

ADJUNCT FACULTY HANDBOOK

ONLINE VERSION



ACADEMIC YEAR 2018-19

ARTS DIVISION



ARTS DIVISION

ADJUNCT FACULTY

HANDBOOK

VERSION 4

ONLINE VERSION

ACADEMIC YEAR 2018-19

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Welcome to Mt. SAC

The **Mt. SAC Arts Division** offers outstanding fine and performing arts programs that have received local, state, national and international recognition. Degrees and courses are offered in a wide range of disciplines, including Fine Art, Theater Arts, Commercial & Entertainment Arts and Music. Classes, events, rehearsals and performances take place in the College's **Sophia B. Clarke Theater**, **Feddersen Recital Hall**, state of the art **Design Technology Center**, **Fine Art Gallery** and **Fine Arts studios**.

Mission Statement

The mission of Mt. San Antonio College is to support all students in achieving their educational goals in an environment of academic excellence. Specifically, the College is committed to providing quality education, services, and workforce training so that students become productive members of a diverse, sustainable, global society. The College pledges to prepare students for lifelong learning through the mastery of basic skills, the achievement of associate degrees and certificates, and the completion of career and transfer pathways. The College will carry out this commitment by providing an engaging and supportive teaching and learning environment for students of diverse origins, experiences, needs, abilities, and goals. The College is dedicated to serving our community through improving economic achievement, advancing civic engagement, enhancing personal well-being, promoting critical thinking, and enriching aesthetic and cultural experiences.

Vision Statement

Mt. San Antonio College strives to be regarded as one of the premier community colleges in the nation. We will be viewed as a leader in community college teaching, programs, and services. As a premier community college, we will provide access to quality educational programs and services, focusing on student success within a climate of integrity and respect. We will earn this reputation by consistently exceeding the expectations of our students, our staff, and our community.

CORE VALUES

- **Integrity**
We treat each other honestly, ethically, and respectfully in an atmosphere of trust.
- **Equity and Diversity**
We respect and welcome all differences, and we foster equal opportunity to succeed throughout the campus community.
- **Community Building**
We work in responsible partnerships through open communication, caring, and a cooperative spirit.
- **Student Focus**
We address the needs of students and the community both in our planning and in our actions.
- **Lifelong Learning**
We promote the continuing pursuit of high educational goals through equal access to excellence in both teaching and support services.
- **Positive Spirit**
We work harmoniously, show compassion, and take pride in our work.
- **Effective Stewardship**
We sustain and improve the institution and environment by effectively using resources of time, talent, facilities, and funding.

Board Policies and Administrative Procedures on Mt. SAC's website:
<http://www.mtsac.edu/governance/trustees/apbp/>

CONTACTS

ARTS DIVISION CONTACTS

Arts Division Office is located in Building 12, Suite 1210

General email: artsdivision@mtsac.edu

		Ext.*	Email	Core Duties**
Dean	Dr. Sue Long	5135	slong@mtsac.edu	
Associate Dean	Mark Lowentrout	5201	mloentrout@mtsac.edu	
Administrative Specialist IV	Elizabeth Callahan	5116	ecallahan@mtsac.edu	Assistant to Dean, budget, class schedule oversight, Faculty loads, Grants, board items, meeting minutes posting, conference & travel.
Administrative Specialist III	Rebecca Cabrera	5295	rcabrera3@mtsac.edu	Assistant to Associate Dean, Faculty evaluations, Classified absences and timesheets. Fine Art class schedules, High School outreach, student workers.
Administrative Specialist III	Annmarie Marin	4135	amarin28@mtsac.edu	Music & Theater support, class schedules, events, travel/field trips, PAC calendar, and performances. Parking permits.
Administrative Specialist III	Susan Lee	4922	slee492@mtsac.edu	CEA support, class schedules and field trips. Faculty attendance, hourly timesheets, Fine Art models. Arts Division front desk.

*From an outside line, dial (909) 274+ extension

** Any Administrative Specialist may assist in any area if one is unavailable, please ask.

DEPARTMENT CONTACTS

Dept./Unit	Contact	Ext.*	Email	Pages4to Office
CEA <i>Photography</i> <i>Graphic</i> <i>Design</i>	Co-Chairs: Laurie Hartman Steve Burgoon	6316 5332	lhartman@mtsac.edu sburgoon@mtsac.edu	13-1473 13-2454
<i>Animation</i> <i>Gaming</i> <i>Radio</i> <i>Television</i>	Sunil Thankamushy Hector Rivas Tammy Trujillo Dan Smith	4451 4769 3344 5436	sthankamushy@mtsac.edu hrivas@mtsac.edu ttrujillo@mtsac.edu dsmith@mtsac.edu	13-2453 13-2455 13-2456 13-1479
Fine Art	Chair Carolyn Alexander	4317	calexander@mtsac.edu	1A-6A
Music	Chair Dr. Robert Bowen	4320	rbowen@mtsac.edu	2-M116
<i>Audio Arts</i>	Nathan Tharp	4336	ntharp@mtsac.edu	2-M115
Theater	Chair Richard Strand	4422	rstrand@mtsac.edu	2-T127

**From an outside line, dial (909) 274+ extension*

CAMPUS CONTACTS

Department	Bldg./Office	Extension*
Mt. SAC Campus Police (Security)	Bldg. 23	Ext. 4555
Payroll	4	Ext. 4240
Human Resources)	4-1460	Ext. 4225
Professional & Organizational Development (POD) (Training)	6-140	Ext. 4504
Student Services	9C	Ext. 6909
Printing Services	4-1802	Ext. 4255
Library	6	Ext. 4260
Media Services	6	Ext. 4270
Presentation Services	6-170	Ext. 4273
Information Technology (Help Desk)	23	Ext. 4357 (HELP)
Faculty Association	23	Ext. 4531
Mail Services	4	Ext. 4212

**From an outside line, dial (909) 274+ extension*

Online Campus Directory: <http://www.mtsac.edu/directory/index.html>
 Campus Map: <http://www.mtsac.edu/maps/>
 Academic Calendar: <http://www.mtsac.edu/schedule/calendar.html>
 POD Training Calendar: <http://www.mtsac.edu/pod/>
 Emergency Plan: <http://www.mtsac.edu/emergency/>

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Mt. San Antonio College

1100 N. Grand Ave. Walnut, CA 91789 | (909) 274-7500

Campus Police & Safety: (909) 274-4555 | Text-A-Tip: (909) 610-9139

Security Escort: (Mon.-Thurs. 6:30 p.m. - 10:15 p.m.)



Access Van Stops



Disabled Parking



Day-Use Permits



Bus Stops



Security Escorts



GETTING STARTED

Faculty ID

Your employee number (A-number) will be assigned by Human Resources once all employment documents are processed. The Arts Division office will give you a memo to obtain your Mt. SAC photo ID badge. The photo ID badge is available from the window adjacent to the Mt. SAC bookstore.

Keys

If you need a key, or a key fob (for electronic locks), the Arts Division will issue you a Key Requisition. To receive your key(s), present the requisition to the Key Request desk at the Facilities Office across the street (Bldg. 47, located off Bonita, Ext. 4850). **Faculty should carry their keys at all times while on campus.** Use only **your assigned** key or key fob for security reasons. Never loan your keys to anyone. If you lose your keys, report it to the Arts Division office immediately. Lock classroom doors when your class ends.

Parking

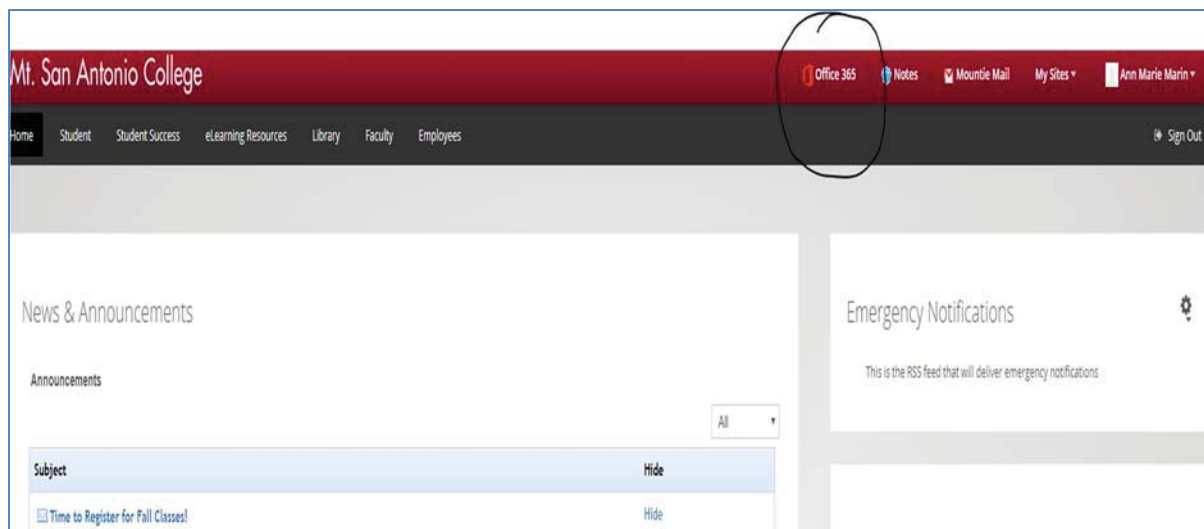
Refer to the [campus map](#) for the most convenient staff parking locations. Staff Parking Permits are issued on an annual basis. A Mt. SAC ID and driver's license is required to obtain your staff permit. (Bldg. 23, Ext. 4233) You may NOT park in metered parking or student parking. Please leave ample time to secure parking before your scheduled class time.

Portal / Web Access / Email

You are required to claim and use Mt. SAC as your **primary email** for all college correspondence. Link to portal log in: <https://inside.mtsac.edu/>

1. Your Mt. SAC email address should be your primary source of contact for college correspondence.
2. Mt. SAC email is accessible via the portal.
3. Check your email regularly.
4. The Mt. SAC email platform is Microsoft 365/ Outlook. If you need Outlook training, check the Professional & Organizational Development (POD) calendar for upcoming training dates, links below.

Link to POD (training)	http://www.mtsac.edu/pod/
Link to Outlook 365 FAQs	http://www.mtsac.edu/it/o365/faqs.html
Link to Microsoft 365 log in	https://inside.mtsac.edu/
Link to IT Help Desk / FAQs	http://www.mtsac.edu/it/resources/helpdesk.html



The portal is essential to access rosters, roll sheets, add codes, course information, and to facilitate student adds and drops, and grade submission. (more on grade submission in “Record Keeping” section.)

