PENSACOLA STATE COLLEGE

2015 – 2016
ADJUNCT FACULTY HANDBOOK

PSC
Go here.
Get there.

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WELCOME TO PENSACOLA STATE COLLEGE

As an adjunct faculty member, you play an indispensable role in the learning environment at Pensacola State College (PSC). As a SACSCOC qualified instructor, you bring academic credentials and a broad range of experience from many career fields, thus enriching our students' learning experiences as you partner with our full-time faculty.

Gaining a thorough knowledge of the contents of this handbook will help you to participate fully and actively in continually improving the high-quality, positive learning environment of PSC. Please feel free to let your Department Head know of information that should be added to this handbook.

Thanks for accepting the challenge of educating our students.

PENSACOLA STATE COLLEGE

Pensacola Campus
1000 College Boulevard, Pensacola, FL 32504-8998

Milton Campus
5988 Highway 90, Milton, FL 32583-1798

Warrington Campus
5555 West Highway 98, Pensacola, FL 32507-1097

Downtown Center
418 Garden Street, Pensacola, FL 32502-4731

Century Center
440 East Hecker Road, Century, FL 32535

South Santa Rosa Center
5075 Gulf Breeze Parkway, Gulf Breeze, FL 32563

Call (850) **484-1000** for information.
Toll-Free (888) 897-3605

PSC Online Directory

Responsibilities of Adjunct Faculty Members

- Read the entire Adjunct Faculty Handbook and follow procedures and policies.
- Log in to eRoster and learn to use your eRoster prior to the first day of class.
- Communicate on a regular basis with your Department Head and Administrative Assistant.
- If teaching a general education course, meet with your Department Head to discuss requirements and procedures for participating in the Global Learning Outcomes assessment (GLO) process.
- If teaching a career or technical course, meet with your Department Head or Program Coordinator to discuss requirements and procedures for participating in the Program Student Learning Outcomes assessment (PSLO) process.
- Notify your Department Head as soon as possible about any student-related issues.
- Attend meetings scheduled by your Department Head.
- Complete all tasks in Appendix A each semester as directed.
- Observe the PSC Instructional Record Keeping policies in Appendix B.

Department Head Responsibilities

- Provide the adjunct faculty member a copy of the district syllabus and sample section syllabi.
- Provide the adjunct faculty member with textbooks and necessary supplemental materials.
- Ensure the adjunct faculty member fully understands requirements and procedures for learning outcomes assessment processes.
- Submit a request to establish the adjunct faculty member's PSC email address.
- Observe the adjunct faculty member in the classroom or on-line setting as appropriate.
- Provide a departmental mailbox, office and classroom supplies, and classroom key(s) when necessary.
- Meet with the adjunct faculty member on a regular basis to discuss pertinent issues.
- Include the adjunct faculty member in distribution of pertinent course, program, department, and College information.
- Complete and approve the adjunct faculty member's contract in a timely manner.
- When hiring a new adjunct faculty member, the Department Head will complete all necessary steps required by Human Resources. Specifically, once a candidate is selected for hire, an Adjunct Hiring Packet will be provided to the prospective employee. Upon completion of the forms, the Department Head will use the checklist to ensure completeness and accuracy and to provide any follow-up or additional information.

New Adjunct Faculty

What to Do First
Before you begin teaching at PSC, you will probably have some questions regarding general policies and procedures. In addition to the information noted above, your Department Head will be able to answer questions you may have about the following items:

- Clerical assistance (copier machines, computer access, etc.) especially after 4:00 p.m. (fall/spring) or 5:00 p.m. (summer);
- Time sheets;
- Compensation for attending department meetings, professional development activities, etc.;
- Policies regarding field trips, guest speakers, etc.;
- Missing class due to illness or unforeseen events;
- Cancelling or changing a class meeting, location, etc.;
- Obtaining a substitute;
- Tuition waivers for adjunct instructors; and
- Information regarding the PSC Adjunct Incentive Plan.

As soon as possible after being assigned a class, Important Tasks to Perform

- Obtain a PSC ID card;
- Obtain a PSC parking decal;
- Establish an eRoster account;
- Sign up for PSC Alerts;
- Complete a criminal background check; and
- Add PSC Police phone to your contact list **(850-484-2500).**

Human Resources

Pay and Time Keeping
Pay is processed bi-weekly and based on the College's Payroll Calendar. This calendar is located on the PSC Intranet (Piratenet). The Payroll Calendar may be accessed by clicking "Calendars," and the current year Payroll Calendar. The department must submit hours for pay within the established payroll deadlines. The first paycheck will be a hard copy check and can be picked up at the Cashier's office. Direct Deposit is also available.

Pay for Meeting Attendance
Adjunct faculty members in most areas are eligible for up to four hours of paid attendance at department meetings or professional development sessions offered by the College. Instructors should discuss this opportunity with the Department Head.

