

Faculty Procedures

Bainbridge College



Arts & Sciences 2009

Faculty Procedures: Arts & Sciences

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1. SYLLABI:

A. Your syllabus [sample at Appendix A] MUST include the following basic information:

Instructor's Name:	
Class Time & Room:	
Office & Office Hours:	FULL-TIME FACULTY—10 hours/week for office hours PART-TIME FACULTY—before and/or after class
Email:	
Phone:	229.248.2560 (Division)
Fax:	229.248.2555 (Division)

B. Your syllabus must include the following common information:

- tentative schedule, including college holidays, professional leave, final exam date
- attendance requirements (See example class contract on page 12.)
 - statement of attendance policy
 - statement that attendance records will be maintained (as required by governmental regulations)
 - explanation of an excused absence
 - policy on attendance and grading
 - details of penalties for absences
 - policy on late or missed work
- a statement that withdrawal after midterm produces an automatic "WF" unless approved by the Vice President of Academic Affairs
- policy on plagiarism and cheating
- formula for grading
- ADA statement: The college is committed to providing accessibility to all students in accordance to ADA/504 guidelines. Students should contact Arlene Cook, College Counselor, at 229-248-2508, regarding accessibility.
- Statement on incompletes: An "I" (incomplete) grade is available only for nonacademic reasons. A student must secure permission for an incomplete PRIOR to the ending of the semester. Students must complete the missed assignments/tests during the next semester or the grade becomes an "F" automatically. Students may not re-register for the class, and they must be able to finish the work without returning to the classroom.
- A signature sheet for students to sign.

C. All syllabi must be uploaded to the BC website by the instructor at <http://syllabus.bainbridge.edu/>

2. ROSTERS: Print your class rosters from Banner. [Appendix B] As soon as possible, please confirm that your students belong in your class by checking [Bainbridge College Student Information](#) in Banner and looking at their Compass scores and Academic History and comparing this information to the requirements found in the attached Advising Manual. Please contact the Division Chair immediately if there is a problem. **ADVISING ERRORS HAPPEN—BUT YOU CAN FIX THEM BEFORE CLASSES START!** Also, continue to check your rosters periodically and make sure everyone attending is on the roster. Rosters do change! A student who finishes your class without being on the roster will not receive credit for the course—and will not be a happy camper!

3. FERPA: The Family Educational Rights and Privacy Act prevents faculty from revealing information to parents of students who are 18 years of age or older unless the parent(s) can prove that the student is a dependent student or unless the student agrees in writing for you to share information with the parent. It is also a violation of the FERPA to post grades without password protection or to tell a student another student's grade.

4. FIRST WEEK ATTENDANCE REPORT: To document students' attendance, a sign-in sheet works well. Students reported as non-attending will not receive financial aid for the class unless you document an error on your part. [Appendix C]

5. MIDTERM WARNING REPORT: At least one grading experience must be completed and returned to students prior to midterm (last day to drop without penalty). One week before midterm, you will be required to enter Ds and Fs in BANNER electronically for those students who have an average below 70% in your classes. [Appendix D]

6. FINAL GRADES: Since no grades can be distributed to students until ALL grades have been submitted electronically, it is important that faculty meet the published deadline for this activity [Appendix E].

7. INCOMPLETES. If you agree that a student may be allowed an "I" grade, you must complete a form for the Records Office. [Appendix F]

An incomplete grade is available for nonacademic reasons only and only when the student's request is made before grades are due. An "I" must be completed during the next semester, or it becomes an F. (Students may petition for one additional semester.) Students may not re-register for the class. An I also indicates that a student can complete the remainder of missed assignments without needing seat time in the classroom or help from the instructor. (For example, an "I" might be given to a student who becomes sick and is unable to take the final exam until after grades have been posted.)

8. FACULTY ABSENCE FROM CLASS: Because the primary objective of the college is the promotion of learning, faculty members are expected to meet all scheduled classes or to make arrangements for the meeting of those classes when they know in advance about a conflict, such as professional or medical leave. (Please note that 10-month faculty do not have personal or vacation days.) Faculty must make clear their plans to the Division Chair and notify students in advance when they know that they will be unable to attend class. In the event of an emergency, such as illness, accident, or family crisis, the faculty member should contact the Division Chair, and with the chairperson's assistance, make every reasonable effort to notify students if the class has to be cancelled. Only in the most extreme emergency should a faculty member ask a colleague or staff member to post a "no-class today" sign—and the Division Chair needs to be notified as well, please. In addition, faculty members should normally hold class for the duration of the period unless there are extenuating circumstances.