If you have trouble claiming your account and/or logging on, or any other issues with your portal, email, or web access, contact the IT Help Desk Help Desk. Technicians are available extended hours to assist you.

IT Help Desk contact information

Monday– Thursday 7:30 AM – 10:00 PM and Friday 7:30 AM– 7:00 PM

From Mt. SAC phones: Ext. 4357 or H E L P

From outside line: (909) 274– 4357

Mailbox

It is essential that you check your mailbox regularly to avoid missing important communications. Notify your Department Chair if you do not receive a mailbox assignment by the first day of classes. You will receive critical mail in your mailbox, including:

- ACCESS Accommodation Notices
- Departmental mail/memos
- U.S. Mail and student correspondence
- Campus Mail and U.S. Mail

Mail drop off locations are located at department mailboxes (below) and in Building 4– Upper Level – Mail Center.

Department Mailbox Locations

CEA	Bldg. 13–1240
Music/Theater	Bldg. 2– M103
Fine Arts	Bldg. 1A

EMPLOYMENT BASICS

Human Resources

For questions or information regarding benefits, pay rates or Equal Employment Opportunity (EEO) issues, contact Human Resources direct at Ext. 4225. Human Resources personnel are available to assist you Monday through Friday 7:30 AM– 4:30 PM. The office is located in Building 4– lower level, Suite 1460.

Benefits information is available on the **Human Resources** website: <http://www.mtsac.edu/hr/> or by contacting a Benefits representative at Ext. 4225.

Payroll

Paychecks are issued monthly and mailed to the home address on file unless arrangements have been made for direct deposit. Payroll can answer questions related to paychecks, deductions, taxes, and pay schedules. Payroll Technicians are assigned to Faculty by last name.

A full list of **Payroll** contacts and functions is available on the website:
<http://www.mtsac.edu/payroll/>



Faculty Performance Expectancies

Upon employment at Mt. San Antonio College, on the premise that the College exists for the educational welfare of the students, a member of the faculty unequivocally accepts the following professional responsibilities.

Please refer to the most current [Faculty Contract](#) to view the Faculty Performance Expectancies, section 18.B. Link to Faculty Contract: http://www.mtsac.edu/hr/faculty/2017-19_year1_faculty_cba.pdf

Adjunct faculty should also refer to Article 18.L.2:

Evaluation shall be reported in accordance with the performance expectancies listed in Section 18.B. which are observable by the various evaluators and which are appropriate to the assignment as an adjunct professor, particularly items 18.B.1, 18.B.3, 18.B.5, 18.B.6, 18.B.7, 18.B.9, 18.B.10, 18.B.13, 18.B.14, and 18.B.15.)

- 18.B.1. To be thorough in preparation for all class assignments.
- 18.B.2. To be regularly involved in staff and professional development activities in order to increase personal expertise in both subject matter and teaching techniques.
- 18.B.3. To develop and utilize effective pedagogical techniques in order to enhance the communication of ideas and promote optimal student learning, critical thinking, and performance skills.
- 18.B.4. To cooperate with the department and colleagues in planning and implementing curricular and other educational projects.
- 18.B.5. To teach information that is accurate and in compliance with the current course outline of record.
- 18.B.6. To adhere to ethical principles governing interactions with students and colleagues.
- 18.B.7. To be prompt and regular in attendance at all class meetings and adhere to scheduled dismissal times.
- 18.B.8. To be prompt and regular in attendance at all department, committee, and College-wide meetings.
- 18.B.9. To prepare all records and reports accurately and completely.
- 18.B.10. To submit records and reports to the proper offices within established deadlines.
- 18.B.11. To be involved reasonably in the total program of the College, (for example, College-wide committees, meetings, and student activities)

- 18.B.12. To keep scheduled office hours and to fulfill obligations as to presence on campus.
- 18.B.13. To cultivate a supportive inclusive environment that promotes success of a diverse student body.
- 18.B.14. To be reasonably accessible to students.
- 18.B.15. To adhere to all faculty evaluation procedures and timelines.
- 18.B.16. To maintain current knowledge of department goals, planning agenda, assessment activities, and curriculum development.

For more detailed information and descriptions of the items presented in this section, refer to the current Faculty Contract: http://www.mtsac.edu/hr/faculty/2017-19_year1_faculty_cba.pdf
You may request a copy in booklet form by contacting Human Resources or the Arts Division. Link to the [Mt. SAC Faculty Association](http://msac-fa.org/) website: <http://msac-fa.org/>

Office Hours

Adjunct professors are required to provide the equivalent of 1 hour (60 minutes) weekly for student contact outside of regularly scheduled class hours during Fall and Spring semesters.

Adjunct faculty should also refer to Article 7B–7C1:

7.B. Adjunct Faculty Office Hours: Adjunct professors (except those on partial, post-retirement contracts) with teaching assignments shall be paid for one office hour per week for fall and spring terms at a rate of twenty-seven dollars (\$27) per hour. This office hour shall be conducted in a synchronous mode and communicated to division offices and students via the course syllabus. If the office hour is held on campus, appropriate space with computer access will be made available for adjuncts to meet with their students. 7.C. Adjunct Parity: 7.C.1. Parity will be defined as 85 percent (85%) of the work commitment of full-time credit faculty derived by apportioning the workload devoted to teaching, grading, preparing for classes, and holding office hours contained in the parties' Agreement (Article 10.A.).

For more detailed information and descriptions of the items presented in this section, refer to the current Faculty Contract: http://www.mtsac.edu/hr/faculty/2017-19_year1_faculty_cba.pdf



Leaves and Absences

Unplanned/Emergency Absence

As soon as it becomes evident you will need to cancel your class, phone in your absence following the guidelines, below. If possible, notify your students via the portal and email the class. (Your preferred method of communication should be clear on the syllabus so that students are aware of how you will contact them in these cases.)

Have the following information ready when calling to report your absence.

- Your Name
- Class Name and CRN (Course Record Number)
- Date(s) of absence
- Reason for absence
- Personal Necessity
- Illness

Before 4:30 PM, Call the Arts Division:

(909) 274-5200

After 4:30 PM:

1. Call and leave a voicemail message at the Arts Division, and provide the above information. This will ensure whoever arrives first at the office will be able to report your absence and post if necessary, for a morning class, for example.
2. Call **Campus Police & Safety** if you need an evening class posted after hours:
(909) 274- 4555

Mt. SAC Police & Campus Safety will post your class to notify students who may show up. This is particularly important if you are calling in and cancelling class close to class time. In either case, upon your return contact the Arts Division to complete absence paperwork for reporting.

Planned Absence, with substitute

Authorization from your Department Chair and the Dean must be approved prior to securing a substitute for your class. A substitute will only be authorized according to the following guidelines.

Try to arrange for internal coverage or swap a class with a fellow faculty member.

The following circumstances represent situations necessitating a substitute.

- Class cancellation would result in students missing an entire week's instruction
 - A final exam is scheduled for that day
 - The extended absence of a faculty member is imminent
 - The minimum hours required for the class over the course of the semester would not be met
 - An extended jury duty obligation
 - A campus-sponsored activity that authorizes substitutes (such as VTEA or a conference)
1. Complete and submit a **Request for Class Coverage Form** to your Department Chair
 2. Submit to Arts Division office for Dean's approval

You may be able to allow students to work in the lab if supervision by a qualified Mt. SAC employee is available, with prior approval. (contact the Arts Division or consult with your Department Chair if you have questions)

Sick Leave, Bereavement Leave, FMLA

For extended sick-leave, bereavement, or FMLA leaves / absences and other extended leaves of absence, contact the Human Resources office at (909) 274-4225. Refer to the current Faculty Contract for a full description of each).

For more detailed information and descriptions of the items presented in this section, refer to the current Faculty Contract: http://www.mtsac.edu/hr/faculty/2017-19_year1_faculty_cba.pdf



Rehire Rights– Adjunct Faculty

From Faculty Contract:

10.R. Adjunct Faculty Rehire Rights: Adjunct faculty who have been employed for eight (8) semesters or more, three of which occurred in the most recent three (3) years, and whose two most recent evaluations exhibit an overall summary in classroom visitation and Department Chair summary of “meets the standard” shall be granted rehire rights. Any adjunct faculty with rehire rights shall have priority of assignment based on the priority lists established in Article 10.R.1. for one (1) class in their discipline, within the department in which rehire rights were earned. This priority of assignment shall be honored during all primary and intersession terms. A class is defined as a CRN (course reference number) except in cases of lecture/lab classes that are scheduled independent of one another. In those cases, the priority of assignment may include only one portion of the class. This class will generally be assigned from those that the professor has taught during the four (4) years or more time period and/or that the chair, dean, and professor mutually agree that the professor is qualified to teach. The class assignment shall be made within the time period the adjunct faculty member has designated as preferable if appropriate classes are scheduled in that time period. The adjunct faculty with rehire rights shall be assigned a class in order of priority provided that the professor is available to teach the class. The District is not limited to offering only one class to adjunct faculty. For counseling adjunct faculty, the priority of assignment for one (1) class shall be equivalent to six (6) hours of counseling per week.

For more detailed information and descriptions of the items presented in this section, refer to the current Faculty Contract: http://www.mtsac.edu/hr/faculty/2017-19_year1_faculty_cba.pdf

Instructor Evaluations

An adjunct faculty evaluation process is in place to assist you and provide appropriate feedback regarding established performance expectations. The following information is intended to be a general guide for how the process works. Contact your Department Chair for details, or refer to the current Faculty Contract.

Link to Faculty Contract: http://www.mtsac.edu/hr/faculty/2017-19_year1_faculty_cba.pdf

ADJUNCT FACULTY EVALUATION PROCESS (4-YR CYCLE)
FALL 2018

The following are evaluation requirements, obtained from the faculty contract, for adjunct faculty with and without rehire rights. Please refer to the 2017-2019 Faculty Contract (Year 1 of 2-Year Contract), Article 18.L: Adjunct and Partial Contract Professors Evaluation, for more detailed information.

WITH REHIRE RIGHTS

YEARS 1 THROUGH 4

- **Student Evaluations (H.2.a)** - For **each prep in either the fall or spring semester**, conducted by adjunct faculty member and **ONLINE unless otherwise requested**. Adjunct member **shall submit** the student evaluations, including a tally of ratings & a file of scanned written comments to the Department Chair **by the end of the 11th week of the semester (11/9/18)**.
- **Adjunct Faculty Summary (H.8)** - Department Chair, in consultation with the appropriate manager, shall prepare an H.8 form to summarize findings of any appropriate evaluation activities for the year. If **rating is #1 or #2**, Department Chair shall either hold a summary meeting or send the H.8 form via email **no later than the 14th week of the semester (11/26/18)**. The adjunct faculty member shall return a printed, signed copy to the evaluator within two (2) weeks. If **rating is #3 or #4**, a summary meeting shall be held with the adjunct faculty member **no later than the 15th week of the semester (12/3/18)** to provide feedback and specific suggestions for improvement of teaching or professional performance.

