ADJUNCT FACULTY HANDBOOK
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TELEPHONE DIRECTORY

College Administration

Kathleen Schatzberg, President ................................................................. x4300
Dixie Norris, Vice President of Administration and Finance ................... x4303
Philip Sisson, Vice President of Academic and Student Affairs ............... x4305

Administrative Staff

Sherry Andersen, Director, Financial Aid Office ........................................ x4391
Lois André, Director, Workforce Education Resource Center .................... x4505
Sandra Brito, Registrar .............................................................................. x4709
Joyce Chasson, Director, O'Neill Center for Disability Services ............... x4337
Barbara Colocine, Coordinator, Medical Assisting ............................... x4514
Richard Crowe, Director, Systems Development .................................... x319
Lore Loftfield DeBower, Interim Dean, Arts and Sciences ....................... x4363
Rosemary Dillon, Director, Allied Health and Gerontology ... x4944
Jim Doherty, Manager, User Services ................................................... x4494
Daniel Gallagher, Executive Director and Chief Information Officer,
  Information Technology ....................................................................... x4701
David Hemenway, Director, Institutional Research ................................. x4574
Christina Jacques, Coordinator, International Studies ......................... x4455
Susan Kline-Symington, Director, Admissions ......................................... x4311
Teresa Martin, Executive Director, Cape Cod Technology Council ........ x4192
Greg M. Masterson, Director, Wilkins Library and Online and Learning
  Technologies ......................................................................................... x4345
Susan Miller, Dean, Business, Health Sciences,
  Social Sciences and Human Services .................................................. x4347
Richard Nastri, Director, Advising and Counseling .................................. x4528
Clare Niven-Blowers, Director, Assessment Center ............................... x4454
Roseanna Pena-Warfield, Dean, Enrollment Management
and Student Development .................................................................... x4315
Chuck Phelan, Technical Director ......................................................... x4707
Brooke Poloskey, Evening Services Coordinator .................................... x4926
Jim Riordan, Facilities Use Coordinator ............................................... x4418
John-Paul San Giovanni, Director, Teaching and Learning Technologies .... x4351
Richard Sommers, Learning Disability Specialist ................................... x4317
Phyllis Whitney, Director, Hyannis Campus .......................................... 778-2221
Chet Yacek, Dean, Human Resources and Administration .................... x4307
David Ziemba, Interim Dean, Learning Support Services
  and Advanced Studies ........................................................................ x4527

Campus Phone Numbers

Copy Center ............................................................................................. x4396
Advising and Counseling Center ............................................................ x4318
Emergency ............................................................................................ x4333
Evening Services .................................................................................... x4352
Facilities ................................................................................................ dial “0”
Health Services ..................................................................................... x4331
Public Safety .......................................................................................... x4349
DEPARTMENT CHAIRS/PROGRAM COORDINATORS

Division of Arts and Sciences
Lore Loftfield DeBower, Interim Dean ............................................................... x4363

Department of Mathematics, Mary Moynihan, Chair ...................................... x4363
Developmental Mathematics, Robbin Dengler, Coordinator ......................... x4579
Math Learning Center, Negash Yusuf, Coordinator .................................... x4626

Department of Natural Sciences and Life Fitness,
Margaret Rich, Chair .................................................................................. x4433
Environmental Technology, Stephanie Brady, Coordinator ....................... x4392

Department of Language and Literature, Sarah Polito, Chair .................... x4407
Reading and Writing, Michael Olendzenski, Coordinator .......................... x4553

Department of Arts and Communication, Nancy Willets, Chair............... x4440
Art, Sara Ringler, Coordinator .................................................................. x4355
Theater Arts, David Allen, Senior Special Programs Coordinator ............ x4390

Division of Business, Health Sciences, Social Sciences and Human Services
Susan Miller, Dean ....................................................................................... x4347

Department of Business, Gail Knell, Chair .................................................. x4402
Business Administration, Juanita Sweet, Coordinator .............................. x4375
Special Projects – Hospitality Management and Culinary Arts
James Miller, Coordinator ........................................................................ x4841
Information Technology, Gail Guarino, Coordinator .................................. x4403

Department of Social Sciences and Human Services
Frances Dee Burlin, Chair ........................................................................... x4334
Early Childhood Education Program, Debra Murphy, Coordinator .......... x4513
Criminal Justice Program, Nancy K. Dempsey, Coordinator ..................... x4516

Department of Health Sciences, Barbara Murphy, Chair ......................... x4537
Nursing Program, Evening Nursing Option Program, LPN in
Transition Program and Center for Continuing Nursing Education
Barbara Murphy, Coordinator .................................................................. x4537
Allied Health and Gerontology, Rosemary Dillon, Director .................... x4451
Tri-Level Nurse Aid and Diagnostic Technician Programs,
Geri Medeiros, Coordinator .................................................................... x4489
Massage Therapy Program, Valerie Voner, Coordinator ......................... x4536
Medical Assisting Program, TBA ............................................................... x4514
Dental Hygiene, Elaine Madden, Coordinator ........................................... x4628
DEPARTMENT SECRETARIES

Department of Arts and Communication
  TBA .................................................................................................x4410

Department of Language and Literature
  Cindy Pavlos ....................................................................................x4453

Department of Mathematics
Department of Natural Sciences and Life Fitness
  Pat Phelan ..........................................................................................x4363

  Environmental Technology Programs
    Denise Hedderig ...............................................................................x4780

Department of Business
Department of Social Sciences and Human Services
  Tiffanie Beaumont ..............................................................................x4361

Department of Health Sciences - Dental Hygiene
  Susan DeFulgentiis ...........................................................................x4371

Department of Health Sciences - Nursing
  Kerry Sullivan .....................................................................................x4427

  Allied Health Certificate Programs
    Jean Johnson ....................................................................................x4452

Evening Nursing and LPN to RN Programs
Center for Continuing Nursing Education
  Anna Lodovico ..................................................................................x4359

  Online and Learning Technologies
    Catherine Fraser ...............................................................................x4040
GENERAL INFORMATION

Affirmative Action and Title IX Policy Statement
Cape Cod Community College is an Affirmative Action/Equal Opportunity employer. We encourage applications from candidates who will enrich and contribute to the cultural and ethnic diversity of our College and do not discriminate on the basis of age, race, creed, color, religion, marital status, gender, sexual orientation, veteran status, national origin, or disability status in our educational programs or in activities as required by the Title VI Civil Rights Act of 1964; Title IX, Education Amendments of 1972; Section 504 of the Rehabilitation Act of 1973; and regulations promulgated thereunder; 34 C.F.R. Part 100 (Title VI), Part 106 (Title IX), and Part 104 (Section 504); and the Americans with Disabilities Act of 1990. All inquiries concerning application of the above should be forwarded to Jeanmarie Fraser, the College's Title IX Officer and Interim Affirmative Action Officer. All questions, concerns, complaints, or requests for auxiliary aids and services regarding the Americans with Disabilities Act (ADA) should be forwarded to the Dean of Human Resources, Chet Yacek, and the A.D.A. Compliance Coordinator, Joyce Chasson.

Attendance
All instructors are encouraged to take regular attendance to assist in tracking and advising students. In certain cases (e.g., veterans), the instructor may be required to maintain attendance records.

