FACULTY RESOURCE INFORMATION BOOKLET

Fall 2020

Last Revised August 3, 2020

Mission & Vision and Strategic Planning Statements

Mission

Housatonic Community College, through a collaborative, learner-centered, technology-rich, and stimulating educational environment, empowers all individuals to develop to their full potential as lifelong learners. As a knowledgeable and dedicated faculty and staff, we inspire students to contribute responsibly to our dynamic regional and global society.

Vision

Housatonic Community College, empowered by resources and public support, will be a regional leader in higher education, workforce development, and community engagement with cutting-edge programs in science, technology, engineering, arts, mathematics, and other disciplines that address the ever-changing needs of students, employers, and society.

Strategic Plan

Priority 1: Strategic Success
Students are the center of the college. Their needs must be identified and met through new and improved programming and excellent customer service from entry to exit.

Areas of Focus

1. Create new programs at HCC with pathways to associate and bachelor degrees as well as direct entrance into the workplace.
2. Develop new student services not currently provided.
3. Communicate with students through a variety of channels.
4. Create multiple pathways to enter, progress through, and go beyond HCC.
5. Enhance credit programs with new credit courses.
6. Establish a retention office staffed with retention specialists.

Priority 2: Educational Excellence
Housatonic Community College's institutional excellence depends on adhering to rigorous standards and continually assessing best practices in all areas of the college.

Areas of Focus

1. Develop college wide initiatives to address student preparedness.
2. Develop services to meet academic, career, and personal needs of students.
3. Create educational excellence throughout the campus.
4. Provide opportunities for faculty/staff to further develop levels of excellence while being mindful of the need for balance between work and release time.
5. Improve and maintain facilities to support educational excellence.

Priority 3: Enrollment
Streamline enrollment by simplifying the process, alleviating student confusion and anxiety; highlight HCC as a welcoming place where advisement fosters retention and matches student needs to academic and non-academic program options.

Areas of Focus

1. Base an advising model on best practices.
2. Base a customer service model on best practices.
3. Conduct an assessment of internal/external needs for new programs.
4. Base a retention model on best practices.
5. Examine trends to connect programs and careers.
6. Develop a multi-faceted and integrated communication approach.
7. Promote recruitment through a variety of external groups.

Priority 4: Programs

Develop a comprehensive, sustainable plan in which the needs of students and the workplace match the demands and where pathways for cutting-edge non-credit and credit programs flow to careers/employment/transfer.

Areas of Focus

1. Develop programs based on community needs and sustainability.
2. Develop and expand new and existing partnerships and programs including linkage between non-credit programs that feed into credit programs.
3. Base a retention model on best practices.
4. Develop and expand existing and new partnerships.
5. Adjust faculty/staff workload to accommodate program development.

The HCC Strategic Plan: http://www.housatonic.edu/about-us/strategic-plan

NECHE Accreditation

Housatonic is accredited by the Connecticut Board of Regents for Higher Education and by the **New England Commission on Higher Education (NECHE)**, a national, non-governmental organization whose affiliated institutions include elementary schools through institutions offering post-graduate instruction. Accreditation by the New England Association indicates that an institution meets or exceeds criteria for quality, institutional integrity, and continuity. The college is authorized to award the Associate in Arts and Associate in Science degrees. Please visit the NECHE website for information: **https://www.neche.org/**

Welcome New and Returning Faculty

Dear Colleagues,

It is our wish for you to have a happy and successful semester. We are all on the same team, and are here to offer you support in any way we can, to ensure the college experience for our students fosters growth in learning, knowledge, asking questions, and experiencing college life to its fullest.

New students will be attending college for the first time. They will be arriving filled with nervousness, learning how to navigate the campus buildings, forming new friendships, and building relationships with their professors. Returning students will be coming back with excitement to see their friends and professors again. Many will be rested, eager to get their books and study again.

Faculty, are an important part of our students' college experience. YOU are often their first interaction and support. Your personal interest in their educational success, offers our students the opportunity to grow, to believe in themselves, and achieve goals they may have dreamed of, but never believed they'd ever reach. We are deeply grateful to each of you for your contributions and extraordinary dedication to our students.

We look forward to getting to know you and assisting you. We offer you this Faculty Resource Information Booklet (a general version with no semester dates). An effort to provide the support you'll need for your teaching and classroom experience.

Please visit the HCC website for information: **http://www.housatonic.edu/**

- o HCC Faculty and Staff (Directory, Resources, Center for Teaching, and more):
  http://www.housatonic.edu/facutly-staff/faculty-and-staff-homepage

- o HCC Programs (Degree and Certificates): **http://www.housatonic.edu/degrees-and-certificates**

- o HCC Academic Calendar: **http://www.housatonic.edu/academic-calendar**

- o CSCU Common Calendar & Campus Calendars: **http://www.ct.edu/academics/calendar**

- o HCC Registration Dates: **http://www.housatonic.edu/registration-dates**

- o When the HCC is Closed: **http://www.housatonic.edu/college-closed**

- o HCC Student Conduct Policies: **http://www.housatonic.edu/student-life/student-conduct**

- o HCC Student Services Area: **http://www.housatonic.edu/student-services**

Contents

Map (Campus)

Campus Navigation:

www.housatonic.edu/maps

Lafayette Hall	Beacon Hall
All room numbers in Lafayette Hall are preceded by a letter (A, B, C or L) indicating the wing of the building. Floor locations are indicated by the numeral 1 for the first floor, 2 for the second, 3 for the third (in the new Lafayette extension) and 4 for the forth floor (Lafayette extension). For example: C276 is located on the second floor in the "C" wing. • LH 1st Floor Map • LH 2nd Floor Map	Room numbers in Beacon Hall are indicated simply by a number. The first number of the room indicates the floor it is on. For example: 317 is located on the third floor. • BH First Floor Map (Offices 100-199) • BH 2nd Floor Map (Offices 200-299) • BH 3rd Floor Map (Offices 300-399)

Unisex Bathrooms: Beacon Hall, Rooms T18 (1st floor) & T36 (third floor), by the elevators.

Emergency Services/Dept. of Public Safety (Security)

The HCC **Dept. of Public** has both security and police officers. 1) **Security Officers** are part of a law enforcement/public safety agency responsible for the enforcement of campus rules and regulations and local, state and federal laws; 2) **Police Officers** are trained at the Connecticut Police Academy and derive their powers of arrest from the Commissioner of Public Safety. The department also consists of state Building and Grounds Patrol Officers and well-trained contract security associates. The **Mission of the Dept. of Public Safety:** to provide the campus community with proactive, professional security services. As an integral link in the learning environment, the Department of Public Safety responds to the changing needs of the college by creating a safe learning and working environment for students and staff.

Call Security for an **Emergency**:   At any time in an emergency, contact the Dept. of Public Safety (Security). **Dial **** on your classroom or office phone to connect with Security for an immediate (emergency) response.

Call Security for **Non-emergency**:   **Lafayette Hall**, Room A105, 203-332-5025**, (x25025)**
Beacon Hall, Room 110, 203-332-5040, **(x25040)**

Critical Incident Response Team (CIRT)

Members of the Department of Public Safety participate in the CIRT. This team provides policies, procedures and training to ensure the college is working to prevent critical incidents and to remediate any incidents that may arise.

Emergency Lockdown

Lockdown is very important to follow! The College may 'lockdown' for safety reasons:

1. **"Lock Down"** is announced over the college's intercom system.
2. **Strobe Lights** may also flash to alert people
3. **Alert Emails and Text Messages** will be sent to the HCC Community. (Only to those signed up to receive these alerts)
4. **Follow Emergency Procedures:**
    o   Lock the door
    o   Shut off lights
    o   SILENT Cell Phones *(take note that phones on vibrate may still be heard)*
    o   Stay away from doors and windows

    These are just a few of the procedures that should be followed in a "lock down" emergency. For other procedures and any questions regarding lock down, please direct them to the Housatonic Community College Security Officers.

Evacuation of the Building

Everyone must leave the building immediately by the most direct route when the alarm is sounded, the strobe lights go off, and/or an announcement is made.

Evacuation Route: Evacuation route signs are placed inside the classrooms, near the door.

Personal Belongings go with YOU: Take your personal belongings and instruct your students to take their personal belongings as well. Of course use your best judgment. Only if it is safe to do so!

Cannot use the stairs: There are designated areas marked in Beacon Hall and Lafayette Hall: In Beacon Hall, they are clearly marked on the second and third floors. There is a blue light intercom in the area. In Lafayette Hall, it is the landing of the stairwells and there is a dedicated intercom available.

