



Seminole Community College

**2007-2008
Adjunct Faculty
Handbook**

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ADJUNCT FACULTY GENERAL INFORMATION

Emergencies & Campus Security Information

In the event there is an emergency on any of the campuses **dial 2178 for Campus Security**. In emergency situations, community members may push the button of an outdoor blue emergency call box and be directly connected to the campus security dispatcher. Other security numbers:

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| Sanford/Lake Mary Campus- located in V-002 | ext. 2178 |
| B Building (Sanford/Lake Mary Campus) | ext. 3288 |
| Oviedo Campus-located in OVF-105 | ext. 5020 |
| Hunt Club Campus | ext. 2433 |

Security officers are on duty 24 hours each day to serve SCC and may be contacted by calling the extensions above. Security officers may assist in unlocking rooms, but most room use should be on the security office's daily schedule.

Any member of the SCC community or visitor can report suspicious activities or other emergencies directly to Campus Security. Code Blue Emergency Phones are located at strategic exterior locations throughout the campuses. These phones are identifiable by a glowing blue light and can be activated by pressing the call button. The phone rings directly to the Security Department. The Security Department is automatically notified of the location of the phone that was activated and an officer is immediately dispatched to the area. This allows for officers to respond in the event the caller is unable to speak. Emergencies and suspicious activities may also be reported by using the red building emergency phones located in all campus buildings.

Evacuation Procedures

For safety reasons, the administration has made the decision that at the sound of the fire alarm, **evacuation of all buildings must take place**, unless prior notice has been given during a testing period.

The procedures for evacuation have been determined as follows:

- If the evacuation order comes before the close of business day (4:30 p.m.), employees are to proceed to the nearest exit and continue outside to a clear area at least 500 feet away from

buildings. Remain in the secure area for guidance from College officials on returning to your work site or evacuating the campus.

- If the evacuation order comes after the close of business day (4:30 p.m.), any employees on campus **must immediately** evacuate the building and the campus in an orderly fashion.

Employee Evaluations

The adjunct teaching faculty evaluation process is intended to improve the teaching/learning environment.

- Adjunct faculty (instructor of record), teaching courses totaling at least 30 contact hours in a term, will be evaluated either during that term or in the next term in which they teach. In the event that the adjunct faculty member teaches more than one term during an academic year, additional evaluations are not required during that academic year; however, they may be carried out at the supervisor's discretion.
- During the term that an adjunct faculty member is to be evaluated, the Student Perception of Instruction form (SCC Form Number 102.2) will be completed by students in each section. These forms will be tabulated by Information Services and compiled in a summary report. The supervisor will receive the student comment sheets collected with the Student Perception of Instruction forms and the summary report. In addition, the supervisor or designee will observe a class session and complete the Adjunct Faculty Observation Form.
- The supervisor will complete and sign the evaluation side of the Adjunct Faculty Observation Form. At the end of the semester, the supervisor will give the observation form, a copy of the Student Perception of Instruction summary report and the Student Comment Sheets to the adjunct faculty member. The adjunct faculty member will sign on the back of the Adjunct Faculty Observation Form, write comments if desired, and return it to the supervisor. The supervisor will send the Adjunct Faculty Observation Form along with the summary report of the Student Perception of Instruction sheets to the Human Resources Office for filing in the adjunct faculty member's personnel file.
- Experienced adjunct faculty with a record of satisfactory evaluations in the Human Resources Office may be evaluated by the supervisor on a three-year cycle, at the discretion of the supervisor. However, the Student Perception of Instruction and the student comment sheets will continue to be collected on an

annual basis, sent to the Human Resources Office and to the adjunct instructor as above.

See the [Policies and Procedures \(2.1502\)](#) for the full procedure and sample forms.

Equal Access/Equal Opportunity

The District Board of Trustees of Seminole Community College affirms its equal opportunity policy in accordance with the provisions of the Florida Educational Equity Act and all other relevant State and federal law, rules, and regulations. Discrimination on the basis of race, color, national origin, sex, religion, creed, disability, or marital status against a student or an employee is prohibited. The College accepts the commitment to provide equal access and equal opportunity for all services made available by the College and to conduct all programs and activities without discriminating against a person because of race, color, national origin, sex, religion, creed, disability, or marital status. See [Policies and Procedures \(1.060\)](#) for complete Non-Discrimination Policy.

Faculty Availability

Adjunct faculty will be available to students for a limited time before and/or after class sessions taught, and during class breaks for evening classes. Adjunct faculty shall be accessible to students through one or more of the following: telephone, campus mailbox, and electronic transmissions such as college e-mail or fax. The contact numbers and college email address will be published on the syllabus for each course. Adjunct faculty office space for student contacts/conferences may be maintained in designated adjunct offices, some full-time faculty offices, and/or individual conference rooms in the library.

Adjunct Workspace

The Faculty Institute for Teaching and Learning provides an adjunct workspace in L-014. The workspace contains a desk, computer with network and internet access, printer and a phone.

Faculty Workloads

The adjunct faculty-teaching load is limited to 80% of a full-time teaching load. Although full-time teaching loads vary in different areas

of the college, the 80% rule still applies. Exceptions must be approved by the Vice President for Educational Programs.

Federal Drug-Free Workplace

SCC is committed to providing a drug-free workplace for all its employees. Employees who violate the provisions of the rule are subject to disciplinary action up to and including dismissal. See [Policies and Procedures \(2.100\)](#) for the complete Drug Free policy.

Harassment Policy

The Board of Trustees of Seminole Community College has adopted a policy against harassment of students and personnel on the basis of gender, race, national origin, religion, disability, or age. Anyone with questions regarding this policy is encouraged to contact the Equity Coordinator or the Director of Human Resources. See [Policies and Procedures \(2.090\)](#) for complete Harassment policy .