YEAR 2 ONLY

- **Classroom Visitation (H.4.a)** - **Single visitation**, conducted by a designated evaluator, shall occur **by the end of the 12th week of the semester (11/16/18)**, and meeting will be held within two (2) weeks of the visitation with the adjunct faculty member to review the evaluation, teaching materials, and provide feedback regarding teaching performance.

WITHOUT REHIRE RIGHTS

Classroom Visitation (H.4.a)

- **Year 1 - First semester of employment and for each prep**, conducted by a designated evaluator, meeting will be held within two (2) weeks of the visitation with adjunct faculty member to review the evaluation, teaching materials, and provide feedback regarding teaching performance
- **Year 2 - Each prep in either the fall or spring semester**, conducted by a designated evaluator, meeting will be held within two (2) weeks of the visitation with adjunct faculty member to review the evaluation, teaching materials, and provide feedback regarding teaching performance
- **Years 3 & 4 - Single classroom visitation**, conducted by a designated evaluator, meeting will be held within two (2) weeks of the visitation with adjunct faculty member to review the evaluation, teaching materials, and provide feedback regarding teaching performance

Student Evaluation (H.2.a)

- **Years 1 through 4** - For **each prep in either the fall or spring semester**, adjunct faculty shall **either conduct evaluations ONLINE or request that a designated evaluator conduct in-class evaluations**. The department chair, appropriate manager, and professor **shall receive** the student evaluations, including a tally of ratings & a file of scanned written comments **by the end of the 11th week of the semester (11/9/18)**.

Adjunct Faculty Summary (H.8)

- **Years 1 through 4** - Department Chair, in consultation with the appropriate manager, shall prepare an H.8 form to summarize findings of any appropriate evaluation activities for the year. If **rating is #1 or #2**, Department Chair shall either hold a summary meeting or send the H.8 form via email **no later than the 14th week of the semester (11/26/18)**. The adjunct faculty member shall return a printed, signed copy to the evaluator within two (2) weeks. If **rating is #3 or #4**, a summary meeting shall be held, **no later than the 15th week of the semester (12/3/18)**, with the adjunct faculty member to provide feedback and specific suggestions for improvement of teaching or professional performance.

Please note: A Self-Evaluation form (H.6.a) may be submitted each year.

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COURSE PREPARATION

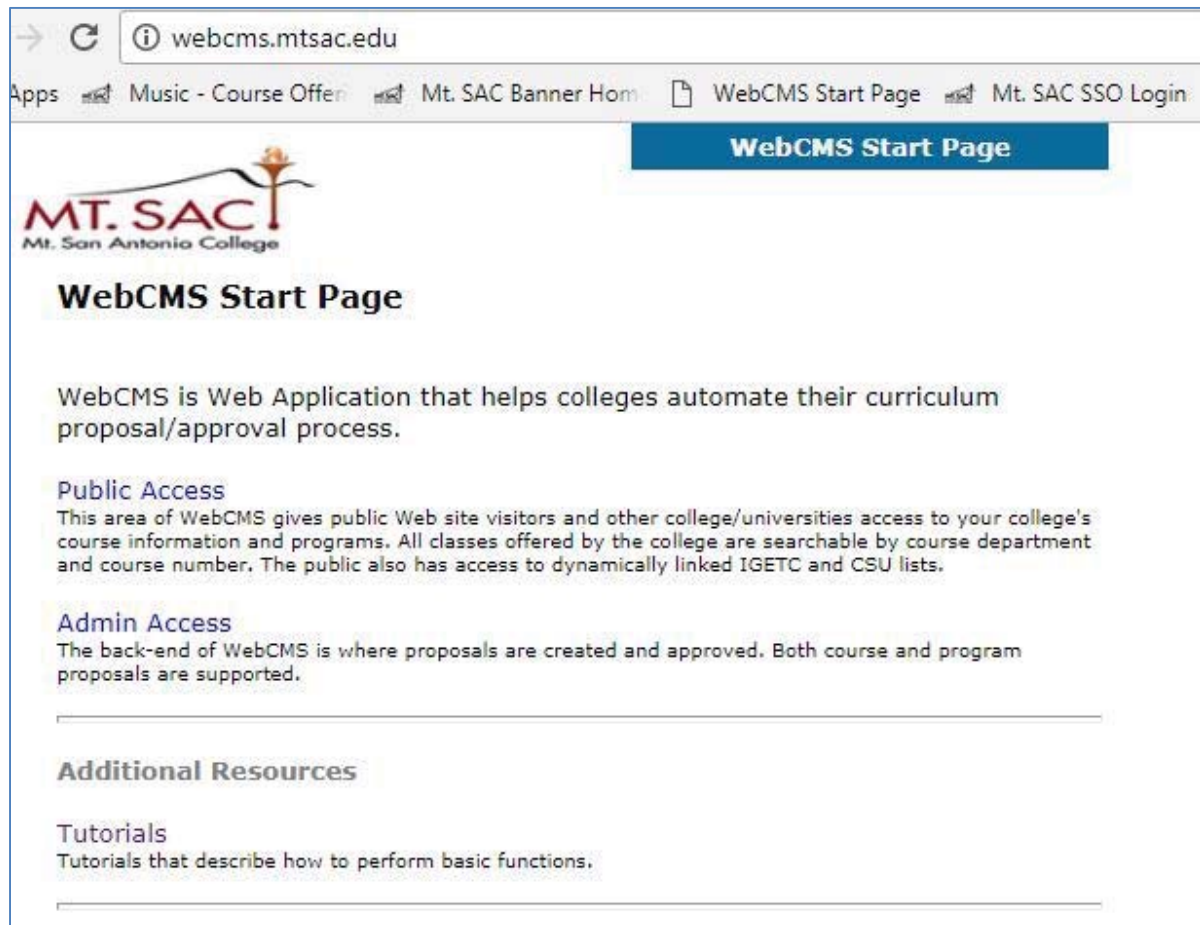
COR (Course Outline of Record)

It is required that ALL courses in the Arts Division be taught according to the Course Outline of Record (COR). Use the information in the COR to build your syllabi.

Access published CORs for all Mt. SAC courses at the following link:

<http://webcms.mtsac.edu/>

1. Select "Public Access"
2. From the pull-down menu, enter the
3. Course Prefix (i.e. MUS, THTR)
4. Course Number



The screenshot shows a web browser window with the address bar displaying "webcms.mtsac.edu". The browser's address bar also shows "Apps", "Music - Course Offer", "Mt. SAC Banner Home", "WebCMS Start Page", and "Mt. SAC SSO Login". The page content includes the MT. SAC logo, a "WebCMS Start Page" heading, a description of WebCMS as a curriculum proposal/approval process, sections for "Public Access" and "Admin Access", and an "Additional Resources" section with a "Tutorials" link.

→ ↻ ⓘ webcms.mtsac.edu

Apps Music - Course Offer Mt. SAC Banner Home WebCMS Start Page Mt. SAC SSO Login

WebCMS Start Page

WebCMS Start Page

WebCMS is Web Application that helps colleges automate their curriculum proposal/approval process.

Public Access
This area of WebCMS gives public Web site visitors and other college/universities access to your college's course information and programs. All classes offered by the college are searchable by course department and course number. The public also has access to dynamically linked IGETC and CSU lists.

Admin Access
The back-end of WebCMS is where proposals are created and approved. Both course and program proposals are supported.

Additional Resources

Tutorials
Tutorials that describe how to perform basic functions.

Course Syllabi

A printed syllabus must be provided to each student on the first day of class.

The Syllabus Checklist (sample follows) is used by the Arts Division to verify each for content according to Accreditation specifications. A syllabus template is available for your convenience in the Forms section and online. Tutorials are available, link below:

<http://www.mtsac.edu/business/tutorials/howtosubmityoursyllabus/index.html>

Syllabus Guidelines

- Every class (each unique CRN) must have its own syllabus even if they are for the same course. In this case, the time and day of each one will vary.
- The COR (Course Outline of Record– see previous section) provides the basis for designing each individual syllabus, class outline and/or class activities.
- Adhere to the Syllabus Checklist format and content
- Naming Convention: Name your syllabus file(s) using the course ID number and the CRN. Example: “MUS10B–43770”
- CRN is the unique 5–digit number assigned to every class
- **Submit your syllabi no later than the second week of the semester via the Arts Division Smartsheet link: <http://www.mtsac.edu/arts/syllabus/index.html>**
- Mandatory Items to include on Syllabus:
 1. College Name
 2. Term & Year
 3. Course ID/title/CRN
 4. Course location
 5. Course Day/Time
 6. Instructor Name
 7. Office Location
 8. Email (Mt. SAC email)
 9. Preferred method of contact information: voicemail# and Mt. SAC email address
 10. Office and/or Voicemail phone number
 11. Office Hours (time and location)
 12. Course Description (from catalog)
 13. Course Measurable Objectives (CMOs)
 14. Course Content
 15. Course Advisories/ Pre/Corequisites
 16. Course Procedures
 17. Methods of presentation (lecture/lab)
 18. Assessment Methods
 19. Assignment Grading Methods
 20. Required textbooks and/or other materials
 21. Grading policies including approximate number/range of graded assignment, the weight or percentage for each, and the scale to be used to determine “A”, “B”, etc.