Adjunct Faculty Incentive Plan
PSC has a voluntary Professional Development Incentive Plan designed specifically for adjunct faculty members. The plan provides a means for adjunct faculty to become acquainted with PSC policies and procedures while enhancing their teaching techniques. Upon completion of the plan, you will receive a $2.00 per hour pay increase, which includes substitute hours as well. The pay increase becomes effective following the semester in which the plan was completed. Specific information and forms related to the Incentive Pay Plan are found on the Staff and Program Development website. This incentive does not apply to all adjuncts; therefore, it is important to contact Staff and Program Development (SPD) to see if the incentive pay benefit applies to you. You can reach the SPD office at 850-484-1953.

eHuman Resources
Immediately following your first paycheck, you will be permitted to access the eHuman Resources website. Your initial visit to eHuman Resources will require you to establish an account. When complete, you may access details regarding each paycheck you receive from the College. You may also make adjustments to your personal information as needed (address change, etc.) and request delivery of your W2 statement electronically. If you have questions, please call the Human Resources Department at 850-484-1763.

Direct Deposit
Direct Deposit is available to all adjunct employees. While participation is not required, the College strongly recommends that you utilize this service. The Direct Deposit Application is available online. Please send the completed form to the Human Resources Department via email or fax (850-484-1711). This form is in the adjunct application package.

Retirement Savings
As a PSC adjunct faculty member, you may participate in voluntary payroll deductions toward retirement savings through 403(b) or 457(b) plans at the College. Deductions must be made on a percentage basis. Information regarding approved vendors can be obtained via Human Resources.

Social Security Withholdings
PSC does not withhold Social Security from an adjunct faculty member's paychecks. However, you may participate in an alternate Social Security plan. The Omnibus Budget Reconciliation Act of 1990 introduced Federal Legislation (Internal Revenue Code Section 312(B)(7)(F) which allows the deposit of money into a private retirement plan instead of Social Security for part-time employees. PSC adopted this Social Security/FICA Alternative Plan. This plan is mandatory for all adjunct faculty members. The Social Security Alternative Plan provides for a contribution of 7.5% of your compensation. A deposit is made for this amount into an account in your name. No taxes are paid on your contributions or the earnings in your account until you withdraw funds from the plan, and Social Security taxes are never paid on the funds. When an

adjunct faculty member stops teaching, he or she is eligible for a distribution of the account.

Criminal Background Check
All new hires and new volunteers must complete the criminal background check and fingerprinting process. Questions regarding background checks should be directed to the Human Resources Director (850 484-1766).

Drug Screenings
Drug Screenings will be processed for the following employees:

- Health-related field employees who participate in clinical education at a facility requiring drug screening results (nine panel); and
- Bus drivers in compliance with Department of Transportation rules.

The Human Resources Office will provide you with a custody form, direct you to the test facility, and maintain a log of test results. Results will be electronically submitted to the Director of Human Resources Department.

Tuition Waivers
Tuition waivers for adjunct instructors may be available through the respective Department Head when it is demonstrated that the proposed course will directly benefit the College. The Department Head then sends the request to the Vice President, Academic Affairs via the appropriate dean for further consideration.

Resignation
If you decide to resign from your position at PSC, you must notify your Department Head as soon as possible. In the academic environment, it is expected that instructors will complete the current semester with resignation effective after final grades are submitted. All keys and other College property assigned must be returned to the College upon departure.

Parking Decal
All PSC employees must have a valid parking decal to park on campus. Decals may be obtained at the College Police Department (Bldg. 5-Pensacola; Bldg. 4000-Milton; Bldg. 3300-Warrington.) Decals may also be obtained at the South Santa Rosa Center and the Century Center. Note that a copy of your vehicle registration and your PSC ID card are required at the time of application. Place the parking decal on the passenger side rear window of your vehicle. Faculty and staff parking areas are designated with signs, and faculty and staff parking space curbing is painted dark green.

PSC ID Card
After your second week of employment, go to the ID Card Center (College Police Department) on your campus. You will need to take a copy of your contract and an official photo ID. Check with your department administrative assistant about the exact location of each ID Card Center.

eRoster

Please access and learn to use eRoster as soon as possible. eRoster is an easy to use web enabled tool that instructors must learn to access and manage. This tool will enable you to access class lists and properly manage class enrollment and student grades by verifying student attendance, inputting students' last date of attendance (LDA), inputting student grades, and withdrawing and/or reinstating students. Instructions on how to get started are included in this Handbook. You can access your eRoster via the Internet from any computer at any time whether off campus or on campus.

Accessing eRoster

Please review the eRoster Tutorial online prior to accessing your eRoster screens. A "Help" screen is available by clicking the question mark (?) in the small purple circle at the top of the eRoster page.