Repairs and Maintenance

Please report any emergency repairs or clean-ups to your department administrative assistant and the assistant will contact the college maintenance office.

To report classroom air conditioning problems after 5:00 p.m., please call the Security Office at extension 2178 and they will notify the maintenance personnel on call.

Student Privacy Rights (FERPA)

The contents of a student's record are considered confidential and may not be released to third parties without the written authorization of the student. The Family Educational Rights and Privacy Act (FERPA) provide this protection for all student records.

College employees or individuals contracted by the college are considered "school officials" and may have access to student records without the authorization of the student. These employees must have a "legitimate educational interest" when accessing any student record.

College employees who have access to student records may not release any portion of these records to third parties, including parents, without the authorization of the student. Third parties seeking access

to student records should be directed to contact the Office of the Registrar.

Any SCC employee authorized to access student records must complete the FERPA tutorial available online at : <http://www.scc-fl.edu/registrar/ferpa/>

Guidelines from the office of the registrar on handling student records

- **Do** refer requests for information from the educational record of a student to the proper education record custodian.
- **Do** keep only those individual student records necessary for the fulfillment of your teaching and advising responsibilities. Private notes of a faculty member concerning a student and intended for the faculty member's own use are not part of the student's educational records.
- **Do** keep any personal professional records relating to individual students separate from their educational records. Private records of instructional, supervisory, and administrative personnel and ancillary educational personnel are to be kept in the sole possession of the maker and are not to be accessible or revealed to any other person, except a substitute.
- **Do** change factual information regarding grades and performance in an educational record when the student is able to provide valid documentation that information is inaccurate or misleading. The substantive judgment of a faculty member about a student's work, expressed in grades and/or evaluations, is not within the purview of students' right to challenge their educational records.
- **Do Not** display student scores or grades publicly in association with names, Social Security Numbers, or other personal identifiers. If scores or grades are posted, use some code known only to you and the individual student.
- **Do Not** put papers, graded exams books, or lab reports containing student names and grades in publicly accessible places. Students are not to have access to the scores and grades of others in class in ways that allow other students to be identified.
- **Do Not** request information from the educational record custodian without a legitimate educational interest and the appropriate authority to do so.
- **Do Not** share student educational record information, including grades or grade point averages, with other faculty or staff

members of the College unless their official responsibilities identify their "legitimate educational interest" in that information for that student.

- **Do Not** share information from student educational records, including grades or grade point averages, with parents or others outside the institution, including in letters or recommendation, without written permission from the student.
- **When in Doubt**, err on the side of caution and do not release student educational information. Contact Enrollment Services/Registrar for guidance.

Classroom Management

The following are provided as general guidelines and may differ from one department to another. Consult your department chair for specifics related to your area.

Absences - Faculty

The college makes every effort to ensure that students' educational experiences have minimal disruptions. When an instructor is late or absent from class(es) the instructor should notify the department chair and provide written procedures and assignments for the classes to be missed. If an instructor's absence from class is known in advance, the instructor should coordinate the planning of missed classes with the department chair. At the Oviedo Campus, instructors should also notify the lead instructors. Suggested methods of handling the classes include class coverage by a full-time instructor in the same or a related discipline, by a part-time instructor on a temporary basis, or by a paraprofessional substitute.

Academic Integrity

Cheating on assignments and tests or plagiarism is unacceptable at SCC. Academic work submitted by a student is assumed to be the result of his own thought, research, or self-expression. Further, when a student borrows ideas, wording, or organization from another source, he must acknowledge that fact in the appropriate manner. When an instructor has determined that a student has cheated or plagiarized, he may award the student a failing grade for the assignment or the course. In addition, the student may be subject to disciplinary action as outlined in the college catalog. A student who shares his work for the purpose of cheating on class assignments or

tests violates the college standard of academic integrity and is subject to disciplinary action.

A student may appeal the issuance of a failing grade or disciplinary action in writing. The section entitled "College Regulations" published in the general college catalog outlines the procedures to take when academic dishonesty is alleged.

Class Length

Class length is shown on the course schedule and on the faculty load sheet with designated beginning and ending times. In order to maintain maximum student interaction and learning, faculty are required to comply with those times.

Classroom Control

Maintaining classroom control is the responsibility of the faculty member; however, no student should be allowed to stay in class if student behavior in any way adversely jeopardizes the progress of the class. The Student Handbook and the SCC Catalog define the standard of conduct for students. Faculty should refer disciplinary problems to the Director of Student Life, ext. 2320.

Class Rosters

Class rosters are available online through MYSCC (<http://my.scc-fl.edu>).

All students must be officially registered to attend class. Students not on the official roll should be sent to the Enrollment Services Office. Students allowed to return to the classroom will have the proper documentation to be in class.

Course Syllabi

On the first day of classes, faculty should give each student a course syllabus. The syllabus generally includes instructor's name, office number, groupwise email address, hours, days, times, and location of class, course description, outline, learning objectives, textbooks and materials, grading criteria and attendance policy. Holidays, exam times, withdrawal dates, and assignment deadlines may be added.

Exam Schedule

An exam week is not scheduled at SCC; therefore, instructors may schedule final exams at their discretion during the regularly scheduled class period.