22. Tentative schedule (daily or weekly), including important dates such as withdrawal deadlines (available on course roster), date of final exam, field trips and campus holidays.
23. Accreditation requires syllabi to list course Student Learning Outcomes (SLOs). Therefore, please either add your SLOs. The words "Student Learning Outcomes" must be listed on your syllabus.
24. Instructor policies regarding absences, tardies, missed work, cheating /plagiarism, cell phone/technology use.
25. ACCESS (Mt. SAC's Accessibility Resource Centers for Students) contact information
26. Suggested items to include on syllabus
27. Reading and homework assignment list
28. Student Standards of Conduct
29. Helpful tips and/or links for students (how to study/prepare for tests, suggested resources)
30. Extra credit and make-up work policy

Syllabus Checklist

CRN: _____ Course Name: _____ Professor: _____

Basic Course Identification		Y	N	N
	College Name			
	Term & Year			
	Course Title			
	Course #			
	CRN			
	Course Location			
	Course Days and Times			
Instructor Information				
	Instructor Name			
	Instructor Office Location			
	Instructor Email			
	Instructor Office Ph # or Voicemail #			
	Office Hours			
	Methods of Communication to/from student			
Course Information				
	Course Description (from catalog: http://www.mtsac.edu/catalog/)			
	Course Measurable Objectives (CMOs)			
	Course Content			
	Course Advisories, Pre/Corequisites			
	Course Procedures			
	Student Learning Outcomes http://www.mtsac.edu/slo/			
Course Section Information				
	Required/Recommended Textbooks			
	Required/Recommended Materials and			
Course Methods				
	Methods of Presentation (lecture/lab)			
	Assessment Methods			
	Assignment Grading Methods			
	Tentative Schedule of Semester: finals date &			
Policies				
	Academic Honesty			
	Grading Policy			
	Add/Drop Policy			
	Attendance Policy			
	Accommodations (ACCESS)			
Optional Information				
	Late Work			
	Extra Credit			
	Applicable Course Websites, Links and Resources			
	Standards of Conduct			

Semester Class Schedules

Department Chairs typically complete the department schedule for upcoming terms based on the information you supply to them regarding your availability. Be sure to communicate with your Department Chair early and often regarding your availability. Every effort will be made to accommodate varying schedules while maintaining schedules that accommodate students' needs.

Each department has a process in place to create a schedule. Communicate with your Department Chair so you know how the chair prefers to receive the information from you.

Textbooks

Textbooks are ordered through the Department Chair(s). Prior to the bookstore's deadline for textbook orders, you will receive a Textbook Requisition Form to fill out. Your Department Chair will let you know the due date for the orders. It is imperative that you get your textbook order in by that due date. ADA requires the offering of textbooks in alternative formats, which requires adequate lead-time to ensure the production of these texts.

Please communicate to your Department Chair at the time of scheduling if you are NOT using a textbook, or if you will be using a "no cost" textbook, as Mt. SAC is required to have this information noted on the course it applies to in the printed and online schedules.

Review Copies / Placing Textbooks on reserve

To receive textbooks for review prior to selecting a textbook for class, you must contact the textbook publisher representative. You may do this by accessing the publishers' websites, finding your representative, and then calling and/or emailing him or her. Please see the Department Chair for assistance.

Link to Library resources

Additionally, the book may be placed on reserve in the Library-Bldg. 6. Provide a copy of the book to the library reservations desk, and complete the request form. Typically the waiting period is a 2–3 days for processing it before students can access. Once the request is processed, students are able to check out the book(s) for up to 2 hours. This is a helpful service for students who may otherwise not be able to afford the textbook.

Library Information Desk : Ext. 4289

Link to library Resources: <http://mtsac.libguides.com/faculty/home>

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IN THE CLASSROOM

Classroom Equipment & Supplies

Check the classroom you will be teaching prior to the first day of class to ensure the necessary equipment is there for your planned class.

Classroom Audio-Visual equipment is managed by **Presentation Services**. Every classroom on Mt. SAC's campus should be equipped with an overhead projector (most are installed on the ceiling). In addition, there should be a screen, a computer with CD-ROM and USB drives, and VCR/DVD player.

Equipment requiring advanced booking: video projectors, slide projectors, laptop computers, CD/Audiocassette players, laser disk players, camcorders (VHS and digital), PCs or MACs with data presentation projectors, digital cameras, camcorders/VCR/Monitor on a cart set-ups.

If you require technical equipment other than what is provided in the room, or if you have problems with the installed equipment contact Presentation Services by 10:00 AM at least one day prior to your class:

Presentation Services Ext. 4273

Ensure that you have the login information for the faculty computer and student computers. Check with your Department Chair for current passwords. If you have a problem with either, contact:

IT Help Desk, Ext. 4357 (H E L P)

If you need any other supplies for the classroom, contact your Department Chair. Keep in mind, the process for new purchases takes about 2 weeks. Basic supplies may be already on-hand in the department or the Arts Division, just ask.

Instructional Supplies

Basic classroom instructional supplies, such as pens, index cards, erasers, paper, folders, pencils, etc. may be ordered from the Warehouse. You may request an order through your Department Chair. Any supplies not available in the Warehouse (such as dry erase markers, Scantron sheets, etc.) can be purchased by your department. Please inform your Department Chair of any supply needs with at least 2 weeks notice.

Classroom Repairs

For classroom maintenance or repairs (e.g., lights, broken screens, restroom issues, etc.) contact your Department Chair(s) and/or Arts Division to have a work order submitted. **For urgent matters, call the Arts Division at Ext. 5200 or Mt SAC Police and Campus Safety (after-hours) at Ext. 4555.** Facilities will schedule a technician during non-class hours for classroom work that is not urgent.

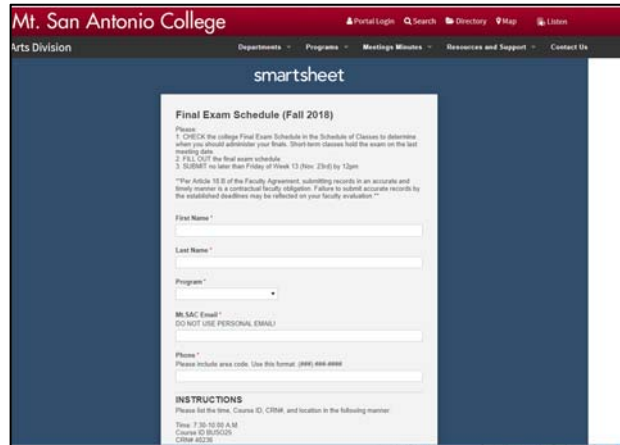
Class Hours

Faculty are responsible to be present all hours of their teaching assignment. Breaks must be taken according to the Class Meeting Times and Breaks chart (chart follows). Travel time has been built into the schedule. There is no need to dismiss class early to allow students time to get from one class to another. All classes must begin and end promptly at the scheduled time. Refer to the Class Meeting Times and Breaks Table.

Final Exams

The final exam schedule is published online and in print in the Schedule of Classes for Spring and Fall terms.

- All faculty must submit a final exam date confirmation via Smartsheet to the Arts Division for Spring and Fall terms no later than 2 weeks prior to the exam dates. Link: <http://www.mtsac.edu/arts/finalexam/index.html>



Mt. San Antonio College

Arts Division

Departments - Programs - Meetings Minutes - Resources and Support - Contact Us

smartsheet

Final Exam Schedule (Fall 2018)

Please:

1. CHECK the college Final Exam Schedule in the Schedule of Classes to determine when you should administer your exam. Short-term classes hold the exams on the last meeting day.
2. FILL OUT the final exam schedule.
3. SUBMIT no later than Friday of Week 13 (Nov. 13rd) by 12pm.

"The Article 10.0 of the Faculty Agreement, submitting records in an accurate and timely manner is a contractual faculty obligation. Failure to submit accurate records by the established deadline may be reflected on your faculty evaluation."

First Name *

Last Name *

Program *

Mt. SAC Email *

(DO NOT USE PERSONAL EMAIL)

Phone *

Please include area code. Use this format: (909) 498-4888

INSTRUCTIONS

Please list the time, Course ID, CRN#, and location in the following manner:

Time: 7:30-10:00 AM

Course ID: BUS100

CRN# 40125

- The published final exam schedule cannot be changed from the published schedule without prior authorization from the Dean.
 - ✓ A request for approval of the change must be submitted to the Dean in writing, including the reason for the change and must include the signature of each student in the class agreeing to the change.
 - ✓ Final exams may NOT be changed prior to the date that was originally published in the schedule.
- Intersession (Winter and Summer) final exams are scheduled the last day of class.
- Lab Parity classes must have a separate final for the lecture and lab component of the course. Consult with the Arts Division to ensure final exams are scheduled appropriately.

Class Meeting Times & Breaks

Classes begin and end promptly at the scheduled time. Breaks are included (10 minutes for every 1 hour 40 minutes of scheduled class time) and **MUST** be taken during class time and not at the end of class.

Refer to the **Class Meeting Times & Breaks Table** on the following pages.

Class Meeting Times & Breaks Tables

16 Week Semester					
Hours per Term Per Week	1 Day	2 Days	3 Days	4 Days	5 days
18	No Break	N/A	N/A	N/A	N/A
36	10 Minutes	No Break	N/A	N/A	N/A
54	20 Minutes	No Break	N/A	N/A	N/A
72	30 Minutes	10 Minutes	No Break	N/A	N/A
90	40 minutes	10 minutes	No Break	No break	N/A
108	50 Minutes	20 Minutes	10 Minutes	No Break	N/A

8 Week Short Term					
Hours per Term Per Week	1 Day	2 Days	3 Days	4 Days	5 days
18	10 minutes	N/A	N/A	N/A	N/A
36	30 Minutes	10 minutes	N/A	N/A	N/A
54	50 Minutes	20 minutes	10 minutes	No Break	N/A
72	70 minutes	30 minutes	10 minutes	10 minutes	No Break
90	N/A	40 minutes	20 minutes	10 minutes	10 minutes
108	N/A	50 minutes	30 minutes	20 minutes	10 minutes

6 Week Intersession					
Hours per Term Per Week	1 Day	2 Days	3 Days	4 Days	5 days
18	10 Minutes	N/A	N/A	N/A	N/A
36	40 Minutes	10 Minutes	No Break	No Break	N/A
54	70 Minutes	30 minutes	10 minutes	10 minutes	No break
72	N/A	40 minutes	20 minutes	10 minutes	10 minutes
90	N/A	60 minutes	30 minutes	20 minutes	10 minutes
108	N/A	70 minutes	40 minutes	30 minutes	20 minutes



Field Trips and Off-Campus Meetings

Mt. San Antonio College-sanctioned travel require supervision by a full- or part-time permanent College employee who will be responsible for ensuring safety precautions and enforcing the Mt. SAC Standards of Conduct.

Link to form: http://www.mtsac.edu/employees/forms/administrative/field_trip_authorization.pdf

Follow these guidelines and procedures:

- 1 Advance authorization is required for field trips or off-campus meetings, whether or not District transportation is needed.
In-State under 150 miles r/t must be approved/signed by the Dean or Associate Dean
Out of state travel / over 150 miles r/t must also be approved by the VP of Instruction
Out of the country must have Board approval **in addition to the above**
- 2 If campus transportation (bus, van, chartered bus) is required, request must be submitted to the Arts Division a minimum of **1 month prior** to the scheduled trip.
- 3 An advisor must accompany students on the travel activity and maintain in their possession a copy of all completed and signed Student Travel Agreement and Medical Release forms until the conclusion of the trip. The supervising Dean, Director, or Vice President will designate a manager as an emergency contact for each field trip and make available to the advisor a 24-hour contact phone number.
- 4 "Student Agreement and Medical Release for Classroom-Related Travel" form must be completed and signed on BOTH SIDES by each student and submitted to the Arts Division office prior to the trip.