At the first session of each class or laboratory session, the instructor will furnish a written statement to the students that will include the attendance policy for the course. (See Appendix C) This policy must address the criteria for withdrawing a student from the course with a grade of Z (see Dropping a Course). It must also indicate the influence of attendance upon the student’s final grade and the policy on make-up of exams and late assignments.

Absences due to religious beliefs
Under Massachusetts General Laws, Chapter 151C, any Community College student who cannot attend classes or take an exam, study or fulfill work requirements on a particular day, due to his/her religious beliefs, shall be excused from such obligations. The student must be provided with an opportunity to make up such exam(s), study or work requirements; provided, however, that such make-up exam(s) or work does not create an unreasonable burden upon the institution. The student may not be charged for such make-up opportunities, nor may he/she be subject to adverse or prejudicial effects for availing him/herself of the provisions of the law.
Auditing a Course
A student may register to audit a course with the permission of the course instructor. Students are required to pay all tuition and fees. No grade and no credit will be given. Refer to the College catalog for the complete audit policy.

On-time Registration (Approved by College Meeting March 19, 2007)
The College endorses the policy of On-Time Registration for all students, effective Fall Semester 2007. Under this policy, students may only register for a course before the first class meeting of that particular course. During the first week of the semester, no student may add a course after the course has begun its first class meeting, without the scrutiny and approval of an Academic Dean or an advisor.

Changing or Adding a Course (Approved October 15, 2001; revised August 19, 2005)
A student may add a course or change a section up to the seventh calendar day of the semester. The student is responsible for completing a Change of Schedule form at the Registrar’s Office. A student may also add a course or change a section via the Campus Web http://campusweb.capecod.edu. The Registrar will adjust the schedule if there is space available and the student has the necessary prerequisite courses. The student is always encouraged to discuss changes in course enrollment with an academic advisor.

Course Withdrawal Policy (Revised December 13, 1993; revised August 19, 2005)
A student may officially withdraw from a course through the tenth week of classes. (This period shall be prorated for abbreviated sessions.) The procedure requires the student to complete a Change of Schedule form at the Registrar’s Office. A student may also withdraw from a course via the Campus Web http://campusweb.capecod.edu. If the course is dropped prior to the seventh calendar day of the semester no record of the course will appear on the student's transcript. Thereafter a grade of W will be recorded. The student is always encouraged to discuss changes in course enrollment with an academic advisor.

An instructor may decide to withdraw a student from a class up through the tenth week of classes when that student has failed to adhere to the instructor’s attendance policy. In this case, the instructor must notify the Registrar to record a grade of Z on the student’s record. A SPECIAL ACTION FORM is required.
ID Cards
Cape Cod Community College issues Identification Cards to enrolled students, faculty and staff. ID’s are available from the Student Development Office Monday-Thursday, 8:30 am to 12:00 pm, Grossman Commons Building Room 206 and from the Wilkens Library Circulation Desk Monday-Thursday, 4:00 to 9:00 pm.

Class Postponement/Cancellation due to Weather
In the event of a class postponement due to inclement weather, etc., the College will contact local radio stations to have an announcement made. (See Appendix M for details.) The make-up schedule for postponed classes will be announced at the next class meeting.

Course Cancellations
Course cancellation due to low enrollment occurs prior to the outset of the semester.

Drugs and Alcohol
Drug and alcohol possession and use are prohibited on campus. The complete policy is in the Student Handbook.

Field Trips
Student field trips for academic purposes must be approved by the Academic Dean and the Vice President of Academic and Student Affairs. (See Appendix O) Field trips should not conflict with any other classes. The itinerary of any field trip off-Cape should be forwarded to the Vice President of Academic and Student Affairs prior to the trip. Names and home numbers of all members of the group should be included in the unlikely event of an emergency. The travel authorization form (See Appendix L) and other appropriate forms must be completed. Please contact the Department Secretary for assistance in completing forms.

Final Exams
All final examinations must be taken at the scheduled hours during the exam week. For individual make-up exams, the instructor and student should arrange a mutually convenient time and place for the administering of the make-up exam. Please contact the Academic Dean regarding questions about the final exam schedule.
Grades
Each instructor is asked to maintain up-to-date records in a standard record book. Grades are reported for each student at the end of each semester. Each letter grade is assigned a numerical value in quality points. The grade point average (GPA) or semester index is the result of multiplying the numerical value of each letter grade by the credit hours for the course, and then dividing their sum by the total number of semester hours attempted that semester (including all F courses). Courses marked Z, W, P, INC, R and AU are not included since they have no numerical equivalent.

Grades are reported in the following terms:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Quality Points</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>4.00</td>
<td>Excellent Work</td>
</tr>
<tr>
<td>A-</td>
<td>3.67</td>
<td></td>
</tr>
<tr>
<td>B+</td>
<td>3.33</td>
<td>Good Work</td>
</tr>
<tr>
<td>B</td>
<td>3.00</td>
<td></td>
</tr>
<tr>
<td>B-</td>
<td>2.67</td>
<td></td>
</tr>
<tr>
<td>C+</td>
<td>2.33</td>
<td>Satisfactory Work</td>
</tr>
<tr>
<td>C</td>
<td>2.00</td>
<td></td>
</tr>
<tr>
<td>C-</td>
<td>1.67</td>
<td></td>
</tr>
<tr>
<td>D+</td>
<td>1.33</td>
<td>Passing Work</td>
</tr>
<tr>
<td>D</td>
<td>1.00</td>
<td></td>
</tr>
<tr>
<td>D-</td>
<td>0.67</td>
<td></td>
</tr>
<tr>
<td>F</td>
<td>0.00</td>
<td>Failing Work</td>
</tr>
<tr>
<td>W</td>
<td>Not computed</td>
<td></td>
</tr>
<tr>
<td>INC</td>
<td>Completed agreement for an Incomplete form signed by the student and the instructor</td>
<td></td>
</tr>
<tr>
<td>P, AU</td>
<td>Not computed – Pass, Audit</td>
<td></td>
</tr>
<tr>
<td>Z</td>
<td>Not computed – Unofficial withdrawal or excessive absence</td>
<td></td>
</tr>
<tr>
<td>R</td>
<td>Not computed – Student needs to repeat a developmental course</td>
<td></td>
</tr>
</tbody>
</table>

Wilkens Library
While classes are in session, the Wilkens Library is open Monday-Thursday, 8:00 a.m. – 9:30 p.m.; Friday, 8:00 a.m. – 4:30 p.m.; Saturday, 9:00 a.m. – 1:00 p.m. (except during summer session); and Sunday, 1:00 – 5:00 p.m. When classes are not in session, the Wilkens Library is open Monday-Friday, 8:00 a.m. – 4:30 p.m.
Parking Decals
Decals are available from the Public Safety Office, located on the ground floor of the Nickerson Administration Building Annex Passageway.

Prerequisites
Many courses have prerequisites that are either other college courses, developmental courses, or satisfactory scores on the basic skills assessment. Contact your Academic Dean, Department Chair, or Program Coordinator regarding prerequisite issues.

Sexual Harassment
Sexual harassment of a student, an employee, or any other person in the College is unacceptable, impermissible, and intolerable.

Students who believe they have been subject to discriminatory educational practices, including sexual harassment, are asked to first seek advice through the Dean of Enrollment Management and Student Development or another appropriate College official. Reference may also be made to the College’s Student Grievance Procedure.