1. For your username, enter your PSC Employee ID number. You may use your SSN if you wish, but PSC prefers that instructors use the Employee ID number.
2. Click the green bar at the bottom (new user/change PIN/forgot PIN) to initiate the process of creating your Personal Identification Number (PIN). Use the dropdown boxes to select the appropriate birth month and year. Please note: If this is your very first term teaching at PSC, select the College's birth month and year, which is September 1948. Otherwise, select your own birth month and year.
3. Create your PIN (six characters recommended).
4. Confirm the PIN you selected.
5. Click the Submit button, which takes you back to the LOGIN screen.
6. At the LOGIN screen, type in your Employee ID number and the PIN you just created.
7. Next you will select and click on the desired academic semester (example: 2014-1 designates the fall 2013 semester). The course section(s) you have been assigned to teach will now be displayed on the screen.
8. Once you click on a section number, you can use the menu buttons to view the student roster, verify attendance or non-attendance, input letter grades, withdraw students, and reinstate students.
9. IMPORTANT: The VERIFY button is your electronic signature. Only the instructor of record is allowed to verify/sign the eRoster. The Department Head, department administrative assistant, or any other instructor CANNOT input your students' grades and verify/sign your eRoster. No other person is allowed to input your student attendance information or your students' letter grades for you. Do not ask any other person to input your student attendance information or your students' letter grades for you.

When you verify attendance you are verifying that, 1) every student on your roster is regularly attending class and, 2) every student attending class is on your roster.
If a student is in your class but not on your roster (and does not have a class schedule indicating he or she has been added to the class), send the student to see an advisor

immediately. Until the issue is resolved, the student is not allowed to continue in your class.

Verifying student attendance accurately, including “no show” withdrawals, via eRoster may prevent an overpayment of Financial Aid funds to ineligible students. Financial Aid funds released by the College to ineligible students for any reason must be promptly repaid to the federal government by the College. Each year the College is required to repay approximately $340,000.00 due to inaccurate reporting of student attendance. Prompt and accurate attendance verification will help reduce this amount.

Each semester, all instructors are provided with a schedule for verifying student attendance (or non-attendance). It is very important that you verify attendance on or before each of the dates shown on the schedule. To help instructors remember to verify student attendance, the verification dates coincide with paydays.

How the Semester System Works
PSC courses are based on the semester system (fall, spring, summer) with each semester identified numerically. For example, 20151, 20152, and 20153 refer to fall 2014, spring 2015, and summer 2015 respectively. Note that each semester is further divided into Sessions:

Fall and spring sessions are as follows:

- Session A = 16 weeks;
- Session B = the first 8 weeks of the 16 week semester;
- Session C = the “late start” session, which lasts 12 weeks (starts 4 weeks after the start of Session A); and
- Session D = the last 8 weeks of the 16 week semester.

The summer semester extends across twelve weeks as follows:

- Session A = 12 weeks;
- Session B = the first 6 weeks of the 12 week semester;
- Session C = 8 weeks (starts 4 weeks after the start of Session A); and
- Session D = the last 6 weeks of the 12 week semester.

Attendance

Student Withdrawals
A student who does not attend any class meeting(s) during the first week of the session is a “no show” student and must be withdrawn from your class via eRoster before the “no-show” deadline. The “no show” reporting deadline for each session is set by the Registrar. The Registrar regularly notifies departments about these deadlines through email messages. Please make sure that you process “no show withdrawals” via eRoster according to the deadline. The “no show” withdrawal is shown as a W2. The last date of attendance (LDA) for a “no show” student is reported as 999999. The student will be withdrawn by the College but may discuss reinstatement options with you if he or she

desires to reenter the course section. Reinstating a student who has been withdrawn due to absences is a simple process, and the decision regarding student reinstatement is entirely up to the instructor.

Three Types of Withdrawals: W1, W2, W3

1. W1: Withdrawals Processed by Students
   Students can withdraw themselves from a class up to the 70% point of the semester by completing and submitting a Schedule Adjustment Notice to the Registrar's Office. Specific withdrawal deadline dates for each session within each semester are set by the Registrar. The decision to withdraw should be discussed with the instructor and with an academic advisor. However, students can withdraw without discussing the matter with their instructor. You will be notified via your College email account of any student's withdrawal. A student-processed withdrawal will result in the student receiving a W1 grade, which is recorded as such on the student's official transcript. Note that a student may be required to withdraw from certain science lab courses when withdrawing from the co-requisite course.

2. W2: Withdrawal Processed by Instructor
   You may withdraw students for excessive absences, and if you do so, the withdrawal code is W2. eRoster is used to withdraw a student from your class. Any withdrawal submitted before the 70% point of the class must have a last date of attendance (LDA). No student or instructor withdrawals are permitted after the 70% completion point in the semester. After that point, a final grade of F2 (see grade information below) is assigned.

3. W3: Administrative Decision to Withdraw the Student
   This type of withdrawal could be for non-payment of a financial obligation, a disciplinary withdrawal, or a committee action as a result of a student appeal.

Practices and policies on withdrawing students should be provided to students in your class syllabus. If you withdraw a student in error, you may reinstate the student via e-Roster. If you do not wish to reinstate a student withdrawn from your class, you may deny that reinstatement. The student may petition the Student Academic Appeals Committee for reinstatement. As the course instructor, you will be consulted prior to the Student Academic Appeals Committee's decision.