9. FACULTY TRAVEL: Faculty may not travel without completed and approved travel request forms. See Section IV of the online Faculty Handbook for additional information.

10. FACULTY PURCHASES: Faculty must complete a purchase request that is submitted to the Division Chair.

11. TEXTBOOK REQUISITIONS: Faculty will receive an order form from the bookstore each semester and return it to the Division Chair. If you would like a student edition of your text to be reserve in the library behind the counter, please notify the Division Chair.

12. ADVISING: Please familiarize yourself with the Advising Manual.

13. FACULTY MANUAL: Please read all sections at the college website.

Bainbridge College, Fall 2008
Reading 0099: Developmental Reading, Exit Level

Instructor's Name:
Class Time & Room:
Office & Office Hours:
Email:
Phone:
Fax:

Course Description

This course involves the continued application and reinforcement of basic reading skills and the development of advanced critical reading and vocabulary skills. Group and individual work focuses on college survival skills, test taking, and reading rate. (This class is for institutional credit only, but its grade is figured into your HOPE GPA.) This class is enhanced with GeorgiaVista.

Course Objectives

In this course you will

- become more aware of the reading process and the multiplicity of reading materials,
- identify and correct your own reading deficiencies,
- improve your comprehension skills,
- increase your vocabulary,
- develop a flexible reading rate that is dependent upon purpose/material,
- develop an appreciation (and possibly even a passion) for the written word,
- learn how to study-read efficiently using organized methods, and
- learn how to synthesize, analyze, and evaluate printed material.

Course Outcomes

- Given unknown words in a reading passage, the student will use context clues to identify the correct meaning of the words.
- Given a reading passage, the student will identify the correct supporting details in the passage.
- Given a reading passage, the student will choose the topic and main idea of the passage.
- Given a reading passage, the student will recognize the clues in the passage and choose the correct inference made by the author.
- Given a reading passage, the student will identify the author's purpose in writing the passage.
- Given a reading passage, the student will identify the correct tone/mood/attitude used by the author toward the subject of the passage.
- Given a reading passage, the student will identify and interpret figurative language.
- Given a reading passage, the student will identify the style and pattern of organization used by the author toward the subject of the passage.
- The student will achieve competency in reading comprehension as demonstrated by a passing score on the Compass exit exam.

Texts/Supplies

- *Ten Steps to Advancing College Reading Skills*
John Langan
ISBN: 1-59194-023-0
- *10 Steps to Advancing Vocabulary*
Sherrie Nist/Caole Mohr
ISBN: 1-59194-023-0

Class Policies

- **ATTENDANCE:** You are expected to come to every class and to be prepared to contribute to the learning community. Much of the value and meaning of this class will come from what happens in class, so you must be here--on time. However, at times we all experience sickness, car breakdowns, and emergencies, and you will not be unduly penalized for a day or two thus missed--but you must call me or give me a written explanation for your absence. I will maintain an accurate written record of your attendance in class. **Furthermore, if you miss more than _____ classes, you may be failed in this class except for highly unusual circumstances.** In addition, absence from class for whatever reason does not excuse you from full responsibility for class work or assignments missed. Students on school-related activities should inform me beforehand of their intended absences.
- **PROMPTNESS:** I will be here on time. I expect the same from you. Each time you are tardy or leave early, it will _____. Put your penalty here, such as "count as an absence" or "cost you 15 points" or "prevent you from taking the quiz that day."
- **PROGRESS:** Because you are responsible for your performance and progress in this class, please to talk with me if you experience difficulties. Also, please note that this 3-hour class will require from 6 to 9 hours (a 4-hour class will require from eight to twelve hours, and a 2-hour class will require from 4 to 6 hours) of preparation outside of class each week. (FOR A/B terms, double the hours.)
- **LATE WORK:** Except for unusual circumstances, late work will be _____(not accepted or penalized or whatever your policy is).
- **CLASSROOM CONDUCT:** You are expected to treat your fellow students and instructor with respect and fairness and to refrain from any disruption to the learning community. Disruptive behavior includes, but is not limited to, talking while the instructor is talking, coming in late, gathering belongings before class has been dismissed, and bringing anything disruptive to the classroom, such as pets, children, or phones. Your cell phones must be turned off and put away during class. (Please inform me of any special circumstances, however.)
- **ACADEMIC DISHONESTY:** Your work must be your own. Cheating and plagiarism will result in a zero on the assignment. In addition, if you cheat, you may be failed in this class or be required to appear before the College Disciplinary Committee.
- **ADA STATEMENT:** The college is committed to providing accessibility to all students in accordance to ADA/504 guidelines. Students should contact Arlene Cook, College Counselor, at 229-248-2508, regarding accessibility.
- **SIGNATURE STATEMENT:** Please have students sign a form indicating they understand the syllabus. Keep their forms on file:
With my signature, I certify that I have read the syllabus and that I understand it is a contract between the instructor and me. I realize that I am responsible for my performance and progress in this class and that I need to talk with the instructor if I experience difficulties. I also understand that this course will require 8 to 12 hours a week of preparation outside class.
- **WITHDRAWAL:** To officially drop a course without penalty, you must complete a Drop/Add form, with appropriate signatures, before midterm. A W does count against the requirement for a 67% success rate for Satisfactory Academic Progress (SAP) for financial aid. Dropping a course after midterm without approval from the Vice President of AA results in a WF.