The complete Sexual Harassment Policy can be found in the Student Handbook.

Smoking
Smoking is not permitted indoors. Smoking will be permitted outdoors anywhere beyond 25 feet of a building entrance. Both smoking and congregation within 25 feet of a building entrance is prohibited. Any complaints, suggestions, or reporting of violations should be directed to the Vice President of Administration and Finance.

Standards of Behavior
Members of the campus community have a responsibility to act in a manner that promotes the well-being, respect, safety and security of all members of the campus community. Conduct that disrupts, invades or demonstrates a disrespect for those rights will not be tolerated. Individuals are responsible for their conduct and the consequences of their actions, regardless of whether the conduct is influenced by a disability or use of alcohol or other drugs.

Interference with the College’s educational objectives or community life is cause for disciplinary action. All members of the College community and visitors are expected to refrain from such interference. (See Student Code of Conduct in the Student Handbook)
Learning Support Services
The Office of Learning Support Services encourages students to take advantage of the following programs offered at no charge to assist them with the successful completion of their course work.

The Advising and Counseling Office is located in the Grossman Commons Building Room 203. The Advising Center is open Monday – Friday, 8:30 a.m. to 4:30 p.m. on a drop-in basis and Monday – Thursday, 5:00 p.m. to 8:00 p.m. by appointment. Call 508-362-2131 x4318 for more information. Appointments are required for Career Planning and Transfer Advising and can be made by calling the extensions listed below.

**Academic Advising**
Academic advising plays an important role in assisting students in the appropriate selection of courses to complete their program of study. Students develop an educational plan that is compatible with the students’ life goals and abilities. The advisor serves as a resource person, referring students to other services on campus as well as to provide friendly support and encouragement. For further information, call x4318. Students are either assigned to a full time advisor or the Advising Center. All students are welcome in the Advising Center regardless of assignment.

**Career Planning**
The Career Planning and Placement Office provides current students with assistance in the career planning process. A variety of free workshops are offered to students each semester on topics including: career decision making, resumé and cover letter writing, job search strategies, and successful interviewing. Students may browse through current job opportunities in person or online at www.capecod.edu under Services & Facilities: Career Planning and Placement. For further information, call x4688.

**Transfer Advising**
Students who plan to transfer to another college are encouraged to meet with the Transfer Advisor located in the Advising and Counseling Office in the Grossman Commons Building, x4216.

**Tutoring Center**
The Tutoring Center assists students by offering personalized or small group tutoring for courses taught at CCCC. Additionally, the Center offers help in vocabulary, spelling, study skills, grammar, test-taking, reading
skills, word processing, diagnosis of learning strengths and weaknesses, and more. The Tutoring Center is located in the Lorusso Applied Technology Building, ground floor, Room G01. Beginning the first day of classes, students can make and manage their own tutoring appointments three ways: 1) on-line at www.capecod.edu, 2) stop by the Tutoring Center, or 3) call 508-362-2131 x4352. Tutoring starts the second week of classes. Encourage your students to get help early and avoid stress later! For further information, call 508-362-2131 x4352.

Writing Resource Center
The Writing Resource Center, located in the Lorusso Applied Technology Building, ground floor, Room G02, offers academic support for written assignments using word processing. A writing specialist is on duty to assist students with questions about researching, formatting, documenting, and writing essays and research papers across the curriculum and to assist students in the preparation of any written assignment – from the development of ideas through the revision of final drafts. Software is available for self-directed study in grammar, sentence structure, punctuation, reading comprehension, and more. Hours are posted. For further information, call x4778 or x4526.

Math Learning Center
The Math Learning Center (Science 112) is available to students who want a place to study in small groups, do mathematics homework with someone available to assist them, clear up a specific problem, work with a tutor, or refer to other textbooks covering similar information. The Math Learning Center is supervised by math faculty and peer tutors. For further information, call x4582 or x4626.

Support Services for Students with Disabilities
In compliance with Section 504 of the Rehabilitation Act of 1973 and the American with Disabilities Act of 1990, the College is committed to providing support services and reasonable accommodations on an individual basis to all qualified disabled students and employees within the limits of its resources. Special services, including modifications in examinations, materials on tape, work station modifications, readers, notetakers, sign language interpreters, Braille course materials, and tutoring, may be arranged in order that individuals with disabilities are assured equal access to all academic programs, activities, and services. Students requiring these services are requested to make early application to the College, and contact the O’Neill Center for Disability Services (x4337) to assess their special needs. Support services for employees will be coordinated through the College Human Resources Office and the O’Neill Center for Disability Services.
Faculty Information

Faculty Absence due to Illness or Other Emergency
It is most important that you inform your area Academic Dean, the Evening Services office (x4926), and your department chairperson as soon as possible of your absence from a scheduled class or if you are having a guest lecturer substitute for you.

Copies of Major Exams
Copies of major exams given in each semester should be forwarded to the area Academic Dean at the end of every semester.

Course Syllabus and Instructor's Course Outline
Unit members must submit course materials no later than the end of the first week of classes. The 10 point course syllabus (see Appendix B) should be obtained from your department. The 8 point instructor's course outline (see Appendix C) should be developed by the faculty member. These course materials should be forwarded to your area department chairperson prior to the end of the first week of classes. If you need assistance in preparing this material, please contact your department chairperson immediately.

Emergencies
In the event of an emergency, use any College phone and dial x4333. When you reach the switchboard operator, give your location and a brief description of the emergency. The operator will contact security. For calls other than emergencies, dial “0”.

Family Educational Rights and Privacy Act (FERPA)
College offices keep educational records to facilitate the educational development of students. Faculty and staff members may also keep informal records relating to their functional responsibilities with individual students. A federal law, the Family Educational Rights and Privacy Act of 1974 (FERPA, also know as the Buckley Amendment), affords students certain rights concerning their educational records. Students have the right to have some control over the disclosure of information from the records. Educational institutions have the responsibility to prevent improper disclosure of personally identifiable information from the records. (See Appendix K)
Final Grades
The Registrar will inform you of the date by which your final grades must be submitted. It is extremely important that your grades be submitted by the due date and in the format required by the Registrar. Failure to submit grades on time interrupts many other College processes, including student academic progress review and appeals and graduation. (See Appendix A)

Mail
Adjunct faculty are assigned a mailbox. Faculty should check their mailbox in the area of the department secretary prior to the start of each class for special messages or important announcements.

Online and Learning Technologies
The College provides BlackBoard™ to support online, hybrid courses as well as enhancements to classroom based instruction. All faculty are provided with a BlackBoard instructor account for each course. All current students have a Blackboard User account. For further information about using Blackboard to enhance your course, please contact John-Paul San Giovanni at x4351.

Online New Teacher Academy (NTA)
CCCC NTA is an online resource for experienced college teachers who are new to Cape Cod Community College and for those who are new to teaching in a college setting and in particular, a community college. (See Appendix J) For further information, call Dean Susan Miller, x4347.

Pay Periods
Adjunct faculty are scheduled to receive their salaries in three installments evenly spaced through the semester. For the summer session, one payment will be made at the completion of the semester.

Phones and Email
Adjunct faculty are assigned a phone voice mailbox and an email account. Contact the IT Help Desk at x4004 for a manual that describes their use.

