HOUSATONIC
COMMUNITY COLLEGE

Faculty Resource Information

Winter 2016

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For those of you who are returning instructors, we want to welcome you back and for those who are teaching at Housatonic for the first time, a very warm welcome to the college. The following information is provided to support your classroom experience. Please contact us if you need additional information or assistance.

- **Evening Division Office** - is located in Room 116 in Beacon Hall. The Beacon Hall Office is open Monday thru Friday from 8:30 a.m. to 6:00 p.m.

- **Center for Teaching** -The Center for Teaching (CFT) helps organize in-service programs for adjunct faculty members. We urge you to take advantage of this valuable resource as the CFT offers programs throughout the year. You will receive notification of date, time, and topic prior to each session. Professor Steve Mark is in charge of the program. He can be reached by calling (203) 332-5065 or check the CFT website at www.hcc.commnet.edu/faculty/websites/mreed/HOMECFT.htm.

- **Information Form** - To insure our employee database and emergency information is correct, we've enclosed a blank information form that we would like you to complete. **Please complete the form on page 15** and return it to the address change form box in the Evening Division by <u>December 23, 2016</u>. Also, if your information changes over the course of the semester, please let both the Evening Division and Payroll Office know as soon as possible.

- **Copies** - There is a copier to make single copies in the work area of the Evening Division. For larger copying needs, please use the copy centers in Lafayette and Beacon Halls.

To use the copy center copiers you will need a user code. Please contact Tom Wiencko at (203) 332-5026 TWiencko@hcc.commnet.edu or Timothea Douglas at (203) 332-5241 Tdouglas@hcc.commnet.edu to obtain your user code.

Copy Center Hours - Lafayette and Beacon Halls	
Days	*Times*
Monday - Friday	8:00 a.m. - 4:30 p.m. (Copy Center staff is available 8:00 a.m. - 4:30 p.m.)

Copier Codes		
Contact	*Telephone*	*Email*
Tom Wiencko	(203) 332-5026	TWiencko@hcc.commnet.edu
Timothea Douglas	(203) 332-5241	TDouglas@hcc.commnet.edu

- **Adjunct Offices** - Certain rooms have been set aside for adjunct faculty office space to work and meet with students. These include:

Lafayette Hall		Beacon Hall	
B202	Developmental Studies	261	Behavioral and Social Sciences
B203	Developmental Studies	262	Behavioral and Social Sciences
B207	Developmental Studies	352	Business
C233	Math/Science	228	Humanities

Code Red Key –While most classrooms and offices have been retrofitted with a push button lock, each Housatonic faculty member is provided with a Code Red key which is used to secure classrooms and/or work areas during a "Shelter in Place" emergency for rooms that do not have a push button lock. Please see Security in the Lafayette or Beacon Hall Security Offices for your Code Red key. This is required. When you pick up your key, a demonstration on how to use it will be provided for you. This key can be used in Code Red emergencies for classrooms in both Lafayette and Beacon Hall classrooms. However, the key cannot be used to unlock classroom doors from the outside.

In an emergency insert your Code Red key into the lock on the door on the inside of the classroom. Turn the key one complete revolution in the direction of the arrow on the door handle face plate (rosette) to lock the door. Double check that the door is locked from the outside.

If the door handle does not have an arrow indicating the direction to lock the door from the inside of the door, insert the Code Red key and turn it one complete revolution away from the door hinge (if the door hinge is on the left turn the key clockwise, if the door hinge is on the right, turn the key counterclockwise); remove the key and do the same with any other doors in the room. Again, check to make sure that the door is locked from the outside**.**

Then be sure to move your class out of view from the door(s) and/or window(s).

> ## The code for a Code Red lockdown situation is: "Lock Down"

 Keys - **Your mailbox key will be distributed to you by one of our work study students.**

- **Paychecks** - Pay periods starting with the first pay period and pay dates are as follows:

Winter 2016 Semester	
Pay Periods	*Pay Check Dates*
12/26/2016 - 01/05/2017	01/20/2017
01/06/2017 - 01/19/2017	02/03/2017

All paychecks will be mailed to your home. We recommend you consider signing up for direct deposit. Please see Patria in the Evening Division Office in Beacon Hall for the appropriate form for your direct deposit. It will take approximately two pay cycles before your check will be deposited into your account.

If you are teaching at Housatonic for the first time, you need to complete the following forms and return them to Patria:

Mandatory Forms	Optional Forms
• Employment Application Form	o Direct Deposit Form
• Personnel record form	o Résumé
• Federal W-4	o Parking Permit
• State W-4	o 4C's dues form *(If a PTL doesn't want to be in the*
• I-9 with two forms of I.D. *(Must be witnessed by Bill, Patria or Cyndee)*	*4C's union and does not submit the completed form,*
• Retirement Forms	*then an agency fee will be deducted at a rate of 1% of*
• Official College Transcript	*the PTL's gross pay, the same amount as union dues).*
• College Policies Statement	
• State of CT Record Retention and Disposition Policy	
• Worker's Compensation Medical Care Plan Form	
• Signed Contracts. *(Without a signed contract, paychecks may be delayed)*	

- **All required forms must be received by our office no later than December 16, 2016**. Failure to return all of the documents will result in a delay in receiving your first paycheck. There are packets with complete sets of forms at Patria Spignolio's desk.

- **Automatic Test Correcting System** - The College has recently acquired the Lexmark Test Scoring and Analysis System to aid faculty with correcting and analyzing student test results. You will be notified of upcoming workshops which we plan to conduct this fall where you can learn more about using this new resource.

- **Students and Rosters** - Maintaining good records can avert potential problems down the road. You will receive the roster for each class at the beginning of the semester. **Please be sure to review your roster online as the beginning semester roster will be the only one you receive. Our staff can assist you.** If a student is not on your roster but has come to class, he/she needs to check with the Registrar immediately to see what the problem is. A student could potentially be on your first roster but then be dropped for non-payment or some other reason. It is important to check your roster throughout the semester to make sure students who are attending class are still registered.

- **Checking Your Roster On-Line** - You can check your roster online by visiting the HCC website and selecting MyCommnet. Log in by entering your NETID (your banner # @ hcc.commnet.edu) and your password. Next click on the faculty tab and select the appropriate screens. If you have questions, please see Patria or me.