Link to form:

http://www.mtsac.edu/employees/forms/administrative/student_travel_medical_release.pdf

Link to APs regarding student travel:

<http://www.mtsac.edu/governance/trustees/apbp/AP4300.pdf>

<http://www.mtsac.edu/governance/trustees/apbp/AP4350.pdf>

ANY change in classroom meeting place must be cleared by the Arts Division. If you are temporarily meeting somewhere other than the classroom listed on the published Schedule of Classes and syllabus, notify the Arts Division at once and so a notice may be placed on the regular classroom door to notify students.

Visitors and Guest Speakers

Classroom activities are intended to benefit only those students officially registered for the class. Others are permitted to attend a regularly scheduled class meeting only in the following situations:

- **Visitor:** The professor assigned to teach the class meeting may grant permission to any person to visit the class. The professor need not include visitors in class activities. Visitors shall not attend class on a regular basis. Visitors shall not audit the class. Guest speakers, young children, potential students, and parents of students are all examples of visitors.

Parking permits are available for approved visitors of the college with a minimum of 2 weeks notice. Contact the Arts Division for the Parking Permit Request Form.

- **Personal Care Attendant:** ACCESS may authorize a person to be a Personal Care Attendant (PCA) when the need for such accommodation is authorized for an officially registered student. PCAs must follow the College's PCA guidelines and be authorized by DSPS prior to beginning service as a PCA.
- **Educational Project:** The professor assigned to teach the class may, with approval of the division dean, authorize a person to attend multiple class meetings for the purpose of an approved research study, student teaching, an internship, or other similar educational projects.
- **Employee Aides:** Includes technicians, interpreters, and other employees of the college may be assigned as needed to class meetings unless such assignment is prohibited by law or contract. Unauthorized classroom visitors and other attendees to a regularly scheduled class meeting are not allowed to stay in the classroom or facilities.

Special note: Any person not enrolled in the class may not audit a class (attend or be in the classroom). Unauthorized visitors and other attendees in a regularly scheduled class meeting is not be allowed.

Per Administrative Procedures: AP 4700 Classroom Visitors and Other Attendees, refer to link:
<http://www.mtsac.edu/governance/trustees/apbp/AP4700.pdf>



Classroom Security and Safety

General Safety Guidelines

- Students must never be left in a classroom without an instructor present.
- Lock doors at the conclusion of class unless the next instructor is present. Due to valuable equipment and technology in our classrooms, lost keys can result in substantial costs and liability to the College.
- In the event of anyone sustaining injury or becoming ill and requiring medical assistance while at Mt. SAC, Mt. SAC Campus Police must be notified.
 - Once the situation becomes non-emergent, the Arts Division must be notified of the incident. **Any injury sustained on campus MUST be reported, even if thought to be minor.**
 - Any injury sustained while on campus must be reported on "Manager's Report of Employee Injury/Incident" form.
 - Student Health Center: Individuals who are ill or injured but are able to walk or drive may be directed to one of two Health Center locations– Building 67B or Building 9E. Call Ext. 4440
 - Link to Student Health Center: <http://www.mtsac.edu/healthcenter/>
 - Student Health Services* – 67B – [Map](#)
Student Health Services* – 9E (Satellite Office, second floor) – [Map](#)
(909) 274 – 4400 (General Information)
 - Hours 67B:
Monday – Thursday 8:30am – 6:00pm, Friday 8:00am – 4:30pm. Closed weekends and holidays.
Hours 9E: Monday – Thursday 8:00am – 4:30pm, Friday 8:00am – 12:00pm. Closed weekends and holidays.

Disabled persons or anyone with mobility challenges may call Dispatch (909) 274-4555 or 911 and request assistance.

Local Emergency Services

Local Medical Facilities Hospital Emergency Rooms

Inter-Community Medical Center

210 W. San Bernardino Rd.

Covina, CA 91723

(626) 331- 7331

cvhp.org

Queen of the Valley Hospital

1115 S. Sunset Avenue

West Covina, CA 91790

(626) 962- 4011

cvhp.org

Pomona Valley Hospital Medical Center

1798 N. Garey Avenue

Pomona, CA 91767

(909) 865- 9500

www.pvhmc.org



Mt. SAC Police & Public Safety is on campus 24 hours a day 7 days a week to keep the campus community safe. Call 911 or Mt. SAC Police and Public Safety from any phone, or from the **Blue Kiosks** around campus.

Non-Emergency

1. Ext. **4555** or **(909) 274-4555** from outside line.
2. **Blue Kiosks** found around campus will connect the caller directly to Mt. SAC Campus Police 24/7.

Emergency

1. In the event of an emergency, **Dial 911**
(from campus phone: 9-911)

Be prepared to give your exact campus location, including building number and room number.

Any call to the 911 operator should be immediately followed up with a call to Mt. SAC Campus Police at Ext. 4555 or from a Blue Kiosk.

Emergency Notification

The Mt. SAC Emergency Notification System will inform staff and students via text message and voicemail of such events such as campus closures, evacuations and other emergency situations. Add your emergency contact information on the portal.

Emergency Preparedness

In the event of a fire alarm activation, an actual fire, a gas leak, or circumstances that require a building to be evacuated, everyone in the affected building must evacuate to a safe area and wait for the building to be cleared. Affected persons are to wait in an assembly area until the building is declared safe to reoccupy. Unaffected areas of campus will continue to operate normally.

In the event of a campus-wide evacuation, all buildings will be evacuated in the same orderly manner as would be used if only one building was being evacuated. The increased volume of people leaving campus all at once will have a significant negative impact on traffic conditions on and around campus. Unlike a school with on-campus housing where many students walk or ride bikes to class, most Mt. SAC students drive here and park in one of the student lots. In addition, most faculty and staff members drive to campus and park in one of the staff lots. As a result, the parking lots are usually filled to capacity throughout the day. Emptying every parking lot at the same time represents a significant challenge and it will take much longer to leave campus in your car than it normally does.

Remember to put your safety first. If you need to get away from campus due to an active shooter, a hazardous material spill, a large fire, or any other significant emergency that is an immediate threat to your safety, leave your car behind and walk away from the danger. Do not go to your car and attempt to drive away because you will probably get stuck in traffic. If you can, walk in a safe direction away from campus. Your safety is paramount and you can come back at a later time, when the campus is safe, to retrieve your vehicle. If you do attempt to leave campus in your vehicle be prepared for it to take much longer than it normally does.

Active Shooter Training and other important training is available through POD. Link to POD Calendar: <http://www.mtsac.edu/pod/>

For more information, please refer to the website, link:
<http://www.mtsac.edu/safety/evacuating.html>

Link to EMERGENCY Preparedness INFO: <http://www.mtsac.edu/emergency/>

Evening Services and After-Hours Safety

Limited services are available for evening classes. The Division office and Office of Instruction close at 4:30 pm except the first week of Fall and Spring semester, when extended office hours are in effect (contact the Arts Division office for details).

If you have a minor emergency, need assistance with building or room entry after hours, or need assistance in the parking lot, contact **Mt. SAC Police and Campus Safety** from any campus line at:

Ext. 4555 or 909- 274-4555

Evening classes, study, research, or work may keep you on campus late at night. Unless you are walking in a group we encourage you to contact **Mt. SAC Police and Campus Safety** at (909) 274-4555 to have someone escort you safely to your car.

Link: <http://www.mtsac.edu/emergency/>

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RECORD KEEPING

Portal Basics

In order to complete important faculty functions, you will need to claim your Banner account and use it to access the portal.

For more detailed assistance, contact **IT Help Desk**

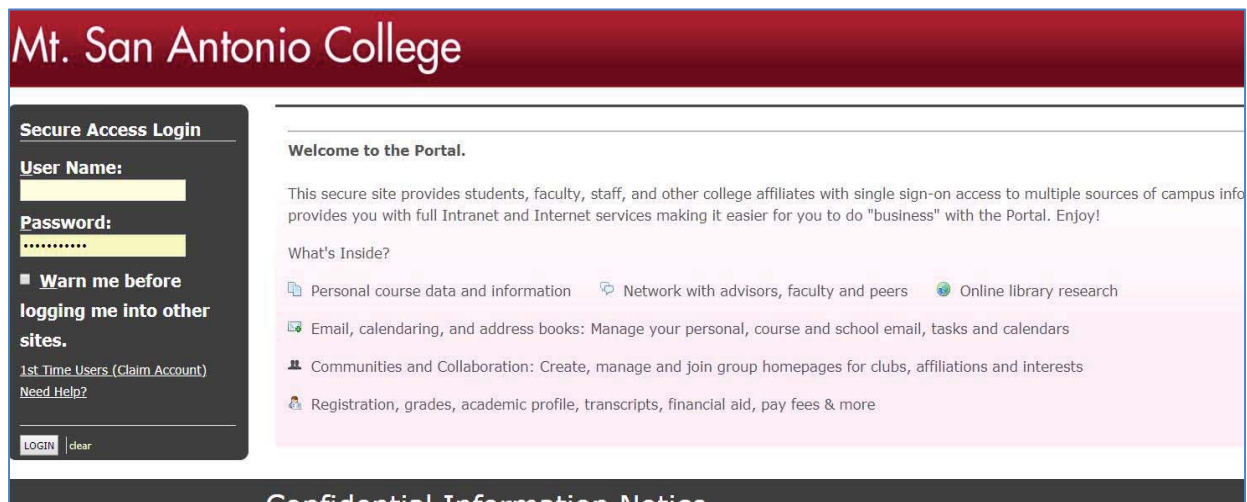
Ext. 4357 (HELP) or (909) 274- 4357 (HELP)