Grades

Letters are used to indicate the quality of work achieved by college credit students at SCC. No credit is given for courses in which a grade of "F" is earned.

| | | |
|-----------|---|-----------------------|
| A | Excellent | awards 4 grade points |
| B | Good | awards 3 grade points |
| C | Average | awards 2 grade points |
| D | Below Average | awards 1 grade point |
| F | Failing | awards 0 grade points |
| I | Incomplete | |
| W1 | Student Withdrawal | |
| W2 | Faculty Withdrawal of Student | |
| W3 | Administrative Withdrawal | |
| W4 | Faculty Withdrawal of Student Based on Student Never Attending Class (No Shows) | |
| X | Audit | |

An incomplete (I) may be given in courses where the student has not completed the required course work by the end of the term. To award this grade, the student must present to the instructor valid reasons for not having completed the course requirements. Course work must be completed during the first ten (10) days of the following term, otherwise, the "I" grade will be changed to an "F". The student is not eligible for graduation or honors list until all "I" grades have been removed from the academic record. The "I" grade may also affect eligibility for financial aid.

Faculty submit final course grades online via the college MYSCC system. **Faculty are responsible for submitting grades on time.** If the deadline is not met, the student's grade is recorded as NR (not reported).

To later assign a grade or to change a grade, instructors must complete a grade change form, obtain appropriate signatures and deliver it to the Student Records Office. Students may not submit grade change forms.

Limits on Course Repeats

Florida State Board of Education administrative rules limits the number of times a student may attempt a course. An attempt is defined as student enrollment after the 100% refund deadline (add/drop period).

A student may have only three (3) attempts per course, including the original grades, repeat grades, and withdrawals. Upon the third attempt, the student is assessed the full cost of instruction, is not permitted to withdraw, and receives a grade for the course. The student may petition to waive the full cost of instruction due to extenuating circumstances or financial hardship by requesting an "Exemption from Full Cost of Instruction" form at the Office of Enrollment Services and Technology.

Make-Up Testing

Make-up testing is available for students who are unable to take classroom tests because of circumstances beyond their control. Tests are not administered to entire classes. Off-campus instructors may send make-up tests to the main campus. Faculty must deliver tests to the Testing Center, located in A-107, on the Sanford/Lake Mary Campus or OVF 300 on the Oviedo Campus, with a completed "Request to Administer Make-up Examination" form which outlines the instructions for administering the test. Forms are available in the Testing Center or from your Department Administrative Assistant.

Contact the Makeup Testing office at ext. 2311 at Sanford/Lake Mary, ext. 5083 at Oviedo.

Referrals for Special Learning Needs and Disability Support Services

The College's policy concerning students with disabilities is found in the College's General Catalog. In compliance with the Americans with Disabilities Act, the College will provide assistance to persons with disabilities. Students with disabilities or faculty with questions concerning students who may need assistance should contact the Coordinator of Disability Support Services, at extension 2109.

Employees with questions concerning accommodations for disabilities should contact the Equity Coordinator at extension 2069 or the Director of Human Resources at extension 2096.

Standard of Academic Progress

Seminole Community College is responsible for providing the best education in an economical and efficient manner. In order to discharge this responsibility, the College expects and requires acceptable academic standing from its students. Acceptable academic standing at the College is reserved for those students who achieve and retain an overall GPA of 2.0 or higher. Students remain in good standing academically as long as they achieve normal academic progress required of graduation. Definitions and explanations of academic terms such as Academic Warning, Probation and Suspension are available in the SCC Student Handbook.

Student Attendance Policy

A student who is absent from class ten percent (10%) of the scheduled class time is subject to be dropped without warning by the instructor. A student may be readmitted at the discretion of the instructor.

A student who has to be absent because of jury duty or court-mandated appearance needs to contact the appropriate instructors in advance of the absence in order that a plan for making up missed work can be made.

When observance of religious holidays of students' own faith interferes with admission and registration, with attendance in class, class activities, examinations, and official ceremonies, and with class work assignments, students are required to notify instructors, counselors, or other appropriate personnel in advance of such absences. Students are held responsible for material covered during their absences, with reasonable time provided to complete make up assignments. When practical, major class assignments, major examinations, and official ceremonies shall be scheduled on other than major religious holidays. Students who believe they have been unreasonably denied educational benefits due to their religious beliefs or practices may seek redress through the student appeal procedure. See The Student Attendance Policy (3.060) under Policies and Procedures.

Procedure for Faculty Recording of Student Attendance - (SCC Procedures 4.0900)

- Faculty will take attendance in a print recoverable form, such as, but not limited to, grade book, daily attendance log, student sign-in sheet, electronic format attendance, interaction records for distance learning courses, etc. Departments may add additional requirements or designate the format when necessary.
- Faculty will be responsible for verifying the accuracy of class rolls and providing the registrar's office with signed documentation as required.
- Faculty will sign and turn in their course attendance records to their department office at the conclusion of the course. Department offices will retain course attendance records for a minimum of three full academic years.
- Faculty may drop students without warning who have been absent ten percent (10%) of the scheduled class or activity time or who are not interactive or responsive in a timely manner in distance learning courses, as determined by the instructor.

Student Withdrawals

A student desiring to withdraw from a course after the add/drop period should initiate withdrawal procedures with an instructor or counselor. Withdrawals are not official until the withdrawal form is completed and given to the Office of Enrollment Services. Withdrawal deadlines are published in the official College Catalog Academic Calendar Section. Students should be aware that a reduction in course load may jeopardize the student's athletic eligibility, financial aid, veteran's benefits, standards of progress, or student Visa status.

Faculty have the right to withdraw a student from class for "no shows" or excessive absences as determined by the established departmental guidelines. If a student is withdrawn from a course as a result of a cancelled section, they may see a counselor regarding selection of another course. A full refund is granted for cancelled courses.

Faculty Resources

Distance Learning Department

The Distance Learning Department is located in room L-110 (building L) on the Sanford/Lake Mary Campus. Information about distance learning at SCC may be found on the DL Web site <http://www.scc-fl.edu/dl/> The department is responsible for coordinating distance

learning activities and for providing instruction for faculty in the use of software and hardware to support instruction. Staff assist faculty with the development of the course materials, as well as their course Web sites.

