



# Life Science Department News

August 15, 2001

## Orientation Issue

Here is some general information that you need to consider in preparation for the start of the new semester. Please review this information even if you are a veteran instructor here. Please let me know if anything needs clarification or review. In addition, much useful information is available online at <http://www.mc.maricopa.edu/employees/> Thanks for following our departmental policies and procedures.

## New Faculty orientation Thursday, August 18, 5:30-8:30, LB145.

- New faculty are encouraged to attend for general information.
- Buffet served.

## Administration

- Pay attention to any requests from Sandy, the department secretary.
- You must give her a copy of your syllabus at the beginning of the semester and final grades as turned in.
- Sandy will arrange evaluations, which are mandatory for the first three semesters that you are here.
- You are encouraged to use evaluations (student and peer) for self improvement at anytime.
- If you need a substitute, try to arrange one for yourself. See Sandy for paperwork and inform chair.
- Printed class rosters will be distributed to your mailboxes when available.
- Class rosters are available online at <http://www2.mc.maricopa.edu/mymcc/> (MCC email account necessary for access)
- You must apply for your own MCC email account (necessary to access MyMCC) at <http://www2.mc.maricopa.edu/mymcc/CreateAccount.jsp> Call 461-7217 if you need any help.

## Course Procedures

- Do NOT leave students unattended in any laboratory. Call the lab techs to deliver any needed items.
- Never use student SSN's for any grade posting, etc.
- Use MyMCC to keep current on the enrollment in your classes.
- Over-rides of students into your class are your call, but do not excessively over enroll your classes.
- Must take roll in every class - required for potential state audit.
- 45th day roster and final grades are very important - make sure you turn them in on time.
- Pay attention to copyright law and fair use guidelines. For more information, see <http://www.dist.maricopa.edu/legal/copyguides.html> and <http://www.dist.maricopa.edu/legal/fairuse.html>
- Be aware of MCCC's sexual harassment policy <http://www.dist.maricopa.edu/legal/sexhar.html>

- Final exam schedule is in the Class Schedule. Please follow the published schedule. See the department chair for exceptions.
- Use the Testing Center (17336) for makeup exams. Do NOT use the prep rooms for makeups.

## Withdrawal Policy

- All faculty are required to withdraw students (W) who stop attending before the 45th day.
  - All faculty are required to record the last date of attendance for every student after the 45th day.
  - All faculty are required to record attendance by some means sufficient to determine the last date of attendance.
  - When students stop coming to class, faculty must withdraw them.
  - Withdrawn students must be given a W (withdrawn passing) or a Y (withdrawn failing).
  - Thus, we will withdraw students who stop coming to class, give them a W or a Y, and record the last date of attendance. You can use the new drop/add forms or the final withdrawal rosters, which are due about two weeks before the end of the semester. For GPA purposes, a Y is the same as an F. However, a Y like a W clearly indicates that the student was withdrawn.
- Appropriate withdrawals prevent financial aid fraud. Many students have been requesting that they not be withdrawn, so they can continue to receive financial aid awards. This should never be allowed as it might jeopardize our financial aid status as an institution. When a withdrawal is clearly indicated with a last date of attendance, financial aid is prorated to the dates actually attended. A final point about attendance is that we are also required to prevent students who are NOT enrolled from attending our classes. Only enrolled students are covered by our insurance. Students who are not enrolled present a liability issue. It is not clear if we share any responsibility for allowing non-enrolled students to attend our classes. Thus, it is incumbent upon each of us to know who is attending our classes. To do this, we need some form of attendance.
- The class schedule indicates that students who do NOT attend the first class period and who do NOT contact the instructor in advance, MAY be withdrawn. Use your discretion on this one.
  - Students can be reinstated in classes using a drop/add form with your signature.

## Syllabus

- Your syllabus is a contract with your students, so deviate from it only when necessary and then very carefully and with consent.
- We recommend adding something like the following to deal with inappropriate behavior: "Any inappropriate behavior will lead to student disciplinary action and/or be considered vandalism that is subject to the student code of conduct" [Student Handbook Online](#)
- Purposefully changing the setup on any computers or otherwise tampering with them will be considered vandalism and subject to the student code of conduct.
- Please include an ADA statement in your syllabus such as "Reasonable accommodations will be made for any disability including learning disabilities. Please see me promptly and contact Disability Resources and Services (461-7447) to discuss your eligibility and needs." Check out their website at <http://www.mc.maricopa.edu/disability/>
- The Academic Calendar is available online at <http://www.dist.maricopa.edu/eddev/students/calendar.htm>
- Class schedules are available online at <http://www.mc.maricopa.edu/schedules/>
- The student handbook, which is useful for documentation of student rights and responsibilities as well as grievance procedures, is available online at <http://www.mc.maricopa.edu/stuserv/handbook/>
- No food or drink is allowed in the classrooms or laboratories, but most faculty allow drinks in NONSPILL containers that students can keep in their book bags.
- Visitors (unregistered individuals) are NOT permitted to attend classes. College policy does not

permit course auditing. Liability issues face you and the institution when persons not registered attend your class.

## Communication

- Check mailbox in workroom regularly.
- Check MCC voicemail system regularly. Sandy and the student workers give out your voicemail whenever anyone calls the department for you.
- If you are new, you need to set up your voicemail. Call 731-8866 and enter your extension and password (initially, this is your extension + 00). Follow the voice prompts.
- Get MCC email address and check it regularly (if you have an alternate email address that you check more regularly, please give us that one too, but still check MCC email).
- Phones in labs and classrooms are not for student use.
- Use phones to summon lab techs to provide supplies, etc. - do not leave you class unattended.
- Emergency and lab tech numbers are posted on phones in each lab/classroom.
- Call AV to report any problems (17687).
- Inform others of any problems with anything in the building - especially lab techs, lead instructors, other instructors in your class, etc.
- Please inform the lab techs and your lead instructor if you are substituting any lab activities. The lab techs especially need as much lead time as possible even if you are setting everything up yourself.
- Do NOT give out the lab tech phone numbers to your students. However, you can and should give their number to family members who might need to contact you when you are working in the building.

