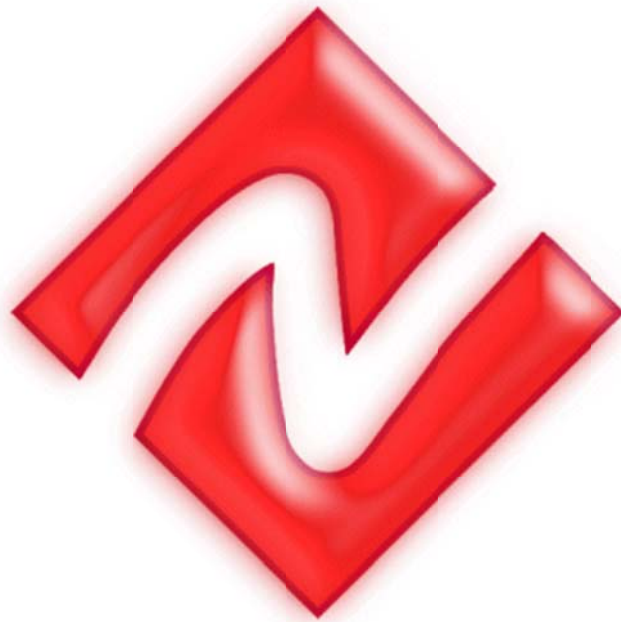


# ADJUNCT FACULTY HANDBOOK



**NORTH ARKANSAS COLLEGE  
HARRISON, ARKANSAS  
(870) 743-3000**

# WELCOME TO NORTHARK!

Dear Adjunct Instructor:

In order to achieve its mission, Northark relies upon adjunct faculty to provide a broad spectrum of courses and scheduling options. Part-time faculty share the same academic freedom and responsibilities as full-time faculty, and classes taught by part-time faculty provide the same quality instruction as those taught by full-time faculty. Northark's students are fortunate to learn from your expertise and excitement.

This procedures manual was created to help make your work at North Arkansas College as effective and pleasant as possible. It provides basic information about the operation of the institution as well as information about policies and procedures. Please take time to read it and keep it for future reference. You can find additional policies and procedures by clicking on the [Student Handbook](#), the [Faculty Handbook](#), and the [Employee Handbook](#).

Please don't hesitate to bring us your questions and concerns. Our offices are in M125 at the South Campus. We want to make your teaching experience at Northark rewarding for you and your students.

Sincerely,

Gwen Gresham, Ph.D.  
Vice President of Learning  
870-391-3316  
[gweng@northark.edu](mailto:gweng@northark.edu)

Lori Currie  
Administrative Assistant  
870-391-3199  
[lcurrie@northark.edu](mailto:lcurrie@northark.edu)



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## 2011-2012 Academic Calendars

### Fall 2011

August 15 (M)	Full-Time Faculty Return Adjunct In-Service
August 15 – 17 (M-W)	Full-Time Faculty In-Service
August 18 (R)	Classes begin - 8:00 a.m. (or earlier as designated)
August 24 (W)	Last day to add class or register, 6:00 p.m.
August 26 (F)	Last day to change regular, semester long classes from audit to credit
September 3 (S)	No Classes (Labor Day Holiday)
September 5 (M)	No Classes, Offices Closed (Labor Day)
September 6 (T)	Classes resume - 8:00 a.m. (or earlier as designated)
September 7 (W)	Last day to change 1 <sup>st</sup> 5-week classes from credit to audit
September 14 (W)	Last day to change 1 <sup>st</sup> 6-week classes from credit to audit
September 16 (F)	Deadline for Fall 2011 Independent Studies Last day to drop 1 <sup>st</sup> 5-week classes
September 22 (R)	Last day to change 1 <sup>st</sup> 8-week classes from credit to audit 1 <sup>st</sup> 5-week classes end
September 23 (F)	2 <sup>nd</sup> 5-week classes begin
September 28 (W)	Last day to change 1 <sup>st</sup> 9-week classes from credit to audit
October 5 (W)	Last day to change 1 <sup>st</sup> 10-week classes from credit to audit
October 6-12 (R-W)	Mid-term examinations
October 7 (F)	Last day to drop 1 <sup>st</sup> 8-week classes Assessment - CATS's due