Requests to Copy Center and Audiovisual
Copying requests should be submitted one week prior to the date the material is needed. Copy Center Order Forms can be obtained from your department secretary or the Copy Center in the Grossman Commons Building. Note: Any copying request which appears to violate the copyright laws will be returned. (See Appendices D, E and I)
Limitations on exclusive rights: Fair Use - Notwithstanding the provisions of sections 106 and 106A, the fair use of a copyrighted work, including such use by reproduction in copies or phonorecords or by any other means specified by that section, for purposes such as criticism, comment, news reporting, teaching (including multiple copies for classroom use), scholarship, or research, is not an infringement of copyright. In determining whether the use made of a work in any particular case is a fair use of the factors to be considered shall include:

1. the purpose and character of the use, including whether such use is of a commercial nature or is for nonprofit educational purposes;
2. the nature of the copyrighted work;
3. the amount and substantiality of the portion used in relation to the copyrighted work as a whole; and
4. the effect of the use upon the potential market for or value of the copyrighted work. The fact that a work is unpublished shall not itself bar a finding of fair use if such finding is made upon consideration of all the above factors.

Liability of States, Instrumentalities of States, and State officials for infringement of copyright -

(a) In General - Any State, any instrumentality of a State, and any officer or employee of a State or instrumentality of a State acting in his or her official capacity, shall not be immune, under the Eleventh Amendment of the Constitution of the United States or under any other doctrine of sovereign immunity, from suit in Federal Court by any person, including any governmental or nongovernmental entity, for a violation of any of the exclusive rights of a copyright owner provided by sections 106 through 121, for importing copies of phonorecords in violation of section 602, or for any other violation under this title.

(b) Remedies - In a suit described in subsection (a) for a violation described in that subsection, remedies (including remedies both at law and in equity) are available for the violation to the same extent as such remedies are available for such a violation in a suit against any public or private entity other than a State, instrumentality of a State, or officer or employee of a State acting in his or her official capacity. Such remedies include impounding and disposition of infringing articles under section 503, actual damages and profits and statutory damages under section 504, costs and attorney’s fees under section 505, and the remedies provided in section 501. (A copy of the law is available in the Wilkens Library.)
Multimedia and Audiovisual materials or requests for transparencies must be made by the instructor 24 hours in advance by calling the IT Help Desk at x4004 or by email to helpdesk@capecod.edu. Reservations for Computer Lab time can be made by calling Jim Riordan at x4418.

Resumé
Adjunct faculty members must have a resumé on file as a condition of employment. If you do not have a resumé on file, please forward a copy to the Human Resource Office prior to the start of classes.

Rosters/Attendance
Please follow the directions issued by the Registrar's Office regarding the class lists. You will be requested to have students initial the class list and return it to the registrar for the first two class sessions. This is important to confirm proper registration and billing. Do not add students to the roster without seeing their revised schedule sheet with your class added. Do not under any circumstance permit a student who is not formally registered to attend your class.

Student Evaluation
All adjunct faculty members shall be subject to student evaluations each semester a course is taught. Specific instructions regarding the student evaluation process will be forwarded to you between the second or third to last week of classes. (See Appendix F)

Union Dues
All part-time Day and Evening adjunct faculty are required as a condition of employment to pay union dues. Union materials will be sent under separate cover.
### Academic Calendar 2007-2008

#### Fall Semester 2007

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>April 30</td>
<td>Fall registration begins for all classes</td>
</tr>
<tr>
<td>August 6</td>
<td>Preregistered students' Tuition and Fees are due</td>
</tr>
<tr>
<td>30</td>
<td>Student Orientation</td>
</tr>
<tr>
<td>September 3</td>
<td>Labor Day observance</td>
</tr>
<tr>
<td>4</td>
<td>Professional Day</td>
</tr>
<tr>
<td>5</td>
<td>Classes begin</td>
</tr>
<tr>
<td>10</td>
<td>Last day to add a course</td>
</tr>
<tr>
<td>10</td>
<td>Last day to drop a course with no academic record</td>
</tr>
<tr>
<td>10</td>
<td>Last day to drop for a 100% refund (less $35 deposit)</td>
</tr>
<tr>
<td>17</td>
<td>Last day to drop for a 50% refund</td>
</tr>
<tr>
<td>October 8</td>
<td>Columbus Day observance</td>
</tr>
<tr>
<td>10/29-11/9</td>
<td>Mid-term warning grades due to Registrar</td>
</tr>
<tr>
<td>November 12</td>
<td>Veterans' Day observance</td>
</tr>
<tr>
<td>13-19</td>
<td>Returning students preregister for Spring 2008 semester</td>
</tr>
<tr>
<td>16</td>
<td>Last day to withdraw from an academic course</td>
</tr>
<tr>
<td>22-23</td>
<td>Thanksgiving recess</td>
</tr>
<tr>
<td>December 10</td>
<td>Last day to resolve INC grades</td>
</tr>
<tr>
<td>11</td>
<td>Spring registration begins for all classes</td>
</tr>
<tr>
<td>14</td>
<td>Classes end</td>
</tr>
<tr>
<td>17-21</td>
<td>Final exam period</td>
</tr>
<tr>
<td>31</td>
<td>Final grades due to Registrar</td>
</tr>
</tbody>
</table>

**Winter Intersession 2008**

January 2 – January 17, 2008

#### Spring Semester 2008

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>January 1</td>
<td>New Year’s Day observance</td>
</tr>
<tr>
<td>4</td>
<td>Preregistered students’ Tuition and Fees are due</td>
</tr>
<tr>
<td>18</td>
<td>Student Orientation</td>
</tr>
<tr>
<td>18</td>
<td>Professional Day</td>
</tr>
<tr>
<td>21</td>
<td>Martin Luther King Day observance</td>
</tr>
<tr>
<td>22</td>
<td>Classes begin</td>
</tr>
<tr>
<td>28</td>
<td>Last day to add a course</td>
</tr>
<tr>
<td>28</td>
<td>Last day to drop for a 100% refund (less $35 deposit)</td>
</tr>
<tr>
<td>28</td>
<td>Last day to drop a course with no academic record</td>
</tr>
<tr>
<td>February 4</td>
<td>Last day to drop for a 50% refund</td>
</tr>
<tr>
<td>18</td>
<td>Presidents’ Day observance</td>
</tr>
<tr>
<td>29</td>
<td>Mid-term warning grades due to Registrar</td>
</tr>
<tr>
<td>March 17</td>
<td>Evacuation Day observance</td>
</tr>
<tr>
<td>17-21</td>
<td>Spring recess</td>
</tr>
<tr>
<td>3/31-4/11</td>
<td>Advising period for preregistration</td>
</tr>
<tr>
<td>April 4</td>
<td>Last day to withdraw from an academic course</td>
</tr>
<tr>
<td>7</td>
<td>Summer session registration begins</td>
</tr>
<tr>
<td>14-18</td>
<td>Returning students preregister for Fall 2008 semester</td>
</tr>
<tr>
<td>21</td>
<td>Patriot’s Day observance</td>
</tr>
<tr>
<td>May 1</td>
<td>Last day to resolve INC grades</td>
</tr>
<tr>
<td>12</td>
<td>Classes end</td>
</tr>
<tr>
<td>13</td>
<td>Fall registration begins for all classes</td>
</tr>
<tr>
<td>13-19</td>
<td>Final exam period</td>
</tr>
<tr>
<td>22</td>
<td>Final grades due to Registrar</td>
</tr>
<tr>
<td>23</td>
<td>Professional Day</td>
</tr>
<tr>
<td>26</td>
<td>Memorial Day observance</td>
</tr>
<tr>
<td>28</td>
<td>Approval of Graduates</td>
</tr>
<tr>
<td>29</td>
<td>Commencement</td>
</tr>
</tbody>
</table>