Move Away from ALL Campus Buildings (including the Courtyard):
Move your class across the street on Lafayette Boulevard, State Street, or Broad Street.
Do not stand on the walkway from BH to the garage
Do not stand on walkway from LH to the garage
Do not remain in the garage
Do not stand in the Courtyard

Returning to the Building: Only when directed to by the campus security staff. Security will let you know.

College Closing, Delay and Early Dismissal

With the potential for emergencies and inclement weather delayed starts, early dismissals and closings are a possibility. Occasionally, classes have to be cancelled because of extreme weather conditions or other emergencies. Below are different options for you to find out about delays and/or closings:

- **HCC website: www.housatonic.edu**; closings or delays will be posted on the top of our home page.
- **MyCommnet Alerts:** Alerts for college delays, closing, and emergencies, may be sent to your attention via email, phone call, and/or text message. Sign up to receive alerts: **https://ssb-prod.ec.commnet.edu/luminis/login.html**
- **Call 203-332-5000 and select #3** for the weather/emergency advisories.
- **Listen to local radio stations** or check the radio station's website: WICC-AM 660, WEZN-FM 99.9, WELI-AM 960, and/or WEBE-FM 107.9.
- **Watch your local television news stations** and/or check their website - WTNH Channel 8 and WSFB Channel 3.

It is best to assume that there will be classes unless you hear a specific announcement that the College is closed or delayed. Decisions about day classes will be made by 6:15am; and for evening classes by 3pm; for Saturday classes decisions are made by 7am.

Jonathan Law High school – Off Site Campus

Class Cancellations

- When classes are cancelled by the college, they are also cancelled at the offsite campus, JLHS.
- If Milford Public School System decides to cancel classes due to weather conditions (either having an early dismissal or closed completely), HCC **will not** have classes that evening at the offsite campus (JLHS). This means that even if classes are still being held at the main campus in Bridgeport, HCC classes being held at JLHS will be cancelled at the offsite campus, JLHS. For detailed information, refer to the college's website. Please be advised that local radio and TV stations do not currently allow us to put separate messages for the main campus and the offsite campus (JLHS).

Notify Your Students about school closings and early dismissals: Students will need to monitor announcements from the Milford Public School System for their closings and early dismissals.

Questions? Send an email to the Academic Dean: Robin Avant at ravant@housatonic.edu she will be happy to assist you.

Ways to Help Students Stay Engaged during Course Cancellations

- Do a research project.
- Complete an At-Home assignment or quiz.
- Read a chapter and answer questions
- Watch videos and animations.
- Design a flowchart.
- Write a reflective or creative paper.
- Everyone in the class meets on the Discussion Board through Blackboard. Think of a topic in their readings for discussion.
- Create a Word document with Practice Test questions for their final exam
- Work on their class assignments and/or projects.

Ways to Help Students Alleviate Stress during Course Cancellations

- Study when there are cancellations, delays, or closings.
- Review their notes and make index cards to study for a test.
- Meet with their classmates on Blackboard to review for a test together.
- Review their class syllabus to stay up-to-date, mark their calendar with action steps.
- Re-read their chapters and go over questions again.
- If the class has software built-in, the students can access schoolwork from home.
- Refer students to the Blackboard PowerPoint slides and/or lecture videos.

Professional and Administrative Support for Faculty

Academic Affairs General Assistance	Beacon Hall, Room 274
Academic Affairs Administrative Assistant to the Dean	Beacon Hall, Room 278 Suite
Academic Support/Tutoring	Lafayette Hall, Room B152
Accessibility/Disability	Lafayette Hall, Room L115
Admissions	Lafayette Hall, Room L111E
Advising/Student Success	Lafayette Hall, Room L112
Bookstore	Beacon Hall, Room 137
Business Office/Bursar	Lafayette Hall, Room L123B
Center for Academic Progress (CAP)	Lafayette Hall, Room B151 (English)
Center for Academic Progress (CAP)	Lafayette Hall, Room B146 (Math)
Career Services & Internships	Lafayette Hall, Room B145
Center for Teaching (CFT)	Beacon Hall, Room 272
Center for Teaching Coordinator (Laura Turiano)	Beacon Hall, Room 261
Computer Services	Lafayette Hall, Room A133
Continuing Education	Beacon Hall, Room 116
Counseling & Wellness (Reception)	Lafayette Hall, Room A242
Dean of Academics	Beacon Hall, Room 278 Suite
Dean of Administration & Institutional Effectiveness	Lafayette Hall, Room A211L
Dean of Student Affairs	Lafayette Hall, Room L118
Early Childhood Lab School	Lafayette Hall, Room B159 Suite
Education Technology	Beacon Hall, Rooms 270 & 268
Financial Aid	Lafayette Hall, Room L111A
Foundation/Alumni/Scholarships	Beacon Hall, Rooms 279 & 281
Human Resources & Payroll	Lafayette Hall, Room A218
IT Tech Support	x25031
Library	Lafayette Hall, Room B114
Maintenance Director (Dennis Minella)	Lafayette Hall, Room C171
Marketing	Lafayette Hall, Room A211
Media Services	Beacon Hall, Room 267
Placement Testing	Lafayette Hall, Room L103
President's Reception Area	Lafayette Hall, Room A211
Professional Studies Institute (Early Childhood)	Beacon Hall, Room 246
Professional Studies Institute (Criminal Justice)	Beacon Hall, Room 244
Professional Studies Institute (Human Services)	Beacon Hall, Room 242
Public Safety/Security for Beacon Hall	Beacon Hall, Room 110
Public Safety/Security for Lafayette Hall	Lafayette Hall, Room A105
Regional President	Beacon Hall, Room 285
Registrar	Lafayette Hall, Room L113C
Student Life, Student Senate & Student Clubs	Beacon Hall, Room 317
Student Affairs Administrative Assistant to the Dean	Lafayette Hall, Room L118
Welcome Center	Lafayette Hall, Room L111K
Writing Center	Lafayette Hall, Room B152D

Academic Program Department Contacts: https://ssb-prod.ec.commnet.edu/pls/x/bzskfcls.P_CrseSearch

Part-Time Faculty Workrooms

Certain rooms have been set aside for part-time faculty to work and meet with students. See your appointed department chairs/department support person for the most recently updated workrooms. Designated areas:

Academic Affairs	Beacon Hall, Room 276
Behavioral and Social Sciences	Beacon Hall, Room 255
Business	Beacon Hall, Room 352
First Year Studies	Beacon Hall, Room 276
Humanities	Beacon Hall, Room 231
Math/Science	Lafayette Hall, Room C275
Professional Studies Institute	Beacon Hall, Room 247

Classrooms

Your Assigned Classroom/s: Your assigned classroom is assigned to you *for the duration of the semester*.

Changing Your Classroom/s: *Do not move your class into another classroom without prior approval.* To seek another classroom, contact your program's support person.

Problems with Your Classroom/s: Contact your program's support person for assistance.

Reserving Classrooms: Classrooms can be booked for meetings, workshops, extra test day, etc. HCC has a self-serve Events Management System (EMS).

1. **Log in to the system: https://ems.commnet.edu/VirtualEMS/Login.aspx.** Your NetID and Password are your college log in credentials.
2. Under "reservations" choose the HO Academic Affairs Room Request Form. To be clear, these reservation requests are for internal non-course bookings only, such as meetings, information sessions, or extra computer classroom sessions. Credit course classrooms are scheduled by the office of Academic Affairs. Please be aware of the classroom seat counts, the college CANNOT exceed these limits due to fire code regulations. Please plan accordingly. Also, if seats in a classroom are rearranged, they must be returned to the original setup before the event concludes. To book the Events Center or the Courtyard, choose the HO Events Facility Request Form. The Office of the Dean of Administration will respond to those requests.
3. Choose the event date by clicking on the calendar icon.
4. Choose the start time and end time by clicking on the time picker clock icons. For a recurring event, click on the recurrence button and follow the directions.
5. Choose the Facility by clicking on the drop-down list arrow: Beacon Hall or Lafayette Hall.
6. Enter the number of people who will be in attendance.
7. Click on "Find Space" to show all rooms in the building. They are displayed with the room number and type of room, scroll down to display more rooms. For a special room such as a computer classroom or conference room, click on the feature in the availability filters box. To select a room that is available, click on the green + to the left of a room number that does not have a blue block during the event times. Event start and end times chosen are viewed inside the room/time grid within red borders for easy room selection.
8. Once you choose a room that is available, it will prompt a summary on the top of the screen with the request date, start and end times, building/room, and setup count. You can now continue to the last page by clicking on the "continue" button on the bottom of the screen.
9. Enter the event name. Choose the event type from the drop down box, such as lecture or meeting.

10. The group that you are identified with based on your log in credentials will be displayed. Choose your name under the 1st contact drop down box. Your phone number and e-mail address will automatically populate.
11. Under "other information" clarify whether dignitaries and/or press will be attending your event from the drop down box.
12. Click "submit".
13. You will receive a confirmation of your event via campus e-mail.