October 13 (R)	Last day to change 2 <sup>nd</sup> 5-week classes from credit to audit Mid-term deficient grades due by 4:00 p.m. High School grades and 1 <sup>st</sup> 8-week grades due on Faculty Access by 4:00 p.m. 2 <sup>nd</sup> 8-week classes begin Last day to drop 1 <sup>st</sup> 9-week classes
October 14 (F)	1 <sup>st</sup> day of 2 <sup>nd</sup> 8-week classes
October 16-18 (Su-T)	AATYC
October 21 (F)	Last day to drop 1 <sup>st</sup> 10-week classes Last day to drop 2 <sup>nd</sup> 5-week classes
October 27 (R)	Last day to change regular, semester-long classes from credit to audit 1 <sup>st</sup> 10-week classes end 2 <sup>nd</sup> 5-week classes end
November 17 (R)	Last day to change 2 <sup>nd</sup> 8-week classes from credit to audit
November 23-26 (W-S)	No Classes – Thanksgiving Break (Offices open, November 23, 2011)
November 28 (M)	Classes resume – 8:00 a.m. (or earlier as designated) Last day to drop regular, semester long classes Last day to drop last 10-week classes Last day to drop 2 <sup>nd</sup> 8-week classes
December 3 (S)	Last day of regular classes
December 5-10 (M-S)	Finals
December 12 (M)	Grades due on Faculty Access and hard copies of Grade Books due in the VP of Learning Office by 9:00 a.m.
<b>Spring 2012</b>	
January 3 (T)	Offices open, staff returns
January 4-6 (W-F)	Full-Time Faculty In-Service
January 9 (M)	Classes begin – 8:00 a.m. (or earlier as designated)
January 12 (R)	Last day to add classes or register 6:00 p.m.
January 16 (M)	No classes, offices closed (Martin Luther King Day)

January 18 (W)	Last day to change regular, semester long classes from audit to credit
January 20 (F)	No Classes, offices open, FBLA Conference
January 27 (F)	Last day to change 1 <sup>st</sup> 5-week classes from credit to audit
February 8 (W)	Last day to drop 1 <sup>st</sup> 5-week classes
February 10 (F)	1 <sup>st</sup> 5-week classes end Deadline for Spring 2012 Independent Studies Last day to change 1 <sup>st</sup> 8-week classes from credit to audit
February 13 (M)	1 <sup>st</sup> 5-week grades due on Faculty Access 2 <sup>nd</sup> 5-week classes begin
February 17 (F)	Last day to change 1 <sup>st</sup> 9-week classes from credit to audit 1 <sup>st</sup> 6-week classes end
February 24 (F)	Last day to change 1 <sup>st</sup> 10-week classes from credit to audit
February 29 (W)	Last day to drop 1 <sup>st</sup> 8-week classes
February 27-March 2 (M-F)	Mid-term examinations
March 2 (F)	1 <sup>st</sup> 8-week classes end
March 5 (M)	2 <sup>nd</sup> 8-week classes begin Mid-term deficient grades due by 4:00 p.m. High School grades and 1 <sup>st</sup> 8-week grades due on Faculty Access by 4:00 p.m.
March 7 (W)	Last day to drop 1 <sup>st</sup> 9-week classes Assessment: CAT's due
March 12 (M)	Last day to drop 2 <sup>nd</sup> 5-week and 1 <sup>st</sup> 10-week classes
March 14 (W)	Last day to change 2 <sup>nd</sup> 5-week classes from credit to audit
March 16 (F)	Last day to change regular, semester long classes from credit to audit 2 <sup>nd</sup> 5-week classes end 1 <sup>st</sup> 10-week classes end

March 19-24 (M-S)	Spring Break, Offices open
March 26 (M)	Classes resume – 8:00 a.m. (or earlier as designated)
April 13 (F)	Last day to change 2 <sup>nd</sup> 8-week classes from credit to audit
April 20 (F)	Last day to drop regular, semester long classes Last day to drop 2 <sup>nd</sup> 8-week and last 10-week classes
April 28 (S)	Last day of regular classes
April 30-May 5 (M-S)	Final Examinations
May 7 (M)	Grades due on Faculty Access and hard copies of Grade Books due in the VP of Learning Office by 9:00 a.m.
May 12 (S)	Graduation – 10:00 a.m.
<b>Summer I – 2012</b>	
May 21 (M)	Classes Begin – 8:00 a.m. (or earlier as designated)
May 28 (M)	No Classes, Offices Closed (Memorial Day)
May 29 (T)	Deadline for Summer I 2012 Independent Studies
June 8 (F)	Last day to change Summer I classes from credit to audit
June 18 (F) p.m.	Last day to drop Summer I regular session classes by 5:00 p.m.
June 20 (M)	Last day of Summer I classes
June 21 (R)	Final Examinations
June 22 (F)	Summer I grades due on Faculty Access and hard copies of Grade Books due in the VP of Learning Office by 9:00a.m.
<b>Summer II – 2012</b>	
June 25 (M)	Classes Begin – 8:00 a.m. (or earlier as designated)
July 2 (M)	Deadline for Summer II 2012 Independent Studies
July 4 (W)	No Classes, Offices Closed (Fourth of July)
July 6 (F)	Last day to change 10-week Summer I classes, from credit to audit