Posting Grades

Mid-term Grades

Instructors are expected to report mid-term grades. Mid-term grades are advisory in nature and are not reflected on student transcripts. These may be reported as the letter grade the student is earning on the report date or as a simple indicator of whether the student is passing (P) or failing (F). Deadlines for posting mid-term grades will be communicated via e-mail.

Final Grades
Final grades are posted via your eRoster. The deadline for posting grades will be provided by the Registrar. It is critical that all instructors meet the deadline for posting final grades. Final letter grades permitted at Pensacola State College include A, B+,B,C+C,D+,D and F.
There are three types of F grades that can be assigned:

- F1: Student attended consistently throughout the term and failed the class (academic failure);
- F2: Student was withdrawn for excessive absences; and
- F3: Student failed the course because of cheating or plagiarism.

An Early F is a final grade you may assign before the end of the term. An Early F is entered via your e-Roster as F2. Your policy about withdrawing students should be provided to students in your class syllabus. You may assign the Early F on your eRoster accompanied by the last date of attendance (LDA). Students receiving a grade of Early F are notified of this grade assignment and provided an opportunity to adjust the F to a W. The last date of attendance (LDA) reported by the instructor of record will remain the last date of attendance (LDA) for all reporting purposes.

Incomplete (I)
In addition to the grades above, you may assign an I or “Incomplete” as a final grade. However, you should always discuss the assigning of an Incomplete with your Department Head in advance. To be eligible for an Incomplete grade, a student must 1) have a passing average in a course, 2) have a reasonable chance of successfully completing the course without instructional contact, 3) and have completed at least 70% of the course requirements.

If you and the Department Head agree that a student meets all three conditions, you are permitted to provide a student additional time after the semester’s end to complete the missing coursework. You and the student must reach an agreement about the missing work including the specific deadline by which the work is to be completed.

As the instructor, you set the deadline date. The timeframe for completing the requirements of an Incomplete can range from one day to one year. However, departments may have agreed upon time limits for completion of the requirements, so it is important that you check with your Department Head. The student will receive periodic notices via PirateMail from the Registrar's Office regarding unresolved I grades, and notices will be provided to the instructor as well. When the deadline date passes, the I grade automatically becomes an F and the last date of attendance provided on the e-Roster is reported to the Office of Financial Aid and, if applicable, Veterans Affairs. Should you fail to enter a coursework completion date on the eRoster when assigning the I, the deadline date will default to the end of the next semester.

Before you assign a student an I via the e-Roster, an Incomplete Contract Form must be completed and signed by you, the student, and your Department Head. The form will contain the following information: Student ID Number, Student Name, Academic Year, Session, Section Number, Course Number, the percent of course requirements that have been completed (must be at least 70%), Last Date of Attendance, and the description of all remaining requirements to complete the course. Copies of the form are to be distributed as follows: (1) student, (2) instructor, and (3) Department Head.

FERPA
FERPA (Family Educational Rights and Privacy Act) limits the amount of information that can be released without a student's written consent.

- Grades can be posted only in eRoster. You may not post student grades on an office door, bulletin board, or somewhere in the department office because grades are the private property of the student. The posting of grades with student names or student numbers without written permission from the student is a violation of FERPA.
- Graded work must be handed to a student. Allowing students to pick up graded work from a stack of papers that includes graded work of other students is a FERPA violation.
- Note: You may not tell a student his or her grade via the telephone, and because email is not a secure medium, it is advisable not to provide student grades via email.

As soon as you submit final grades via your eRoster, students can view their final grades via their SPYGLASS accounts. Each Pensacola State College student is provided a SPYGLASS account.

Also, you may not share grade information with a student's parent, guardian, or spouse, or any other person unless the person has a FERPA form notarized and on file with the College. The form is only good for one calendar year. If you are asked to provide any information about a student at PSC, refer the individual to the Registrar's Office. Also, please notify your Department Head as soon as possible if anyone has asked you to provide information about a student. Do not provide information to non-PSC employees.

Instructional Support Services

Library
The PSC Library has locations on the Milton, Pensacola, and Warrington campuses, each of which provides a comprehensive program of learning resource materials and services (the South Santa Rosa Center also has a small library service area). The PSC Library website provides access to the catalog, databases (with PSC I.D.), and other learning resources material available at all times. Campus libraries offer district-wide access to the following items and services:

- books
- ebooks
- computers and Internet (Wi-Fi available)

- online databases, magazines, and journal articles
- DVDs (entertainment and instructional)
- periodicals
- newspapers
- reserved course materials for student use
- LIS 1004 – Introduction to Internet Research
- LIS 2005 – Information and Internet Research
- interlibrary loan services
- photocopy machines
- bibliographic and reference assistance
- study rooms for small and large groups
- in-house workshops tailored to your class

Library materials are accessed through a state-wide online catalog connecting Florida's public colleges and public state colleges. All instructors are encouraged to contact the Reference Desk at one of the library locations to schedule a class visit or workshop to show your students how to use the wide variety of resources available.

eLearning
PSC has adopted the broad term eLearning to refer to learning activities that utilize electronic technologies in general and the internet in particular. The eLearning website is the focal point of Pensacola State College's eLearning activities and serves as the gateway to PSC's eLearning system called *Canvas*. Please visit the eLearning website for information regarding PSC eLearning or call 850-484-1751.