Computer Labs & Printers

General Use Computer labs for all registered students, faculty and staff: These labs are equipped with state-of-the-art computers and laser printers. A variety of software is installed to assist students taking computer science, office technology, and general study courses. Internet access is available for academic purposes only and is limited to one hour at a time. Students should bring their own headphones when audio is required.

Computer & printer Use Policy: The Board of Trustees Acceptable Use Policy governs the use of State owned computers, peripheral equipment as well as the State provided infrastructure and internet connectivity. The computer lab equipment may not be used for personal or commercial purposes. A copy of the Computer Lab Operating Guide is available for students. Failure to follow the rules included in this Guide may result in a loss of computer privileges.

Computer Lab Rooms: Lafayette Hall, Rooms A230 and A232; Beacon Hall, Rooms 111 and 114.
Hours: The current hours are posted at the computer lab rooms, and on the HCC website:
http://www.housatonic.edu/student-services/technology-support/computer-labs

Copy Centers (Campus)

One Copy Center in each campus building:

1. Lafayette Hall: Room A129

2. Beacon Hall: Room 146

Log in to the copier: Enter your Banner ID number (without the @ symbol) and select Log On.

Hours: Please visit the Copy Centers for their current hours. If the copier is needed outside of these hours, please ask Security to access the copy room.

Mail Box & Keys

Part-time Instructors:
Mailbox: Please see your department's support person about getting an assigned mailbox.
Bulk mail/packages & if you do not have an assigned mailbox: Packages will be placed in your building's mail room, on a back shelf, with the instructor's name on it. If you have a mailbox, a courtesy slip will be placed in your mailbox to notify you there are packages waiting for pick-up.
Keys: Please see your department's support person about getting any type of keys (mailbox, office, faculty/staff restroom).
Check and clear out your mailbox regularly: Avoid missing important information and or important documents.

Fulltime Instructors:
Mailbox: Contact Thomas Wiencko to check the available mailboxes and assign one for you. Tom's office is located in the Copy Room in Lafayette Hall.
Keys: The Security Office (in the building where your mailbox is located) will provide you with keys for your mailbox, office and faculty/staff restroom.
Bulk mail/packages: If bulk mail or packages do not fit in your mailbox, they will be placed on the shelves in the Copy Room in the building where your mailbox is located. A courtesy slip will be placed in your mailbox to notify you there are packages waiting for pick-up.
Check and clear out your mailbox regularly: Avoid missing important information and or important documents.

IT Policies

IT Policies include the following: Security for Mobile Computing and Storage Device, Remote Access, Password, Data Storage and Retention, Security Incident Response, and Vulnerability Management. There are separate IT policies for CCC and CSU. These policies are still in effect until a CSCU policy or standard supersedes it:

CCC IT Policy:
https://supportcenter.ct.edu/ccc_policies.asp

Acceptable and Responsible Use Policy:
http://www.ct.edu/files/it/BOR_IT-001.pdf

Phones (HCC) – Making Calls

Internal calls: Please add 2 in front of the extension number. For example: if the extension is 5234, you'll need to dial 25234.

Local outside calls: Please add 8 before the phone number. Please obtain phone numbers from students at the beginning of the semester.

Long Distance outside calls: See your department Chair for their approval for an access code.

E-MAIL (HCC)

New Faculty: An email account will be created for you. *You will need to be 'on campus' and use your computer at the college in order to access your email the first time.* You may now change your password to a more personalized password of your own. Now, you are able to access your e-mail from home.

Returning Faculty/Taught at HCC Last Semester: Your same e-mail account will continue.

Returning Faculty/Did NOT Teach at HCC Last Semester: Your email account will need to be re-activated. This will be automatic once your faculty contract is signed by all parties and processed.

All faculty: *Communication with faculty will be via HCC e-mail only. It's your responsibility to check your HCC e-mail regularly.* Faculty may set up their HCC email to forward HCC emails to their personal email.

Provide Email in Class Syllabi: Please be sure to include your HCC e-mail address in your class syllabi.

Steps to Access Your HCC Email from Campus

Step #1: Type in your User Name & Password
1. Turn on your computer, Control Alt Delete, and click OK.
2. Type in your USER NAME (Banner ID Number@housatonic.edu)
   For example: 03210800@housatonic.edu. Do NOT use the @ symbol before your banner ID number.
3. Type your PASSWORD (see password section below)
4. Click 'Log On'
5.

Your Password (HCC Email)

Returning Faculty: *If your password has expired or if you have forgotten it, **please contact the IT Department or you can re-set your own password.***

Reset your own password: **https://supportcenter.ct.edu/NetID/pswdmenu.asp**
A temporary password will be sent to your HCC email. Log in with the temporary password first. You'll then be prompted to change your password to a more personalized password.

New Faculty: Your initial password will be a temporary password, with a combination of personal information (see below). Log in with this password first, and then you'll be prompted to change your password to a more personal password.
1. 1st three characters of birth month with first letter CAPITALIZED
   Ampersand character (&) Last 4 digits of your Social Security Number
   An Example: A user with a birth date of 10/24/79 and SSN of 123-45-6789, the initial password would be: Oct&6789
2. Password has expired: When you log-in for the first time, you will need to create a new secure 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.
3. Write down your new password for future reference. Save passwords in your cell phone or hide it in a secret place.

Step #2: Accessing your Email (HCC & Home)
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." You can also go to the HCC webpage (**www.housatonic.edu**) and click the MYCOMMNET tab on the right side.

Step #3: Log In to MyCommNet
- Click the orange box "LOG IN".
- Type in your NetID: Your HCC e-mail address which is your banner ID number @housatonic.edu. For example**: 03210800@hcc.commnet.edu**. (Do not use the @ sign before your banner number.)
- Type in your NetID Password: This is your new personzied password that you created.
- Click the blue box "Sign In."

Step #4 (Last Step): Log Out
After you have completed your session, always "log out". DO NOT SHUT DOWN THE COMPUTER! This is for security purposes.

How to Change your Password (HCC Email)

- www.mail.commnet.edu
- Type in your e-mail address and password.
- Select options
- Scroll down and select Change Password
- A Change Password box will appear prompting you to enter your old password, type a new password, and type the new password again to confirm it.

Remember your Password (HCC Email)

Keep your password in a safe place where only you know and can access it. If you can't locate your password, then you'll need to have IT reset your password.

Password Expiration Date (HCC Email)

All passwords expire in **90 days** and must be reset. Faculty and Staff using *Outlook Web Access (OWA)* are notified via a message from OWA, when their password is nearing expiration. The message 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 to reset your password.

Password Expired (HCC Email)

If your password expires, you will not be able to log on. IT will need to reset your password: **https://supportcenter.ct.edu/NetID/pswdmenu.asp**. Next, you'll need to log in from on campus before you can log in from off-campus.

Network ID (Username)

A Network ID (NetID) is a Windows Active Directory account that is uniquely assigned to each Connecticut Community College (CCC) student, faculty and staff. It serves as your (NetID: Username) login for CCC computers and network services using the CCC Login Portal.

NetID Login Support: http://supportcenter.ct.edu/Service/LoginPortal.asp

NetID FAQs: https://supportcenter.ct.edu/NetID/netid-faq.asp
NetID (Username):
   Your NetID (Username) = Your *Banner ID # (without the "@")* and *@hcc.commnet.edu*
   For example: 00123456@hcc.commnet.edu

Look up your NetID: https://supportcenter.ct.edu/NetID/lookupnetid.asp

Part-time faculty NetID (Username): Your NetID is for a limited time only. The timeframe is according to the agreed upon course assignment start and end dates, stated in your Part-time Lecturer (PTL) Contract.

Requirements when creating your NetID password:
Password must be complex, difficult to guess, and contain characters from three of the four categories below:
   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.

- Every 90 days, you will be prompted to change your password.
- You cannot repeat any of your previous passwords.
- 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., Egg#123Salad).
- Randomly pick a book, poem, song, verse, pet's nick name, or phrase. Add in at least one digit, some letters capitalized, some letters not capitalized, with numbers and special characters. For example, the phrase "Four score and seven years ago our forefathers..." might become this password: 4s&7yaof. You can use the date your pet first came to your home with its name, and color. For example: A cat named Annie, grey with white specks.050210Annie@GWS.

If the password you select does not meet the requirements, you'll get an error message and be asked to try again.

NetID IT Support: Call the IT Help Desk at x25031.