July 13 (F)	Last day to change Summer II classes from credit to audit
July 20 (F)	Last day to drop 10-week Summer I classes by 5:00 p.m. Last day to drop Summer II regular classes by 5:00 p.m.
July 25 (W)	Last day of Summer I 10-week classes Last day of Summer II regular session classes
July 26 (R)	Final Examinations
July 27 (F)	Summer I 10-week classes and Summer II grades due on Faculty Access and hard copies of Grade Books due in the VP of Learning Office by 9:00 a.m.

**Academic Assessment** At Northark, the Academic Assessment Team (AAT), composed of faculty from each division and the Director of Institutional Research and Assessment, has developed and implemented a plan to assess student academic achievement, approved by the Faculty Senate. That plan describes faculty's role in assessment: "Assessment of student learning begins at the classroom level; however, institutional assessment is not about grades, individual students, or individual instructors. All assessment data are reported, analyzed, and applied independent of individuals and personalities." Specifically:

- All instructors state clearly on their syllabi the expected outcomes of student learning and the methods of measuring those outcomes. If a course is part of the state minimum core, it must include General Learning Outcomes (see the [college catalog](#)), and Northark encourages faculty teaching other courses to include general learning outcomes.
- Instructors of multiple-section courses select a set of objectives common to all sections of that class; of course, instructors may add additional ones to their individual sections. These courses have a departmental final, a common core on the final, or a mastery test for all sections. Ask your dean for common components in multiple-section courses.
- Faculty should report the use of at least two classroom assessment techniques (CATs) each semester. AAT posts sample CATs on Northark's portal on the Employee Info tab home page.
- In addition, faculty may participate in assessment in other ways such as
  - allowing class time for students in randomly selected general education courses to take the Critical Thinking section of the CAAP test.
  - Allowing class time in randomly selected courses for students to take the CCSSE.
  - supplying artifacts to assess Northark's global perspectives general education outcome: students should be able to discuss the issues of a diverse global society.
  - reviewing assessment results for their division, proposing changes, and, if necessary, proposing budget adjustments to allow the changes.

Northark's assessment plan concludes, "The assessment of student academic achievement at Northark is a closed loop. It is a faculty-driven process used to improve learning as it fosters excellence in teaching and educational processes. However, it is not a perfect process, and thus, is itself subject to annual review and revision. Teaching, learning, assessing, and revising comprise the cycle for continuous improvement of student academic achievement."

**Children, Other Family Members and Friends in the Workplace** It is college policy that only those providing or making use of college programs and services should be on campus regularly or routinely, except

as bona fide visitors. Consequently, faculty should not have family members, including children, or friends as a regular presence in their workplace. Exceptions should only be made in response to special circumstances for short periods of time and must be approved by the faculty member's supervisor.

### **Challenge Exams**

Please refer to college catalog for the challenge exam policy. Please be mindful of several things:

- There is a time limit on when students can take challenge exams, as well as when the test must be returned to Enrollment Services. There will be no exceptions.
- Students must be enrolled in the particular classes they want to challenge, and it is the instructor's responsibility to certify enrollment.
- Only Deans will have the challenge forms, which must be completely filled out or they will not be accepted.

### **Classrooms**

To help protect and prolong classroom furnishings, it is Northark policy that **no food or drinks are allowed in the classroom** during regular class sessions. Please see that your students comply with this policy.

### **Conduct/Dress**

You are encouraged to use good judgment and discretion in your appearance, dress, and conduct. In other words, present yourself and your actions in a manner that will reflect the image of a professional public servant.

Faculty members are responsible for maintaining in the classroom an environment appropriate to academic endeavor. North Arkansas College does not condone discriminatory treatment of students or staff on the basis of age, disability, ethnic origin, marital status, race, or religious commitment, sex, or sexual orientation in any of the activities conducted on this campus. Members of the faculty are requested to be sensitive to this issue when, for example, presenting lecture material, assigning seating within the classroom, selecting groups for laboratory experiments, and assigning student work. The college faculty, administration, and staff are committed to providing an equal educational opportunity to all students.

Please remember that as the instructor you have the authority at any time to ask anyone to leave your classroom who is rude, disruptive, inconsiderate, hostile, or intimidating. Your Dean and the Vice President of Learning will always provide support if necessary, but the authority to conduct your class so that everyone can learn is always all yours. Don't act rashly, but don't let bad behavior slide in the hopes that it will get better either.