Audiovisual Services
Audiovisual assistance may be obtained by visiting the Media Support Services webpage and submitting the appropriate form. Given enough lead time (two weeks), MSS can deliver equipment to a given on-campus location and provide the necessary training. MSS also maintains a collection of AV equipment that may be checked-out for a short period of time.

Testing
The PSC Testing Centers offer a variety of services for all instructors:

- Scanning/Scoring Services
  The Testing Center on the Pensacola campus provides scanning/scoring services to faculty for group tests using the Remark scanning system. The system can scan, score, and produce reports on group tests, usually within 24 hours of receiving the key and original answer sheets. The following reports can be provided: Student Grade Report, Test Statistics Report, Student Statistics Report, Item Analysis Graph Report, and/or a Class Frequency Distribution Report. To request this service, faculty members should complete the Faculty Request for Scanning Services form located under Instructor Forms on PirateNet.

- Make-Up Tests
  The Testing Centers on all campuses (except the Downtown Center) are available to administer individual make-up tests for any students whom instructors would like to test outside the regular classroom environment. To request this service, please complete the Request for Testing Services from Faculty form located under Instructor Forms on PirateNet. For the Pensacola campus, make-up tests should be delivered, with specific administration instructions, to the Testing Center in Building 6 (Student Services) Room 635 *before* students make appointments to test. For your convenience, make-up tests may also be sent via email to test&assess@pensacolastate.edu. For make- up tests on other campuses, faculty should call the testing centers on those campuses for details.

Testing hours and phone numbers for each campus are available on the PSC Testing Center website. For additional information, please call 850-484-1656.

Tutorial Assistance
Currently enrolled PSC students can receive free tutoring assistance at our Math and Writing labs.

- Pensacola campus – Math Lab, Room 102; Writing Lab, Room 106; Computer Learning Lab, Rooms 120/121.
- Warrington campus – Math Lab, Room 3142D; Writing Lab, Room 3142B.
- Milton campus – Math Lab, Room 4246; Writing Lab, Room 4246.
- South Santa Rosa Center – Math Lab, Room 5130A; Writing Lab, Room 5130A;
- Century Center—Call 484-1451 for information on Math Lab services and 484-2003 for information on Writing Lab services.

Student Resource Center for ADA Services
ADA Services provides assistance to students who have physical, visual, hearing, speech, learning, and psychological disabilities. The Student Resource Center for ADA Services (Student Services) is housed in Bldg. 6, Room 603, on the Pensacola campus. This office provides a variety of services to help students succeed academically. These include, but are not limited to, personal and vocational counseling, special classroom accommodations, information and assistance to faculty, and computer and other adaptive equipment. ADA services include

- Assistance in gaining admission to college;
- Assistance with course selections;
- Classroom accommodations, such as note-takers;
- Sign language interpreters, and special seating;
- Learning aides, such as taped materials, Braille, or enlarged materials, and adaptive equipment; and
- Testing accommodations, such as isolated testing, extended time for testing, etc.

When classes begin, you will be notified by Student Services of accommodations for students with disabilities in your classes via your College email account. This email will include an attached .pdf file containing the specified accommodations for each student**.**

Contact Student Services if there seems to be any missing information on the form, such as the following:

- student is not registered in your course;
- accommodation check boxes are blank;
- student name is missing; or
- student claims he or she has accommodations, but you have not received a notice.

No accommodation can be granted to a student before the official information is received from the Student Resource Center for ADA Services.

Service Animals

If a student attempts to attend class with a service dog or other animal, you may ask only two questions.

1. Is this a pet or a service animal?
2. What tasks does the service animal perform?

Students who do not satisfactorily answer these two questions may keep the animal with them, but faculty should talk to the Department Head and contact the Student Resource Center for ADA Services.

A student with a disability cannot be asked to remove his or her service animal from the classroom unless one or both of the following conditions exist.

1. The animal is out of control and the handler does not take effective action to control it.
2. The animal poses a direct threat to the health or safety of others.

Please review the material below from Florida statute (413.08 F.S. - Rights of Physically Disabled Persons)

> (b) Individual with a disability means a person who is deaf, hard of hearing, blind, visually impaired, or otherwise physically disabled. As used in this paragraph, the term:
> 1. Hard of hearing means an individual who has suffered a permanent hearing impairment that is severe enough to necessitate the use of amplification devices to discriminate speech sounds in verbal communication.
> (d) Service animal means an animal that is trained to perform tasks for an individual with a disability. The tasks may include, but are not limited to, guiding a person who is visually impaired or blind, alerting a person who Is deaf or hard of hearing, pulling a wheelchair, assisting with mobility or balance,
> alerting and protecting a person who is having a seizure, retrieving objects, or performing other special tasks. A service animal is not a pet.
> (4) Any person, firm, or corporation, or the agent of any person, firm, or corporation, who denies or interferes with admittance to, or enjoyment of, a public accommodation or otherwise Interferes with the rights of an Individual with a disability or the trainer of a service animal while engaged In the training of such

an animal pursuant to subsection (8), commits a misdemeanor of the second degree, punishable as provided in s. 775.082 or s. 775.083.