Refer Students to the Syllabus Supplement for their Net ID:
This explains how students get their Net ID and what their initial password will be. Students should test their Net ID and reset their default password (if needed) in the Computer Lab. This avoids wasting classroom time assisting students logging on. Student's Net ID is as follows: BannerID@student.commnet.edu

Forgot NetID password:
Refer to the Reset Net ID Password page for self-service

Set and/or Change my Net ID Security Questions and Answers:
Security Questions must be set up in advance. New faculty will be prompted to do this when logging in to MyCommNet.

Your Security Email Address: Your Security Email Address is your personal email address that you specify as being the primary email location at which you want to receive helpful information (password) if you ever forget your Net ID password. The first time you log in to MyCommNet, you are prompted to provide this address.

How to Change your Security Email Address: Use the Change Security Email Address.

Missing or Incorrect Identity Information: A web utility has been created to allow users to reset lost or forgotten Net ID Passwords. Go to one of the kiosks in the college lobbies to access this.

Services I Can Access with my NetID: The NetID will be used to access a variety of Community College services over time. Services that will be immediately accessible using your NetID include:
- PC workstations throughout the CommunityCollege system
- Office 365
- WebEx
- Windows File Shares
- Access to the following services via MyCommNet: Blackboard Learn, Banner Self-Service (Satudents, Faculty, Finance and Library Electronic InformationDatabases

Blackboard - Educational Technology

Blackboard Training: The College's Educational Technology Dept. provides training sessions for faculty, staff, and students. Visit the website for support: **https://www.housatonic.edu/student-services/educational-technology/blackboard-support-for-faculty**

'Faculty & Staff' Blackboard Support: Email **hc-edtech@housatonic.edu** or call 860-723-0221. Faculty and staff can also review FAQs on the website: **https://www.housatonic.edu/student-services/educational-technology/blackboard-support-for-faculty**

'Student' Blackboard Support: Students should first call 203-332-5206, if office does not answer, students can call the CSCU Online Help Desk at 860-723-0221. The Online Help desk provides support for Blackboard, MyCommNet, Banner Self Service, Office 365, password resets, wireless connection issues, WebEx, and Library Support Resources. Students can also review FAQs on the website: **https://www.housatonic.edu/student-services/educational-technology/blackboard-support-for-students**

Blackboard Online Help Desk: The CSCU Online Help Desk is available 24 hours. Call 860-723-0221 or visit the Blackboard Online Help Desk at **http://www.ct.edu/it/support#support**. This support includes assistance with using Blackboard, technical issues, and password resets.

Media Services

The Media Services staff maintain and administer the college's integrated media-rich classrooms and provide media support to faculty, staff, and students. Support is provided in regards to educational technology with-in teaching and learning. The support provided includes media equipment technical assistance and providing advice when putting together instructional media materials. Below are some support examples:

- One-on-One training how to use the Hitachi Star Board on the instructor's desk. Here's a Hitachi Star Board **video tutorial**.
- Assistance with making duplicate CDs or DVDs.
- Assistance with creating a presentation (video)
- One-on-One training how to use the college's media audio-visual equipment.

Media Services Office Hours:
Monday – Thursday: 8:00 am to 8:00 pm
Friday: 8:00 am to 3:30 pm
Saturday & Sunday   Closed

Contact Media Services: **mediaservices@hcc.commnet.edu** or call x25180
Location: Beacon Hall, Room 267

Center for Teaching (CFT)

Mission: To create opportunities for educators to become effective teachers, strong leaders, and dedicated professionals. Our initiative is to promote teaching that supports diverse learning situations, encourages leadership, advances the mission of the community college, and nurtures the talents that make each educator unique.

> **Website:** http://www.housatonic.edu/facutly-staff/faculty-and-staff-homepage
> **Location:** Beacon Hall, Room 272
> **Contact:** Laura Turiano at LTuriano@housatonic.edu

The Canter's: A valuable resource offering programs throughout the year. Notification will be sent to all faculty (fulltime & part-time) with dates, times, and topics, prior to each session.

CFT offers the following to all faculty:
- Free on-campus workshops, presentations, and discussion groups on a range of topics about teaching and learning.
- A Blackboard Learn site with resources available for faculty. This includes on-demand professional development opportunities, faculty discussion, and the opportunity to exchange information and resources about teaching and learning.
- Confidential one-on-one assistance for faculty. This may involve referrals to other campus departments and resources.
- Access to other teaching and learning resources.
- System-wide workshops & Seminars

Faculty Absence - Cancelling Class

1. First Priority: Communicate with your students, as soon as possible. Every effort should be made through all available means: Blackboard (required), email, and MyCommNet. Faculty absences should include instructions to students via Blackboard and in your email to: HC_facultyabsent@housatonic.edu

2. Second Priority: Notify Administration via Email: HC_facultyabsent@housatonic.edu and cc your Department Chair. Include the Course Information: CRN#, Course Title, Date of the class being cancelled, Start time of the class, and Building and Room. This prompts your department support person to post a class cancellation sign on the classroom door, as soon as possible. Weekend instructors should email HC_facultyabsent@housatonic.edu *and call security* to have signs posted.

3. Third Priority: Make up missed classroom instructional time. Federal law governs the credit hours and NECHE (New England Commission of Higher Education formerly NEASC) accreditation standards, and mandates missed instructional time to be fulfilled. This includes when faculty misses a class session. Ways to make up instructional time: make-up assignments, online work, adding time to class, make-up days, utilizing the Reading days, etc.

Office Hours (Posting)

Full-time Faculty:

Posting Office Hours on Office Doors: This is encouraged to enhance student support.

Posting Office Hours on HCC Website: This is mandated. Faculty MUST update their office hours on the website every semester (per contract requirements). The deadline to post office hours is 2 weeks after the semester begins. Please visit the website for 'How to Update Office Hours':
http://www.housatonic.edu/facutly-staff/how-to-update-office-hours- video

Questions regarding posting your office hours: Contact Evie Gard at **EGard@gwcc.commnet.edu** or Richard Hubbard **RHubbard@housatonic.edu**.

Cell Phones & Electronic Devices in the Classroom

Each faculty may set their own student cell phone & electronic policy. It's important to make sure it's simple, clear, and understandable to your students.

Example of a 'Classroom Cell Phone Policy': I ask that students set their phones to silent or vibrate for every class. If you must take the phone call, please step outside so you do not disturb the class. When returning to class, try your best to do so quietly. Electronic devices are to be used in class for class-related activities only, at the discretion of the instructor. When there are extenuating circumstances, the student should inform the instructor prior to class to agree if the device may be turned on and used, this class period.

Student's Name is not on Course Roster

Send the student to the Registrar's office *immediately*. Any questions or concerns visit the Registrar's Office, Lafayette Hall, room L113. Call the Registrar's Office at x25088.

Syllabus

The syllabus provides a written record of what will be specifically taught in a course for a specific semester. Each course syllabus should be in MS Word, and should reflect the text book, topics, readings, projects, assignments, etc., that will be covered *based upon the Master Course Outline (MCO) official departmental course outline.*

The Master Course Outline (MCO)
Each academic department has their own Master Course Outline (MCO), and can be accessed via the Faculty Tri-cops folder. In order to get access to this folder, you'll need to see your department's support person to provide you with permission. The department support person will then provide your next steps.

Student Syllabus Supplement
A separate document called 'Student Syllabus Supplement' is required to be added to your students' syllabus, and to post it in your course's Blackboard. This is useful for students to refer to during the semester. Please ask you department's support person how to locate this document and current policies.

Electronic Copy of Course Syllabus – due 2 weeks after course begins. *Faculty who do not submit course syllabi, and by the due date, will be in violation of the college's faculty contract.* Email an electronic copy of your syllabi to Department Chair and your department's support person. The department chairs will review all syllabi, every semester. Syllabi will be saved to the server.

How to Name your Electronic Syllabus Document:

Syllabus Preparation - Template

The following is an outline to help you prepare your course syllabi:

COURSE OUTLINE/SYLLABUS: A course outline/syllabus should contain (at a minimum) the following information:
- College Name, Address, City, State, Zip, Phone Number
- College Website **(www.housatonic.edu)**
- Course Subject, CRN Number, Course Title (ENG E101- Composition)
- Instructor's First and Last name.
- Instructor's HCC Email Address.
- Semester Office Hours: when, where and how you may be reached
- Classroom Location, Days, and Times.
- 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 number and any supplies needed

COURSE OUTLINE:
- 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

CLASSROOM POLICIES: The following are additional (optional) policies that can be added to your syllabus:
- Attendance Policy: Regarding not attending class, late assignments, etc., it should be included in the course syllabus. Be sure to make particular note if attendance or lack thereof affects the course grade.
- Blackboard Policy: Reading assignments, homework assignments, PowerPoint slides, videos, chat with instructor and peers, online quizzes and exams.
- Student Conduct Policies
- Bringing children into classroom (please note this is against college policies).
- Plagiarism, cheating on tests, quizzes, exams (please note that faculty may reference to the college's Student Conduct Policies).
- Food, drink and animals in classroom
- Cell phones and other electronic devices use in classroom.
- Student behavior expectations (*i.e., leave room to take important phone calls, inform the instructor when you'll be late or absent, etc.*)

Course Roster

You will receive a printed roster for each class at the beginning of the semester only. It is important to check your roster online throughout the semester to make sure students who are attending class are still registered. A student could potentially be on your first roster and then be dropped for non-payment or other reasons. Maintaining frequent class roster checks during the semester can help avert potential problems down the road. *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. Please send them to the Registrar's Office.*
To get an updated roster: Log onto MyCommNet to get updated rosters.