- **It is critically important NOT to allow students to continue to come to class when they are not on your roster. If students are not on the roster, they are not registered.**

- **Two-Week Roster** - You **will no longer be required to turn in a two-week roster** indicating whether a student "showed" or did "not Show". However, please reference the **new "UF" grade policy that begins on page 6**.

- **Syllabus** - The syllabus gives us a written record of what was specifically taught in a course in a specific semester. Each syllabus should reflect the topics to be covered based upon the official departmental course outline. An **electronic copy** of the syllabus for your class needs to be turned into the Evening Division by **January 4, 2017. Please refer to the syllabus information on pages 16-26 and include this information as part of your syllabus discussion.** During the Winter 2016 semester all syllabi will be reviewed by department chairpersons.

- **One electronic copy (1) of each final examination:** is to be turned in to the Evening Division Office by **January 17, 2017**.

- **An electronic copy of your record book with all grades accurately recorded:** (including the final) must be turned in to the Evening Division Office by **January 17, 2017**.

Requirements	Due Date
Syllabus	January 4, 2017
Final Exam	January 17, 2017
Final Grade Book	January 17, 2017
Please be sure to include your name & CRN on each item submitted	

- **Final student work at the end of the semester:** Should be turned into the coordinator or Chair of the department in which you are teaching.

- **Academic Dishonesty**
  Students of Housatonic Community College are expected to do their own work on assignments, laboratory exercises, quizzes, examinations and any other academic work. Cheating in any form is viewed by the faculty, the students and the administration as a most serious offense. See The Board of Regents Student Code of Conduct, Part D in Appendix I.

PART D: PROHIBITED CONDUCT
The following list of behaviors is intended to represent the types of acts that constitute violations of this Code. Academic misconduct, which includes, but is not limited to, plagiarism and all forms of cheating. Plagiarism is defined as the submission of work by a student for academic credit as one's own work of authorship which contains work of another author without appropriate attribution. Cheating includes, but is not limited to: (i) use of any unauthorized assistance in taking quizzes, tests or examinations; (ii) use of sources beyond those authorized by the instructor in writing papers, preparing reports, solving problems or carrying out other assignments; (iii) the acquisition, without permission, of tests or other academic material belonging to a member of the University faculty or staff; and (iv) engaging in any other behavior specifically prohibited by a faculty member in the course syllabus.

Academic dishonesty can result in your receiving an "F" grade on the paper or exam in question and/or an "F" grade in the course. "F" penalties are invoked by faculty members. Academic dishonesty can result in suspension from college or expulsion from college. The last two penalties can only be invoked through the Academic Dean.

Faculty members explain to students exactly what is meant by academic dishonesty and plagiarism and what the penalties are at the beginning of the semester. If you have any question on these issues, consult with the faculty member prior to undertaking the action or submitting the paper.

- **Posting of "F" Grades**
  The online grading process requires additional information whenever a grade of F is assigned. To record a failing grade, the instructor is asked to select one of the following codes:

  - **F**: This grade is reserved for students who have, in the judgment of the instructor, completed assignments and/or course activities throughout the term sufficient to make a normal evaluation of academic performance possible, but who have failed to meet course objectives.

  - **UF (unearned F)**: This notation is awarded to students who were enrolled in a course, did not officially withdraw, but who failed to participate in course activities through the end of the term. It is used when, in the judgment of the instructor, completed assignments and/or course activities were insufficient to make normal evaluation of academic performance possible. Students who receive this notation will have reported on their behalf a "last date of participation" by the assigning faculty member. **When saved on the grade roster, this notation will immediately convert to a regular grade of F on the student's transcript. It will be punitive and count in the GPA.** The UF notation is used for internal reporting and will not appear on the student's transcript.

In order to enter and save the UF grade notation, the instructor will be required to provide the last date of participation in the course.

A student is considered to have participated in a course if ANY of the following scenarios apply:
- The student submitted an academic assignment.
- The student submitted an exam.
- There is a documented record of the student participating in an interactive tutorial or computer-assisted instruction.
- There is a documented posting by the student showing the student's participation in an online study group that was assigned as part of the course.
- There is a documented posting by the student in a discussion forum showing the student's participation in an online discussion about academic matters.
- There exists an e-mail from the student or other documentation showing that the student initiated contact with a faculty member to ask a question about the academic subject studied in the course.

Note: **A Blackboard login** (recorded as "Last Access" in the Blackboard Grade Center) is NOT a valid "last date of participation" in any course including courses offered entirely online through Distance Education.

Using the criteria listed above, the faculty member must assess whether or not the student participated in the course for a portion of the term.

If "yes", the UF notation must be entered with the date on which the most recent instance of participation occurred.

If "no", the UF notation must be entered using the date of the day prior to the term start date. For example, if the term begins on December 27, enter December 26.

In instances where the notation of UF is assigned, the college must be able to document the student's participation as recorded by the instructor via the use of any of the records listed above. Instructors are not expected to take extraordinary efforts to document participation, but should draw on the records they customarily use in evaluating course work, such as gradebook posting, participation in a group activity, test grades or any other means ordinarily used by the instructor to document student performance.

<u>**Cell Phones:**</u> **Cell phones and other electronic devices are to be used in class only for class related activities** at the discretion of the instructor. Students who ignore this policy may be asked to leave class or face grade penalties. When there are extenuating circumstances that require students to be available by phone or pager, the students should inform the instructor prior to class, so that together they can arrive at an agreement concerning the device.

<u>**Weather Cancellations:**</u> With the potential for inclement weather, delayed starts and cancellations are a possibility (please read below).

<u>**Campuses (Lafayette Hall & Beacon Hall):**</u> If you have a question about delays or cancellations, tune into your local radio stations (WICC-AM 660, WEZN-FM 99.9, WELI-AM 960, and WEBE-FM 107.9) to see whether classes have been delayed or cancelled. Also, you can call the college at (203) 332-5200 and select # 3 for the weather advisory or visit the HCC website and select weather advisory. The most complete information is on the HCC website and the college recording.