## Teaching Supplies

- Most available in LS Department workroom.
- Some supplies available in instructor station of each lab.
- Other common supplies are kept in drawers near hood in each lab.
- Markers are available from lab techs in stockroom. Please try to conserve markers as they are a major expense for the department.
- Request other supplies from Sandy.
- Scantron machine located in department workroom.
- Blank answer sheets for your students are available in the bookstore.
- Blank answer sheets for your use are available in the workroom.
- Shredder located in department workroom for tests, etc. Help yourself.

## Storage

- Use files cabinets in PT Office for most storage.
- Use file drawer in prep rooms for some storage.
- Nothing will be stored in the laboratory instructor desk except common supplies.
- No personal items should be left on counters in the prep rooms (other than temporarily).
- The drawers and cabinets in the prep rooms are NOT for storage of books or personal items. They are for storage of equipment and supplies in support of our lab instruction. Please use ONLY the file drawers in the prep room for personal storage, which can be allocated by the lead instructors.

## Doors, locks and keys

- Pay attention to operation of door locks to avoid damage to locks.

- Do not use key to open door -- use key to unlock door, then use handle to open.
- Relock doors after opening -- especially offices, workroom, conference room, ...
- Everyone will receive a key. See Sandy in the LS department office if you have not received your key.
- Make sure you lock the lab doors after class.
- Do not allow students from next class to enter lab unless their instructor is present.
- OK to leave classrooms (not labs) open during day, but lock if you are last at night
- Student access to prep rooms is prohibited unless accompanied by an instructor.
- Do not unnecessarily prop any door open in the Life Science Building. These are fire doors that must not be propped open.

## **LS Building**

- Make sure you lock the lab doors after class
- OK to leave classrooms open during day, but lock if you are last at night
- Never leave students in lab unsupervised
- Use phones to summon lab techs to provide supplies, etc.
- Prep room doors are fire exits, so must always remain unlocked.
- No students are allowed unsupervised access to the prep rooms.
- Outside doors are locked at about 10 p.m. If you are in building after that, make sure that doors lock behind you when you leave.

## **Labs and classrooms**

- Nothing should ever be tacked or taped on the walls in the classrooms or labs.
- Make sure students clean (and disinfect if appropriate) table tops at beginning and end of class.
- Make sure students return any reusable materials/supplies to their original location.
- When your students use any glassware, they are responsible for washing, drying, and replacing that glassware unless otherwise instructed.
- Make sure your students clean and replace the microscopes correctly!
- Use broken glass disposal container appropriately.
- Inform lab techs of any material shortage, equipment malfunction, broken glassware, etc. so that it can be corrected for the next instructor.
- Notice recycling bins and inform your students regarding recyclable materials.
- No food can be stored in any refrigerator except the one designated for food in the stockroom or the department workroom.

## **AV system**

- Practice with AV system before your class.
- Always blank projector screen when not actively using to prolong bulb life (\$450 each).
- Logout of computer system every time you are finished using the system.
- Shut down computer system if you are last one in room at night.
- Shut down AV system every time you are finished using the system.
- If you have a problem with the AV system, call the Media number (17687). This number is listed on each phone in the building.
- Shut down student computers after your class.
- Carefully wipe down white boards after your class.
- Never use any cleaner on the white boards -- let the custodians do it. If the boards get really bad, you can try a damp paper towel, but make sure it is dry before you use the board.
- Please take care in 'borrowing' AV or other equipment from other labs and classrooms. Promptly return the items or notify the lab techs. If AV equipment needs repair, promptly

notify Media Services -- their number is on every phone in the LS building.

## Resources

- The LS Department Study Lab will be open about 60 per week. Schedule TBA. The students working in the lab will do limited tutoring.
- CTL is a good source of support for pedagogical and instructional technology help.
- The Technology Resource Center is a web site with lots of instructional technology information. <http://www.mc.maricopa.edu/trc/index.htm>
- WebCT training is available. Many textbooks are coming out with WebCT support. Look for announcements from the CTL regarding upcoming workshops.
- Instructional Technologies and Learning Communities course - CTL - Tuesdays January 30 - May 8 - 4:45 - 6:45 p.m. (Or Online).
- You can set up WebCT or a Webboard discussion group for your course at <http://public.mc.maricopa.edu/ntools.html>
- Tutoring resources are available in the Learning Enhancement Center in the Library.
- Disability Resources and Services are available for help in dealing with any disabled students (461-7447).
- The Counseling Center can help with troubled or difficult students (461-7100).

## Emergency Procedures

- Call Campus Security at 17777 in an emergency. They have EMT's who will evaluate the situation and call for more help if necessary.
- Call 911 in extreme emergency.
- Do not treat/assist any victims yourself unless the emergency is life threatening and you have some idea what is necessary.
- If there is a student disturbance, call Campus Security at 1777.
- If there is a troubled student that needs immediate counseling, call 17100. The counseling center will respond immediately to student crisis.
- Report all emergencies to the Department Chair and the lab techs as they will need to initiate a report on the incident.
- All accidents involving students must be reported, unless it is not serious and the student declines to fill one out. Forms are available from the lab techs or department office.