Automatic Test Correcting System

Scantron machines are used to aid faculty with correcting and analyzing student test results. These machines are located in *Beacon Hall, Room 276 and Lafayette Hall, Room L152.* If you need Scranton test sheets, please see your department support person.

Entering Mid-term and Final Grades

Grades entered into Banner Self-Service move automatically to Blackboard. As a result, grades entered in Blackboard do not move automatically to Banner Self-Service. Therefore, faculty MUST enter mid-term and final grades into Banner Self-Service.

Course Grades:

Faculty who do not submit their students' mid-term and final grades (accurately recorded) by the due date will be in violation of the college's faculty contract.

- **Entering Mid-term & Final Grades in Banner:** All grades must be entered in Banner *by the deadline dates*. See below for 'How to Enter Grades in Banner'.

- **Deadlines for Entering Mid-term Grades and Final Grades are strictly enforced:** The deadline dates are provided by the Registrar's Office, Lafayette Hall, room L113.

  Faculty must adhere to the mid-term/final grade due dates established by the Registrar's Office. Entering Mid-term grades are important for students to be able to register early for the next semester!

- **Technical Support:** This involves Log-in and Passwords. Call 203-332-5031 or 203-332-5034.

- **Registrar Support:** Jim Connolly, JConnolly@housatonic.edu

How to Enter Grades in Banner

1. http://mycommnet.edu
2. Log in to *MyCommNet*
3. **Click on Banner Self-Service** (on the upper right side). If you have records at multiple colleges, you will first be prompted to select your current college.
4. **Main Menu** appears
5. **Click Faculty/Advisor Services**
6. **Select the Term** (semester) *Click dropdown arrow to get a list of terms.*
7. **Click Submit**. *60 minute time limit to submit your students' grades.*

8. **Click on Grading Students**.
9. A sub-menu will appear.
10. **Select Midterm or Final grades**. *If you are not seeing the sub-menu make sure to use the scroll bar on the right hand side of the web page.* Mid-term grades: U = Unsatisfactory; S = Satisfactory; First Year Seminar courses only: M = Maintaining progress

Use Drop-Down Menu to Select Grades: If you are not seeing the grading area, make sure to use the scroll bar on the right hand side of the page.

More than 25 students in your class: Go to the next page to finish entering grades.

If you are not seeing the grading area: Make sure to use the scroll bar on the right hand side of the page.

After you have entered all your grades: You should see a message on the top of the page that says **"0 students to be graded."** If the message does not display "0" make sure <u>all of your students</u> have a grade.

Incomplete (I) Grades

If there are exceptional circumstances, a student whose work in a course is incomplete at the time of grading may request a grade of "I" from the course instructor. The instructor will complete an Incomplete Grade Form which lists what the student must do to complete the course requirements and a default grade if the student fails to do so. If the work for the course and the procedures for changing a grade are not completed within 10 weeks of the following regular semesters (fall or spring), the "I" automatically converts to the default grade provided by the faculty member. (Grades of "I" received at the end of the spring semester would automatically revert to the default grade at the end of the fall semester.)

The student is responsible for meeting with the instructor to make arrangements to complete course work.

If an extension of time beyond one semester is needed, a written request must be filed in the office of the Academic Dean prior to the end of the 10-week period. Extensions will be at the discretion of the instructor and the Academic Dean.

Failed (F) & Unearned Failed (UF) Grades

The online grading process requires additional information whenever a grade of "F" or "UF" 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 were enrolled in the course, completed assignments and/or course activities throughout the term sufficient to make a normal evaluation of academic performance possible. However, the student failed to meet course objectives.

• **UF: (***unearned F***):** This grade is reserved for students who were enrolled in the course, did not officially withdraw from the course, and 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, yet were insufficient to make normal evaluation of academic performance possible. Students who receive this notation will have an instructor's report stating the student's "last date of participation". This notation is reported & saved on the grade roster. The UF 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 the college's internal reporting only. As a result, the student's transcript will not show the UF grade. *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.

Determining Last Date of Participation

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 September 1, to enter September 1, for 2019 type 09/01/2019.

DO NOT USE the last Blackboard Login Date as the Last Date of Participation
Blackboard is NOT a valid "last date of participation" in any course, including courses offered entirely online through Distance Education. The last date of attendance must be based on the *last date of active participation in an activity such as the completion or submission of an assignment or exam, or participation in a discussion board.*

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.

Withdrawal from the College or Dropping a Course

Faculty are encouraged to announce these policies to their students during the first two weeks of class. Students who do not officially drop courses or withdraw from the college or fail to complete courses satisfactorily may be subject to probation, suspension or dismissal.

If a student wishes to withdraw from the college or drop a course, the student must complete and submit an Add/Drop form to the Registrar's Office.

Suggested Steps for the Student:

Meet with either a Professional Advisor in the Advising Center (LH-L112) or their Faculty Advisor, and adhere to the Advisor's guidance and instructions.

1. Obtain an Add/Drop form, visit the Registrar's Office or print the form from the college's website at http://www.housatonic.edu/admissions-financial-aid/registration.
2. Complete the Add/Drop form and submit the form to the Registrar's Office.
3. Students who cannot appear in person to withdraw from the college are referred to contact an Advisor via email or phone. Students may withdraw online. No phone-in withdrawals allowed.
4. During Fall and Spring semesters, for all students who withdraw from the college or drop a course prior to, or during, the first two weeks of class of the semester, the course will not appear on the student's transcript. Courses withdrawn from or dropped prior to the start of Summer or Winter sessions will not appear on the student's transcript.
5. Students who drop a course or withdraw from the college after the first two weeks of class, and before the 12 week period, are entitled to receive a grade of "W" in each course from which they have officially dropped or withdrawn.
6. Students who seek to drop a class or withdraw from the college after the 12 week period, yet before the last week of classes, may be considered for extenuating circumstances. Students may visit the Academic Dean's Office (Beacon Hall, 274) for assistance with submitting a written appeal form to request Change of Grade consideration. Students must provide as much supportive documentation as possible to support their extenuating circumstances. All documentation provided will be reviewed by an Appeal Committee where appeals will be evaluated on a case-by-case basis. Students will be notified via email regarding the results of their Grade Change request.

Final Exam (Document) & Final Grades (Report)

Deadline: 2 weeks after last day of the classes.

Send an Email to Your Department's Support Person with the Following Attachments:
1. One (1) electronic document of your course's final exam.
2. The (1) electronic document for each course. A list of *your students' names and final* grades, *accurately recorded.*

How to Name your Final Exam - Electronic Document:

Professor's Lastname FirstInitial (capitalized)_FinalExam_CRN#_Subject and Number_ CourseTitle (Abbreviate)_Semester(Abbreviate) and year.
Example: BearT_FinalExam_3004_BIO101_IntroToBio_Fall18

Final Exams Schedule

http://www.housatonic.edu/finalexams

Academic Standard Grades

Grade	Range	Grade Points per Credit Hour
A	93-100%	4.0
A-	90 - 92.99%	3.7
B+	87 - 89.99%	3.3
B	83 - 86.99%	3.0
B-	80 - 82.99%	2.7
C+	77 - 79.99%	2.3
C	73 - 76.99%	2.0
C-	70 - 72.99%	1.7
D+	67 - 69.99%	1.3
D	63 - 66.99%	1.0
D-	60 - 62.99%	0.7
F	< 60%	0
**UF *(see note below)*	Unearned F	0
Incomplete	I	0
Administrative Marks (Entered by Registrar's Office)		
Audit	AU	0
Withdrawal	W	0
First Years Studies course		0
Unsatisfactory Progress (Mid-Term)	U	0
Maintaining Progress	M	0
# following grade indicates the grade was earned in a pre-100 level course		
Mid-Term Grades		
Satisfactory progress	S	0
Unsatisfactory progress	U	0

***Choice of "UF": Please check with your department Chair if this code is still being used.*

Students' Work & Projects – End of Semester

Please do not place students' work/projects in the hallways or outside of faculty offices. This is a potential FERPA Violation.