<u>**Canceling a Class**</u>**: When a faculty member is going to be absent, the first priority is communicating with your students as soon as possible.** Every effort should be made to contact students through all available means, including Blackboard (required) and MyCommnet **Faculty must also communicate with college administration.** Faculty who will miss class should send an email to HC_FacultyAbsent@hcc.commnet.edu that includes the CRN, course number and title, date, time and location (i.e., classroom) of any class (es) that will be missed. Full-time faculty should also cc their department chair <u>and</u> Ms. Cynthia Lidman in the Academic Dean's office (clidman@housatonic.edu) and part-time faculty should cc Ms. Patria Spignolio in the Evening Division (pspignolio@housatonic.edu).

Faculty must make provisions for any missed instructional time to be fulfilled. One implication of federal law governing the credit hour and NEASC accreditation standards is that instructional time must be fulfilled, even when faculty miss a class session. This can be done via make-up assignments, online work, adding time to class, utilization of make-up days, etc. Faculty should include instructions to students via Blackboard and in your email to HC_FacultyAbsent@hcc.commnet.edu.

In the event of an emergency and you cannot reach someone in the Evening Division, **please speak to someone** in the Academic Dean's Office at (203) 332-5061, your department chair, the Information Desk at (203) 332-5000, or Security at (203) 332-5025.

> ## PLEASE BE SURE TO SPEAK TO SOMEONE. DO NOT LEAVE A MESSAGE.

- <u>**Classrooms**</u> - Once you are assigned a classroom, it is assigned to you for the duration of the semester. If you have a problem with the room, please contact Cindy Lidman at (203) 332-5060. Please do not take it upon yourself to move into another classroom without checking with Cindy or the Evening Division first.

- **General Information** - Attached is information on class cancellation procedures, dates to remember, student financial obligations, grading, evacuation procedures, and other important issues.

- **E-Mail Accounts** - We have established e-mail accounts for each part-time faculty member. <u>If you taught at HCC in the Fall 2016 semester</u>, your e-mail account will continue. **Directions are on pages 12-14.** Student email account directions are on **pages 24-25.**

<u>If you are teaching at HCC for the first time or did not teach in the Fall 2016 semester</u>, we will be establishing an e-mail account for you which should be operational by December 30, 2016.

We will be doing much more of our communication through e-mail in the future so please check your e-mail regularly. **Please be sure to include your e-mail address in your syllabus**.

- **MyCommNet Alert** - MyCommNet Alert is a notification system that delivers critical information to students, faculty, and staff of the Connecticut Community Colleges in the case of an emergency. The system delivers emergency messages through text messaging over cellular phones. Emergencies may include campus-related immediate health or safety issues, but not weather-related class cancellations. Enrollment is free and voluntary. Enrollment is strongly recommended. For further details and enrollment instructions for MyCommNet, please see the enrollment instructions **on page 26**.

We want to wish you a happy and successful spring semester. If you have any questions, please let us know.

Thank you.

William Griffin
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INSTRUCTOR COURSE SYLLABUS ELEMENTS
for review in preparation of course syllabus

COURSE OUTLINE/SYLLABUS
A course outline/syllabus should contain, at a minimum, the following information:
- Name of College, Address, City, State, Zip, Phone number
- College website and fax number (203/332-5250)
- Name of course and acronym (e.g., ENG* E101 - Composition)
- Banner CRN #
- Instructor
- Semester Office Hours
- Email Address
- When, where and how you may be reached
- Location of classroom and times of meetings
- Course description as written in the official department course description and outline
- Master course outline (including both general education and specific course objectives) as listed in the official departmental course description and outline
- Name and author of text required with ISBN # and any supplies
- Student behavior expectations (i.e., class policy on cell phones, etc.)
- Topics to be covered based upon the course abstract
- Calendar of the course session by session to indicate the approximate pace at which the course material will be covered. Dates of projects, text assignments, exams, quizzes

GRADING POLICY - This is your evaluation of the students' performance
- How grade is computed - exams. quizzes, papers/presentations, final exam
- Make up policy
- Incomplete grades (optional)
- Statement regarding academic honesty/dishonesty and the effect of negative behavior on course grade

STUDENTS WITH DISABILITIES - Disabilities Services are provided by Ms. Lynne Langella, who is responsible for coordination of Section 504/Title II compliance with respect to students. An individual with a disability is a person who has a physical or mental impairment that substantially limits a "major life activity" or has a record of such impairment or is regarded as having such impairment*. While Disabilities Services are available to students at any time, new students are encouraged to register with the Disability Support Services Office immediately after acceptance by the College. Disabilities Services are available to students at any time during their enrollment with the college. Students who require services may make an appointment by calling (203) 332-5018 or by going to Room B116 in Lafayette Hall. If the student has an accommodation plan through the Disabilities Services Office, it is the student's responsibility to provide the instructor with a copy of the accommodation plan at the beginning of the semester, or as soon as the student acquires the accommodation. We welcome students with disabilities and the opportunity to make their college experience a successful one.

SEXUAL ASSAULT AND INTIMATE VIOLENCE PARTNER POLICY - Housatonic Community College is committed to creating a community that is safe and supportive of people of all gender and sexual identities. This pertains to the entire campus community, whether on ground or virtual, students, faculty, or staff.

Sexual assault and intimate partner violence is an affront to our national conscience, and one we cannot ignore. It is our hope that no one within our campus community will become a victim of these crimes. However, if it occurs, the Center for Family Justice has a Domestic Violence 24-hour hotline (888) 774-2900; and a Sexual Assault 24-hour hotline (888) 999-5545. Housatonic Community College is in the process of creating a SART Team - Sexual Assault and Intimate Partner Violence Resource Team - to meet the victim's needs. Any incidents can be reported to Public Safety in either Lafayette Hall Room A105 or Beacon Hall Room 110; Mrs. Marilyn Albrecht, the Title IX Coordinator, Lafayette Hall Room B103 (203) 332-8521; Mrs. Theresa Eisenbach, HR Director, Lafayette Hall Room A201c (203) 332-5013; or Mr. James Connolly, Acting Dean of Students, Lafayette Hall Room A110 (203) 332-5090.

ATTENDANCE POLICY - Optional, however, if you have an attendance policy, a policy regarding late assignments, etc., if should be included in the course outline. Be sure to make particular note if attendance or lack thereof affects the course grade.