For additional information please contact the Student Resource Center for ADA Services at 850-484-1637. Please use the following email address to request any tests to be administered in the Student Services Office: ada-services@pensacolastate.edu.

Emergency Situations on Campus

If a minor emergency occurs during a daytime class, contact the Department Head or department administrative assistant immediately. If necessary, send a student to notify the Department Head so that you can remain with the student in crisis. Should the emergency occur during an evening or night class, regardless of the campus location, call the **PSC Police Department (850-484-2500)** immediately. In case of an extreme medical emergency (e.g., possible cardiac condition, choking, possible drowning, or other life threatening situations), call 911 immediately, and then get word to your Department Head ASAP. If calling from a campus phone, remember to dial 9 first (i.e., 9-911). The College Health Clinic should also be contacted for any campus accident or injury as soon as possible at (850-484-1322).

Once on the scene, public safety officials will want to speak with you. Also, following any emergency situation, an Accident-Incident Report must be prepared by you or your supervisor and forwarded immediately to the Vice President of Student Affairs, who in turn will forward the report to the PSC Police Department. Any information relative to the injury or disposition of the case should be communicated to the **PSC nurse (850-484-1322)**.

In the event of a theft of College property or criminal damage to College property, the PSC Police Department should be notified so that staff can respond to the scene and make a criminal offense report.

PSC Alert System
The PSC Alert system allows any current student, faculty, or staff member to go online and designate several ways to receive emergency alerts, including SMS text messaging and voice messaging via any telephone number. Messages may also be sent to any email address. Note: You must go online and set up your account to specify where you want to receive messages; otherwise you will only receive alerts via your PSC email address. Click here to set up your profile.

Crisis Referral
As an instructor, you will find yourself faced with student situations that go beyond academics. While you can't be prepared for every situation, there is help for you and for your students when you encounter physical or emotional situations that you don't feel equipped to deal with on your own. The Pensacola State C.A.R.E.S. (Crisis Action

Referral Effort for Students) project assists faculty, staff, and students with accessing resources to help students who are experiencing a crisis.

It is recommended that you review the Suicide Prevention & Crisis Response Protocol so that you are familiar with the overall procedures before you encounter a student in crisis. Because you may not remember all the protocol details at the time of an emergency, here is the Emergency Contact List, which condenses the Protocol into an easy-to-use chart (please call 484-1817 or email rburns@pensacolastate.edu to request poster-size hard copies). In the event of any emergency or a situation which concerns you, it is always appropriate to contact the PSC Police Department at 484-2500 because its staff is trained in crisis intervention and will be glad to assess any situation involving a student with which you feel uncomfortable.

Personal Safety
Every effort is made to make PSC a safe working environment. However, everyone's safety cannot be guaranteed at all times. Consequently, it is not advisable to leave your personal items unattended or visible in your vehicle. Likewise, it is advisable to leave the building with your class rather than to remain alone or with a single student. Spending time alone with a student in a non-public space, regardless of the time of day, is not advisable.

Employee Handbook

The PSC *Employee Handbook* contains the College's Vision, Philosophy Statement, College Mission Statement, and general information regarding EA/EO, sexual misconduct and sexual harassment. Additional information regarding the operation of Pensacola State College may be found on the PSC website. Information especially relevant to all instructors can be found by clicking on the Faculty & Staff tab.

Glossary

ACT (American College Testing) – College entrance test, which may be used for placement in college-level English and mathematics courses.

Advanced Placement – College credits earned prior to enrollment at Pensacola State College through certain examinations, such as those administered by the College Entrance Examination Board.

Articulation Agreement – Agreement between Florida's public state colleges and universities assuring junior-level status to students who complete the state college general education and graduation requirements in university parallel (A.A. or A.S. degree) programs. In addition, it is an agreement between Pensacola State College and an educational or business entity in which decisions regarding acceptance or awarding of credit for specific activities are outlined by the Pensacola State College Board of Trustees, and implemented by the Registrar's Office.

Canvas – The Pensacola State College learning management system. Canvas is used for the online delivery of distance learning courses, hybrid courses, and companion websites. The completion of a basic LMS training session is required to receive an Canvas account. Your Department Head or the Director of e-Learning can provide you with additional information.

College Catalog – The *College Catalog*, which includes the Student Handbook, is published annually (on-line and print) and provides course descriptions, programs of study, academic policies and procedures, and student services. The *College Catalog* in effect in the year when the student first enrolls at Pensacola State College serves as an official agreement and contains the program requirements to be completed for graduation. Students who change their program of study or exceed five years in completing a program of study may be governed by a different catalog agreement.