### **Copies**

For all copying needs, please contact your division's designated Faculty Support staff. You are encouraged to plan ahead and give them some lead-time with your projects, if at all possible. Although many think they are miracle workers, they cannot always accommodate last minute copying. To save everyone's inconvenience, including your own, plan ahead. You may charge your copying to your particular division code, given on request from your dean.

Copy work will be placed in your mailbox in M168 or on a table beneath the mailboxes with your name on the top of the stack. For instructors in night courses, the faculty secretaries can place material in the mailboxes at the front of the building upon request. The faculty secretaries usually place tests in a file cabinet in M168; however, if you teach in the evening and cannot come by and pick them up before the office closes, they can put tests in your mailbox upon request, also. The secretaries make every effort to preserve test security at all times. If you need clarification on any procedure used in this office, please call your designated Faculty Support staff at 381-3312 or 391-3249 or ask your dean.

Their office hours for fall and spring semesters are Monday through Friday, 7:45 a.m. – 5:00 p.m. For summer the office is open Monday through Thursday, 7:30 a.m. – 5:30 p.m. and Friday, 8:00-12:00.

**Deans/  
Directors**

Arts and Sciences – Dr. Laura Berry, Dean  
Business and Technology – Ed Proctor, Dean  
Nursing and Allied Health – Cindy Mayo, Dean  
Northark Technical Center – Scott Howie, Assistant Director

**Evaluations**

All Northark faculty are evaluated annually (generally during the fall semester) as part of the college’s assessment plan. You will be notified ahead of time of the evaluation schedule and the online evaluation process. Please contact your dean if you have questions.

**Faculty Access**

Northark uses Faculty Access software to eliminate the need for paper rosters. You can use Faculty Access by [logging in](#) on the Northark web site, scrolling to the bottom of the page, and clicking on either “Faculty Access (on campus)” or “Faculty Access (off campus).” You will need a username and password which Enrollment Services will assign before the semester begins. Faculty Access will allow you to print your class rosters, certify official rosters, identify Never Attended students so they may be dropped from the course, submit midterm and final grades, and access demographic information about your students. If you have problems with your password, username, or accessing your roster, please contact Charla Jennings, 291-3221.

**See Never Attended Procedure.**

**Grades/Exams**

Faculty members will include grading and make-up policies in the syllabus for the course, at the course website, and announce such policies at the beginning of class meetings for each course.

Each faculty member is expected to select appropriate times for the periodic examinations that are necessary or desirable during the course of the semester, but if examinations are to be given at times other than the regular class period, these times must be published in the printed schedule and should also be announced at the first class meeting.

All final examinations must be given at times specified in the final exam schedule. Whenever extreme circumstances make necessary a deviation from the announced schedule, clearance for such deviation must be obtained in advance from the appropriate dean and the Vice President of Learning. No meetings, social activities, athletic events, or other extracurricular activities which require student participation will be scheduled during the final examination period. Any exceptions to this policy must receive prior approval from the Vice President of Learning.

Instructors have a fundamental responsibility to inform students of their progress in courses as accurately and completely as possible. Faculty should submit grade rosters, with grades in letter form (no plus or minuses), to Enrollment Services via Faculty Access (see above) at mid-term and the end of the semester. Percentage grades as well as letter grades will be required for all high school students concurrently enrolled in Northark classes. Enrollment Services will inform faculty of high school students concurrently enrolled.

At the beginning of the semester, rosters must be certified for accuracy, with Never Attended students identified; **see Never Attended Procedure.**

Please check the academic calendars in the front of this document for the deadlines for mid-term and final grades. Faculty must submit both mid-term and final grades according to the schedule established by the Registrar so that Enrollment Services can mail them to students as soon as possible after the end of the semester. Promptness is essential.

At mid-term, Northark requires faculty to submit deficient grades of “D” or “F” for college students and all grades for high school students enrolled for concurrent credit. If you have any high school students enrolled for concurrent credit in your class, they will be identified on your grade rosters by a special block for percentage grades.

The end of the semester brings about a different procedure. Instructors should turn in their final grades via Faculty Access, then turn a hard copy of their grade books to Dr. Gresham’s assistant. As shown on the academic calendars, grade books are due at the same time as grades. Off-campus instructors only may either mail a copy of their grade book, or fax it to 870-391-3232. Please understand, because of deadlines and the amount of work that the Enrollment Services office still has to do after receiving final grades, it is imperative that you be considerate and submit your grades on time.

