester (Fall 2017)

Time and days of course

**Instructor Information:** Name, email, phone number

**Office hours and location:**

**Required Textbook:**

**Textbook Purchasing Statement:** A student attending College of the Mainland is not under any obligation to purchase a textbook from the college-affiliated bookstore. The same textbook may also be available from an independent retailer, including an online retailer.

**Course Description:** (catalog description is acceptable)

**Course requirements** (including description of any special projects or assignments):

**Determination of Course Grade/Detailed Grading Formula** (methods of evaluation to be employed to include a variety of means to evaluate student performance):

**Grading Scale:**

**Make-Up Policy:**

**Course outline** (include calendar with lecture topics, due dates):

**Attendance Policy:**

**Tardiness Policy:**

**Withdrawal Policy:**

**Disclaimers/Additional Policies** (Individual faculty policies that may not fit under other sections):

**Success Tips for Students** (at a minimum, include link(s) to resource(s) focused on any computer skills needed to be successful in course):

**ADA Statement:** Any student with a documented disability needing academic accommodations is requested to contact [insert name here] at 409-933-xxxx. The Office of Services for Students with Disabilities is located in the Student Success Center.

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**Student Learning Outcomes:**

- 1.
- 2.
- 3.

**QEP (Quality Enhancement Plan) (If applicable):** This class has been selected to include oral communication in its curriculum, as part of College of the Mainland's Quality Enhancement Plan (QEP) on oral communication across the curriculum. A small percentage of classes will also be video recorded for institutional purposes.

#### FOR ONLINE COURSES:

\*\*Online instructors should consult the Distance Education Faculty Handbook for additional requirements, but at a minimum, online syllabi should include these additional elements:

- Course attendance policy, e.g., "must log in 1-2 times a week"
- Link to ADA statement
- Communication policy









# I AM a national scholarship WINNER.

Being president of the College of the Mainland chapter of the international community college honor society has helped not only with networking and scholarships, but I've made friends I would have never made otherwise.

**Kaci Maris**

*A 2017 Coca-Cola Community College Academic Team Gold Scholar*



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