Points for Grading

Chapter Reading Quizzes (10 @ 20 points each)	200 points possible
Comprehensive Reading Quizzes	170 points possible
Vocabulary Quizzes (12 @ 10 points each) and Review Tests (3 @ 20 points)	180 points possible
Journal (10 @ 10 points each)	100 points possible
Class Notebook	50 points possible
Homework Checks (must be present for credit)	200 points possible
PAD (Participation, Attendance, Determination) Perfect attendance= 100 points	100 points possible
Bonus Credit (additional Townsend novels & journals; up to 100 points each novel w/10 journal entries)	
Total Points	1000 points possible

Grading Scale (sample for credit class)

A	900-1000 points
B	800-899 points
C	700-799 points
D	600-699 points
F	0-599 points
FN	Failed for missing too many classes
I	An incomplete grade is available for nonacademic reasons only and only when the student's request is made before grades are due. An I must be completed during the next semester, or it becomes an F. (Students may petition for one additional semester.) Students may not re-register for the class.

Please note that students are responsible for any changes to the syllabus and schedule.

*Including a class schedule is a good idea on your syllabus—
here is the one from our online Regents' writing class:*

DUE DATE <i>Thursday midnight</i>	Lesson Title	GeorgiaVIEW Lesson	Essay	Language Use: Do text exercises as needed (and score them) and Townsendpress.com exercises before you take VISTA quizzes
8-28	1. What is this course all about?	Orientation to GeorgiaVIEW Regents' policies & procedures	1	Create an account at TownsendPress.com for <i>English Essentials</i> Ch. 1 & 23—Subjects/Verbs Ch. 2—Irregular Verbs GEORGIAVIEW QUIZ 1: Subjects & Verbs
9-4	2. How should I approach the essay?	Essay structure Thesis statements	2	Ch. 3 & 24—Subject/Verb Agreement GEORGIAVIEW QUIZ 2: Subject/Verb Agreement
9-11	3. How do I get started?	Choosing Questions Point of view Prewriting	3	Ch. 4—Sentence Types Ch. 5—Fragments I Ch. 6—Fragments II GEORGIAVIEW QUIZ 3: Fragments
9-18	4. What is an effective introduction?	Introduction methods Thesis bridges	4	Ch. 7—Run-ons I Ch. 8—Run-ons II Ch. 27—More about Run-Ons & Comma Splices GEORGIAVIEW QUIZ 4: Run-ons
9-25	5. What is a well-developed body paragraph?	Topic sentences Specific details Transitions	5	Ch. 17—Pronoun Forms Ch. 18—Pronoun Problems GEORGIAVIEW QUIZ 5: Pronouns
10-2	6. When do I stop writing?	Conclusions	6	Ch. 9 & 28—The Comma Ch. 10 & 29—The Apostrophe Ch. 11 & 30—Quotation Marks GEORGIAVIEW QUIZ 6: Punctuation
10-9	7. How do I review my essay?	Proofreading	7	Ch. 19—Adjectives/Adverbs GEORGIAVIEW QUIZ 7: Adjectives/Adverbs
10-16	8. How should I prepare for the test?	Test anxiety Test preparation Final checklist	8	Ch. 12 & 31—Homonyms GEORGIAVIEW QUIZ 8: Correct Words
10-23		REVIEW	9	Ch. 20—Modifiers GEORGIAVIEW QUIZ 9: Modifiers
10-30		REVIEW	10	Ch. 14—Parallelism GEORGIAVIEW QUIZ 10: Parallelism

11-6

Extending Time Testing if all work is completed & your average is 75% or greater:
Thursday, Nov. 6, at noon or 7:30 p.m.