## **Grade Books**

State law requires that grade books be kept on file. This can be your whole grade book, torn-out sheets from your grade book, a copy of the sheets from your grade book, or a detailed computer spreadsheet. Whichever form you choose to turn in, it must show daily work, tests, etc., so one might see how you arrived at the students’ particular grades. Although you may show a percent for the final grade, it must be accompanied by a letter grade. If you need a grade book, you may go to the bookstore and charge one to your department.

**Grade Changes  
Other Than “I”**

For a full explanation, refer to the college catalog, page 61. Grade changes can only be made under the following conditions: (1) changes may only be made within the first two weeks of the following semester, excluding summer school; and (2) the only valid reason for a grade change is an error in calculating or recording the grade (make-up work is not a valid reason).

**Holidays**

North Arkansas College recognizes the following 2011-2012 holidays for students:

Labor Day – September 3 and 5  
Thanksgiving – November 23-26  
Christmas – December 10-January 9  
Lee/King Day – January 16  
FBLA Conference - January 20  
Memorial Day – May 28  
Fourth of July – July 4

**Illness/Absences**

If you should become ill or for any reason need to miss a class, please call the Vice President of Learning’s Office at 870-391-3199 by 7:30 a.m. so the cancellation can be posted on the LCD screens throughout the three campuses and Northark’s home page. Dr. Gresham’s assistant is in her office by 7:30 in case you need her for anything. (Your dean may also request a phone call.)

If you must miss an 8:00 a.m. or night class, please make every effort to contact your students ahead of time because many Northark students travel long distances for class. Enrollment Services or the Vice President of Learning’s Office can provide a roster with your students’ phone numbers.

**Inclement Weather**

Should inclement weather occur, you can call 743-SNOW (743-7669) to hear the latest updates on Northark’s class cancellations. Inclement weather announcements will also appear on the Northark website. In addition, the following radio stations will be notified:

KCWD 96.1 FM – Harrison  
KHOZ 102.9 FM – Harrison

An announcement will only be made if classes are cancelled. Every effort will be made to notify the stations by 6:00 a.m. Sometimes situations arise when inclement weather occurs during regular school hours. In that case, decisions made for the day or evening will be made as soon as possible. Both students and faculty should always consider travel safety even if classes are not cancelled.

**Incompletes**

The official procedure on page 63 in the 2009-2010 Northark Catalog is as follows:

*As a general rule, an instructor will not assign a grade of Incomplete (“I”) unless the student has completed approximately 80% of the course but has*

*not been able, because of illness or other reason beyond his/her control, to finish the work assigned in the course. The student must contact the instructor to request an Incomplete (“I”) and make arrangements for completing the course. The instructor determines the requirements for making the “I.” An incomplete grade not made up within one semester automatically becomes an “F” unless the instructor notifies the Registrar’s Office in writing of a later date.*

If a student requests an Incomplete in the circumstances described above, the instructor will enter an “I” in the final grade box on Campus Connect.

## **Mail**

### **Inter-campus mail**

Mail going to the north and center campuses may be placed in the appropriately marked mailboxes located by the south campus receptionist or taken the bookstore. Mail going to the south campus may be placed in the marked drop box located at the reception counter. There is a pick-up of inter-campus mail twice daily.

### **External mail – U.S.**

All outgoing U. S. mail pertaining to school business must be posted in the top right corner with the department code of the originator. (Ask your dean for this code.) Multiple mail items may be bound together with just the top envelope coded. Items that are not posted or coded will be returned to the sender. Please contact Kevin Middleton or Merna Osborne in the bookstore if you have questions about outgoing mail.

Outgoing personal south campus mail with postage may be placed either beside or in the marked drop box in front of the mailboxes or in the bookstore. Outgoing personal north campus mail with postage may be placed in the marked drop box located at the reception counter. External mail is picked up at the front drop box at 3:00 p.m., Monday through Friday, and taken to the post office at 4:00 p.m. If you have mail that needs to go out between three and four, please take it directly to the bookstore.

## **Mailboxes And E-Mail**

All faculty members on both the north and south campuses have their own mailboxes. On the south campus, mailboxes are located at the front (south) entrance around the corner from the receptionist. On the north campus, they are located directly behind the receptionist. **It is of utmost importance that you check your mailbox every day you have class, preferably before class.** It is one of the important links between you and your departments. All memos, phone messages, drop slips, and personal mail are placed there.

**The other important link to your department and other college offices is campus e-mail; you should check your campus e-mail account regularly.** To access your campus e-mail account, [log in](#) on the Northark website; scroll down; then click on “Employee E-Mail” and follow the prompts. Your account will be set up by IT Services. If you have problems with your e-mail account, please contact Mary Bausch at 391-3285.