Faculty interested in distance learning modes of instructional delivery and/or online course enhancements for their campus courses are encouraged to contact the DL office for further information. Currently, SCC has video courses, online courses and mixed DL/campus delivery mode courses in the DL program. Faculty who now instruct in these modes are available to mentor others in instructional delivery.

Angel is the standard tool used at SCC currently for online course delivery and Web enhancement. Many faculty have included components of Angel, like bulletin boards and chat rooms, as part of their classroom instruction. Group and individual instruction in the use of Angel is provided by the Instructional Technology Specialist. Contact the DL Office to obtain information about online course delivery, Angel training, individual consultation and workshop scheduling/registration.

Staff in the Distance Learning Department are available to assist faculty with:

- Individual or group training in instructional technology tools and applications
- Course Web site design and development
- Preparing and/or transitioning instructional material for online delivery
- Researching available courses for DL delivery
- Obtaining preview materials of DL courses or course material from publisher, producer or other institutions
- Instructional technology enhancements for on-campus, as well as distance courses including bulletin boards, online chat, class e-mail, multimedia, online streaming media, etc.
- Student technical support for Angel
- Faculty training, design assistance, technical support and troubleshooting for Angel courses or course enhancements
- DL welcome packet and instructor welcome letter mailings to students
- Student surveys and evaluations for DL courses

Duplication of Classroom Materials

The print shop is located in Building F, room 004 on the Sanford/Lake Mary Campus and is available for faculty use when preparing documents of 11 copies or more, including tests, classroom handouts, proposals, etc. Hours are 8:00 a.m. to 7:00 p.m. Monday through Friday. **All print shop requests must be submitted via the college TIM system <https://www.scc-fl.edu/tim>**

At the Oviedo Campus, instructors needing printing services should have their requests to the Building Secretary, located in the Faculty Office Suites, at least 3-4 days prior to the date copies are needed. These instructors may also use the Sanford/Lake Mary Print Shop services directly, if they prefer to do so.

Only clean original copies printed in black ink on 8 x 11 white paper will be accepted for copying. Requests will not be accepted if originals have paste-ups, are printed on colored paper, are in blue ink or pencil, or have heavy black borders (caused by photo copying machines). The copy center has a full color copier and can copy originals up to 11" x 17".

All college departments are charged a fee for print shop services. Please contact your department chair for departmental rules and requirements regarding print shop work orders.

Copyrighted Material- Unauthorized reproduction of copyrighted material is illegal and will be refused unless it meets the specification of new copyright regulations or it is accompanied by written permission from the publisher. (Consult copyright in The LRC/Library section of this handbook for additional information).

Special Requests - Work needing special papers, inks, or large quantities should be planned well in advance to allow time for paper and/or ink orders to be filled.

Layout and Design - The Print Shop is not equipped to design or prepare layouts or paste-ups. Work of this nature should be channeled through the Community Relations and Marketing Office. Please allow extra time for the design and proofing of your project in order to meet your distribution deadlines.

Photocopy Machines - Department codes must be entered for the photocopy machines in Buildings S, E, F and V on the Sanford/Lake

Mary Campus. You may get your department code from your department chair or department administrative assistant. Photocopy machines are available in each building at the Oviedo Campus. Please ask your department administrative assistant for the location of photocopy machines.

You are urged to help us maintain our copiers in good working order by limiting reproduction to 10 copies per page or no more than 50 copies maximum. Copying is limited to SCC college and instructional business only. If the copier is not working properly, discontinue use immediately and report the problem to your department administrative assistant.

The LRC/Library

Students, faculty, staff and Seminole County residents may use the SCC LRC/Libraries, located in the center of the Sanford/Lake Mary campus in Building L and in the Library Building of the Oviedo campus. Basic information of interest to faculty is provided here. Additional services, procedures and hours of operation are listed on the Virtual Library Website <http://www.scc-fl.edu/library>, in the SCC Library Handbook and in the Media Production Services booklet, available at the library or upon request.

The SCC library card may be used on location at all Florida community colleges and universities to borrow library materials. A statewide courier service returns materials to the lending libraries regardless of where they're returned.

Library Loan Policies

All borrowers must present an SCC Library Card, obtainable from the circulation department, when borrowing materials from the library. Faculty is urged to return materials promptly when they are not actively using them. The current SCC Library Handbook outlines details of the loan periods for various types of library materials. Circulation Services staff can provide further information. We ask that everyone who borrows materials honors the due date.

Reserve Procedures

Instructors may place library or personal materials on reserve for student use at the Sanford/Lake Mary and Oviedo library circulation desks, and also in the Hunt Club Center Learning Resources Center information desk. Reserve periods and conditions are set by the instructor. Circulation Services staff will provide further information. Reserve Room materials may be located by using LINCCSearch.

Contact Numbers: ext. 2295 at Sanford/Lake Mary Campus, ext.5002 at Oviedo Campus

Technical Services

Collection development guidelines are posted on the library's Website. Faculty are urged to assist in maintaining the currency and appropriateness of the library collection by recommending new print and non-print materials, and by advising library staff when materials pertinent to their curriculum have become obsolete and should be removed.

Contact Number: ext. 3335 at Sanford/Lake Mary

Reference Services

Contact Numbers: ext. 2305 at Sanford/Lake Mary, ext.5061 at Oviedo

Research Instruction - Librarians provide Information Literacy research skills instructional sessions for online databases, use of the Internet, general library orientation and tours for classes and individuals. Schedule all class visits in advance to provide for optimum access to resources and space by calling the Reference desk. Librarians are available to work with faculty one-on-one to familiarize them with changes in library collections and research methods.