Logging in to your portal and email account

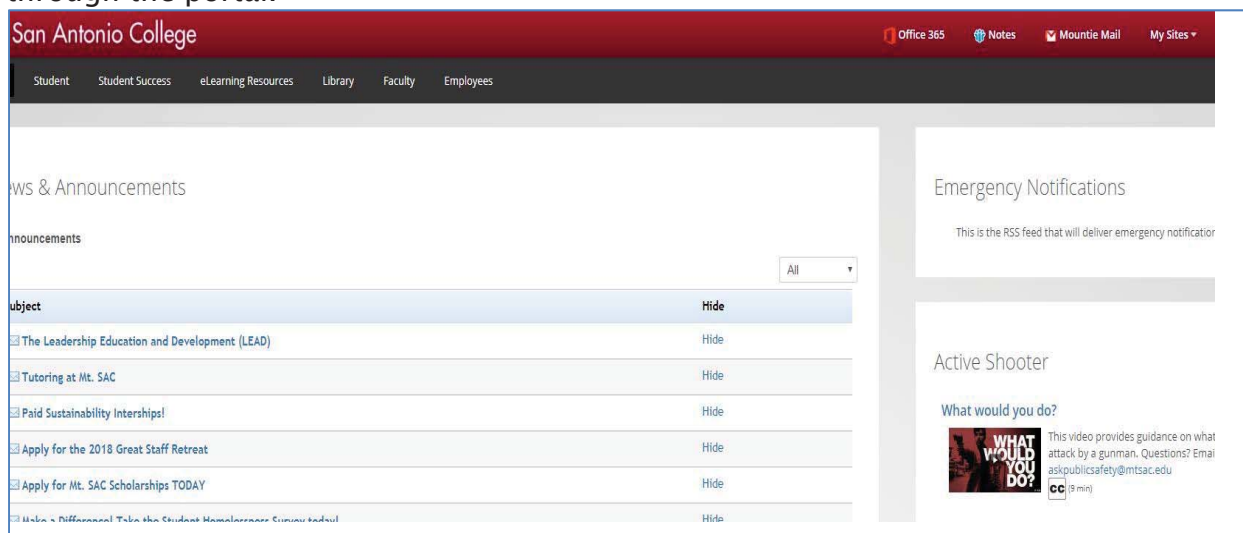
1. From the Mt. SAC Home page, click on “Portal Login”



2. Log in with your Mt. SAC username and password



3. From faculty landing page, you can sign in to **Microsoft Outlook 365** Email, view rosters, and perform all faculty functions including grading, drops, add codes through the portal.



Attendance Posting & Guidelines

Attendance posting is **mandatory**. Be sure to post daily attendance after each class. Any student class absences must be indicated in the permanent record. Students are expected to regularly attend class. Professors are responsible for informing students of their attendance and absence policy on their class syllabus.

Please remember you cannot grade on attendance. However, you can grade on class participation which requires regular attendance. (see: Grades and Grade Submission)

Arranged Hours Requirements

If you are teaching a class that has arranged hours (noted in the Schedule of Classes as “Arranged” or “TBA”), please note the following.

1. The official course outline of record and course syllabus must include the number of TBA hours and specific instructional activities and relevant student learning outcomes for TBA hours expected of all students enrolled in the course.
2. The TBA hours must provide instruction that is not homework and the student work completed for TBA hours must be evaluated. In this regard, do not include within TBA hours unsupervised activities such as attendance at plays and concerts. Apportionment may not be claimed for such activities.
3. All students enrolled in a course with TBA hours must be required to fulfill the hours and other conditions for TBA hours. All participation for each student must be documented.
4. TBA hours may not be claimed under the auspices of individual student tutoring.
5. The instructor must be present at all times during arranged hours.

Instructors must determine specific instructional activities conducted during TBA hours and expected of all students enrolled in the course are included in the official course outline of record as well as course syllabus. All enrolled students must be informed in the course syllabus of these instructional activities and associated expectations for successful completion.

Class Rosters

Rosters contain key information about deadlines for adds, drops, and refunds, as well as real time enrollment information. Rosters viewed through the portal will update daily as students add and drop your classes. The best time to print your 'starting roster' is immediately before the first day of class. This will provide the most up to date information on the students enrolled in your classes.

1. Login to the portal using the procedure outlined above and click on the Faculty tab to view the channels created especially for faculty use.
2. In the Faculty Self Service Menu click on Print Your Class Rosters.
3. Select the current term and click the Select Term button and then select the CRNs (course reference numbers) and click the Create Roster(s) button at the top of the page.)
4. Once you have selected the rosters you want to print, use your browser's print function to print your class rosters.

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ENROLLMENT MANAGEMENT

Low Enrollment

At the beginning of each semester, the Division Dean and Associate Dean will monitor your class counts to determine whether a sufficient number of students are enrolled. If the number is insufficient, the class will be cancelled. To maintain a full teaching load for all full-time professors, the department or division makes reassignments as needed. Many instructors find that posting flyers for classes where enrollment tends to be low can help a class to “make” minimum enrollment. Other options are portal announcements, and informing students to see if anyone they know want to enroll. Please contact the Arts Division for assistance.

Adding Students to Credit Courses

Credit students should be added to classes according to their position on the wait list, if there are remaining seats (according to the official class size for the course). You are allowed to add up to 20% of the maximum enrollment if the class is full.

Guidelines

1. Faculty should wait 30 minutes after the class start time to take roll and to fill any vacant seats with students wishing to add.
2. After reviewing the wait list, students should be added according to their priority registration date/time.
3. Students wishing to add a class must show evidence of enrollment using one of the two forms “Student Schedule/Bill” and the “Registration Status” form.
4. The priority registration date/time is on the upper right hand corner of the Student Schedule/Receipt form and is on the top left hand corner of the Registration Status form.
5. Each roster specifies the CRN-specific “last date to add” for the class. Faculty should advise students of the need to process the add authorization by this date in order to successfully add the class.
6. To add a student after registration closes, available seats are managed through distribution of add authorization codes (Add Codes, see below).
7. To add students after the Add Code period has expired, see Late Adds, below.

Add Codes

Add codes are 4-digit codes and are included within each online class rosters sheet (scroll down past the roster to view) If more are needed, or if no add codes appear, contact the IT Help Desk directly, and they will add more upon your request. (Ext. 4357 HELP)

Add codes guidelines

- Each add code can only be once, and they expire after 48 hours. Be sure you are giving students a correct add code, and they are aware when it expires. The expiration date, which often differs for each course, will appear on the roster.
- The distribution of an add code does not guarantee enrollment. The student must qualify to take the course by meeting all the established pre-requisites and co-requisites. (see section below for more information on prerequisites and corequisites).
- As students use the add authorizations to enroll, your rosters will reflect their entries. The student's name appear next to the add authorization code on the online roster confirming enrollment in the class.

Late Adds

After the add code period is over, students may still be able to add the class for a certain period of time, typically 10 days after the class begins in Fall /Spring, shorter for intersession. They will need a Late Add form, available in the Arts Division office or at Admissions & Records.

1. Late Add form must be completed by the student, and signed by the professor.
2. Student must bring the completed form it to Admissions & Records.
3. Admissions & Records has the final decision regarding whether the student will be added.

After the Late Add Form period is over, Admission & Records can add a student via Petition for Exception Action request. These forms are available in the Division or in Admission & Records. Contact the Arts Division for more information.

For more detailed information, refer to AP 5075 Course Adds and Drops, refer to link:

<http://www.mtsac.edu/governance/trustees/apbp/AP5075.pdf>

Dropping Students

Because the drop dates and add codes are COURSE-SPECIFIC, critical dates for one CRN may be different than those for others. Please be aware of the specific drop dates for your classes. These dates appear at the top portion of each class roster.

Guidelines

- An instructor may drop a student who has not arrived within the first thirty minutes of the first class meeting.
- An instructor may drop a student who has excessive absences as defined in the instructor's syllabus.
- It is the student's responsibility to officially drop a class whenever they determine that they can no longer attend the class. Failure to drop a class may result in a failing grade and an obligation of fee payment.
- Drops are permissible if the course has not yet met 61% of its total minutes (end of tenth week for sixteen-week courses.)
- A notation of a "W" shall become part of a student's permanent record for any drop taking place after the course has met for 20% of a short-term course or the end of the second week for sixteen-week courses – prior to the collection of census for apportionment purposes. If a drop occurs before the deadline, no notation shall be made on the student's permanent record.
- Instructors shall clear their rolls of inactive enrollment. Inactive enrollment is defined as of each census day, any student who has:
- Been determined by the instructor to be a "no show;" or officially dropped the course; or been dropped from the course.
- A student shall be dropped if, in the opinion of the instructor, the student is no longer participating in the course, except if there are extenuating circumstances. "No longer participating" includes, but is not limited to, the student having excessive unexcused absences. "Extenuating circumstances" are verified cases of accidents, illness, other circumstances beyond the control of the student, and other conditions defined by the Board of Trustees and published in regulations. Link:
<http://www.mtsac.edu/governance/trustees/apbp/>
- The College shall maintain a record of the date each student drops or is dropped from a course.



Drop Codes, No Shows, and Withdrawals

Faculty must submit No Shows for each course by the established deadline. Faculty may also initiate the Last date to drop with a “W”.

1. To initiate a drop, select the Faculty Drop Roster on the Faculty Self-Service Menu. Select the current term and click the Select Term button and click Submit.
2. No show (NS) – you may enter no shows up until the ‘last day to drop with a refund’, but the NS code should be used only for students who never attended the class.

Drop codes key

NS = no show – never attended

FF = drop with full refund (early drop period)

FG = Faculty drop without refund prior to census

FR = Faculty drop after census and before W

FW = Faculty drop with W

Community Education Student Enrollment (VOC)

Certain courses have concurrent seats for Community Education students. Community Education is no– cost, no unit option. Contact the Arts Division for details, or if you have questions about enrolling these students.

Students complete Community Education paper application (included in the printed Schedule of Classes) and brings to first day of class.

1. Instructor signs completed form if approved for enrollment.
2. The student drops off the form at the Community Ed office for processing.
4. Instructor checks to the roster at next class meeting to ensure student has been enrolled.

Community Education enrollment should be limited to no more than 25% of your total class enrollment.

Prerequisites and Course Eligibility

Students must meet all established prerequisites and / or corequisites in order to enroll in a class. Requirements are clearly noted in the description for each course listed in the catalog and in the Schedule of Classes (both online and print versions). All students officially enrolled, or on the waitlist for each course are screened by Admissions & Records prior to enrollment and have met eligibility requirements.

The instructor should inform walk-in students wishing to add the class that possession of an add code does not guarantee admission if a student fails to meet the required prerequisites, and such a student may be blocked from registering for the class.

Challenging Prerequisites

A student may challenge their eligibility for a course if they can produce evidence meeting the established prerequisites.

Students must complete a Petition to Challenge Prerequisite form (available in the Arts Division office) and submit with the required paperwork to the Arts Division.