**Summer Semester 2008**

June 23 - August 7, 2008

**Note:** The College reserves the right to make changes in the published academic calendars. Students and staff will be notified if changes must occur. The above dates represent a traditional semester. It is the responsibility of the student to be aware of any special “due” dates associated with courses which do not fit into the traditional semesters (i.e., late starting courses).
Cape Cod Community College

Course Syllabus

Prepared by the Department of ______________________________
Date of Departmental Approval: ____________________________
Date approved by Curriculum and Programs: _________________ Effective: _______________

1. Course Number: _________________
   Course Title: ____________________________________________

2. Description: (Please use complete sentences.)

3. Student Learning Outcomes (instructional objectives, intellectual skills):

4. Credit(s):

5. Required or elective:

6. Satisfies General Education Core or Distribution Requirement:

7. Prerequisite(s):

8. Level of Course:

9. General Statement of Evaluation:

10. Content Outline of Course (Sufficiently detailed for the reader to ascertain the contents and topics for the course):
Cape Cod Community College  
Instructor’s Course Outline  

Prepared by: ____________  
Office: ________  Ext: ___  
Office Hours: ____________  

Course Number: ____________  
Course Title: ___________________________________________________________

Official Course Description:

Student Learning Outcomes (Instructional Objectives):

1. Instructional Methods:

2. Specific Evaluation and Grading Procedures (including intellectual skills):

3. Attendance Policy:

4. Text(s):

5. Required reading outside of text(s):

6. Supplementary reading recommended but not required:

7. Contact Hours (weekly):

8. Schedule of assignments and tests (weekly) (sufficiently detailed for the reader to ascertain the depth of coverage of the course, sequence of topics, and the extent of laboratory exercises, if appropriate):
COPY CENTER ORDER FORM

Your Name ___________________________ Ext: _________ Date Received by Copy Center __________
Department ___________________________ Today’s Date __________ Account # __________ Date Needed by __________

Instructions  Number of copies/sets____________________

Collated_____  1 Side _____  1 Side to 2 _____  2 Sides_____  2 Sides to 1_____  As Is_____

Paper
8 ½ X 11  3-Hole  8 ½ X 14  11 X 17  Other
White_____ White_____ White_____ White_____ To be supplied ___
Blue______ Green______ Pink______ Yellow______ Buff______ Ivory______

Covers
Front_____ Back_____ Both_____ Inserts_____

Spot Color
Red____ Blue____

Folding
Letter: Accordion In Half: Parallel: Fold In _____ Fold Out _____

Stapling
Paper
X
X
On top
X
Two on
Edge
X
Bottom

Binding
Perfect ______
Plastic ______
Booklet ______
Stapled Y □ N □

Cutting ____________________________ (Give Dimensions)

Finished Work
Dept. Mailbox___________ Personal Pick-up_____ Arrange Facilities Delivery - HEAVY materials only_____

COPY CENTER EVALUATION FORM

Please help us evaluate our services by returning this form to John Lebica, Director of Facilities Management.

Was this order produced and delivered: Satisfactorily _____ On Time _____ Cordially _____

If not, please indicate your reason for your dissatisfaction:

What would you like the Copy Center to do for you that it doesn’t already do?

Your name: ____________________________ Phone: __________________
Cost Center Codes

Please give the copy center as much lead time as possible to complete the job requested.

The appropriate cost center account number should be noted on the Copy Center Order Form for all your copying needs.

- 4255  Mathematics
- 4265  Natural Science and Life Fitness
- 4275  Language and Literature
- 4225  Arts and Communication
- 4335  Social Sciences and Human Services
- 4345  Dental Hygiene
- 4346  Nursing
- 4325  Business
Form DCE-E2  

Appendix F

| Course Number: | 5 - Excellent |
| Instructor: | 4 - Very Good |
| Please read first: The purpose of this form is to evaluate your instructor's performance. Please read each statement carefully and then indicate your rating by placing a check mark under the response you have chosen. | 3 - Fair |
| | 2 - Poor |
| | 1 - Unsatisfactory |

1. How well did the course meet the published course description?  
2. How well were the instructional objectives of the course explained?  
3. To what extent were the instructional objectives accomplished?  
4. How well was the course organized?  
5. How well prepared was the instructor?  
6. How effective was the instructor's presentation?  
7. How well do you think the instructor had a grasp of his/her subject matter and related fields?  
8. To what degree do you think the method of instruction was appropriate to the course objectives?  
9. To what extent did the instructor stimulate thinking or relate course concepts in a systematic manner?  
10. To what degree did the instructor provide an opportunity for student questions?  
11. How well did the instructor respond to student questions?  
12. To what degree were students encouraged and given the opportunity to participate in class?  
13. To what degree did the instructor return assignments and tests in a timely fashion?  
14. How fair was the instructor's method of evaluation of student performance?  
15. How closely did the instructor's method of evaluating student performance conform with the course syllabus?  
16. Did the instructor meet with and help you when requested?  
17. To what extent did the instructor start and end class at scheduled times?  
18. How effective overall was the assigned text as a learning aid?  
19. How effective overall were the supplementary course materials as learning aids?  

xvi
Evaluation of Instructor

Would you take a course from this instructor again?  
Yes ____  No ____

Comments (print legibly) _________________________________

_________________________________________________________________
_________________________________________________________________
_________________________________________________________________
_________________________________________________________________
_________________________________________________________________

______
<table>
<thead>
<tr>
<th>Building Legend</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Tilden Arts Center</td>
<td>7-8 Science Hall</td>
</tr>
<tr>
<td>2 Nickerson Administration</td>
<td>9 Grossman Commons</td>
</tr>
<tr>
<td>3 Wilkens Library</td>
<td>10 Lorusso Applied Technology</td>
</tr>
<tr>
<td>4 South</td>
<td>11 Makkay Broadcasting Center</td>
</tr>
<tr>
<td>5 North/South Connector</td>
<td>12-15 Life Fitness Complex</td>
</tr>
<tr>
<td>6 North</td>
<td>16-17 Facilities Management</td>
</tr>
</tbody>
</table>
Campus Directory