LINCCWeb - The Library Information Network for Community Colleges (LINCC) provides a statewide online catalog as well as access to electronic indexes, full text databases, Ask-A-Librarian service, information networks, the university system catalog (LUIS) and more.

Interlibrary Loans - Materials may now be obtained from another library in as little as ten days. It is still important to plan ahead and leave as much time as possible for good research practice.

Library staff send requests via the nationwide Online Computer Library Center (OCLC) network for interlibrary loan of books or photocopies of

periodical article not available in the SCC library. Individuals using FIRSTSEARCH may make ILL requests on the computer. Circulation Services also facilitate the LINCC ILL requests for Florida community colleges.

Media Services

Media Services produces non-print instructional materials, and provides a variety of equipment and production services for SCC faculty and staff. Requests from other institutions or community events are accepted once SCC needs are met. A Production Services booklet listing detailed services and equipment is available through the department or upon request.

An extensive collection of videotapes, DVD's, CD-ROM's, audiocassettes, and laser discs is maintained in this area. All non-print materials may be located in the LINCC online catalog. Media titles may be viewed as a separate list by selecting appropriate type of media in the material search box on the LINCCSearch screen from your PC at home, office or in the library.

Media materials may only be borrowed by faculty. Students may view materials or use equipment in the libraries. Faculty must reserve items for student's use in the classroom.

Contact Numbers: ext. 2112 at Sanford/Lake Mary, ext. 5056 at Oviedo

Instructional Equipment and Materials - Equipment and materials needed for instruction must be requested via the college TIM system <https://www.scc-fl.edu/tim> Since equipment is scheduled on an availability basis, it is advisable to place the order well in advance, preferably 48 hours ahead of intended use. Requested equipment will be delivered and set up in the designated classroom at time of use, and will be removed from the room immediately after use.

Media Production Services - Media production specialists are available to assist faculty. Services include audio, video and CD production, cassette duplication, photography and slide production, sign production, mounting and laminating, graphic art, assistance with the development of PowerPoint presentations, and digitizing from a variety of formats. Department staff can produce thermal transparencies, full-color, laser-quality transparencies and slides, and can scan color pictures and charts to make full color transparencies.

Media Services also maintains portable and fixed sound systems for lectures, college events and graduations. Media Production Services must be requested via the college TIM system <https://www.scc-fl.edu/tim>

Technologically Enhanced Classrooms - Instruction in the use of teaching console and room equipment is available upon request, and should be arranged in advance by contacting Mike Simpson in CTS at ext. 2194.

Copyright and Fair Use

Faculty need to be aware of the U.S. copyright law and the amended Copyright Act of 1976, as well as the Fair Use Guidelines for Educational Multimedia, so as not to infringe on the rights of authors and publishers. The SCC Policy on Copyright Compliance states: "College personnel shall comply with the provisions of the current copyright law when reproducing any copyrighted material. Employees shall seek clarification of the law as required in the performance of their duties."

Refer to the Copyright Office website, <http://lcweb.loc.gov/copyright> for detailed information or from the copyright links on the library's Website. Copies of Copyright: A guide to Information and Resources (1977), including "Fair Use Guidelines for Educational Media," and Copyright: Quick Reference Guide (1977) are kept on reserve at the LRC/Library circulation desk on both campuses and in the Learning Resources Center at Hunt Club Center. Contact the Dean of Learning Resources (ext. 2136) for assistance with copyright issues.

The following summary, though not a legal interpretation of the copyright law, identifies some basic principles for faculty:

Permissible Use:

Make a single reproduction for use in scholarly research, teaching, preparation to teach a class, or library reserve of the following:

- A chapter from a book
- An article from a periodical or newspaper
- A short story, short essay, or short poem
- A chart, graph, diagram, drawing, cartoon or picture from a book, periodical or newspaper

Make multiple reproductions for classroom use or library reserve, not exceeding one copy per student in the class, of the following:

- A complete poem if less than 250 words and printed on no more than two pages
- An excerpt of not more than 250 words of a longer poem
- An excerpt from article, story, or essay of less than 2,500 words, or 10% of whole, whichever is less
- One chart, graph, diagram, drawing, cartoon, or picture per book or periodical issue

Not Permissible Use:

- Make multiple reproductions of more than one complete short poem, article, story, essay, or more than two excerpts from the same author in the same term.
- Make multiple reproductions from the same collective work or periodical issue more than three times a term
- Make multiple reproductions of works more than nine times in the same term
- Make a reproduction to create or substitute for anthologies
- Make a reproduction of "consumable" works, such as workbooks
- Make additional reproductions of a work for other courses in the school
- Keep multiple reproductions of a work on reserve for more than one term, unless the professor has received permission from the copyright owner

Violations of the law may result in the assessing of damages against the infringer of not less than \$500 and not more than \$20,000. The statutory penalty may be raised to \$100,000.

Copying from the Internet

"The Internet has been characterized as the largest threat to copyright since its inception. The Internet is awash in information, a lot of it with varying degrees of copyright protection. Copyrighted works on the Net include news stories, software, novels, screenplays, graphics, pictures, Usenet messages and even email. In fact, the frightening reality is that almost everything on the Net is protected by copyright law. That can pose problems for the hapless surfer." ("The Copyright Web site <http://www.benedict.com/>)

- Assume all materials, including Websites, are copyrighted

- When in doubt, seek permission for use from copyright holder, or at the very least, provide credit for the person or site from which the information is taken.