SIGNATURE STATEMENT: Please have students sign a form indicating they understand the syllabus and keep their forms on file:

With my signature, I certify that I have read the syllabus and that I understand it is a contract between the instructor and me. I realize that I am responsible for my performance and progress in this class and that I need to talk with the instructor if I experience difficulties. I also understand that this course will require _____ hours a week of preparation outside class. (A 2-hour class will require from 4 to 6 hours, a 3-hour class will require from 6 to 9 hours, and a 4-hour class will require from 8 to 12 hours of preparation outside of class each week. FOR A/B terms, double the hours.)

APPENDIX B: PRINTING YOUR CLASS ROSTERS

- Go to https://bainbridge.gabest.usg.edu/pls/B620/twbkwbis.P_GenMenu?name=homepage
(Or you can click on the BC Home Page; click on Banner Web under SERVICES.)
- Put in your user ID 9000 number.
- Put in your user PIN [This is not the password you use to get to your email. It is the number assigned with your BANNER account.]
- Click on Faculty and Advisors.
- At the next screen, click on the Printable Faculty Course Roster link.
- Select the term and course.
- Click PRINT SCREEN for each course.

APPENDIX C: FIRST WEEK ATTENDANCE REPORTING

- Go to https://bainbridge.gabest.usg.edu/pls/B620/twbkwbis.P_GenMenu?name=homepage
(Or you can click on the BC Home Page; click on Banner Web under SERVICES.)
- Put in your user ID 9000 number.
- Put in your user PIN [This is not the password you use to get to your email. It is the number assigned with your BANNER account.]
- Click on Faculty and Advisors.
- At this screen, click on **FINAL Grades** link.
- Select the term and course.
- You will get a screen with a pull-down box containing all the classes you're teaching for that semester. Click on the one you want.
- Your student list should come up.
- When entering attendance, make sure you are in Final Grades; then tab over to "Attend Hours" field. Enter a "0" if a student has never attended and enter a "9" if the student HAS ever attended or has contacted you.
- You may have more students than will fit on the screen, so be sure to click on the next set of records to enter data for all of your students. Be sure to click SUBMIT after attendance data have been entered or your grades/attendance will not be saved.

APPENDIX D: MIDTERM WARNING REPORT

- Go to https://bainbridge.gabest.usg.edu/pls/B620/twbkwbis.P_GenMenu?name=homepage
(Or you can click on the BC Home Page; click on Banner Web under SERVICES.)
- Put in your user ID 9000 number.
- Put in your user PIN [This is not the password you use to get to your email. It is the number assigned with your BANNER account.]
- Click on Faculty and Advisors.
- At this screen, click on **MIDTERM Grades** link.
- Select the term and course.
- You will get a screen with a pull-down box containing all the classes you're teaching for that semester. Click on the one you want.
- Your student list should come up.
- Enter Ds and Fs ONLY. (Don't use grades with *--these are for Learning Support.)
- You may have more students than will fit on the screen, so be sure to click on the next set of records to enter data for all of your students. Be sure to click SUBMIT after attendance data have been entered or your grades/attendance will not be saved.

Appendix E: FINAL GRADE REPORTING

- Go to https://bainbridge.gabest.usg.edu/pls/B620/twbkwbis.P_GenMenu?name=homepage (Or you can click on the BC Home Page; click on Banner Web under SERVICES.)
- Put in your user ID 9000 number.
- Put in your user PIN [This is not the password you use to get to your email. It is the number assigned with your BANNER account.]
- Click on Faculty and Advisors.
- At this screen, click on **FINAL Grades** link.
- Select the term and course.
- You will get a screen with a pull-down box containing all the classes you're teaching for that semester. Click on the one you want.
- Your student list should come up.
- Enter grades. NOTE THAT **FN** IS USED FOR STUDENTS WHO HAVEN'T ATTENDED ENOUGH CLASSES TO PASS THE CLASS. DO NOT USE GRADES WITH ASTERISKS AS THESE ARE USED FOR LEARNING SUPPORT CLASSES. (Don't use grades with *--these are for Learning Support.)
- You may have more students than will fit on the screen, so be sure to click on the next set of records to enter data for all of your students. Be sure to click SUBMIT after attendance data have been entered or your grades/attendance will not be saved.