FACULTY LIBRARY INFORMATION
Lafayette Hall: Room B114 / Phone Number: (203) 332-5070

Information for Faculty: The Housatonic Library exists to serve students, faculty, and staff and strives for maximum access. We are open seven days a week during Fall and Spring semesters, have at least one professional librarian available at all times, and offer online off-campus access to our databases. To access the Library databases if you are off-campus, use the Library webpage on mycommnet.edu. To foster communication between faculty and librarians and facilitate practical and efficient use of the Library, you might find the following information helpful:

LIBRARY HOURS		
When classes are in session:		
Winter	Monday - Friday	8:00 a.m. - 4:00 p.m.
When classes are not in session:		
	Monday - Friday	8:00 a.m. - 4:00 p.m.

Library Webpage - www.hcc.commnet.edu/library or mycommnet.edu

Reference - Reference service is provided during all hours of Library operation.

Library Instruction - Library (or Bibliographic) Instruction sessions are designed to familiarize students with Library services and resources. These classes are available upon request of the faculty member teaching the class. (The exceptions are the mandatory presentations given to Developmental Studies classes such as Intro to College Writing (ENG 094) and English classes such as Composition (ENG 101). The presentations are adapted to the needs of the group and range from basic information to more advanced and/or subject specific sessions. If you wish to have a librarian give a presentation to your class, please contact **Peter Everett** at (203) 332-5074 or peverett@hcc.commnet.edu.

Class Visits - If you wish to bring your class to the Library, please make the request at least three days in advance. You can call us on shorter notice, but there may be another class already scheduled. Please note the Library hours. If your class meets at a time when the Library is unavailable, contact us and we will try to accommodate you. We will be happy to work with you and can serve students more effectively if we are able to plan ahead.

Reserve - The Reserve collection is maintained behind the Circulation Desk. We encourage you to use Reserve for books, articles, videos, etc. when a substantial number of students need to read, view, or listen to material for a class. Use of the Reserve collection is an effective way of sharing limited resources amongst a large group. Materials placed on Reserve can be either items from the Library's collection or your own materials.

Faculty Library Information (continued)

<u>**Assignments**</u> - If you are giving a homework assignment that requires all of your students to use the Library, please send us the syllabus or assignment ahead of time. That allows us to prepare in advance. You may also want to consider putting some material(s) on Reserve. Keep in mind that we won't have copies of the same title for every student.

<u>**Library Databases**</u> - Currently, we have e-services such as e-books, streaming films, citation generators and databases covering many subject areas available in the Library. These databases offer mostly full-text articles. Most of these databases can be accessed from off-campus via MyCommnet. Some samples of these sources are:

<u>**Academic Search Premier:**</u> General Interest/Comprehensive.

<u>**Business & Company Resource Center:**</u> Comprehensive Business and Industry information.

<u>**Opposing Viewpoints:**</u> Pro and con articles on current events topics.

<u>**Health and Wellness Resource Center:**</u> Health/Medical/Psychological, a large database with periodical articles and excerpts from reference books and pamphlets.

<u>**Ethnic Newswatch:**</u> Indexes smaller publications representing different national, ethnic, & racial groups.

<u>**Films on Demand:**</u> A collection of 19,000 streaming films for use in the classroom or on blackboard.

<u>**Library Computers**</u> - The Library is one of the areas providing computer services to HCC students, faculty, and staff. The computers are intended primarily for academic/research use and are based for the following:

Catalog: For locating any books, DVDs, or CDs found in the collection.

Databases: For accessing full-text magazine, newspaper articles and other proprietary information via online periodical indexes.

Internet: For access to the Internet for purposes of research. These computers also have word installed on them.

Let us know if you would like an individual Library tour or in-depth look at any particular aspect of Library collections or services. Please visit the Library and introduce yourself.

If you have any further questions or concerns, please contact:

Shelley Strohm, Director of Library Services (203) 332-5072, sstrohm@hcc.commnet.edu or Peter Everett (203) 332-5074, peverett@hcc.commnet.edu.

INSTRUCTOR INSTRUCTIONS ON ACCESSING EMAIL ACCOUNT

When accessing your e-mail <u>for the first time</u> be sure to access your e-mail from the college. After you have changed your password you will be able to access your e-mail from home. After turning on your computer, hit Control Alt Delete together and then click OK.

STEP # 1 - On the first screen type your user name (NET ID). Your user name is your banner ID followed by hcc.commnet.edu (03210800@hcc.commnet.edu).

DO NOT USE THE @ sign before your banner number.

<u>**For Returning Faculty**</u>
Type your password. Then click log on. If your password has expired or if you have forgotten it, please contact Bill Griffin (203-332-5056), Patria Spignolio (203-332-5093), or Cyndee Gabris, Evening Division Assistant (203-3328514) and they will have it reset to a **temporary password** for you.

<u>**For New Faculty**</u>

<u>**Your initial password**</u> will be a combination of personal information as follows:

1. 1st three characters of birth month with first letter **<u>CAPITALIZED</u>**
2. Ampersand character **(&)**
3. **<u>Last 4 digits of your Social Security Number</u>**

Example: A user with a birth date of 10/24/79 and SSN of 123-45-6789, the initial password would be: **Oct&6789**

When you log-in for the first time, it will indicate that your password has expired, You will need to create a new secure password and then you will need to retype it. Please be sure to write down your new password.

A secure personal password contains uppercase and lowercase letters, numbers and/or characters. Your password must be composed of at least three of these four items. It must contain eight (8) characters and cannot include any part of your log-in name.

STEP # 2 - From your computer desktop click on Internet Explorer and type www.mail.commnet.edu in the address box and hit enter or click on go.

STEP # 3 - At the Web Access screen, type your e-mail address which is your banner ID @hcc.commnet.edu (03210800@hcc.commnet.edu).

DO NOT USE THE @ sign before your banner number.

Then type your password which is the new password you created.

Then click log on.

<u>**Note:**</u> After you have completed your session, please be sure to log out. This is for security purposes.