## **Never Attended Procedure**

In an effort to report official enrollment more accurately and to reduce the amount of money the college is liable for repaying from overpayment of financial aid, Northark implemented a Never Attended Procedure that will require each instructor to certify rosters at the beginning of the semester on Faculty Access and indicate students who have never appeared in class even though they appear on the official rosters. Those students will be administratively dropped from the course(s).

1. Enrollment Services will e-mail a memo to all faculty on the fifth class day of a fall or spring semester or the second class day of a summer session requesting all rosters be certified.
2. Using Faculty Access, faculty will certify enrollment in each class and check “Never Attended” for any student who has never attended the class. Each class roster must be certified whether a Never-Attended student is reported or not.
3. To certify that the roster is correct and submit “Never Attended” students if any, click “Yes” to certify and then click “Submit.”
4. All rosters must be certified and submitted through Faculty Access by the end of the tenth class day of a fall or spring semester or the fourth day of a summer session.
5. Enrollment Services will drop all students reported as “Never Attended” at 100% refund. (Students will not receive financial aid for those courses.)
6. The “Never Attended” option will be available on Faculty Access only at this time. You will not be able to submit “Never Attended” students after the deadline; if you fail to submit a “Never Attended” student before the deadline, you will have to withdraw the student from the class later, the withdrawal will appear on the student’s transcript, and the student will be liable for tuition for the class.

## **Office/Keys**

Keys to part-time offices are available in the Vice President of Learning’s Office, and they should be returned at the end of the semester at the same time you turn in your grade book.

## **Tech Support for Online Faculty**

Northark has a growing number of faculty who teach online courses which require students to travel to campus only a few times during the semester. Faculty can offer online and hybrid/blended courses or supplement face to face instruction on the Learning Management System (LMS) on the Northark portal. Northark provides training for the portal LMS. If you wish to develop a new online course, need training for developing or managing an online course, or have content or pedagogical questions about teaching an online course, contact Valerie Martin at [vmartin@northark.edu](mailto:vmartin@northark.edu) or in her office in M134F at 391-3263. If you have technical problems (such as server errors, login errors, inability to view portlets, or permission errors), contact Rick Williams at [rickw@northark.edu](mailto:rickw@northark.edu) or in his office in C503 at 391-3233. Both prefer contact by e-mail, but can be available during normal working hours on their office phones (8-5 Monday through Friday); please allow 24 hours for a response.

- Parking** Part-time faculty may purchase parking permits for three dollars in the bookstore for parking in reserved areas as available.
- Pay Scale** The pay scale for part-time faculty is as follows:  
\$500 per lecture hour  
\$350 per lab hour
- Phone Calls/  
Phone Numbers** The Vice President of Learning's Office does not give out your personal phone numbers, so **if you want your students to be able to contact you at home or at work, please put your phone number or e-mail address on your syllabus.** That being said, the college needs to have a quick, reliable way to contact you.  
  
From time to time you might find it necessary while on campus (especially those who teach during the day) to call students, schools, or anyone relating to your class(es). In that case, there is a long-distance code you can obtain from your dean to make calls from campus. Please contact him or her if this situation arises.
- Posting of Grades** The Family Rights and Privacy Act of 1974, as amended, prohibits disclosure of personally identifiable education records to a third party without prior written consent. This includes parents. Accordingly, faculty should ensure that grade information posted or made available through graded papers left for collection in public places (such as offices or hallways) is not "personally identifiable" information as that data or information which includes (1) the name of the student, the student's parent, or other family members; (2) the student's address; (3) a personal identifier (such as a social security number or student number); or (4) a list of personal characteristics, or other information which would make the student's identity easily traceable. Students will be able to see their midterm and final course grades on Campus Connect/ Faculty Access as soon as you post them. The grade book function on the portal LMS allows them to see all of their grades in the course.
- Rosters** Rosters are available through Faculty Access virtually 24/7. Enrollment Services will correspond with you four times a semester via e-mail regarding important roster information.
1. Preliminary Rosters: You will receive an e-mail from Enrollment Services before the classes begin as soon as preliminary rosters are ready. These rosters will reflect up-to-date registration and adds or drops, and you should check them before each class meeting until you receive official rosters.
  2. Official class rosters: You will receive an e-mail from Enrollment Services on the fifth (5<sup>th</sup>) day of class for fall or spring semesters and the third (3<sup>rd</sup>) day of summer sessions requesting that you certify rosters and submit them electronically (on Faculty Access),

indicating any Never Attended students. (**See Never Attended Procedure above.**)

3. Mid-term rosters: You will receive an e-mail from Enrollment Services before the mid-term exam period requesting deficient grades for all students and mid-term grades for all high school students (letter grades and percentages) to be submitted electronically on Faculty Access. (Only high school students will have grade blocks for entering percentages as well as letter grades).
4. Final grade rosters: You will receive an e-mail from Enrollment Services before the final exam period requesting final grades to be submitted electronically on Faculty Access by the deadlines printed in the Academic Calendars.