Academic and Student Affairs, Vice President - Nickerson Administration Building, 2nd floor.
Academy for Lifelong Learning (ALL) - Grossman Commons Building, 2nd floor, C106/C115.
Admissions - Nickerson Administration Bldg, 1st floor.
Administration and Finance, Vice President – Nickerson Administration Building, 2nd floor.
ADVANTAGE Program - South Building, 2nd floor.
Advising & Counseling - Grossman Commons Building, 2nd floor.
Arts & Communication Dept. - Telden Arts Center.
Art Studio - Telden Arts Center, ground level.
Assessment Center - Grossman Commons Building, 2nd floor.
Board (of Trustees) Room - Nickerson Administration Building, 2nd floor.
Bookstore - Grossman Commons Building, ground level.
Box Office - Telden Arts Center, 1st floor.
Business Dept. & Faculty Offices - South Building, 2nd floor.
IT Faculty Offices – Lorusso Applied Technology Center 215.
Business Office - Nickerson Admin Bldg, 2nd floor.
Cafeteria - Grossman Commons Building, ground level.
Cape Cod Technology Council – Wilkens Library, lower level.
Career Planning & Placement - Grossman Commons Building, 2nd floor.
Coaches & Mentors Program - South Bldg, 2nd floor.
College Communications Office - Nickerson Administration Building, 2nd floor.
Copy Center - Grossman Commons Bldg, ground level.
Day Care Center - Adjacent to the Physical Ed Center.
Dental Hygiene Clinic - South Building, ground level.
Dental Science Dept. - North Building, 2nd floor.
Educational Foundation, Inc. - Wilkens Library, 3rd floor.
Facilities Use Coordinator – Wilkens Library, lower level.
Financial Aid - Nickerson Administration Bldg, 1st floor.
Gymnasium - Physical Education Center, main level.
Health Services - Physical Education Center, main level.
Higgins Art Gallery - Telden Arts Center, 1st floor.
Human Resources Office - Nickerson Administration Building, 2nd floor.
Instructional Media Services – Wilkens Library, lower level.
International Studies - Tilden Arts Center, 2nd floor.
Language and Literature Dept. - North Bldg, 2nd floor.
Lecture Halls A, B, & C - Science Building.
Life Fitness Center - Physical Education Ctr, lower level.
Main Theatre - Telden Arts Center, 1st floor.
MainSheet (student newspaper) - Grossman Commons Building, upper level.
Math Lab - Science Building, 1st floor.
Mathematics, Engineering & Technology and Natural Sciences and Life Fitness Faculty Offices - Science Building, Ground & 2nd floor and Phys Ed Center.
Nickerson Room/Cape Cod History – Wilkens Library, lower level.
Nursing Dept. - North Building, 2nd floor.
O’Neill Center for Disability Services - South Building, 2nd floor.
Online and Learning Technologies – Wilkens Library, lower level.
Oral Communication Offices - Telden Arts Center, 2nd floor.
President’s Office - Nickerson Administration Building, 2nd floor.
Project Forward Office - South Building, 2nd floor.
Public Safety Office/Lost & Found - Nickerson Administration Bldg Annex, ground level passageway.
Registration - Nickerson Administration Bldg, 1st floor.
School to Careers Office – South Building, 2nd floor.
Science Laboratories - Science Building.
Social Sciences Dept. & Faculty Offices - South Building, 2nd floor.
Student Development Office - Grossman Commons Bldg, upper level.
Student Employment Office - South Building, upper level.
Student Senate - Grossman Commons Bldg, upper level.
Studio Theater - Telden Arts Center, ground level.
Switchboard/Receptionist - Nickerson Administration Building Annex, ground level passageway.
Tech Prep Program - Grossman Commons Building, upper level.
Tutoring Center – Lorusso Applied Technology Center, G01.
Videoconferencing Area – Wilkens Library, lower level.
WKKL (student radio station) - trailer behind Grossman Commons Building.
Writing Center - Lorusso Applied Technology Center, G02.

Please note: The elevator in the Telden Arts Center may be inaccessible to some wheelchair users because of its size. For information regarding auxiliary aids and services for individuals with disabilities please contact:
Joyce Chasson at the O’Neill Center for Disability Services at 1-508-362-2131 ext. 4337.

FOR ON-CAMPUS EMERGENCIES, CALL ext. 4333.
TO REACH THE PUBLIC SAFETY DEPT., CALL 1-508-362-2131 ext. 4349.

For other assistance during regular business hours you may dial “0” for the switchboard operator.
The College Weather Hotline is available by calling 1-508-375-4070.
Federal Copyright Laws, Section 107 Fair Use

Photocopying Guidelines

Single copying (for personal use by instructors) is limited to:

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

Multiple copying (for classroom use by instructors) is limited to:

- A complete poem of no more than 250 words (if printed on no more than two pages), or an excerpt from longer poem (not to exceed 250 words);
- A complete prose work of no more than 2,500 words, or an excerpt from a longer prose work (not to exceed 10% of the entire work);
- A single illustration (i.e., cartoon, chart, diagram, drawing or picture) per book or periodical issue;
- An excerpt from special mixed media works in which text is combined with picture (e.g., a comic book) which is not comprised of more than two published pages of the work, nor more than 10% of its total text.

Multiple copying is furthermore subject to the following restrictions:

- No original will be accepted for photocopying unless the legend “This material may be protected by the Copyright Laws, Title 17 U.S. Code” appears on it. (The Copy Center has a rubber stamp available for your convenience);
- No copied material may be used for more than one course at the school in which the photocopying is done;
- No more than one article, essay, short poem, short story or two excerpts of longer pieces may be copied from the works of the same author, nor more than three works from the same collection or periodical volume during any one semester;
- No more than nine instances of multiple copying will be allowed per course per semester;
- No consumables – answer sheets, booklets, standardized tests, and workbooks – may be copied;

- No instructor may photocopy the same item from semester to semester; nor may photocopies be used as a substitute for books and other materials which would normally be purchased;

- No higher authority may intervene to direct that the above restrictions be circumvented;

- The Copy Center reserves the right to reject any job that seems to violate the regulations as stated;

- For any clarification or explanation please consult with Greg Masterson, Director of the Wilkens Library and Copyright Officer for the College. Any deviation from the Copyright Laws will require the signature of the Officer.

The above restrictions do not apply to the photocopying of current news periodicals, newspapers, and the current news sections of other periodicals. Individuals using the above guidelines in the photocopying of copyrighted materials without publisher’s written permission will do so only if effective presentation of said material would be hindered by the delay required in obtaining such authorization. Adapted from The College Store Journal, Feb/Mar. 1977 and Cape Cod Community College’s Copying Regulations.
Blackboard Online Supplement for Faculty  
New Teacher Academy

The New Teacher Academy (NTA101) is a resource for faculty new to Cape Cod Community College (CCCC) or new to teaching. Throughout NTA101 faculty will find information about CCCC and its policies and procedures with links to the Adjunct Faculty Handbook and the Information Services Handbook. This resource will provide information about the work of teaching including how to develop a syllabus and classroom presentation and assessment strategies.

Through the communication and discussion functions of this Blackboard course faculty are encouraged to participate in discussions, read announcements, ask questions, and engage in thoughtful inquiry and information exchange about the work of teaching.

Directions to Getting Started

Step One
- Start your Internet access and go to http://blackboard.capecod.edu

Step Two
Login as directed:
Username: NTA  
Password: NTA

Welcome to Blackboard Learning System™ (Release 6). Please enter your User Name and Password to access your e-Learning system.

Have an Account? Login Here.
If you already have an account, enter your login information here and click the "Login" button below. If you do not have an account, please click on one of the buttons to the left.

USERNAME: 

PASSWORD: 

You can access as a guest by clicking the "Preview" button below.
Step Three: Select NTA101: New Teacher Academy

Select:
- Announcements
- NTA Information
- Facilitator Info
- NTA Documents
- Learning Activities
- Communication
- Discussion
- More Resource Links
- Tools

Please visit the course and provide suggestions for additional resources and information. I look forward to receiving feedback.