For continuing e-mail accounts, if your password has expired, contact Bill Griffin (203/332-5056), Patria Spignolio (203/332-5093) or Cyndee Gabris at (203/332-8514). We will have IT reset your password to a temporary password. <u>You will then have to log on for the first time with the reset password at the college, change your password and then you will be able to access your e-mail from home again.</u>

STEP # 4 - If you have any problems, contact Bill Griffin at (203) 332-5056, in the Evening Division.

IF YOU ARE ACCESSING YOUR E-MAIL FROM HOME START WITH STEP # 2.

TO CHANGE YOUR PASSWORD FROM HOME WHEN YOU ARE IN OUTLOOK

From www.mail.commnet.edu type in your e-mail address and password. Then from your outlook page:
- Select options
- Scroll down to change password and click on the button
- The change password box will appear
- In each box type: account information (Your Banner #@hcc.commnet.edu), your old password, your new password and confirm new password.

Once your password has expired, you will not be able to log on. Your password will have to be reset and you will have to come to the college to log on the first time with your new password.

SUGGESTION
Write your password in your gradebook so that if you forget it, it will be readily accessible to you.
Computer Use Policy: NETID
Faculty and Staff

NB: UNIVERSAL ACCESS (*from any Connecticut Community College*) WILL REQUIRE ADDITIONAL INFORMATION, i.e. the NetID

NetID UNIVERSAL ACCESS: Username @hcc.commnet.edu

If you're a staff or faculty member, your NetID is composed of the following two items.

- Username: First Initial of First Name + Last Name (Note: duplicate names will be handled by adding a sequence number (1,2,3,etc.) on the end)
- Domain: @hcc.commnet.edu

Note: Adjunct faculty will have only ONE NetID for the Community College System. The domain will be determined by their primary college assignment.

Faculty who use computer labs should hand out the documentation below to students, which explains how they get their NetID and what their initial password will be. Students should be encouraged to test their NetID and reset their default password in the Computer Lab as soon as possible. This will avoid wasting valuable classroom time assisting students having problems logging on.

Staff and Faculty will also be required to use their NetID to use computers in the classrooms. Most of you already have your ID and password, but many new adjunct faculty will have new accounts created for them. This is an automatic process which will be initiated as soon as your employment information is entered into BANNER. **ID or NetID Password**

The initial default password and rules for passwords are the same as for students. Please read the attached documentation for students regarding these issues.

Please remember that all passwords expire in **90 days** and must be reset. Faculty and Staff using OWA (Outlook Web Access) are prompted when their password is nearing expiration by a message that appears in the upper right corner of the OWA window. Once your password expires, you will **NOT** be able to logon and must contact the IT department for password reset.

There are plans to utilize a web-based password reset utility for faculty and staff, but this will not be implemented until additional security measures are developed to prevent misuse.

Password Requirements

The following requirement must be followed when selecting a password:

• Password must be at least eight characters
• Password must be complex and difficult to guess. A password must contain characters from three of the four categories:

 1. Uppercase characters (A through Z)
 2. Lowercase characters (a through z)
 3. Numeric digits (0 through 9)

• Password must not contain all or part of the user's account name
• Password must differ from previous passwords
• Password is forced to change every 90 days, but users have the ability to change them sooner

The following are a few suggestions for creating a secure password:

• Randomly pick alternating uppercase and lowercase vowels and consonants. Add in a digit or two; (e.g., eBiC92oD)
• Combine three and four character words with at least one digit between them. This will create passwords that can be easily remembered but difficult to crack (e.g., Egg123Salad).
• Randomly pick a book, poem, or song. Select a phrase from the work and use the first character of each word in the phrase as your password. Add in at least one digit, or change some of the existing letters to digits or special characters. For example, the phrase "Four score and seven years ago our forefathers…" might become this password: 4s&7yaof

If the password you select does not meet the requirements specified above, you will get the following error message and be asked to try again: Y*our password must be at least 8 characters; cannot repeat any of your previous 24 passwords; must contain capitals, numerals or punctuation; and cannot contain your account or full name. Please type a different password. Type a password which meets these requirements in both text boxes.*

INFORMATION UPDATE FORM

We need to insure that our employee database is correct. Please take a minute to complete this form if your address has changed in the last six (6) months.

NAME:

ADDRESS:

PHONE:

Home:	Work:
Mobile:	

EMAIL:

IN CASE OF EMERGENCY:

CONTACT PERSON:

Name:
Telephone:
Relationship:
Special Instructions:

MEDICAL ALERT INFORMATION:

Syllabus Supplement

Winter 2016

William Griffin
 Academic Coordinator
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Evening Division Secretary
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Winter 2016 Syllabus Supplement Important Information

Winter 2016 Syllabus Attachment - Housatonic Community College	
Dates	**Event**
December 27	First Day of Classes
December 28-29	**Instructor Signature Required to Get Into Class** *(Open or Closed)*
January 1	**New Year's Day Holiday - College Closed / No Classes**
December 30	Students Need Instructor and Academic Dean's Signature to Add Class
January 4	Syllabus Due in the Evening Division in **electronic format**
January 10	Last Day To Withdraw
January 13	Last Day Of Classes
January 16	Martin Luther King Day - **College Closed**
January 17	Final Grades Due by Faculty - 12:00 pm
January 17	Final Grade book and Final Exam Copy Due in the Evening Division in **electronic format**

Evacuation of the Building:

Please note the evacuation signs for the classroom posted near the door. Students must leave the building immediately by the most direct route when the alarm is sounded and the strobe lights go off. Please take your books and coats. **Students must move across the street either on Lafayette Boulevard, State Street, or Broad Street.** Students, faculty, and staff will be allowed to return to the building only when directed to by the campus security staff.

Students with Disabilities:

 Disabilities Services are provided by Ms. Lynne Langella, who is responsible for coordination of Section 504/Title II compliance with respect to students. An individual with a disability is a person who has a physical or mental impairment that substantially limits a "major life activity," or has a record of such impairment, or is regarded as having such impairment. While disabilities services are available to students at any time, new students are encouraged to register with the Disability Support Services Office immediately after acceptance by the College. Disabilities services are available to students at any time during their enrollment with the college. Students who require services may make an appointment by calling (203) 332-5018, or by going to Room B116 in Lafayette Hall. If the student has an accommodation plan through the Disabilities Services Office, it is the student's responsibility to provide the instructor with a copy of the accommodation plan at the beginning of the semester, or as soon as the student acquires the accommodation. We welcome students with disabilities and the opportunity to make their college experience a successful one.