Suggested Process:

Students should place a document on their work which includes the course information, the semester, their full name and Banner/Student ID number.

Students may then place their work in a manilla envelope. Students must write their Faculty's Name on the outside of the envelope.

Options for students dropping off the manilla envelope:

1. Students may drop off the manilla envelope directly to the faculty member; and then the faculty member delivers the envelope/s to their department's support person. The faculty member may also contact their department support person and have the support person come pick up the envelope/s. Please contact your department's support person regarding pick-up.

   OR

2. Students may drop off the envelope directly to the department's support person.

'Previous Semester' Work & Projects: Please follow suggested process provided above. Plus, contact your department's support person to notify them about work being from previous semester and if needed, arrange pickup.

Academic Honors

Website: http://www.housatonic.edu/degrees-and-certificates/academic-honors

Dean's List
Full-time students who are matriculated in a certificate or degree program and who have successfully completed 12 or more credits of work in qualifying semester with a GPA of 3.4 or higher. Part-time students who are matriculated in a certificate or degree program who have completed 12 or more credits with a cumulative GPA of 3.4 or higher. Subsequent recognition of the completion of an additional 12 or more credits with a cumulative GPA of 3.4 or higher, and at successive intervals of 12 credits may be achieved.

Students in a probationary status are NOT eligible for Dean's List recognition, even if their cumulative GPA might otherwise make them eligible.

Honor Societies

Phi Theta Kappa (PTK)

An international honor society for two-year colleges. Students are rewarded for their high academic achievement with exclusive scholarships and leadership development opportunities. Eligible students who join HCC's Chi Rho chapter of PTK develop skills in leadership, team work, and project management. They also have the opportunity to partake in scholarly research, campus events, community service, and attend PTK regional and national conferences. Membership eligibility requirements: completed 24 credits of college-level courses (may include transfer courses); 3.50 or higher GPA at HCC; currently enrolled at HCC in a degree or certificate program either as full- or part-time students. For more information, visit **www.ptk.org**.

Psi Beta©

A national honor society in Psychology for two-year colleges. Psi Beta was founded for the purpose of stimulating, encouraging, and recognizing students' outstanding scholarship and interest in psychology. This society is approved for membership in the Association of College Honor Societies. Psychology students become members by invitation of the college chapter.

Alpha Beta Gamma

An international honor society in business for two-year colleges. Alpha Beta Gamma was founded to encourage scholarship among two-year college students majoring business. To be eligible for membership, a student must be enrolled in a business curriculum, completed 40 academic college-level credit hours in courses leading to a business degree. Students must have attained a 3.2 GPA in business courses and a 3.2 overall cumulative average. Members are eligible for scholarships at four-year institutions, and have networking and leadership opportunities available through a variety of activities.

Tau Upsilon Alpha

A national honor society for students, alumni, and faculty in the field of Human Services. Tau Upsilon Alpha was founded as a program of the National Organization for Human Services (NOHS). The purpose of the honor society is to honor academic excellence, foster lifelong learning, leadership, development, and promote excellence in service to humanity.

Epsilon Pi Tau

An international honor society that encourages academic excellence in fields devoted to the general study of Technology. Students who are enrolled in programs in Science, Engineering, and Technology may be invited to be initiated into Epsilon Pi Tau upon completion of 30 credits in prescribed courses with a 3.00 GPA and the recommendation of their faculty advisor.

Honors Program (HCC)

Designed for the outstanding student. It offers an enriched learning experience that stresses intellectual challenge, in-depth analysis and creative thinking. It includes expanded in-class study, interdisciplinary study, and independent work.

To join the Honors Program students must meet the following criteria:
- Fulltime or Part-time status
- Enrolled in a degree program
- Completion of 12+ college-level credits at Housatonic (course numbers of 100 level and above)
- A Grade Point Average of 3.5 or better
- Two Faculty Recommendations

All students must meet the following criteria in order to remain in the Honors Program:

- Maintain a 3.5 GPA;
- Earn grades of "B" or higher in all Honors courses.

To complete the Honors Program, the student must fulfill the requirements of the Honors Curriculum:

1. *In-class Honor Projects* (6 credits or more) - At least two degree program courses that the Honors student takes at a more personally challenging pace. For example: exploring and reporting on additional readings; completing advanced experiments, problems or case studies; teaching a class period; attending a seminar and reporting the information to the class.
2. *Honors Seminar Course* (HN 200, 3 credits) - A course that examines a topic from the differing perspectives of the major academic disciplines; humanities, natural and physical sciences, and social sciences. This special course is offered in the fall semester only, and the instructor, topic and content vary from year to year. This course satisfies an open elective requirement. Prerequisite: ENG* E102 and permission of the Honors Advisor; recommended: literature or philosophy, psychology or sociology, history, laboratory science).
3. *Honors Project Course* (HN 225, 3 credits) - A student project completed under the guidance of a faculty member that demonstrates the Honors student's ability to apply knowledge and skills learned in the Honors Seminar in a creative and scholarly manner. Independent study contracts must be completed, submitted, and approved during the semester preceding the term in which the project is actually performed. Satisfies an Open elective requirement. Prerequisite: HN E200 and permission of the Honors Advisor; completed Honors project contract.

The Housatonic Scholar
Graduating students who have completed the Honors Program are given the prestigious distinction of being identified as Housatonic Scholars. The Scholar designation earns the student additional honors:
- A certificate presented to you at the Awards Convocation
- A 'Housatonic Scholar' notation on your college transcript
- Recognition in the Commencement program
- Your Name engraved on a bronze plaque located in the Lafayette Hall Welcome Center

Contact for an Application and faculty recommendation Form:
Kirk Hughes, Beacon Hall, Room 229, (203) 332-5137 KHughes@housatonic.edu.

Campus Book Store

Follett Bookstore at Housatonic Community College provides goods and services to the HCC community. In addition to textbooks and course materials for students, the bookstore carries: General supplies, art supplies, lab supplies, trade and reference books, computer peripherals, gift cards, apparel, and gifts. Dell, HP, and Mac laptops are also available to order through the bookstore with no cost for shipping.

Location: Beacon Hall, Room 137 (first floor).
Hours: During the first two weeks of classes, the bookstore has extended hours. Students should check the bookstore web site, the bulletin board outside the bookstore, or call 203-335-2949 for current hours of operation.
Phone: 203-335-2949
Website: http://www.housatonic.edu/student-services/bookstore

Choosing a Textbook: The bookstore is available to help faculty consider their options, from a traditional textbook, custom textbook, and bundled textbooks.

The bookstore offers choices to help make textbooks more affordable for students: rental and digital. Students save up to 50% by using the bookstore's rent a book program and up to 75% savings using digital textbook content.

Ordering Required Course Materials: These are ordered through the bookstore.

Students Unable to Afford Purchasing Textbooks: Refer to the Dean of Students, Lafayette Hall, Room L118. The Dean of Students may be able to offer *Book Scholarships and/or Emergency Fund Scholarships based on financial need* (transportation, utilities, class field trips, class materials, etc.).

Campus Cafeterias

Two Cafeterias:
- Main Cafeteria, Lafayette Hall, Room L174 (first floor)
  The main cafeteria has breakfast items, daily specials, soups, sandwiches and salads, coffee, tea, hot coffee and cold beverages, etc.

- Café, Beacon Hall, Room 142 (first Floor)
  The Beacon Hall Cafe has the same menu as Lafayette Hall Cafeteria, except for the daily specials.

Hours: Both cafeterias are open the fall and spring semesters, closed in the summer, and closed if the college closes for inclement weather and holidays. Hours of operation vary, please see the cafeteria for current hours.

Continuing Education (CE)

Location: Beacon Hall, Room 116

A Non Credit program that offers fast track, high quality, low cost, courses, workshops, and trainings taught by experienced instructors. CE offers enrichment courses each semester, including professional training for career development, certification and licensure programs, and recreational classes for personal enjoyment. A link to view the course offerings: **http://www.housatonic.edu/continuing-professional-education/programs-courses**

Faculty have the opportunity to take non-credit courses and have them paid by their Union. Contact CE for information: **HC-ContinuingEd@housatonic.edu**

Horizons - Student Magazine

Horizons is the HCC Student Newspaper/magazine, written and proofed by students. Students may receive credit for their work on *Horizons* by registering for the Publication Workshop courses: COM 116 (Publications Workshop I) & COM 216 (Publications Workshops II). The magazine is student-led and student-produced. *Horizons* offers insights into the news, issues, and interests of our diverse community online throughout the academic year at **housatonichorizons.com**. Twice a year, Horizons also produces a full-color print magazine, free to the HCC community, that focuses on longer-form features and showcases some of HCC students' best work. The college's literary magazine, *Images,* are published annually. Students are encouraged to submit essays, stories, poems, plays, and other works for consideration. The Horizons magazine is sent via email to the HCC Community (faculty, staff & students).