Fair Use Guidelines for Educational Multimedia

Refer to the Website for "Fair Use Guidelines for Educational Multimedia" at <http://www.adec.edu/admin/papers/fair10-17.html>

These guidelines clarify the application of fair use of copyrighted works as teaching methods are adapted to new learning environments. Educators have traditionally brought copyrighted books, videos, slides, sound recordings and other media into the classroom, along with accompanying projection and playback equipment.

Examples include:

- Motion Media - 10% or 3 minutes, whichever is less
- Text Material - 10% or 1,000 words, whichever is less
- An entire poem of less than 250 words may be used but no more than three poems by one poet or 5 poems by different poets from an anthology
- Music, lyrics and music video up to 10% but no more than 30 seconds of music and lyrics from an individual musical work
- Illustrations and photographs no more than 5 images by an artist or photographer may be reproduced or otherwise incorporated as part of an educational multimedia project. When using a collective work no more than 10% or 15 images, whichever is less may be reproduced or otherwise incorporated as part of a multimedia project.
- Up to 10% or 2500 fields or cell entries, whichever is less, from a copyrighted database or data table may be reproduced or otherwise incorporated.

Plagiarism

The Faculty Quick Start Webpage includes information on plagiarism that will be helpful to faculty. Visit the LRC page directly at <http://www.scc-fl.edu/library/services/faculty/plagiarism.htm> Librarians are exploring software possibilities to assist faculty when reviewing assignments and research papers.

Strength Training Center

Faculty may use the Strength Training Center located on the Sanford/Lake Mary Campus, building H. Men's and women's locker rooms (with showers) are provided and personal lockers can be assigned, as they are available. All facilities are closed on weekends. Membership for SCC faculty and staff is free. Members must complete and sign consent form. Details are available at <http://www.scc-fl.edu/athletics/strengthtraining/>

Parking

Parking permits are obtained by completing the permit form and presenting it at the Cashier's window in the Weldon Administration Building at the Sanford/Lake Mary Campus. At Oviedo, the permits are available from the Cashiers in the Office of Finance and Budget. The permit allows employees to park in any of the faculty/staff parking areas on any campus at no charge.

Payroll Information

Part-time employees of the college are paid once a month on the 15th day of the month. If the 15th is not a workday, the checks will be distributed on the last workday prior to the 15th. Checks may be mailed or directly deposited to your account. Additional payroll information is available online at <http://www.scc-fl.edu/ofb/payroll/>

Employees must have all employment paperwork completed in order to receive a check. Some of the forms/items that must be completed include:

- SCC Application
- I-9 Form
- W-4 Form
- Signed and Notarized Loyalty Oath
- Retirement Status Form
- Managed Care Arrangement Form
- Request for Official Transcripts

Part-time faculty pay rates per contact hours (College Credit Courses):

Part-time faculty rates vary depending on education and/or experience. Please refer to current salary schedule available online at <http://www.scc-fl.edu/hr>

Professional Development

Adjunct instructors are eligible to sign up on a voluntary basis for any professional development program that is available for all faculty. The Faculty Institute for Teaching and Learning offers online and on campus seminars and workshops designed for faculty. Please refer to the Faculty Institute webpage <http://www.scc-fl.edu/facultyinstitute> or Contact Christine Broeker, Manager, Faculty Institute at ext. 2755 for dates of upcoming events.

The college also offers employee training workshops through the Learning Connection. Please refer to <http://www.scc-fl.edu/hr/lc/> for dates of upcoming events.

Any adjunct instructor, who has taught the equivalent of a term's full-time teaching load during the previous 24 months, may be eligible to apply for professional study or travel grants provided by the Staff and Program Development fund. Please refer to <http://www.scc-fl.edu/ofb/spd> for details.

Social Security Alternative

Temporary part-time employees are automatically enrolled in the Social Security Alternative Plan. As a participant, 7.5 percent of your pre-tax salary is contributed to the Alternative Plan. Contributions are invested in the group Supplemental Retirement Annuity, offering fixed and variable annuity options. Contributions are tax-deferred from your paycheck through the payroll system before they show up in your salary. Details are available at <http://www.scc-fl.edu/hr/benefits/>

College Calendars 2007-2008

Academic Calendar for Fall 2007

| Date | Event |
|----------------------------------|--|
| June 25, 2007 - June 28, 2007 | Early Fall 2007 registration. |
| July 2, 2007 | Fall 2007 Spectrum available on each campus. |
| July 9, 2007 | Fall 2007 Registration by appointment begins for college credit, vocational, SCCorporate College, community and continuing education students. |
| July 30, 2007 | Fall 2007 Open Enrollment begins for Adult High School, Adult Education, English Language Studies, non-degree-seeking, transient students, teacher re-certification, post-baccalaureate, first-time-in-college and transfer students. Continuing to register will be college credit, vocational, SCCorporate College, community and continuing education students. |
| August 20, 2007 | Faculty report. |
| August 20, 2007 | Fall Full-term and Term IA application deadline for new students, transfer students, teacher re-certification, post-baccalaureate and non-degree seeking students. |
| August 21, 2007 | Last day to declare eligibility for Florida residency for tuition purposes. |
| August 22, 2007 | Full Term and Term IA: Classes begin. Full Term and Term IA: Late registration begins. Full Term and Term IA: Faculty granted access to class rosters via MySCC. |
| August 24, 2007 | Term IA: Last day to drop/add classes. Term IA: Last day to enroll as an audit student. Term IA: Last day to drop classes and receive a 100 percent refund. (The refund policy is subject to change without notice.) |
| August 28, 2007 | Full Term: Last day to drop/add classes. Full Term: Last day to enroll as an audit student. Full Term: Last day to drop classes and receive a 100 percent refund. (The refund policy is subject to change without notice.) |