CLEP (College-Level Examination Program) – An exam administered from the College Board. For a list of general and subject exams covering material taught in College courses, contact Testing and Assessment. Course credit may be granted to students who achieve specific scores on the exams.

Closed Sections – Course sections that have reached the maximum number of permitted seats.

College Fair – An evening for students, prospective students, families, and friends to visit Pensacola State College to meet with representatives of more than one hundred colleges, universities, and technical institutes. The meeting is usually held in September.

Developmental Education Courses – Courses provided for high school graduates who are identified as needing basic skills instruction or refresher work in computation or communications skills (reading or writing) before pursuing college credit courses.

Companion Website – A Canvas account used to deliver supplementary instructional material online to students. One might compare a companion website to a collection of books, articles, etc., reserved at the library to support a traditional course. Courses that include a companion website must be identified as such via the e-Roster prior to each term.

Co-requisite – A course required to be taken during the same semester as another course.

Course Load – Number of credit hours a student carries in a session.

CPT (College Placement Test) – Assessment tool used to determine student placement in English, reading, and mathematics. ACT or SAT scores less than two years old may be substituted for CPT. In January 2011, Pensacola State College began using the state-adopted assessment tool "PERT" as the college placement test, but some students may choose to complete the CPT to improve their math placement.

Credit by Examination – College credit in specified subjects granted by successful completion of local or national tests. Contact the Department Head for information.

Credit Hours – All college courses are assigned a number of credit hours that indicates how the course counts towards graduation. A "full-course load" is considered twelve credit hours (or semester hours). A student can earn fifteen credit hours each semester for a total of sixty credit hours within a two-year time frame (excluding summer terms). Part-time enrollment is considered less than twelve credit hours per semester. Full-time or part-time enrollment status may affect a student's receipt of Financial Aid assistance.

Degree Audit – The computer-assisted advising document available on the Student Record System and also available to all students in SpyGlass.

Distance Learning Course – A course that can accommodate the delivery of ALL course requirements (including tests) to students at remote locations. All PSC distance learning courses are currently delivered via the Internet.

Dual Enrollment – Enrollment by a high school student in one or more courses that count for credit in both high school and college.
eLearning – The broad term PSC uses to describe all types of learning in which the instructor, students, and content may be located in different locations, independent of time and place. The primary delivery mechanism for instructional activity is the Internet.

Elective Courses – Courses that do not fulfill a particular general education or academic core requirement but which may be used toward the minimum number of

credit hours required for graduation. Elective courses are restricted to a particular level or academic area and may not count toward Pensacola State College graduation or transfer to a university.

Fee – A financial charge for courses and services.

Financial Aid – Various types of Financial Aid are available including need-based grants and loans, scholarships, veterans' benefits, and college work-study programs. Many aid sources have early application deadlines, so students should check with the Financial Aid/Veterans Affairs Office months before the semester begins.

Foreign Language Requirement – The requirement by Florida's state universities that students transferring to the university must have earned two years of sequential foreign language at the high school level or the equivalent for completion of the Associate in Arts degree.

Full-time Student – Enrollment in at least twelve semester hours.

General Education – Specific number of semester hours of basic liberal arts and sciences courses required as a foundation in university parallel degree programs. General education requirements for the A.A. and A.S. degrees are detailed in the *College Catalog*.

GPA (Grade Point Average) – In general, the GPA is computed as follows: Quality Points ÷ Credit Hours = GPA.

Graduation Check – Formal list of courses completed and required to be completed to qualify for graduation. A graduation check or degree audit is performed by the Registrar's Office at the student's request.

Hybrid Course – An instructional model that blends elements of distance learning with on- campus requirements. The number of times a student visits a physical campus for a hybrid course may vary. However, the fact that all students are required to come to a PSC campus at some point is the hallmark of a hybrid course.

Independent Study – Course credits earned by a student working at his or her own pace through non-classroom, student-faculty interaction.

LDA – Last date of attendance; must be reported with each excessive-absence withdrawal or with any "F" grade assigned for non-attendance or non-participation.

Limited Access – Programs (e.g., Registered Nursing, Dental Hygiene) that have special admission criteria.

Orientation – Prior to registering for courses, students new to Pensacola State College are encouraged to participate in a New Student Orientation program that includes discussion on educational planning and College resources.

Part-time Student – Student enrolled for fewer than twelve credit hours in a sixteen-week semester.

PERT (Postsecondary Education Readiness Test) – Assessment tool used to determine student placement in reading, writing, and mathematics for college credit or developmental education classes.

PirateMail – Pensacola State College uses an in-house student email system, PirateMail, to reduce printing and postage costs and to improve communication with our students. Student email accounts are created automatically for students at the time their application fee is paid and processed. Currently, students who are enrolled in non-credit courses do not receive an email address at the College. Instructors can create personal student class email lists by using the e-Roster system to download their class lists. Instructions for sending class email lists are available in the FAQ section of the ITS HelpDesk Web site.