Location: ALL students interested in joining this group may visit the Horizons Publication Office, Beacon Hall, Room 233.

Reading Days

Reading days are to be used as student study days. No faculty member will be assigned additional duty during the scheduled reading days and no student shall be penalized for not attending any activities and/or classes on a reading day. A link to view scheduled Reading Days: **http://www.housatonic.edu/degrees-and-certificates/academic-calendar**

Family Rights Educational Privacy Act (FERPA) Policy

Affords students certain rights with respect to their education records. These rights are included in **Appendix: Confidentiality of Student Records/Directory Information**

1. The right to inspect and review the student's education records within 45 days of the day the college receives a request for access.

2. The right to request amendment of an education record that the student believes is inaccurate..

3. The right to consent to disclosure of personally identifiable information contained in the student's education records

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by Colleges to comply with the requirements of FERPA.

Student Conduct and Civility Policies

HCC Student Conduct and Civility Policies:
http://housatonic.edu/student-life/student-conduct
http://www.housatonic.edu/images/Departments/Student-Life/HCC_Code_of_Student_Rights_Responsibilities_and_Conduct.pdf
http://housatonic.edu/student-life/student-conduct/student-conduct-process
http://housatonic.edu/student-life/student-conduct/student-conduct-form

Report (any) Student related Incidents to:
- Public Safety, Lafayette Hall, Room A127 or Beacon Hall, Room 110
- Dean of Student Affairs, Dr. Kim McGinnis, Lafayette Hall, Room L118, 203-332-5183
- Human Resources Director, Mrs. Theresa Eisenbach, Lafayette Hall, Room L218B, 203-332-5013
- Title IX Coordinator, Ms. Marilyn Albrecht, Lafayette Hall, Room B233, 203-332-8521

Student Support Services

Academic Support Center (ASC)

The ASC provides HCC students with a variety of services designed to enhance their academic studies: Tutoring, Testing Services, and Writing Center. Please encourage students to come to the ASC and utilize their services.

Location: Lafayette Hall, Room B152.

Hours: The ASC and tutoring hours may be subject to change. Please visit the ASC for current hours.
Services:

- **One-on-One Tutoring:** English, chemistry, biology, accounting and computer science is available. *Appointments are required.* Students may receive one hour per week per subject with one-on-one tutoring.
- **Drop-In Math:** Math tutoring for any level of Math. No appointment is necessary. Students may drop-in and stay as long as they want Monday through Thursday 10am - 7pm and Fridays from 10am - 3pm.
- **E-Tutoring:** Free for HCC students. Steps to Log-in and sign up for E-Tutoring: **www.etutoring.org**. (Make sure to choose E-tutoring and select Housatonic Community College.) E-tutoring is available 24/7 for most subjects. All paper submissions are uploaded and returned within 24-48 hours.
- **ASC Computers and Printers:** Available for student use.
- **Laptops, Science Models and Textbooks:** Available for student use in the ASC.
- **Study Groups:** Students and a Tutor meet together regularly. *No appointment is needed.* Stop by or call the ASC to check group meeting times.

Advising and Student Success Center

The Advising and Student Success Center is dedicated to encouraging, assisting, and supporting all students, through their decision-making, and plans of action, to achieve their maximum academic, career, and personal development. A number of services are offered to help students meet their academic objectives: Navigating Housatonic Community College services and how to find resources available to them. In addition, collaboration with Faculty Advisors have been useful to help students succeed in their academic work.

Location: Lafayette Hall, Room L112.
Hours: Walk-ins are welcome during regular business hours.

Advising and Student Success Staff

Jeanine Gibson, Acting Director of Advising and Student Retention	203-332-5263
Carmen Medina, Advisor and Achievement Coach	203-332-8553
Tracy Chavis, Academic Advisor	203-332-5215
Terry Walden, Academic Advisor	203-332-5176
Randy Sanders, Academic Advisor	203-332-5006
Daniella Squizzato, Acting Director of Student Success Initiatives	203-332-8564
Widelyne Dorelus, Career Development Coordinator	203-332-5066
Vanessa Estime, Achievement Coach	203-332-8566
Susan Ratanavong, Success Coach	203-332-5212
Marnie Parrett, Project Coordinator (Retention & Completion Data)	203-332-8510
Loretta Lloyd –Ebron, SNAP Grant Coordinator	203-332-5145

Launch Sessions
Webpage: http://www.housatonic.edu/admissions-financial-aid/register-for-launch?highlight=WyJhZHZpc2luZyIsImNlbnRlciIsImNlbnRlcidzIiwiYWR2aXNpbmcgY2VudGVyIl0=

Location: Lafayette Hall, Room A237
Hours: Subject to change every semester. Please contact the Advising Center.

'New' students are required to sign up and attend a Group Launch Advising Session. During the advising session, the following information is provided to our students:

- Learn how to navigate the college website
- Learn about degree and certificate programs offered
- Identify career options
- Build schedules from course offerings based upon placement test, AP, or SAT scores
- Learn how to register for classes online
- Learn about DegreeWorks to check academic progress and program requirements
- Learn important terminology such as prerequisite, co-requisite, parallel, satisfactory academic progress, and cumulative GPA
- Identify faculty advisors and understand the importance of creating a working relationship with them
- Identify campus resources and departments such as advising, career services, Center for Academic Progress (CAP), College Level Examination Program (CLEP), TEAS testing, counseling, Family Economic Security Program (FESP), financial aid, HCC Foundation, and tutorial services

DegreeWorks
Website: http://www.housatonic.edu/student-services/advising-and-student-success-center#degreeworks

An advising tool for students, faculty, and advisors:
- Log-in MyCommNet first, then select DegreeWorks.
- Type in the student's Banner ID# and hit enter.

DegreeWorks shows you the student's chosen degree or certificate program, and how their completed courses count in that program of study, and the courses they still need to complete to finish their program to graduate. "What-If" audits are available also. This method allows to select a different program of study (degree or certificate) to see how the completed courses apply toward that program instead. This method is helpful when a student is considering changing their major.

College Catalog
www.catalog.housatonic.edu

Course Descriptions
http://catalog.housatonic.edu/content.php?catoid=13&navoid=8062

Course Search (Schedule of Semester Classes)
https://ssb-prod.ec.commnet.edu/pls/x/bzskfcls.P_CrseSearch

Early Alert System
The College's Early Alert System is used to alert campus support (Advisors & Counselors) as soon as

possible, so they can help reach out to the student to offer support.

They will reach out to the student/s to meet with them to offer extra support to help them succeed in their college studies. The goal of the Early Alert program is to assist the student in a Success Plan that aids in overcoming any barriers to college success. This system calls out for campus support to be proactive, supportive, and involved in early detection and intervention. It offers support for students who are struggling with their academic studies; and also offers them support with their personal problems affecting their academic studies.

Examples for Early Alert
- A student was showing regularly to class, and now the student has been absent a lot.
- A student in class participated regularly in class, and now they do not participate and they look depressed.
- A student's grades have fallen drastically from A's and B's to D's and F's.
- A student is suddenly homeless and has dire financial needs.

How to Submit an Early Alert

1. Before submitting an Early Alert, the instructor's should first meet with the student in a confidential setting to talk more about the concerns, and offer support & resources to help the student make improvements.

2. If the student is still not showing improvement, and the instructor believes the student may benefit from additional support, the instructor may complete and submit an Online Early Alert form: **http://housatonic.edu/student- services/academic-advising#early-alert**. *Make sure to submit the form via the 'Submit an Early Alert' tab.*

3. Contact the Acting Director of Advising and Student Retention, Jeanine Gibson, **Jgibson@housatonic.edu**

Career Services and Internships
Assists students in developing their academic, career, and professional employment goals. For more information, call 203-332-8568 or visit our website: **www.housatonic.edu/student-services/career-services**

Location: Lafayette Hall, Room B145.
Hours: 8 am – 3:30 pm

Career Services Staff
Anisha Thomas, Director of Career Services, **AThomas@housatonic.edu**
Patricia McDonnell, Secretary, **PMcdonnell@housatonic.edu**

Career Services
- Career Counseling
- Major, Career and Labor Market Information
- On-Campus Job Postings
- Off-Campus Job, Internship and Volunteer Postings
- Career Related Workshops and Presentations
- Résumé and Cover Letter Review

- Interest Assessments
- Interview Techniques and Mock Interviews
- Job Search Strategies
- E-Portfolio Assistance
- On-Campus Recruitment and Networking Events

Counseling and Wellness Center

Counselors are available to offer support and encouragement for all students to achieve their maximum academic, career and personal development. The goal is to promote health education and wellness for our entire campus community, to assist students in reaching their college and career goals:

- Counsels students with mental health issues and wellness: Stress management, depression, anxiety, exercise, nutrition, sleep deprivation and healthy mindfulness.
- Offers students wellness events for stress management, substance abuse assessment, suicide prevention, family planning, safe sex practices.
- Provides students with resources regarding health education (brochures, pamphlets and internet references) on health related issues.
- Develops programs related to student wellness, which often involves collaboration with other internal departments and outside agencies. Some examples: Prevention of alcohol and drug abuse, opioid epidemic, mental health awareness, 'Fresh Check Day', domestic violence, etc.,

Location: Lafayette Hall, Room A242 (Reception)
Hours: Faculty are welcome to drop-in anytime. Counselors' hours may vary.
Appointments: Faculty are welcome to contact the Counselor directly to schedule an appointment.