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| <u>August 31, 2007</u> | <u>Full Term and Term IA: Deadline for faculty to report W4's (on or before midnight).</u> |
| September 3, 2007 | Labor Day (College closed). |
| September 4 2007 - October 26, 2007 | Spring 2008 advisement appointment dates - Students classified in the following categories must meet with their counselor/academic adviser: first-time-in-college students, transfer students, students on academic probation, students completing 30 or more credit hours and students completing 45 or more credit hours. |
| September 25, 2007 | Term IA: Last day for students to withdraw from a college credit class. (Students remaining in Term IA classes after this date will receive a final grade from their professors.) |
| October 3, 2007 | Grade Lapse: All incomplete (I) grades from Summer 2007 Term are changed to grades of "F". |
| October 3, 2007 | College Night (Sanford Lake Mary) |
| October 9, 2007 | Collegewide Convocation (Faculty In-Service/No Classes). |
| October 17, 2007 | Term IA: Classes end. |
| <u>October 18, 2007</u> | <u>Term IA: Deadline for faculty to post grades (on or before midnight).</u> |
| October 18, 2007 | Term IB: Classes begin. Term IB: Faculty granted access to class rosters via MySCC. |
| October 22, 2007 | Term IB: Last day to drop/add classes. Term IB: Last day to enroll as an audit student. Term IB: Last day to drop classes and receive a 100 percent refund. (The refund policy is subject to change without notice.) |
| <u>October 25, 2007</u> | <u>Term IB: Deadline for faculty to report W4's (on or before midnight).</u> |
| October 26, 2007 | Full Term: Last day to withdraw from college credit classes. (Students remaining in Fall 2007 classes after this date will receive a final grade from their professors.) |
| October 29, 2007 | Spring 2008 Spectrum available on each campus. |

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| October 29, 2007 | Last day for transcripts to be received by the Office of Student Records for Spring Term evaluation for the following: transfer students, teacher re-certification students, post-baccalaureate students and non-degree seeking students (after this date students must bring a copy of their unofficial transcript to their advising appointment). |
| October 29, 2007 | Spring 2008 registration by appointment begins for college credit, vocational, SCCorporate College, community and continuing education. |
| November 16, 2007 | December 2007 graduation applications deadline (due to Office of Enrollment Services). |
| November 16, 2007 | Term IB: Last day for students to withdraw from a college credit class. (Students remaining in Term IB classes after this date will receive a final grade from their professors.) |
| November 19, 2007 | Spring 2008 Open Enrollment begins Adult High School, Adult Education, English Language Studies, non-degree-seeking, transient students, teacher re-certification, post-baccalaureate, first-time-in-college and transfer students. |
| November 21, 2007 - November 24, 2007 | Thanksgiving Holiday (College closed). |
| December 11, 2007 | Full-Term and Term IB: College credit day and evening classes end. |
| <u>December 13, 2007</u> | <u>Full Term and Term IB: Deadline for faculty to post grades (on or before midnight).</u> |
| December 14, 2007 | Graduation and last faculty work day. |
| December 21, 2007 - December 31, 2007 | Winter Break (College closed). |

College Academic Calendar for Spring 2008

| Date | Event |
|-----------------------------------|--|
| October 29, 2007 | Spring 2008 registration by appointment begins for college credit, vocational, SCCorporate College, community and continuing education. |
| November 19, 2007 | Spring 2008 Open Enrollment begins for Adult High School, Adult Education, English Language Studies, non-degree-seeking, transient students, Teacher Re-certification, post-baccalaureate, first-time-in-college, and transfer students. |
| January 1, 2008 | New Year's Day (College Closed). |
| January 2, 2008 | College offices open and faculty report. |
| January 4, 2008 | Spring Full-Term and Term IIA application deadline for new students and transfer students. |
| <u>January 7, 2008</u> | Full Term and Term IIA: Classes begin. Full Term and Term IIA: Late registration begins. <u>Full Term and Term IIA: Faculty granted access to class rosters via MySCC.</u> |
| January 9, 2008 | Term IIA: Last day to drop/add classes. Last day to enroll as an audit student. Last day to drop classes and receive a 100 percent refund. (The refund policy is subject to change without notice.) |
| January 9, 2008 | Last day to charge books against financial aid account for Spring Term. |
| January 11, 2008 | Full Term: Last day to drop/add classes. Last day to enroll as an audit student. Last day to drop classes and receive a 100 percent refund. (The refund policy is subject to change without notice.) |
| January 14, 2008 - April 12, 2008 | Summer 2008 advisement appointment dates - |
| <u>January 16, 2008</u> | <u>Full Term and Term IIA: Deadline for faculty to post W4's (on ;or before midnight).</u> |
| January 21, 2008 | Martin Luther King Day - College closed. |

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| February 7, 2008 | Term IIA: Last day for students to withdraw from a college credit class. (Students remaining in Term IIA classes after this date will receive a final grade from their professors.) |
| February 18, 2008 | Grade Lapse: All Incomplete (I) grades from Full Term I are changed to grades of "F." |
| February 27, 2008 | Term IIA: Classes end. |
| <u>February 28, 2008</u> | Term IIB: Classes begin. <u>Term IIB: Faculty granted access to class rosters via MySCC.</u> Term IIB: Last day to apply for May 2008 graduation. |
| <u>February 28, 2008</u> | <u>Deadline for faculty to post grades for Term IIA (on or before midnight)</u> |
| March 3, 2008 | Term IIB: Last day to drop/add classes. Term IIB: Last day to enroll as an audit student. Term IIB: Last day to drop classes and receive a 100 percent refund. (The refund policy is subject to change without notice.) |
| <u>March 6, 2008</u> | <u>Term IIB: Deadline for faculty to post W4's (on or before midnight).</u> |
| March 9, 2008 - March 15, 2008 | Spring Break - College closed. |
| March 18, 2008 | Full Term: Last day to withdraw from college credit classes. (Students remaining in Spring Term classes after this date will receive a final grade from their professors.) |
| April 7, 2008 | Summer 2008 Spectrum available on campus. |
| April 7, 2008 | Summer 2008 Registration by appointment begins |
| April 7, 2008 | Term IIB: Last day to withdraw from a college credit class. (Students remaining in Term IIB classes after this date will receive a final grade from their professors.) |
| April 21, 2008 | Summer 2008 Open Enrollment begins for Adult High School, Adult Education, English Language Studies, non-degree-seeking, transient students, teacher re-certification, post-baccalaureate, first-time-in-college and transfer students. |
| April 28, 2008 | Full Term and Term IIB: College credit day and evening classes end. |