Susan Miller
Dean
North Building Dean’s Alcove
smiller@capecod.edu
508-362-2131 ext. 4347
Family Educational Rights And Privacy Act

Student and Parent Rights Relating to Educational Records

- Students have a right to know about the purposes, content, and location of information kept as part of their educational records.
- Students have a right to gain access to and challenge the content of their educational records. FERPA was not intended to provide a process to be used to question substantive judgments that are correctly recorded. The rights of challenge are not intended to allow students to contest, for example, a grade in a course because they felt a higher grade should have been assigned.
- Students also have a right to expect that information in their educational records will be kept confidential, disclosed only with their permission or under provisions of the law.
- Parents have the right to expect confidentiality of certain information about them in student records (i.e., copies of tax returns supplied for Financial Aid purposes). Parents, only under certain conditions, have the right to gain access to information in student educational records.* For purposes of FERPA, the College considers all students independent (regardless of age), limiting the student educational record information that may be released to parents, without the student's specific written permission, to directory information only. Students enrolled in Tech Prep or Dual Enrollment programs may sign a release of information to parents or representatives of their respective high schools. Verification of such a release would have to be made by the respective Administrator of each program.

Educational Records

Student educational records are specifically defined as records, files, documents, and other materials that contain information directly related to a student and maintained by the College or someone acting for the College according to policy. Excluded from student educational records are records of instructional, supervisory, and administrative personnel and ancillary educational personnel in the sole possession of the maker and that are not accessible or revealed to any other person, except for a substitute. Additionally, notes of a professor or staff member intended for his or her own use are not part of the educational record, nor are records of police services, application records of students not admitted to the College, alumni records, or records of nurses, physicians, psychiatrists, psychologists, or other recognized professionals.

Records relating to an individual who is employed by the College not as a result of his or her status as a student are also excluded. However, employment records relating to College students who are employed as a result of their status as students (i.e., work-study) are considered educational records.

Directory Information

Some information about students is considered "directory information". Directory information may be publicly shared by the institution unless the student has taken formal action to restrict its release.
Directory information includes:

- student name
- home town
- degrees and awards received
- dates of attendance
- enrollment status (full or part time)
- participation in officially recognized organizations and/or honor society

A student must formally request the College Registrar to prevent disclosure of directory information, except to school officials with legitimate educational interests and certain others as specified in the regulations. Once filed, this request becomes effective for one year. Such a request (Request to the Office of the Registrar to Withhold the release of Personal Data) must be renewed annually by the student.

- DO refer requests for information from the educational record of a student to the proper education record custodian—usually the Registrar.
- 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. If a partial Social Security Number is used, use no more than the last five digits and do not use the institutional ID number. In no case should the list be posted in alphabetic sequence by student name or initials. **
- 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 University 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 or in letters of recommendation, without written permission from the student.

- **WHEN IN DOUBT**, err on the side of caution and do not release student educational information. Contact the Office of the Registrar and Student Records for guidance.

* With regard to parental access to a student’s file: The *Guidelines for Postsecondary Institutions for Implementation of the Family Educational Rights and Privacy Act of 1974 as Amended-Revised Edition 1995* states:

> “At the postsecondary level, parents have no inherent rights to inspect a student’s education records. The right to inspect is limited solely to the student.” Educational records **MAY** be released only through express written permission by the student or in compliance with a subpoena or judicial order, or if the parents assert their rights to the information because the student is their dependent defined by the Internal Revenue Code. (In this case a copy of the Internal Revenue tax forms showing the student as a dependent of the parent is required in a formal meeting with the Registrar.)

** With regard to the posting of student grades: The Family Policy Compliance Office within the Department of Education has repeatedly ruled the practice of posting grades by student number to be a violation of FERPA. The *Guidelines for Postsecondary Institutions for Implementation of the Family Educational Rights And Privacy Act of 1974 as Amended*, provides the following guidance:

> “The public posting of grades either by the student's name, institutional student identification number, or social security number without the student's written permission is a violation of FERPA. Even with names obscured, numeric student identifier numbers are considered personally identifiable information. Therefore, the practice of posting grades by social security number or student identification number violates FERPA. Instructors and others who post grades should use a system that ensures FERPA requirements are met. This can be accomplished either by obtaining the student's uncoerced written permission to do so or by using code words or randomly assigned numbers that only the instructor and individual student know. The order of posting should not be alphabetic.”
## CAPE COD COMMUNITY COLLEGE
### TRAVEL AUTHORIZATION FORM

<table>
<thead>
<tr>
<th>Date Completed</th>
<th>Date Received (Office of Executive Vice President)</th>
</tr>
</thead>
</table>

Name: ___________________________  Title: ___________________________  Ext. __________

**Purpose of Trip:**
(Conference, convention, meeting, etc. - attach documentation)

**Destination:** ___________________________  City, State: ___________________________

From: ___________________________  To: ___________________________  Return: Time and Date: ___________________________

College Car Requested: yes  no  Car Authorized: ___________________________

**ESTIMATED EXPENSES:** Please fill out as completely as possible.

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<th>Amount</th>
</tr>
</thead>
<tbody>
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<td>Bus</td>
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</tr>
<tr>
<td>Train</td>
<td>$________</td>
</tr>
<tr>
<td>Airplane</td>
<td>$________</td>
</tr>
<tr>
<td>Lodging (hotel, motel)</td>
<td>$________</td>
</tr>
<tr>
<td>Meals: Breakfast</td>
<td>$________</td>
</tr>
<tr>
<td>Lunch</td>
<td>$________</td>
</tr>
<tr>
<td>Dinner</td>
<td>$________</td>
</tr>
<tr>
<td>Registration Due Date</td>
<td>____________</td>
</tr>
<tr>
<td>Registration Fees</td>
<td>$________</td>
</tr>
<tr>
<td>Other Expenditures</td>
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<tr>
<td>Payable to:</td>
<td>___________________________</td>
</tr>
<tr>
<td>Special Justification Remarks:</td>
<td>___________________________</td>
</tr>
</tbody>
</table>

**TOTAL $________**

### REQUIRED SIGNATURES, APPROVALS, & INFORMATION

Traveler: ___________________________  Approved: Area Dean / Director: ___________________________

Are Funds Requested?  yes  no  Approved: Vice President Academic Affairs & Student Services: ___________________________

**SOURCE OF FUNDS**
- Budget Acct. #: ___________________________
- Grant Acct. #: ___________________________
- Prof. Dev.: ___________________________
- Other: ___________________________

Approved: Executive Vice President: ___________________________

President’s Approval Required for International Travel & Vice Presidents’ Travel

Approval: President: ___________________________

**NOTE:** This completed form must be submitted to the Office of the Executive Vice President at least seven (7) business days prior to travel.
TO: The College Community

FROM: Dixie Norris

DATE: December 4, 2006

RE: Procedures for Cancellations & Delays

**College Hotline:** The most accurate and timely source of weather-related College information is the CCCC College Hotline (508-375-4070). Specific closing/opening information will be recorded on the hotline as soon after decisions are made as is possible. However, please be aware that if the college experiences a power outage, it may not be possible to activate the Weather Hotline.

**Media:** Inclement weather announcements will be made as early in the morning as possible, usually by 6:00 a.m., or when conditions indicate. Weather conditions can vary greatly on Cape Cod. Therefore, the decision to open, open at a later time, or close for the day is based upon an assessment of conditions at the college. (The decision itself is usually made by 5:00 a.m., but reaching the media at that time is not always possible.) There is no guarantee that announcements will run on all local stations prior to 6:00 a.m. because some stations do not staff their local operations prior to that hour. Our best recommendation for information prior to 6:00 a.m. is to listen to WQRC-FM 99.9, WXTK-FM 95.1, or WCOD-FM 106.1. Announcements are also posted on our cable channel in the towns that we serve.