Prerequisite – A course that must be satisfactorily completed before a higher-level related course can be taken. Many prerequisite courses have minimum grade requirements.

Probation – A status given to students who do not maintain satisfactory academic progress.

Program of Study – A specific outline of a degree program selected by the student. All active programs of study are listed in the *College Catalog*.

Registration – The process of selecting courses and class times for an academic session. Registration may be completed by web or in person.

Residency – To qualify for in-state fees, students must document they have resided in Florida for twelve consecutive calendar months prior to the start of classes for the session in which they wish to enroll. Detailed information is available in the Office of Admissions and Registration.

Residency Requirement – Students graduating from Pensacola State College with an A.A. or A.S. degree must earn at least fifteen hours of credit-in-residence at Pensacola State College. Do not confuse this with the Florida Residency Status requirements that refer to a student's legal domicile in terms of in-state and out-of-state fee rates. (See Residency.)

SAT (Scholastic Assessment Test) – A college entrance test that may be used for placement in college level English, reading, and mathematics courses.

Schedule Adjustment or Drop/Add – During the published schedule adjustment period each semester, a student may drop or add classes without penalty. Students withdrawing after the Drop/Add period are not eligible for a tuition refund according to the College refund policy; therefore, they will receive a W1 on their permanent record.

Scholarships – Financial assistance for tuition and fee payment granted by donors to qualified recipients.

Selective Programs – Programs that require a certain grade point average or a minimum test score. Example programs include all health-related programs.

Service Members Opportunity College – SOC agreements allow active duty military and their dependents to complete a Pensacola State College degree after leaving the area.

SGA (Student Government Association) – Official representatives of the student body to the administration in matters concerning student life.

Student Academic Load – Number of credit hours carried by a student in any academic session. A full load equals twelve or more credit hours within a semester.

Student Activities – Various College-sanctioned projects, endeavors, contests, and functions of a co-curricular nature engaged in by students.

Student Classification – Pertains to full-time or part-time, freshman or sophomore, audit or credit, degree-seeking or non-degree-seeking, career or university parallel, etc.

Suspension – Student status under which he or she is not permitted to attend college for a specific period of time.

Transcript – A permanent official academic record of college courses taken and grades earned.

Transfer Student – Student who attended a college or university before enrolling at Pensacola State College.

Transient Student – Student who takes one or more courses at Pensacola State College to apply to academic requirements at another institution, or a Pensacola State College student who takes one or more courses at another institution to apply to degree requirements at Pensacola State College.

Withdrawal – Removal of a student from a course or courses by completion of proper forms, by a faculty member for excessive absences, or by the College for an administrative withdrawal. Students may withdraw from one or more courses no later than the 70% mark in the term. Students wishing to drop from one or more courses

after the Drop/Add period are not eligible for a tuition refund according to the refund policy.

Appendix A – Tasks to Perform Each Semester

Prior to the First Day of Class

- Provide your Department Head with an electronic or hard copy of the entire syllabus for each course you are teaching for the semester. Some departments have a standard template for section syllabi. Ask the Department Head.
- If teaching online
    1. Visit the e-Learning website and review relevant policies and procedures.
    2. If you have not done so already, you must complete the Canvas Basics Online training to obtain a Canvas account. To register, call 850-484-1985.
    3. Review and complete the tasks outlined in the following document: Preparing for a New Semester -- Canvas.

Throughout the Semester

- Verify attendance as required every two weeks.

At Midterm

- Submit mid-term grades.
- Encourage students to complete course/instructor evaluation (SmartEvals) upon notification.

At the End of the Semester

- Submit final grades in e-Roster by the due date.
- Submit GLO artifacts or PSLO results as appropriate.
- Review and complete e-Learning end of semester tasks.
- Submit the following items to your Department Head:
    - Original grade book, including student attendance records;
    - Original of all student final exams;
    - Books or supplemental materials provided by the department; and
    - A copy of the Incomplete Contract for each I (Incomplete) assigned.

Appendix B – Instructional Record Keeping

Instructional Record Keeping Policy (Revised June 2007)
Each full-time and adjunct faculty member must maintain a written record of his or her students' academic progress. The specific format of the record may be determined by the individual teacher; however, that format must include sufficient detail to justify or explain a student's grade and last date of attendance as well as meet any other program or departmental requirements. The record shall be commonly referred to as the grade book and shall serve as the official record of student progress in case of challenge, grievance, or audit.

Instructional records must be maintained according to the schedule below. When the faculty member ceases employment with PSC, all permanent class records and grade books must be submitted to the appropriate Department Head.

Required/Recommended Retention of Instructional Records

Item	**Required**	**Recommended**
Original Grade Book with copy of appropriate course syllabus/outline (including grading policy)	2 years	5 years
Copy of Final Grade Roster	2 years	5 years
Original Attendance Records	2 years	5 years
Final Exams/Projects	Through the end of next sixteen week semester	N/A

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