Appendix F: INCOMPLETE FORM

INCOMPLETE GRADE ASSIGNMENT FORM

Georgia Board of Regents' Policy requires that all "I" grades must be assigned only for nonacademic reasons. This form must be completed for each "I" grade assigned as required by state auditors, and the form must be submitted to the Records Office.

Student's Name: _____

ID: _____

Course Reference Number: _____ Course Prefix & Number: _____

Instructor's Name: _____ Semester: _____

Reason for Assignment of "I" grade: ***MUST BE NON-ACADEMIC***

IMPORTANT NOTE:

AN "I" MUST BE SATISFACTORILY COMPLETED DURING THE FOLLOWING ACADEMIC SEMESTER OR THE SYMBOL "I" WILL BE CHANGED TO THE GRADE "F" BY THE RECORDS OFFICE.

A PROFESSIONAL CONTRACT FOR FIFTEEN WEEKS TOGETHER between (Student’s name here) and (Instructor’s name here)

Welcome to (name of course) _____.

Counting today, we will be spending fifteen weeks together for ____ minutes (200 for a 4-hour class or 150 minutes for a 3-hour class; 100 for 4-hour web-enhanced and 75 minutes for 3-hour web-enhanced) every week. To show your commitment to the course, you are asked to read and sign the following contract. Here are the terms of the contract.

MY ROLE IN THE CONTRACT My role will be to help you master _____. This course will be concerned directly with helping you learn and strengthen the _____ skills that will be vital for job success in the twenty-first century.

YOUR ROLE IN THE CONTRACT Your role in this contract will be to come to every class ON TIME and to give a full effort. Much of the value and meaning of this course will come from what happens in class, so you must be here on a steady basis. Imagine trying to learn another skill without being present: for example, imagine learning how to drive without the experience of actually being in the car and working with the controls and getting feedback from your instructor. How much would you learn about the skill of driving if you relied only on the notes of a classmate? In a similar way, to really learn _____, you need direct experience and practice. So if you miss classes, then, you are in effect missing the course. Some people start college with a “minimalist mindset.” They are passive; they do the minimum they need to get by; their attention is elsewhere; they are like the living dead. Gradually these people realize that they don’t have to be in college, and they are no longer part of the sad game played out in many high schools, where they receive a free ride and promotion no matter how little they do. If your attitude about learning has been hurt by what happened in high school or anywhere else, then part of your role is to change your attitude. You can do so, and this contract will help.

You should try not to miss any classes. But in the professional environment of this class, like in the work world, everyone is entitled to a set number of sick days as well as personal days. In this course, you will have a total of ____ such days—which can cover such real-world happenings as sickness, car breakdowns, or even the death of someone you know. If you missed more than this amount of time in a real-world job contract, you would be let go. (Only in some extraordinary situation, such as an extended illness confirmed by a doctor’s report, might an exception apply.) The professional terms of the work world will apply here: if you miss more than ____ classes, you CANNOT pass the course. In addition, if you miss NO classes, you will be rewarded. If you are present and on time for every class, your final grade in the class will be increased by ____ (one letter grade or a set number of points).

If you do miss a class, you are responsible for getting the assignments for the following class. To do so, call a classmate. Write down the names and phone numbers of two people in the room. (For now, use the people sitting on either side of you; you can always change these names later.)

Classmate # 1: Name _____ Phone _____
Classmate # 2: Name _____ Phone _____

Note that you must turn in all assignments or you cannot pass the course. If a quiz or test is given on a day you miss class, you cannot ordinarily make them up. Instead, you will receive a grade of M (Missing) for each missed quiz or test. When all your grades are averaged at the end of the semester, two M’s will be omitted; the rest will convert to zeros.

I’ve read this contract, and the terms seem fair to me. (I like the fact that this college class is being treated as a professional situation, and I’m learning the ground rules up front.) I accept the responsibility and the challenge to make this course worth my time and money.

Signed by _____ (student name here)

Date _____

My signature: _____ (include it before you copy the contracts)