For detailed information, refer to AP 4260 Prerequisites, Corequisites, and Advisories, link:
<http://www.mtsac.edu/governance/trustees/apbp/AP4260.pdf>

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GRADING

Grade Requirements

Sufficient grades and examinations should be administered to provide a fair basis for evaluating the work of each student. The college requires a minimum of three grades in addition to the final examination as the basis for a course grade. Additionally, if you teach a lecture/lab parity course, class must meet on both the lecture and lab days during final exam week, and there must be finals for both the lecture and lab portions of the course. Your department may have additional requirements. Contact the Arts Division for more details.

Guidelines

- Progress Reports – Professors should communicate with students who appear to be having difficulty in the class and refer them to Tutorial Services, ACCESS, Learning Assistance Center, Extended Opportunity Programs and Services, or other available services
- In planning your syllabus, the course grade must include a MINIMUM of three graded assignments plus a final exam. Instructors must record ALL scores used in calculating a final course grade, not just averages. The scores may be recorded by hand on the grade sheets downloaded from the portal, or managed in a standard spreadsheet format, such as Excel. These records must be kept by the instructor.
- **Please remember you cannot grade on attendance. However, you can grade on class participation which requires regular attendance.**
- Final course grades must be input by the Tuesday following the end of the class.

Grading Types

Credit courses may evaluate students on a letter grade (A, B, C, D, F) basis only, on a Pass/No Pass (Pass = A, B, or C; No Pass = D, F) basis only, or so as to allow students to elect either option.

The decision as to evaluation method is made by the academic department as part of educational review with students subject to the restrictions listed below:

- Courses used to meet General Education requirements must be taken for a letter grade; and courses used to meet major requirements must be taken for a letter grade.
- For courses offering a grading option, students are automatically registered on a letter grade basis at the time of registration. If a change is desired, the student must select the Pass/No Pass option either:
 - Online if the course has not yet met 20% of its total minutes (end of the third week for sixteen week courses), or

- In person with a picture ID at the Admissions and Records Office in the Student Services Center if the course has not met 30% of its total minutes (end of the fourth week for sixteen week courses).
- No more than sixteen (16) units of credit with a Pass (P) grade may be applied towards graduation from Mt. SAC.
- Courses taken on a Pass/No Pass basis are neither counted in calculating grade point averages nor in determining eligibility for the Dean's List, but such courses are considered in "progress probation" and dismissal procedures.
- When the final course grades are submitted electronically, a copy of the grades submitted and a complete rationale explaining grade calculation should be maintained by the Instructor. Whatever standards you apply in determining the final grade should be consistent with your course syllabus and must be applied uniformly to every student.
- All grades used in the calculation of the final grade must be recorded in the back-up documentation. Final course grades must be submitted online.

Final Grade Submission

Final course grades must be input by the Tuesday following the end of the class.

Follow the steps for final grade entry and submission:

1. Click on the Final Grades on the Menu
2. Select a Term and click Submit
3. Select a CRN and click Submit
4. Use the drop down box next to each student's name
5. Enter the student's final course grade. If your course requires reporting of credit positive attendance, enter the total hours for each student (including hours for students who have dropped prior to course completion).
6. Be sure to click the Submit button when you have finished the entry for all students.

Please refer to AP 4232 Pass/No Pass Grading for details on grading policy. Link:

<http://www.mtsac.edu/governance/trustees/apbp/>

Grade Change

If you discover an error in recording or calculating a student's submitted grade, a Grade Change form must be completed, signed, and approved by the Dean and then by Admissions & Records. Grade Change forms are available in the Arts Division office.

IMPORTANT: Grade Change Forms may not be handled by or delivered by students.

Upon Dean's approval, the form is submitted to Admissions & Records by Arts Division staff or the instructor. Final approval is contingent on the final decision of Admissions & Records.

Link to AP 4231 Grade Changes, refer to link:

<http://www.mtsac.edu/governance/trustees/apbp/AP4231.pdf>

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FACULTY SUPPORT & TRAINING

I.T. / Computer Services

Most departments have computer resources available to adjunct faculty for preparing instructional materials and to access the portal. In addition, the Staff Development Resource Center, Bldg 6, Rm. 140, is equipped with computers, printers, scanners, and standard software for your use during regular College hours. If you need assistance with departmental computers, please check first with your Department Chair and/or department Lab Technicians.

For basic assistance or to request assistance with roll sheets, grade sheets, or add codes, call

I.T. Help Desk (Ext. 4357 or H E L P).

Copy and Printing Services

All requests for copies (for class-size quantities) are to be processed through Mt. SAC Printing Services. Submit your print job online. Please note all printing and copying are for Mt. SAC course materials only.

Log in with your Mt. SAC portal user name and password. Printing Services submission:
<http://printingservices.mtsac.edu>

Most jobs are completed within 24 hours. Printing Services will email you when job is ready for pick-up. Printing Services is located in Bldg. 4, Suite 1810 (entrance on the west side of the building). Hours of operation are 6:30 AM – 10:30 PM, Mon. – Fri., Ext. 4255.

For small jobs only (under 50 copies) self-service copiers are available in Bldg. 4 Mailroom, Bldg. 13 break room and Bldg. 2M 103.

Adjunct shared office space

Each department has a designated shared office space with phones, computers, and copier for full-time and adjunct faculty use. Some departments have support staff during peak hours. For more information, contact your Department Chair or the Arts Division office at Ext. 5200, Building 12-1210.

Library/ Media services

Media Services has over 5,000 videos that can be checked out by faculty to show to students. You can get more information on these and other services at link:

Link: <http://www.mtsac.edu/library/>

In addition, the library subscribes to numerous online databases, including Films on Demand. You can access the library resources via the “Library” tab on the portal.



Flex Day

A full day of instructional classes are made available for both full-time and adjunct Faculty on Flex Day, which occurs 2 times per year, in Fall and Spring.

- Adjunct faculty may attend Flex Day classes and be paid for up to 2 hours. Fall Flex Day participation is mandatory, Spring Flex Day is optional.
 - You must sign in to the class you choose and submit a certificated timesheet to the Arts Division office in order to be paid for Flex Day attendance. Contact the Arts Division for more information.
- Find out more and view the full schedule at this link: <http://www.mtsac.edu/pod/>

Professional and Organizational Development (POD)

The College has invested in campus-wide professional development for all employees and has committed resources to support its success. The POD office is staffed with a full-time manager and administrative support staff to provide open access to services. In addition, the POD office includes state-of-the-art technology, a computer learning lab, and a business center for faculty. Located in Bldg. 6, Room 140.

POD offers a myriad of training classes. Please check their website: <http://www.mtsac.edu/pod>
In addition, POD offers online courses through **Lynda.com**. Log on through the link on the portal.

Faculty Organizations (Shared Governance)

Academic Senate

The Academic Senate is responsible for making recommendations to the administration and for communicating with the Board of Trustees on policy development and implementation with respect to academic and professional issues. The Board of Trustees primarily relies on the Academic Senate for curriculum, including establishing prerequisites and placing courses within disciplines, degree requirements, grading policies, educational program development, and standards and policies for student preparation and success, and policies for faculty professional development.

The Academic Senate and the College President/CEO reach mutual agreement for district and governance structures as related to faculty roles, processes for program review, processes for institutional planning and budget development, and other issues recognized as academic and professional in nature.

For more information visit link: <http://www.mtsac.edu/governance/academicsenate/>

Faculty Association

The Mt. San Antonio College Faculty Association, Inc., CTA/NEA is an affiliate of the California Teachers Association and the National Education Association. The Faculty Association is the exclusive representative for the unit of employees at Mt. San Antonio College known as professors. Included in this unit are Full-Time Regular, Contract, and Temporary Instructors, Counselors, Librarians, Department Chairpersons, Instructional Specialists (ACCESS), and other faculty on reassigned time.

If you would like more information visit link: <http://fa.mtsac.edu/> or contact the Faculty Association at Ext. 4351

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STUDENT SUPPORT AND RESOURCES

Student Support Services

Many services and specialized departments exist on campus to help students achieve success at Mt. SAC. Student Life is a good starting point for students seeking support and assistance.

The Student Life Office may be reached at Ext. 4525. Link to Student Services:

<http://www.mtsac.edu/studentservices/>

Following is a list of a few of the support services students may benefit from. Most of these services are free of charge.

Department	Phone	Location
Advising Center	909-274-4293	Student Services Center (9B)
ARISE Program	909-274-6622	Bldg. 16B
ASPIRE Program	909-274-6396	Bldg. 9F
Counseling Center	909-274-4380	Student Services Center (9B)
DREAM Program	909-274-5596	Bldg. 16C
ACCESS (formerly DSPS)	909-274-4290	Student Services Center (9B)
Educational Opportunity Programs and Services (EOPS)	909-274-4500	Student Services Center (9B)
Financial Aid	909-274-4450	Student Services Center (9B)
Health Services	909-274-4400	Student Health (67B, 9E)
Learning Lab	909-274-5666	Bldg. 6, Room 122
Pride Center	909-274-6549	Bldg. 26A-1630
Testing Services / LAC	909-274-4300	Bldg. 6, Room 101
Transfer Center	909-274-5660	Student Services Center (9B)
Tutoring Services	909-274-6605	Bldg. 6, Room 104
Veteran's Service Center	909-274-4520	Bldg. 9E
Writing Center	909-274-5325	Bldg. 26B, Room 1561A

Student Labs and Tutoring

The Arts Division has several student resource centers which provide options for student assistance and study. These centers offer a variety of study aids ranging from study materials and hands on learning tools to tutorial assistance and specialized computer programs.

Lab/Resource	Extension	Location
Music Lab	4235	2- M106
Design (Shared) Lab		13-1225
Radio Production Studio		13-1454
Photography	4431	13-1425

Operational hours for these areas will be posted on the door at the beginning of each semester or intersession. Only currently enrolled students can utilize the labs. For more information, contact your Department Chair or the Arts Division at Ext. 5200.

Link to details of tutoring services offered by the college:

<http://www.mtsac.edu/students/academic-resources.html>

For a brochure of all the tutoring centers around campus, refer to link:

<http://www.mtsac.edu/lac/docs/tutoringcenters.pdf>

Learning Assistance Center (LAC)

The Learning Assistance Center (located in 6-101, Ext. 4300) helps students succeed in their classes. Tutorial Services offers one-on-one tutoring in multiple subjects, either drop-in or by appointment, as well as study groups and supplemental instruction. The Learning Lab computer lab has all the standard software that students need for class-related work. For more information, refer students to the website link: <http://www.mtsac.edu/lac/services.html>

Learning Resources (Library)

The Library (located in Building 6) offers assistance in research methods by appointment. There are study rooms available as well. Refer to the website, Link: <http://www.mtsac.edu/library/>
Reference desk Ext. 4289 Main desk Ext. 4260

Mt. SAC Mountie Makerspace

A makerspace is a physical location where people gather to share resources and knowledge, work on projects, network, and build. Makerspaces are community centers that combine manufacturing equipment, community, and education for the purpose of enabling members to design, prototype and create items that wouldn't be possible to create with the resources available to most individuals.