## **Security and After Hours**

Between the hours of 10:00 p.m. and 6:00 a.m. Monday through Friday, and on weekends, holidays, and school closings, general facility access will be restricted. For exceptions see the North Arkansas College Employee Handbook section 6.4.

Security and maintenance staff will not open an internal area or office for anyone, including Northark employees, without direct authorization from faculty or management of the particular area or office. When deemed necessary for the protection or safeguard of Northark property, security and maintenance personnel may ask any individual or group for identification and/or to leave the facility.

Employees are reminded to lock and secure their respective areas at each close of business session.

Even during normal hours (6:00 a.m. to 10:00 p.m.), instructors, technicians, and supervisors of specific areas or buildings which contain hazardous, sensitive, or expensive items should lock and secure their own facilities when they must leave and the area is unattended.

Faculty picture IDs are available in the Business Office on the fourth floor of the Center Campus.

## **Student Attendance Policy**

It is the responsibility of faculty members to advise their classes, in writing, of their attendance and makeup policies. It is the student's responsibility to discuss any absences and the possibility of makeup work with the instructor as soon as possible.

Students are expected to attend all class meetings and officially withdraw from courses they are no longer attending. However, if students fail to withdraw, their instructors will not allow them to remain on class rolls when it becomes clear that excessive absences prevent the student's successful completion of the course. Once an instructor has determined that a student has missed too many classes to pass the course, the instructor will officially withdraw the student rather than allowing the student to remain on the class roll and receive an "F" at the end of the semester.

As a general rule, missing more than 15% of scheduled class meetings (six class hours in a traditional three credit lecture course, proportionately more in classes with laboratory, studio, or clinical components) constitutes excessive absence. In online classes a student's failure to participate for a period greater than two weeks constitutes excessive absence. Instructors in online courses will monitor attendance based on participation in the class as evidenced by turning in assignments, participation in discussion boards, e-mail, or other formal contact. Students must consult the course syllabus for the attendance policy set by individual instructors.

Since we believe that consistency among faculty in the handling of absences plays a vital role in promoting student success,

- Instructors will keep an accurate record of attendance;
- Instructors will include the class attendance policy printed in the current college catalog in each course syllabus;
- Instructors will include their individual class attendance policy in each course syllabus if it differs from the class attendance policy printed in the current college catalog; and
- Instructors will make a check of excessive absences after the first two weeks of class and periodically thereafter, dropping students with excessive absences.

**(See also Never Attended Procedure.)**

### **Student Medical Emergencies**

In an emergency situation, call 911. Students should not be sent to Northark's Nursing faculty. In the case of accidents or illness, students will be referred to their own physician or a local health care facility. If the situation warrants it, they will be transported to North Arkansas Regional Medical Center by ambulance. Students will be responsible for all medical expenses incurred during medical emergency and non emergency situations. All on-campus medical emergency and non-emergency incidents must be reported to the Student Services Office, room M185.

### **Student Support Resources**

Computer resources for student research, assignments, and testing:

- **Open computer lab:** The library provides 25 computer workstations (20 on South Campus, 5 on North Campus) for use by students for research, class assignments, on-line coursework, e-mail, etc. Every effort will be made to ensure that all software packages utilized for Northark courses are available on these workstations. Lists of what software packages are installed on which workstations will be posted in the library to help students find the appropriate resources. Due to licensing and hardware constraints, not all workstations will have identical software installations. Students are requested to use workstations with the minimal software suite that meets their needs so that maximum student benefit can be obtained

from the Open Computer Lab. Students must have signed ID's and a current Northark computer account.

- Student support for the Open Computer Lab is available from the library staff . These personnel will offer assistance to students using the Open Computer Lab as allowed by their other duties and will help to resolve technical issues with the Open Computer Lab in cooperation with the IT Services.
- **Certification Testing Center:** The Certification Testing Center, housed in the Northark South Campus Library, will provide students and the general public the opportunity to take professional certification examinations in many areas including Information Technology, Real Estate, Financial Planning, Nursing Pre-certification testing, and numerous other areas. Specifics on particular examinations are available on Northark's website and at the Certification Testing Center. Examinations may be scheduled on-line, over the phone, or in person at the Certification Testing Center. Seven computer workstations are currently available in the Center. In situations where testing is required for large groups or whole classes, the instructor should make arrangements with the Center's Administrator to schedule and configure a computer lab on the North or South Campus to support the testing requirement. Call (870) 391-3533 for information.