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| <u>April 30, 2008</u> | <u>Full-Term and Term IIB: Deadline for faculty to post grades (on or before midnight).</u> |
| May 1, 2008 | Graduation and final faculty work day. |

College Academic Calendar for Summer 2008

| Date | Event |
|----------------|--|
| April 7, 2008 | Summer 2008 Spectrum available on campus |
| April 7, 2008 | Summer 2008 registration by appointment begins for college credit, vocational, SCCorporate College, community and continuing education |
| March 31, 2008 | Last day for transcripts to be received by the Office of Student Records for Summer Term evaluation for the following: transfer students, teacher recertification students, post-baccalaureate students, and non-degree seeking students (after this date students must bring a copy of their unofficial transcript to their advising appointment) |
| April 21, 2008 | Summer 2008 Open Enrollment begins for Adult High School, Adult Education, English Language Studies, non-degree-seeking, transient students, Teacher Recertification, post-baccalaureate, first-time-in-college and transfer students |
| May 2, 2008 | Last day to declare eligibility for Florida residency for tuition purposes |
| May 2, 2008 | Full Term and Term IIIA: Faculty report |
| May 2, 2008 | Summer Full-Term and Term IIIA application deadline for new and transfer students |
| May 2, 2008 | Financial Aid applications (official FAFSA form or FAFSA results) due to SCC Financial Aid Office for Summer Term tuition deferment purposes |
| May 5, 2008 | Full Term and Term IIIA: Classes begin. Full Term and Term IIIA: Late registration begins. Full Term and Term IIIA: Faculty granted access to class rosters via MySCC. |
| May 5, 2008 | College begins four-day class schedule (College closed each Friday during Summer Term) |
| May 7, 2008 | Term IIIA: Last day to drop/add classes Term IIIA: Last day to enroll as an audit student Term IIIA: Last day to drop classes and receive a 100% refund (The refund policy is subject to change without notice) |

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| May 7, 2008 | Last day to charge books against financial aid account for Summer Term |
| May 7, 2008 | Application deadline for transient students for Summer Full-Term and Term IIIA |
| May 9, 2008 | Summer Term Registration deadline for CLAST |
| May 12, 2008 | Full Term: Last day to drop/add classes Full Term: Last day to enroll as an audit student Full Term: Last day to drop classes and receive a 100% refund (The refund policy is subject to change without notice) |
| May 14, 2007 - June 12, 2008 | Fall 2008 advisement appointment dates - Students classified in the following categories must meet with their counselor/academic advisor: first-time-in-college students, transfer students, students on academic probation, students completing 30 or more credit hours, and students completing 45 or more credit hours |
| May 15, 2008 | Full-Term and Term IIIA: Deadline for faculty to post W4's (on or before midnight) |
| May 26, 2008 | Memorial Day - College closed |
| June 2, 2008 | Term IIIA: Last day to apply for graduation/diploma |
| June 5, 2008 | Term IIIA: Last day to withdraw from college credit classes (Students remaining in Term IIIA classes after this date will receive a final grade from their professors) |
| June 7, 2008 | CLAST test administered |
| June 12, 2008 | Grade Lapse: All incomplete (I) grades from Spring Term are changed to grades of "F." |
| June 17, 2008 | Term IIIA: Classes end |
| June 17, 2008 | Term IIIA: Final faculty work day |
| June 18, 2008 | Summer Term IIIB application deadline for new students and transfer students |
| June 18, 2008 | Term IIIB: Faculty report Summer Term IIIB |

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| <u>June 18, 2008</u> | <u>Term IIIA: Deadline for faculty to post grades (on or before midnight)</u> |
| June 19, 2008 | Term IIIB: Classes begin Term IIIB: Faculty granted access to class rosters via MySCC |
| June 24, 2008 | Term IIIB: Last day to drop/add classes Term IIIB: Last day to enroll as an audit student Term IIIB: Last day to drop classes and receive a 100% refund (The refund policy is subject to change without notice) |
| June 25, 2008 | Full Term: Last day for students to withdraw from a college credit class (Students remaining in Full-Term classes after this date will receive a final grade from their professors) |
| June 30, 2008 | Term IIIB: Deadline for faculty to post W4's (on or before midnight) |
| July 3, 2008 | Independence Day Observed - College closed |
| July 7, 2008 | Financial Aid and Veteran Affairs (VA) payment deferment deadline (please note: there is only one deferment date for Summer Term) |
| July 14, 2008 | Full Term and Term IIIB: Last day to apply for diploma/graduation. |
| July 15, 2008 | Term IIIB: Last day to withdraw from a college credit class (Students remaining in Term IIIB classes after this date will receive a final grade from their professors) |
| July 31, 2008 | Full Term and Term IIIB: Classes end |
| August 1, 2008 | Final faculty work day |
| <u>August 4, 2008</u> | <u>Full Term and Term IIIB: Deadline for faculty to post grades (on or before midnight)</u> |