Student Information, Rights and Responsibilities:

Student information, which is incorporated into the most recent Academic Catalog, lists student rights, responsibilities and expectations for classroom behavior. Note, as an example, cell phones and paging devices must be turned off or muted before class begins. A copy of the college catalog is also available on the college's web site, http://www.hcc.commnet.edu/gen/PDF/publications/catalog-handbook/11-12catalog/index.asp).

Sexual Assault and Intimate Partner Violence Policy:

Housatonic Community College is committed to creating a community that is safe and supportive of people of all gender and sexual identities. This pertains to the entire campus community, whether on ground or virtual, students, faculty, or staff.

Sexual assault and intimate partner violence is an affront to our national conscience, and one we cannot ignore. It is our hope that no one within our campus community will become a victim of these crimes. However, if it occurs, the Center For Family Justice has a Domestic Violence 24-hour hotline (888) 774-2900; and a Sexual Assault 24-hour hotline (888) 999-5545. Housatonic Community College is in the process of creating a SART Team - Sexual Assault and Intimate Partner Violence Resource Team - to meet the victim's needs. Any incidents can be reported to Public Safety in either Lafayette Hall room A105 or Beacon Hall room 110; the Title IX Coordinator, Mrs. Marilyn Albrecht, Lafayette Hall Room B103 (203) 332-8521; HR Director, Mrs. Theresa Eisenbach, Lafayette Hall Room A201c (203) 332-5013; or Acting Dean of Students, Mr. James Connolly Room A110 (203) 332-5183.

Academic Dishonesty

Students of Housatonic Community College are expected to do their own work on assignments, laboratory exercises, quizzes, examinations and any other academic work. Cheating in any form is viewed by the faculty, the students and the administration as a most serious offense. See The Board of Regents Student Code of Conduct, Part D Appendix I.

PART D: PROHIBITED CONDUCT
The following list of behaviors is intended to represent the types of acts that constitute violations of this Code. Academic misconduct, which includes, but is not limited to, plagiarism and all forms of cheating. Plagiarism is defined as the submission of work by a student for academic credit as one's own work of authorship which contains work of another author without appropriate attribution. Cheating includes, but is not limited to: (i) use of any unauthorized assistance in taking quizzes, tests or examinations; (ii) use of sources beyond those authorized by the instructor in writing papers, preparing reports, solving problems or carrying out other assignments; (iii) the acquisition, without permission, of tests or other academic material belonging to a member of the University faculty or staff; and (iv) engaging in any other behavior specifically prohibited by a faculty member in the course syllabus.

Academic dishonesty can result in your receiving an "F" grade on the paper or exam in question and/or an "F" grade in the course. "F" penalties are invoked by faculty members. Academic dishonesty can result in suspension from college or expulsion from college. The last two penalties can only be invoked through the Academic Dean.

Faculty members explain to students exactly what is meant by academic dishonesty and plagiarism and what the penalties are at the beginning of the semester. If you have any question on these issues, consult with the faculty member prior to undertaking the action or submitting the paper.

Cell Phones
Cell phones and other electronic devices are to be used in class only for class related activities at the discretion of the instructor. Students who ignore this policy may be asked to leave class or face grade penalties. When there are extenuating circumstances that require students to be available by phone or pager, the students should inform the instructor prior to class, so that together they can arrive at an agreement concerning the device.

Weather Delays and Cancellations: Occasionally, classes have to be cancelled because of extreme weather conditions or other emergencies. The most detailed information is on the HCC website (www.hcc.commnet.edu), click on Weather Closing Information, or by calling (203) 332-5200. The College notifies local radio stations as soon as the decision to cancel classes is made, including: WICC-AM 660, WEZN-FM 99.9, WELI-AM 960; WEBE-FM 107.9. In general, it is best to assume that there will be classes unless you hear a specific announcement that the College is closed. Decisions about day classes will be made by 6:15am; and for evening classes by 3:00pm; for Saturday classes, decisions are made by 7:00am; for Sunday classes, by 10:00am.

Student Roster Review: All students need to be listed on the class roster.

A student in good financial standing with the College is one who has no outstanding financial obligations. In order to earn credit in this course, the student is expected to be in good financial standing with the College.

Students must pay their bills to the College on time and in full. Students who do not do so are in financial default and will not earn credit for coursework done while in default.

Failure to maintain good financial standing does not oblige the College to grant credit for a course, regardless of the student's work or attendance in a course.

After a review of the roster (a review is requested at least during the second and third class sessions, but should be checked throughout the semester), the professor's only obligation is to inform the student that the student is not on the roster, and that the student needs to remedy the situation with the Registrar's Office at the College.

Student Information: Student Information, which is incorporated into the most recent Academic Catalog, lists student rights, responsibilities and expectations for classroom behavior. Note, as an example, that cell phones and paging devices must be turned off or muted before class begins. A copy of the College's catalog is also available on the College's web site.

Computer Lab Hours
Lafayette Hall - Rooms A230 and A232
Monday - Friday	8:30 a.m. to 4:00 p.m.
Saturday & Sunday	Closed

Computer Lab Hours
Beacon Hall - Room 111
Monday - Friday	8:00 am to 4:00 pm
Saturday & Sunday	Closed

Student Financial Obligations: A student in good financial standing with the College is one who has no outstanding financial obligations. In order to earn credit in a course, the student is expected to be in good financial standing with the College.

Students must pay their bills to the College on time and in full. Students who do not do so are in financial default and will not earn credit for coursework done while in default.

Failure to maintain good financial standing does not oblige the College to grant credit for a course, regardless of the student's work or attendance in a course. The professor's only obligation is to inform the student that the student is not on the roster, and that the student needs to remedy the situation with the appropriate office at the College.

