



# ADJUNCT FACULTY HANDBOOK

Guidelines and Resources  
2019 – 2020

UPDATED JULY 2019



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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

## 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

Donald G. Gartman, Dr. Verna Henson, Dawn King and

Dr. William McGarvey

## 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 Instruction

Dr. Jerry Fliger, 409-933-8229

Vice President for Student Services

Dr. Vicki Stanfield, 409-933-8619

## 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 N 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 – North County

200 Parker Ct. at FM 518, League City

COM Lifelong Learning Center – 50 Plus Program

Gulfway Plaza

14045 Delany Rd., La Marque

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/admissions/catalogs](http://www.com.edu/admissions/catalogs). 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>.

### HUMAN RESOURCES

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

Federal regulations require 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 may need to be resubmitted. (All summer sessions will be considered one semester.)

### COM ID

Your COM ID will be created in the COM Gymnasium. A picture ID is required.

### 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 Commission on Colleges
- 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 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)

### 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. 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 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 15th day of each month, unless the 15th falls on a holiday or weekend.

### COLLEGE REQUIRED TRAINING

The College requires that all employees (anyone receiving a COM paycheck) complete mandatory online training courses every year.

### 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 and equipment
- Violation 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 College (SACSCOC) 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 tem-

plate 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 <http://coursecatalog.com.edu/general-information/academic-calendar/>

### **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 per section 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.

## **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. 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 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 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 Office Depot, 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, review your class roll of students officially enrolled in your class. Students who are present but are not listed on the roll must go to the Admissions 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. (Do not use the Blackboard rolls as your official rolls.) 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)**

By State law, all students enrolling for the first time at any Texas public college or university after Fall 2007 will be limited to six course withdrawals (drops) during their academic career. Drops include those initiated by students or faculty and withdrawals from courses at other Texas public institutions. This policy does not apply to courses dropped prior to census day



or complete withdrawals from the college. Students should fully understand this drop limit before dropping any courses. Students having questions regarding the Six-Course Drop Rule should see an Advisor. For more information on the Six-Course Drop Rule, see TEC 51.907.

### 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 Student Center. 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 or fall 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 <http://its.com.edu/training/>. Scroll to WebAdvisor and choose WebAdvisor: 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 Dean of Student Services 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 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 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. The Liability of Hold Harmless Agreement - Student Participant form should be completed by each student. An Emergency Contact Form should also be completed. Also, College procedures must be followed in planning a field trip involving College vehicles.

### 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 pertain-

ing to academic or grading matters. See FLD (Local) and FLD (Exhibit A)

- Filing an appeal to a previous decision beginning at the appropriate level. See FLD (Local) and FLD (Exhibit B)
- 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.

### 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, 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 student.
- Conduct counseling and/or therapy in the classroom. The demonstration of 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, plagiarism and collusion.
- "Cheating" shall include, but not limited to:
  1. Copying from another student's test or class paper;
  2. Using test materials not authorized by the person administering the test;
  3. Collaborating with or seeking aid from another student during a test without permission from the test administrator;
  4. Knowingly using, buying, selling, stealing or soliciting in whole or in part, the contents of an event intended to be graded;
  5. Substituting for another student, or permitting another student to substitute for one's self, to complete any event intended to be graded;
  6. Falsifying documentation submitted for purposes of

obtaining a grade or course credit; and  
7. Altering the contents of a test or any assigned grades.

- “Plagiarism” shall be 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, 2019-2020.

“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, 2019-2020

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

You may want to 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 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), per discretion of the department chair.

## 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               | 7:30 a.m. – 6 p.m.  |
| Tuesday              | 7:30 a.m. – 7 p.m.  |
| Wednesday – Thursday | 7:30 a.m. – 3 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             |

### 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 Brezina (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

#### **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

#### **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 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 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 ticket outlining your needs to [media@com.edu](mailto:media@com.edu) or call 409-933-8207 or 409-933-8388.

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 a request outlining your needs to [media@com.edu](mailto:media@com.edu), or you may call 409-933-8207 or 409-933-8338. Please provide 24 hours' notice for most requests. Requests for video work require at least a week's notice. 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 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.)

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
- Collaborate Ultra– lecture capture and synchronous virtual classroom
- Hoonuit – a website offering just-in-time training 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 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/>.

## COMPUTER LAB INFORMATION (EXT. 8702 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: Instructional Assessment Lab

The Instructional Assessment Lab, located in the Technical Vocational Building, rooms 1528A and 1532, 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 web page: [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 web page: [www.com.edu/computer-labs/library-computer-lab](http://www.com.edu/computer-labs/library-computer-lab).

## THE TUTORING CENTER (8703)

Technical Vocational Building, Room 1306  
<https://www.com.edu/tutoring>

The Tutoring Center offers both writing and math tutorials free of charge to all COM students, alumni, faculty and staff. It is open seven 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 one sound-proof speaking booth 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 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 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 Tutors Can't:

- 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 & Economics
- Allied Health
- Biology
- Chemistry
- Child Development
- Computer Science & IT
- Criminology
- English
- Humanities and Social Science
- Math
- Music
- Nursing
- Online Writing Lab (any assignment involving writing)
- Spanish

#### **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 on-line 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 <https://libguides.com.edu/FacultyResources>.

#### **Library Hours:**

Fall, 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/GIVING/COM-FOUNDATION](http://WWW.COM.EDU/GIVING/COM-FOUNDATION))**

Many scholarships are available to COM students via an online application system (<https://collegeofthemainland.academic-works.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: [www.com.edu/police](http://www.com.edu/police)

### **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 your 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.

## APPENDIX A – 2019-2020 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/counseling>

**Implementation of HB 1508:** HB 1508 requires that education providers notify potential students that a criminal history may make them ineligible for an occupational license and that they have a right to request a criminal history evaluation before they enroll in courses. Additionally, HB 1508 authorizes licensing agencies to require reimbursements to students if the provider fails to give the required notice. Check with your Department Chair to determine if this course requires the verbiage needed to inform your students of this mandate.

**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 – 2019-2020 SYLLABUS/WORKFORCE COURSES

**Course Number and Section (HITT 1305.XXXCL)**  
**Name of Course (Medical Terminology I)**  
**Course Semester (Fall 2019)**  
**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/counseling>

**Implementation of HB 1508:** HB 1508 requires that education providers notify potential students that a criminal history may make them ineligible for an occupational license and that they have a right to request a criminal history evaluation before they enroll in courses. Additionally, HB 1508 authorizes licensing agencies to require reimbursements to students if the provider fails to give the required notice. Check with your Department Chair to determine if this course requires the verbiage needed to inform your students of this mandate.

**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>. 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 dishonesty 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 Learning Outcomes:**

- 1.
- 2.
- 3.
- 4.

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- Course attendance policy, e.g., "must log in 1-2 times a week"



Celebrating more than 50 years of student success, COLLEGE OF THE MAINLAND offers a variety of fully accredited associate degrees and certifications. The college prepares students to meet their goals, whether transferring to a university or entering the workforce. An Achieving the Dream Leader College, COM has an excellent professor-to-student ratio that allows instructors to connect with each class. Learn more about College of the Mainland at [www.com.edu](http://www.com.edu).

