

Welcome!

Hartnell College Adjunct Faculty On-Line Orientation



Welcome!

Congratulations on choosing to become an adjunct instructor at Hartnell College. We value your talents and expertise.

This slide presentation has been designed to help you learn more about the college and to provide you with the information necessary to begin a successful Hartnell College teaching career.

Orientation Process

1. Review slide presentation
2. Required reading (all accessible from orientation web site, <http://www.hartnell.edu/faculty/orientation/>)
 - Administrative Services document
 - What You Need to Know About Getting Started in the Classroom
 - What You Need to Know About Employee Matters
 - How to Use PAWS
 - College Catalog
 - Hartnell Drug Free Workplace Policy
 - Hartnell Equal Opportunity Policy
 - Hartnell Sexual Harassment Policy
 - Hartnell Technology Use Policy
 - Student Handbook
 - Academic Calendar
 - Final Exam Schedule
3. Complete and submit Acknowledgement of Orientation Completion Form

Hartnell College Facts

- Accredited through Western Association of Colleges and Schools (WASC)
- 10,000+ enrolled students each semester
- Offers credit and non-credit general education, basic skills, transfer, and career-development courses
- Three locations
 - Main campus
 - Alisal campus
 - King City Center

Student Demographics

- Latino/Mexican-American students make up over 58% of student body
- Median student age: 25-29 years
- 3 out of 4 students rely on financial aid
- Over $\frac{1}{2}$ of the total students attend evening or a combination of day and evening courses

Hartnell College Expects

- Ethical behavior
- Professional excellence
- Adherence to policies and procedures
- Commitment to Hartnell College mission, vision, educational objectives and student success

Mission Statement

“Hartnell College provides the leadership and resources to ensure that all students shall have equal access to a quality education and the opportunity to pursue and achieve their goals. We are responsive to the learning needs of our community and dedicated to a diverse educational and cultural campus environment that prepares our students for productive participation in a changing world.”

Objectives

- Prepare students for admission with advanced standing to four-year colleges and universities.
- Prepare students for employment with a background of both technical and general education.
- Increase opportunities to develop and improve abilities to read, to listen with understanding and to communicate effectively.
- Provide opportunities to promote the critical thinking process by the student.
- Provide counseling services to help individuals discover their interests, and abilities and to determine an appropriate educational program.

More Objectives

- Assist persons seeking career change or advancement, or re-entry into a career field.
- Provide opportunities for students whose prior academic achievements are latent in relation to their stated educational and vocational goals.
- Provide educational services for those either preparing for a career or seeking a degree.
- Promote opportunities to develop an understanding of an appreciation for our rich heritage of creativity in the arts, humanities, and sciences.

More Objectives

- Extend services and programs throughout the District's service area in response to community needs.
- Provide opportunities to increase students' self-understanding, self direction and social, physical, and intellectual development.

New Adjunct Paperwork

- Complete and submit application/contract paperwork before classes actually begin
- Because we are working with students, some as young as 6th grade, all instructors are required to obtain the following:
 - Fingerprinting
 - TB test

Course Syllabus

The course syllabus should contain:

- Instructor's name and method of contact.
- Course name, section number, dates, room and time.
- Titles and authors of required and recommended texts.
- Course objectives .
- Teaching methodology (Lecture, discussion etc.)
- Grading criteria
- Classroom management policies
 - Tardiness
 - Make-up examinations
 - Absences
 - Cheating/plagiarism

Class Rosters

- Up-to-date class rosters are available online from PAWS (<http://www.hartnell.edu> – click Faculty PAWS and log on to retrieve)
- How to Use PAWS tutorial
- Print rosters will appear in your mailbox the first day of class

Roster Requirements

- It is the instructor's responsibility to follow directions and meet deadlines stipulated in correspondence from Admissions and Records regarding class rosters.
- Instructors are required to keep accurate records for the purpose of completing census rosters and documenting any type of student complaint with records to grading, attendance, class participation, etc.
- The permanent class roster is provided to keep attendance records for the purpose of cleaning the rolls of inactive enrollments prior to census dates and for documentation all factors of attendance and grade calculation

Academic Calendar

- Lists dates of instruction and holidays
- May be found at:

<http://www.hartnell.edu/academics/calendars/>

Adds and Drops

- Students may add a class without an instructor's signature as long as the class is still open and the final registration date has not elapsed.
- An instructor's signature is not required to drop.
- If your class is closed (full), your signature on an add slip is required. The student must present the "processed" pink copy of the add slip to you by the next class meeting.
- The number of students you may add is determined by the number of seats in your assigned classroom AND the maximum class size listed in the HCFA contract.
- Absence from a full semester class in excess of two weeks (consecutive or non-consecutive) may result in the instructor dropping the student.