Announcements affecting evening classes will usually be made later in the day. Announcements apply to both the West Barnstable and Hyannis Center. **If no announcement is made, college classes and operations will take place as usual.**

Please note the following college procedures with regard to inclement weather announcements:

1. **“The College is closed.”** When the college is closed due to inclement weather, this is the message which will be aired on the designated radio stations. Only “essential personnel” should report to work. No leave is charged (to non-essential personnel) for the period of time the college is closed.

2. **“College will open at ___ o’clock.”** When it is determined that the college can safely open at a later hour, this is the message which will be aired. Only “essential personnel” should report to work prior to the announced time. Again, no leave is charged (to non-essential personnel) when the college is closed due to the weather. Do not depend upon regional television stations to provide specific opening time information. Their “storm center” systems often do not provide the appropriate options to meet our specific needs. Radio announcements regarding delayed openings are generally more accurate and reliable.

3. Announcements regarding weekend classes, activities and events will be made as early as possible. Specific messages will be broadcast on the designated radio stations. Every effort will be made to contact special event sponsors, 2 + 2 and Graduate Center faculty, etc. The best advice is to tune in to one of the listed radio stations for news reports.
Professional Development Committee
Application Form 2007 – 2008

Directions: Please fill out this form if requesting Category II, III or IV Professional Development Funds. If you are requesting Category I funds, you must fill out the College’s yellow Travel Authorization Form.

Employee’s Name ______________________________ Date __________________

Professional Development request: Check the appropriate category. Attach additional documentation or materials as required. (See PDC Application Guidelines for Funding Chart for full details.)

_____ Category II: EDUCATIONAL ASSISTANCE (attach paid tuition bill)
Program Title: _________________________________
A. Institution: _________________________________
B. Certificate or Degree sought: _________________________________
C. Date enrolled: _________________________________

_____ Category III: COLLEGE COMMUNITY PROJECTS
Project description: (attach narrative and itemized budget)

_____ Category IV: OTHER/ SPECIAL (Unrestricted) (attach receipts)
Description of request: _________________________________

Explain how the project/program contributes to your professional development: (Must be completed for all categories.)

TOTAL AMOUNT REQUESTED: $ ____________ (Attach receipts if appropriate.)

Approval: _________________________________ (Immediate Supervisor/Area Dean/ Dept. Chair)
Date approved: _________________________________

Please forward to the Professional Development Committee for approval after obtaining supervisory approval.

Professional Development Committee’s Recommendation:

___ Recommended   ___ Not recommended   ___ Conditional (comments)

Signature: _________________________________ Date: _________________________________

If approved, your request will be forwarded to Cheryl Rambert in the Business Office.

Adjunct Faculty Handbook 2007-2008
### Professional Development Committee

**Application Guidelines for Funding 2007-2008**

*PDC Application Forms available from PDC Chairperson and under “Public Folders” in Campus Email Directory,

**Standard Yellow Travel Forms available from PDC Chairperson and from Department Secretaries*

**“First Come – First Served” Maximum Funding Per Person, Per Fiscal Year - $700**

<table>
<thead>
<tr>
<th>Category</th>
<th>Type/Uses</th>
<th>Description</th>
<th>Eligibility</th>
<th>Application Process</th>
<th>Restrictions</th>
</tr>
</thead>
<tbody>
<tr>
<td>I</td>
<td>Workshops/Conferences</td>
<td>For registrations, travel, hotels, other expenses associated with professional workshop/conference attendance</td>
<td>All Employees</td>
<td>1-Complete Standard Yellow Travel Form; include registration forms/documentation</td>
<td>1-Out-of-state and international travel requests require approval of appropriate Vice President and the President. 2-In-state travel forms must be submitted 7 days prior to travel; out-of-state forms 21 days prior to travel.</td>
</tr>
<tr>
<td>II</td>
<td>Educational Assistance</td>
<td>For expenses related to tuition and books</td>
<td>Full-time Employees</td>
<td>1-Complete PDC Application Form* 2. Submit paid tuition bill 3-Submit to Chair of PDC</td>
<td>1-Employee must be enrolled in a program leading to a certificate or degree 2-Tuition, books or fees only</td>
</tr>
<tr>
<td>III</td>
<td>College Community Projects</td>
<td>For projects/events benefiting the entire college community, e.g., Professional Days, memberships in professional organizations, guest speakers for in-house workshops, consultants, etc.</td>
<td>Full-time Employees or Employee Groups</td>
<td>1-Complete PDC Application Form* 2-Submit project narrative and itemized budget to PDC Chair</td>
<td>1-Requires PDC Committee review/approval</td>
</tr>
<tr>
<td>IV</td>
<td>Other/Special Use (Unrestricted Funds)</td>
<td>For miscellaneous items relating to professional growth/development, e.g., special equipment, hardware/software, books, periodicals, etc.</td>
<td>Full-time Employees</td>
<td>1-Complete PDC Application Form* 2. Submit receipts 3-Submit to Chair of PDC no later than May 31, 2007</td>
<td>1-Checks issued in late June of 2007 2-Funds will be divided up amongst eligible employees</td>
</tr>
</tbody>
</table>
CAPE COD COMMUNITY COLLEGE  
Waiver of Liability Form for College Trips

I, ____________________________________________, desire to participate in the following event as a student of Cape Cod Community College. I understand that this event is entirely voluntary and attendance is not required for success in my coursework or to continue as a member of any club/organization. I agree to adhere to all College regulations and policies (as stated in the Student Handbook) concerning this trip or other event.

EVENT: State type of event, date(s) and location(s)

________________________________________________________________________
________________________________________________________________________

In consideration of being permitted to participate in the above references trip, I, the undersigned, in full recognition and appreciation of the dangers and hazards inherent in participating in this trip and during transportation to and from the event, to which I may be exposed during my enrollment and/or participation do hereby agree to assume all risks and responsibilities surrounding my participation in this trip or any independent activities undertaken as an adjunct thereto; and further, I do for myself, my heirs, and personal representative(s) hereby defend, hold harmless, indemnify and release, and forever discharge Cape Cod Community College, the Commonwealth of Massachusetts, and all officers, agents, and employees, including without limitation any professor, advisor, or administrator, from and against any and all claims, demands and actions, or causes of action, for personal injury, or death which may result from my participation in this trip.

I recognize that Cape Cod Community College will not supply, does not condone and will not allow the use of alcohol or illegal drugs in connection with the above reference trip.

In this connection, I agree to hold Cape Cod Community College, the Commonwealth of Massachusetts, and all their officers, agents, and employees harmless from any injury to person or property related to the voluntary consumption of intoxicating substances by me or any other student or participant in the above activity.

Person and telephone number to notify in case of emergency: (please print clearly):

________________________________________________________________________

In witness whereof, I have caused this release to be executed this day of ________, 20__.

_________________________________________  ________________________________
Signature                                      Co-Signature of Parent or Guardian  
(required if student is under 18 yrs of age)

________________________________________________________________________

Printed Name                                      Printed Name of Co-Signature