Counseling Staff

Counseling and Wellness Reception Area, Lafayette Hall, Room A242
Lisa Slade, Director of Counseling and Wellness, Lafayette Hall, Room B229
Marilyn Albrecht, Counselor/Title IX Investigator, Lafayette Hall, Room B233
Indira Reddy, Counselor, Lafayette Hall, Room B232
Linda Wolfson, Counselor, Lafayette Hall, Room B230

Counseling Services

- Determining and planning educational and career goals
- Transitioning from high school to college
- Overcoming academic and/or personal barriers to college success
- Addressing student behavioral issues and crisis prevention
- Sharing and teaching new coping skills
- Personal counseling support (short-term)
- Making effective academic and personal decisions
- Assisting students on academic suspension or probation
- Assessing needs and providing accommodations for students with disabilities through the Accessibility Services Office

Library

The Library exists to serve students, faculty, and staff and strives for maximum access. The Library is open six days a week during Fall and Spring semesters, has at least one professional librarian available at all times, and offers online off-campus access to our databases. To access the Library databases, if you are off-campus, use the Library webpage on MyCommNet.edu.

Library Webpage: **www.housatonic.edu/student-services/library.**

Location: Lafayette Hall, Room B114
Library Hours: When classes ARE IN-SESSION

Fall and Spring:	Monday through Thursday	8:30am – 9pm
	Friday	8:30am – 4pm
	Saturday	8:30am – 2:30pm
Summer:	Monday through Thursday	8:30am – 7:30pm
	Friday	8:30am – 4pm
	Saturday	Closed

Library Hours: When Classes are NOT in session

	Monday – Friday	8:30am – 4pm
	Saturday	Closed

*Library hours may change. Please check the hours posted at the Library or call 203-332-5070.

Reference service is provided during all hours of Library operation.

Library Classroom Services

Session #1: Designed to familiarize students with library services and resources. Please feel free to contact Peter Everett: 203-332-5074, peverett@housatonic.edu

Session #2: Upon the instructor's request, and related to his/her assignment.

Instructors teaching ENG 101 and ENG 094 will be contacted by the Librarians. Please feel free to contact Peter Everett: 203-332-5074, peverett@housatonic.edu

Library Classroom Visits: If you wish to bring your class to the Library, please make the request at least three (3) days in advance by contacting the Library. You can call the library with 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 the Library and we will try to accommodate you. We will be happy to work with you and can serve students more effectively if you are able to plan ahead. Please feel free to contact Peter Everett: 203-332-5074, peverett@housatonic.edu

Library Reserve Collections: 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 material(s). In the Reserve section is a collection of current textbooks being used at the college.

Library Assignments: 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 the Library to prepare in advance. You may also want to consider putting some material(s) on Reserve. Keep in mind that the Library won't have copies of the same title for every student.

Library Databases and e-services: e-services such as e-books, streaming films, citation generators and databases covering many subject areas are available in the Library. The databases offer mostly full-text articles. Most of these databases can be accessed from off-campus via MyCommNet.

- **Academic Search Premier:** General Interest/Comprehensive
- **Business & Company Resource Center:** Comprehensive Business and Industry information
- **Opposing Viewpoints:** Pro and con articles on current events topics
- **Health and Wellness Resource Center:** Health/Medical/Psychological, a large database with

periodical articles and excerpts from reference books and pamphlets

- **e-Book Central:** Access to 45,000 e-Books
- **Ethnic News Watch: S**maller publications representing different national, ethnic, & racial groups
- **Films on Demand:** A collection of 24,000 streaming films for use in the classroom or on blackboard
- **Library Computers:** The Library provides computer services to HCC students, faculty, and staff. The computers are intended primarily for academic/research use and have Microsoft office as we as internet connection.
- **Libguides:** Mini-websites may be created by Library services for your class instruction or even create assignment serves as a portal to carefully selected research sources for your students. The e-Guide introduces students to the specific library and website resources that are useful to the subject area or assignment. These e-Guides can accommodate various media, such as film clips, widgets, and/or audio resources. *Libguides* can be embedded into Blackboard and accessed by computer or electronic devices. To do this, faculty must provide the information to the Librarian, who then creates the Guide. For further information, contact Library Services at 203-332-5070.

Library 'Individual' Tours: An 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 Library Services at 203-332-5070.

Accessibility Services (Disability Support)

We welcome students with disabilities and therefore, the college offers them an opportunity to help make their college experience a successful one. Accessibility Services are provided by Marilyn Wehr, 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, learning, or psychological/psychiatric disability that substantially limits a "major life activity" or has a record of such impairment or is regarded as having such impairment. While Accessibility Services are available to students at any time, new students are encouraged to register with the Accessibility Services Office *immediately after acceptance by the College*. Accessibility Services are available to students at any time during their enrollment with the college.

Location: Lafayette Hall, Room L115
Appointment: Students who require services may make an appointment by calling 203-332-5018 or email Marilyn Wehr at **mwehr@housatonic.edu**

Accessibility (Disability) Services Staff

Marilyn Wehr, Counselor/Coordinator of Accessibility Services, Lafayette Hall, Room L115
203-332-5018, **MWehr@housatonic.edu**

Accessibility (Disability) Accommodation Plan

The Accessibility Services Office provides the student with a plan for accommodations.

Faculty Inform Students First Day of Class:

Since accessibility (disability) disclosure is up to the student to share this information. Therefore, it is suggested to faculty to generally inform students the first day of class that they are welcome and encouraged to schedule an appointment with you (the professor) early in the semester, to talk about their needs in a confidential, one on one setting.

Human Resources (HR) & Payroll Office

Direct Deposit

This option avoids delay in receiving your check funds vs. snail mail to your mailing address. Human Resources provides the Direct Deposit form. It takes approximately two pay cycles to process your Direct deposit form, and for your check funds to start being automatically deposited into your account.

Human Resource and Payroll Staff

Director of Human Resources, Theresa Eisenbach, **TEisenbach@housatonic.edu**
Assistant Director of Human Resources, Lydia Pizarro-Quesada, **LPizarro-Quesada@housatonic.edu**
Payroll Officer 1, Kathy Provitz-Rosado, **kprovitz-rosado@housatonic.edu**

Location: Lafayette Hall, Room A218 Suite
Website: http://www.housatonic.edu/about-us/human-resources-department/human-resources-and-payroll-staff

Violence in the Workplace Prevention Policy (State of Connecticut)

Visit the website: **https://portal.ct.gov/OPM/OLR-Publications/WPV/Violence-in-the-Workplace-Policy-and-Procedures**

The State of Connecticut has adopted a statewide zero tolerance policy for workplace violence. The Board of Regents for Higher Education fully supports this policy and recognized the right of ots employees to work in a safe and secure environment that is characterized by respect and professionalism.

Prohibited Conduct for Weapons and Cause for Injury or Death:

- No employee shall bring into any state worksite any weapon or dangerous instrument as defined herein.
- No employee shall use, attempt to use, or threaten to use any such weapon or dangerous instrument in a state worksite.
- No employee shall cause or threaten to cause death or physical injury to any individual in a state worksite.

Prohibited Conduct for either Verbal or Physical that is Abusive, Threatening, Intimidating or Demeaning:

- Any employee who feels subjected to or witnesses violent, threatening, harassing, or intimidating behavior in the workplace should immediately report the incident or statement to his/her supervisor or manager, Huma Resources, or the Board of Regents for Higher Education.
- Any manager or supervisor who received a report of violent, threatening, harassing, or intimidating behavior shall immediately contact Human Resources to evaluate, investigate and take appropriate action.

CSCU Board of Regents – Human Resource Policies

Visit the website: **www.ct.edu/hr/policies**

- Satisfactory Academic Progress
- Code of Conduct
- FERPA
- Faculty Consulting & Research
- Ethics Statement
- IT Security
- Electronic Communication