## Supplies

Materials needed for classes can usually be charged at the bookstore to your division code, which has been previously discussed. Before obtaining supplies, please check with your dean or department director for permission.

## Syllabi

Every course syllabus at North Arkansas College will contain information for students that will be organized into the following components:

1. Title page that includes the following:
  - name of institution
  - title and number of course
  - # of course credit hours
  - weekly course schedule (e.g. MWF 9:00 or TR 1:30)
  - instructor name and department or division
  - office #
  - telephone #
  - e-mail address
2. Current catalog course description
3. Rationale for course (what is the purpose of the course; why it is taught; how it can benefit the student)
4. Audience for course (who should be taking this course; what knowledge, skills, abilities, or experiences should the student have; what are the prerequisites or co-requisites)
5. Next course in sequence (if appropriate)
6. General course goals
7. Specific course outcomes/objectives/competencies to include
  - general learning outcomes (if applicable)
  - assessment procedures

8. Resources needed for the course (what textbooks and supplies the student needs)
9. Resources available for the course
  - what resources are available to help students with their learning needs
  - should include as a minimum the instructor's office hours
  - could include resources in the LAC, LRC, or other sources
10. Instructional/teaching methods
11. Outline of course requirements
12. Course evaluation (grading) procedures including
  - method of evaluation
  - weight of each method
  - minimum performance level on each criteria for major methods such as papers or presentations
  - detailed outline of what the student must do to earn each grade
13. Attendance policy including
  - what constitutes excessive absences
  - consequences of absences
  - how to make up missed work (if make up is allowed)
14. Tardiness policy (if appropriate)
15. What constitutes academic dishonesty including
  - procedures that the instructor will follow if he or she suspects dishonesty
  - the consequences if dishonesty is verified
16. Course calendar/schedule (what will be taught when; when tests are scheduled, etc.)
17. Provision for changing the syllabus (how and when the student will know of any change in the syllabus)
18. Lab requirements (if appropriate)
19. Safety rules (if appropriate)
20. Statement of student responsibilities
21. ADA statement: North Arkansas College complies with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990. Students with disabilities who need special accommodations should make their requests in the following way: (1) talk to the instructor after class or during office hours about their disability or special need related to classroom work; and/or (2) contact Student Support Services or call 870-391-3338 and ask to speak to Kim Brecklein.
22. Form for acknowledging receipt of syllabus:

NORTH ARKANSAS COLLEGE  
SYLLABUS ACKNOWLEDGEMENT

Course:

Semester

I acknowledge by signing below that I have received the syllabus for the course indicated above. I have reviewed the syllabus and understand the

objectives of this course. Further, I understand how my performance will be evaluated and how my final grade will be determined. I am aware of my instructor's office hours, and I know how to contact him or her for help with and/or clarification of course contents or procedures.

\_\_\_\_\_  
(Student Signature)

\_\_\_\_\_  
(Date)

23. Anything else that will help students succeed in the course
24. Optional item: questionnaire to determine student reaction to the syllabus ( Was the syllabus helpful? Did it facilitate learning? How could it be improved?)

Dissemination:

1. Every student in every course at Northark will receive a copy of the course syllabus and will acknowledge receipt of that syllabus.
2. Additional copies of the syllabus for every course in both hard copy and electronic versions will be kept on file in the offices of the deans.

**Teaching Load**

Part-time instructors may teach up to 15 credit hours per fiscal or academic year.

**Textbooks**

Instructors are expected to use the text furnished to them by the college. Contact your dean for the procedure for obtaining and ordering textbooks.

**Tobacco Free Policy**

North Arkansas College is committed to providing its students and employees a safe and healthy environment. Because of this commitment, on October 1, 2005, all college campuses became tobacco free. As of this date, tobacco consumption is no longer permitted on any college property.

**Tuition Exemption**

Any part-time employee, his or her spouse, or a dependent may enroll in one college course or community service class per semester for a \$5.00 fee. Only one member of your family may take one class per semester for the \$5.00 fee.

**Withdrawals**

Please refer to the college catalog for Northark's withdrawal policy. Please note, however, that in your absence, your dean, the Vice President of Learning, or the Vice President of Learning's assistant will sign students' withdrawal slips.