Final Exams

- All instructors are expected to meet and give some type of final exam during finals week.
- See the Hartnell College website (<http://www.hartnell.edu/academics/calendars/>) for the final exam schedule.

Grading

- Instructor grade reports **must** be completed and submitted to the Admissions and Records Office (CAB 150) within 48 hours after the final exam .
- Instructors assigning incompletes must complete and submit a Notice of Incomplete Grade Form at the time of grade submission.
- An instructor may file a Grade Change Form for only one reason—to correct an error made when issuing the original grade.

Faculty Supporting Faculty

- The Academic Senate is the voice of the Hartnell College faculty in all academic and professional matters as defined in Title 5 and AB 1725.
- http://www.hartnell.edu/academic_senate/
- The Hartnell College Faculty Association provides union representation for full and part time faculty.

Student Services

- Financial Aid
- Academic and personal counseling provided
- Disability Support Services
 - Note takers, additional time, etc
- Student Job Placement
 - Assists with employment; provides testing
- Library
 - Linked to multiple on-line research sources
 - Reference librarian
 - Library tours
 - Student computer and Internet access

Federal Education Rights and Privacy Act (FERPA)

- Covers student privacy rights
 - Student's personal information
 - Student's academic information
 - Student's medical information
- **Under no circumstances are grades allowed to be posted and graded projects left in a public area for student pickup.**
- **FERPA text**

Faculty Resource Center (*FRC*)

The FRC is both a virtual and a physical resource designed to support instructors. The FRC is located in the Hartnell Library and is staffed by a trained Instructional Technologist. For more information, visit the FRC web page, <http://www.hartnell.edu/faculty/frc/>

What Can You Do at the FRC?

- Access Hartnell network resources
 - PAWS, Hartnell servers, eCollege, library databases
 - Request an eCollege course shell
- Use the FRC to:
 - Make video clips from DVD or videotapes
 - Create PDFs
 - Scan documents and pictures
 - Create web pages
 - Create multimedia files
 - Burn CDs and more

Additional Useful Information

- Mailboxes (Please check your mailbox on a regular basis)
- Campus E-mail Accounts
- How to Access, Upload and Maintain Your Faculty Website
- Payroll Information

Safety and Security

- Hartnell Campus Safety – (831) 755-6888
- Escorts to your car by Campus Safety are available
- Committed to maintaining a safe work environment

Night & Weekend Support

The Dean Of Distance Learning, Weekend & Evening Programs is responsible for distance learning, weekend and evening programs as well as the support of adjunct faculty. The Office of Distance Learning, Weekend & Evening Programs is located in Room CAB101 of the Classroom/ Administration Building and is open Monday through Friday from 10:00 a.m. to 9:00 p.m. and 8:30 am to 1:30 p.m. on Saturday. Dr. Jennifer Lagier Fellguth, Dean of Distance Learning, Weekend and Evening Programs, may be reached at jfellguth@hartnell.edu or (831) 755-6721.

Worker's Compensation

- Covers all employees while working
- Notify area administrator or night manager if injured and complete form
- Report within 24 hours

FAQ

➤ *If I get injured on the job, am I covered under Worker's Compensation?*

➤ Yes, report any injury to supervisor immediately

➤ *What do I do if I can't make it to work?*

➤ If absent for any reason;

- Call Academic Affairs, 770-7090, or the Night Dean, 755-6721, to request your absence be posted

➤ *How do I get a mailbox?*

➤ Mailboxes are assigned by the administrative assistants in each discipline area

Wrapping up...

- Tour the campus:
 - Bookstore
 - Library
 - Counseling and Student Services
 - Admissions and Records
 - Disabled Student Services
 - Faculty Resource Center
 - Fitness Center
 - Academic Learning Center
 - Student Center
- Make sure all your contract paperwork has been completed and submitted to the administrative assistant in the discipline office.
- Obtain your Cat Card (available in Student Activities Office, HCC 101)

Welcome!

At Hartnell College, we are all educators.
Directly or indirectly, what **YOU** do each day
influences the lives of our students.

**What an opportunity to make a
difference! We're glad you're here!**

Questions?

Contact Dr. Jennifer Lagier Fellguth

(831) 755-6721

jfellguth@hartnell.edu

To view the required documents and access the verification of completion document, please go to <http://www.hartnell.edu/faculty/orientation/>