College Bookstore Hours
(203) 335-2949 or http://www.bkstr.com/housatonicccstore/home

Monday - Thursday	9:00 a.m. - 3:00 p.m.
Friday	9:00 a.m. - 12:00 p.m.
Saturday & Sunday	Closed

LIBRARY INFORMATION
Lafayette Hall: Room B114 / Phone Number: (203) 332-5070

Information for Students - The Housatonic Library, located in Lafayette Hall, exists to serve students. We are open seven days a week during Fall and Spring semesters and have at least one professional librarian available at all times. To obtain a Library card, come to the Library with a photo ID. Below is additional information you may find useful:

LIBRARY HOURS		
When classes are in session:		
Winter	Monday - Friday	8:30 a.m. - 4:00 p.m.
When classes are not in session:		
	Monday - Friday	8:30 a.m. - 4:00 p.m.

Library Webpage - www.hcc.commnet.edu/library or mycommnet.edu (Library tab at the top of the page)

Reference - Reference service is provided during all hours of Library operation.

Periodicals - The Library carries over 100 magazines and journals and three newspapers in hard copy. Please stop in, sit down, and enjoy reading the latest issue.

Library Databases - Currently, we have databases covering many subject areas available in the Library. These databases offer mostly full-text articles. Most of these databases, a partial list is noted below, can be accessed from off-campus via myCommNet.

InfoTrac OneFile / Academic Search Premier General Interest/Comprehensive.

Business & Company Resource Center: Comprehensive Business and Industry information.

ABI/Inform Global: Worldwide Business & Management information.

Opposing Viewpoints: Pro and con articles on current event topics.

Health and Wellness Resource Center: Health/Medical/Psychological, a large database with periodical articles and excerpts from reference books and pamphlets.

Ethnic Newswatch: Indexes smaller publications representing different national, ethnic, & racial groups.

<u>**Library Computers**</u> - The Library is one of the areas providing computer services to HCC students. Computers are intended primarily for academic/research use. Access is provided for the following areas:

Catalog: For locating any books, videos, DVDs, or CDs found in the collection.

Databases: For accessing full-text magazine, newspaper articles and other proprietary information via online periodical indexes.

Internet: For access to the Internet for purposes of research.

Please visit the Library and introduce yourself. Get your Library card. Ask questions. We will be happy to assist you in researching your topics.

If you have any further questions or concerns, please contact Peter Everett, Public Services Librarian, at (203) 3325074 or via email at **peverett@hcc.commnet.edu**

ACADEMIC SUPPORT CENTER (ASC)
Lafayette Hall: Room B116 / Phone Number: (203) 332-5019

The ASC is available free of charge to all HCC students.

The ASC provides students with a variety of services designed to enhance their academic and personal experiences at HCC, including the Tutoring Center, Disabilities Support Services, Testing Services, and the Writing Across the Curriculum Center. Some of the specific services offered include:

- **One-on-one tutoring** with master tutors in English, math, chemistry and biology is available. An appointment is required. Students may receive one hour per week per subject of one-on-one tutoring.

- **Study Group** space is available for instructor led supplementary instruction or group review of class materials. Register your group with the clerk in B116.

- Computers are available for students' use.

- **Mega Math** is a drop in math service for all students at any level of math. Students may come without an appointment and stay as long as they need. Mega Math is available on Monday through Thursday from 10:00 am to 7:00 pm.

- **Etutoring** is online tutoring which is free of charge for HCC students. Students will log in to: www.etutoring.org and create a user account. Etutoring is available 24/7 and provides asynchronous tutoring for all paper submissions and synchronous tutoring for all other subjects.

- **Mega Chem** is a chemistry study group that meets every Wednesday from 3:00 pm - 5:00 pm. Chemistry students can attend without an appointment and stay for all or some of the session.

The Center is located in B116, B118, and B120 in Lafayette Hall. Hours of operation are:

ACADEMIC SUPPORT CENTER HOURS	
Monday - Friday	8:30 a.m. – 5:00 p.m.
Saturday & Sunday	Closed

HOUSATONIC COMMUNITY COLLEGE ADVISING AND COUNSELING CENTER

Mission Statement
The mission of the Counseling Center is to assist students in being successful at Housatonic Community College.

Counselors help identify personal, academic and social barriers that may prevent students from succeeding. They represent a safe haven for the students, a place where confidential information can be exchanged.
The goal of the counselors, who are trained professionals, is to help students benefit from an experience at HCC that will prepare them for employment in their field of study, or to continue their education at a four-year college or university.

We're Here to Help
Sometimes students want to just sit down and talk about personal or non-academic concerns.
The counselors are here to listen. They recognize that many students are trying to balance work, school and family responsibilities along with personal needs. They understand that overwhelming pressure can build; therefore, they offer you a friendly ear in a confidential setting. Referrals to outside agencies are made when necessary.

Academic Advising
The Counseling Center provides academic advising by appointment and by walk-in, and advisors are available in all academic departments. If you experience an academic problem, come to the Counseling Center and discuss your options with a Counselor. Counselors are available to discuss a variety of academic issues such as: academic probation, academic suspension, and graduation requirements. If your career plans change and you are thinking of changing your academic program, change of program forms is available in the Counseling Center. They are also available on the HCC website. Also, if you have not attended for two years and your GPA is below 2.0, you can request the Fresh Start Option.

Career/Transfer Library
The Career/Transfer reference library is located in room A108-b. The Library offers students additional resources including college catalogs, background literature on careers, etc. Career/Transfer Workshops are held throughout the year and give students additional information to help make their career and transfer choices.

Personal Adjustment Counseling
Seek personal counseling if you feel:
- Overwhelmed and ready to quit
- Undecided about educational and career choices
- Upset over relationships
- Tense, anxious, inadequate, puzzled or depressed
- Confused about sex, alcohol or drugs
- Concerned about weight, food or exercise issues
- Upset about a traumatic event
- Confused about gender or sexual identity

Counselors can help you:
- Develop a clear sense of your options
- Reduce anxiety
- Make educational and career life plans
- Increase self-confidence and self-esteem
- Cope with stress
- Find resources to help you with your academic performance
- Balance social life, school and work
- Get along better with others

The Counseling Center also offers workshops

Professional Counselors facilitate a variety of workshops including workshops test anxiety, math anxiety, study skills, time management, stress management, and orientation to college and/or universities.

Counseling Center Hours
Lafayette Hall: Room A108 / Phone Number: (203) 332-5097

Monday & Thursday	8:30 a.m. to 6:00 p.m.
Tuesday, Wednesday & Friday	8:30 a.m. to 4:30 p.m.

FOR FURTHER INFORMATION, PLEASE CONTACT:

Tracey Chavis, Academic Advisor
TChavis@hcc.commnet.edu
(203) 332-5215

Carmen Medina, Academic Advisor
CMedina@hcc.commnet.edu
(203) 332-8553

Indira Reddy, Counselor
IReddy@hcc.commnet.edu
(203) 332-5039

Marilyn Wehr, Counselor
MWehr@hcc.commnet.edu
(203) 332- 5042

Rosalee Creighton-Gordon, Secretary II
RCreighton-gordon@hcc.commnet.edu
(203) 332-5097 or (203) 332-5095

Lindsey Norton, Counselor
LNorton@hcc.commnet.edu
(203) 332-8590

Rebecca Rodriguez, Counselor
RRodriguez@hcc.commnet.edu
(203) 332-5225

Linda Wolfson, Counselor
LWolfson@hcc.commnet.edu
(203) 332-5181

ANY AT TIME IN AN EMERGENCY OR CRISIS CONTACT SECURITY:
Lafayette Hall Security (203) 332-5025
Beacon Hall Security (203) 332-5040

Attention Students
New Computer Use Policy: NETID

The NetID password will allow student access at any Connecticut Community College.

COMPUTERS WILL <u>NOT</u> BE AVAILABLE WITHOUT YOUR NetID!

NetID: The NetID is composed of the following two items
1. Your BannerID (without the @ sign).
2. Domain = @STUDENT.COMMNET.EDU

Example: Student named trying to log on with a BannerID of @00023546 will have the following NetID: 00023456@STUDENT.COMMNET.EDU

You will be required to change your password the first time you log on.

<u>Your initial NetID password</u> will be a combination of personal information as follows:

1. 1st three characters of birth month with first letter **<u>CAPITALIZED</u>**
2. Ampersand character **(&)**
3. Last 4 digits of your social Security Number

Example: A user with a birth date of 10/24/79 and SSN of 123-45-6789, the initial password would be: **Oct&6789**

Forgotten Passwords

A web utility has been created to allow users to reset lost or forgotten NetID Passwords. Go to one of the kiosks in the college lobbies or to the Computer Center to access this utility.

The address is www.commnet.edu/netid

Prior to resetting a password, a user will have to verify their identity by entering the following personal information in addition to their BANNER ID:

• Birth Date
• Social Security Number

Don't Know Your Banner ID?

If you do not know your BANNER ID, see the Registrar or Academic Advising Offices. Be prepared to verify your identification with a picture ID. This can <u>only</u> be done in person.

Need Help?

If you need assistance using your NetID, contact the Lab Assistant or a Student Worker.

Password Requirements

The following requirements must be followed when selecting a NetID password:

- Password must be at least (8) eight characters.
- Password must be complex and difficult to guess. A password must contain characters from three of the four following categories:

  1. Uppercase characters (A through Z)
  2. Lowercase characters (a through z)
  3. Numeric digits (0 through 9)
  4. Special characters (for example, !, $, #, %)

- Password must not contain all or part of the user's NetID account name
- Password must differ from previous passwords
- Password is forced to change every 90 days, but users have the ability to change them sooner

The following are a few suggestions for creating a secure NetID password:

- Randomly pick alternating uppercase and lowercase vowels and consonants. Add in a digit or two; (e.g., eBiC92oD)
- Combine three and four character words with at least one digit between them. This will create passwords that can be easily remembered but difficult to crack (e.g., Egg123Salad).
- Randomly pick a book, poem or song. Select a phrase from the work and use the first character of each word in the phrase as your password. Add in at least one digit, or change some of the existing letters to digits or special characters. For example, the phrase "Four score and seven years ago our forefathers…" might become this password: 4s&7yaof

If the password you select does not meet the requirements specified above, you will get the following error message and be asked to try again:

Your password must be at least 8 characters; cannot repeat any of your previous 24 passwords; must contain capitals, numerals or punctuation; and cannot contain your account or full name. Please type a different password. Type a password which meets these requirements in both text boxes.

Housatonic Community College

myCommNet ALERT

Housatonic Community College will use an update service to provide emergency alerts via **myCommNet** Alert. This system enables **HCC** to deliver critical information to our campus about emergencies and weather-related closings and delays, through multiple contact methods - including email and phone calls, in addition to text messaging* - to students, staff, and faculty.
*Text message costs will follow your calling plan's terms for text messages. In some cases, a message may result in two or more SMS / Texts being received.

Step 1: Begin by logging into the myCommNet portal for the community colleges.

You will see the myCommNet Alert module right on the Home page. During the period when this system is being launched initially, both students and employees will be presented with the update form automatically, but you can always go back and update it. Both students and employees will be prompted periodically to check and confirm your contact information.

Step 2: To access the update form, click the **Banner Self Service** button.

Step 3: You will see the list of colleges with which you are affiliated. You need to choose the first college in the list--you do not need to update your contact information separately for each one.

Step 4: Click the "**Personal Information** link or the **Personal Information** tab**.**

Step 5: Click the "**Emergency Notification Contact Data Collection"** link.

You will be on the **myCommNet Alert Update Page.** When you visit this form, it is in "UPDATE" mode by default. The first time you are presented with this form, you will see the default information that is on record in Banner for you with the college.

Step 6: Enter any additional contact information in the lower part of the form. Once you have updated your information, click the "Submit" button at the bottom of the form.

If your information is correct, simply click "Submit" at the bottom of the form.

Students will see an "Opt Out" radio button. If you click this and "Submit", you will not receive any emergency messages, including weather-closing messages. Employees (including staff, as well as fulltime faculty and adjuncts) will not see an "Opt Out" button.

Students can update their home address or home phone in Banner Self-Service by going to "Personal Information", "Update Address(es) and Phone(s)." Employees cannot update their home address, home phone number, or primary email address. To do that, please contact your local HR director.

A short step-by-step video* is available online for those who many want help.

HOUSATONIC COMMUNITY COLLEGE