Mt. SAC, with a \$250,000 California Community College Maker Grant from California Community College Chancellor's Office, created the Mountie Makerspace in 2017. Mountie Makerspace, which is part of a statewide effort to development community makerspace programs, is a 4,000-square-foot building outfitted for collaborative and innovative projects in woodworking, metalworking, and digital fabrication. Equipped with a wide variety of machinery, the facility is open to students, staff, and the community to use on their do-it-yourself and hobbyist projects. Just some of the equipment includes mills, a lathe, a laser cutter, 3D printers, oscilloscopes, MIG/TIG welders, a logic analyzer, along with a complete tool room and much more.

The Mountie Makerspace is free for students and is a place for students and community members to work on projects, explore their inner artists, make cool gadgets, and interact with a community of like-minded individuals and get inspired. Many Arts Division faculty have taken their classes to the Makerspace to work on class projects.

The Writing Center

The Writing Center and the College Library offer free workshops and tutoring to help students properly quote, paraphrase, and document sources. Students can sign up for these and many other workshops at the Writing Center (26B-1561A, behind the clock tower). For more information about these workshops refer to the Writing Center's website:

Link: <http://writingcenter.mtsac.edu>.

Campus Life

Encourage students to explore all the possibilities for forging positive connections, getting involved in activities and enjoying their time at Mt. SAC.

Student Life Center can connect students with:

- Associated Students (student government)
- Clubs & Organizations
- Discount Tickets
- Calendar of Campus Events

Refer to the link: <http://www.mtsac.edu/campus-life/>



Student Discipline

Professors are expected to enforce acceptable standards of behavior in the classroom. The following resources will help you.

Student Standards of Conduct can be found at the following link:

<http://www.mtsac.edu/studentlife/standardssofconduct.html>

Refer to Board Policies and Administrative Procedures on this subject for more information:

www.mtsac.edu/governance/trustees/apbp/BP5500.pdf

Link to Student Discipline Procedures AP 5520:

www.mtsac.edu/governance/trustees/apbp/AP5520.pdf

Student Misconduct

The college has clear guidelines governing student conduct. For example, professors have the right to remove students from a classroom for a limited period of time for disruptive behavior.

Guidelines for dealing with disruptive students

- Professors are expected to enforce acceptable standards of behavior in the classroom.
- If you are faced with a situation with a difficult or challenging student, report it to the Director of Student Life, Bldg. 9C-1, Ext. 4525, the Dean or Associate Dean, Ext. 5200, and your Department Chair.
 - A Student Misconduct form is located online in Student Services forms, link:
 - <http://www.mtsac.edu/employees/forms/>
- A professor may remove a disruptive student from his/her class for the day of the removal and next class meeting.
 - Immediately report to the Director of Student Life, Bldg. 9C-1, Ext. 4525, and your Dean or Associate Dean, Ext. 5200

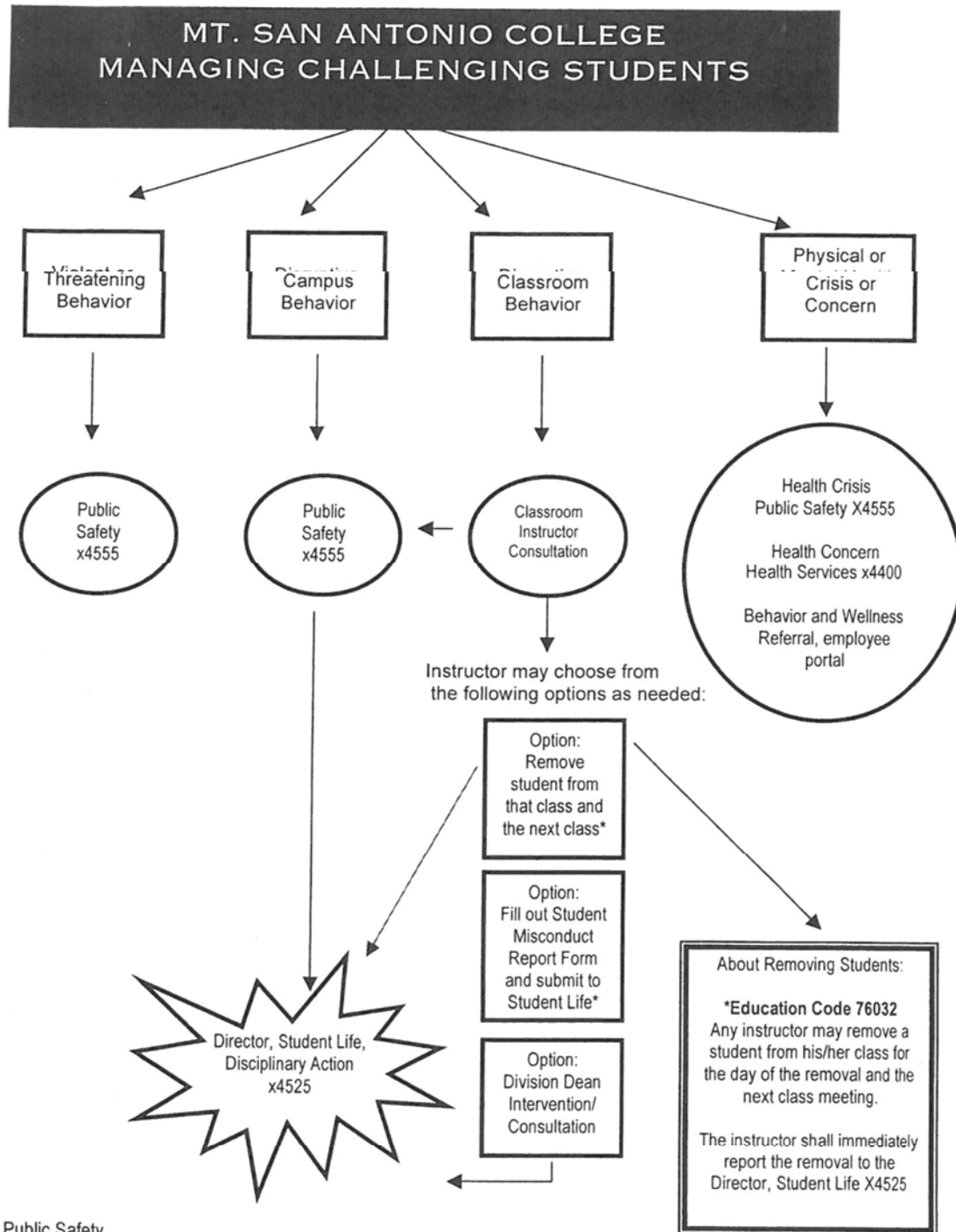
If a student is asked to leave and refuses, contact Mt. SAC Police and Campus Safety for assistance:

Ext. 4555 or (909) 274-4555

Mt. SAC Police and Campus Safety will assist in removing the student.

You may find the diagram on the following page helpful in dealing with managing challenging students.

Managing Challenging Students Chart



Public Safety
Ext. 4555 – Emergencies, Evenings & Weekends
Ext. 4299 – Non-Emergency Concerns & Questions
When making 911 calls, follow-up immediately with a call to Public Safety, ext. 4555

Revised 9/26/14. Reviewed by Ema Burman and Michelle Sampat, Dept. Chairs, LAC; Meghan Chen, Dean, Library & Learning Resources; Grace Hanson, Director, DSP&S; Art De La Cruz, Interim Director, Public Safety; Marti Whitford, Director, Student Health Services.; Carolyn Keys, Dean, Student Services



Student Rights and Responsibilities

Mt. San Antonio College is committed to assisting students to attain their educational and career goals, clarifying the College's expectations of behaviors, and ensuring their rights as students enrolled at the College.

The College agrees to the following:

- Assess your skills, educational and career goals;
- Orient you to the College's programs, services and policies;
- Provide counseling and advisement;
- Provide quality instruction;
- Offer services to support your education;
- Follow up on your progress toward your goal; Keep you informed of your rights and responsibilities.

Students are expected to:

- Attend or participate in new student orientation;
- Declare an educational goal;
- Arrange counseling and/or advising appointments to develop an educational plan;
- Work hard to complete assignments and courses;
- Abide by all College policies and procedures;
- Seek out support services and get help when needed;
- Show continuing satisfactory progress toward your goal

Student Complaints and Grievances

The College has specific policies and procedures in place for student complaints and grievances. Inform your Department Chair immediately if a student wishes to make a complaint or file a grievance.

Refer to Board Policies and Administrative Procedures for detailed information:

www.mtsac.edu/governance/trustees/apbp/AP5530.pdf

Student Grievance form link: <http://www.mtsac.edu/studentlife/studentgrievances.html>

Student Life contacts link: <http://www.mtsac.edu/studentlife/as/contacts.html>

Academic Honesty

Mt. San Antonio College is an institution of learning and scholarship predicated on the existence of honesty and integrity. As members of the academic community, faculty, students, administrative officials, staff, and governing board members all share responsibility for maintaining this environment. It is essential that all members of the academic community subscribe to the ideal of academic honesty and integrity and accept individual responsibility for their work.

Academic dishonesty is unacceptable and will not be tolerated at Mt. San Antonio College. Cheating, forgery, dishonest conduct, plagiarism, and collusion in dishonest activities erode the College's educational and social roles. They devalue the learning experience and its legitimacy, not only for the perpetrators, but also for the entire community.

Refer to the BP and AP on Academic Honesty:

<http://www.mtsac.edu/governance/trustees/apbp/BP4290.pdf>

<http://www.mtsac.edu/governance/trustees/apbp/AP4290.pdf>

If you or one of your students feel that a student has cheated on an exam or an assignment, contact the Student Life Office, Ext. 4525, inform your Department Chair in addition to the Dean or Associate Dean, and complete the Student Misconduct Form. This form is available online in the Student Services section of the Forms section of the Mt. SAC website. Link to Administrative forms site: <http://www.mtsac.edu/employees/forms/> or at link: <http://www.mtsac.edu/studentlife/standardssofconduct.html>

Plagiarism

A professor who determines that a student has cheated may give the student a failing grade for the assignment. The professor should also recommend that appropriate action be taken under the provisions of AP 5520 – Student Discipline Procedures.

Link: www.mtsac.edu/governance/trustees/apbp/AP5520.pdf

The following statement may be included in your syllabus:

"Plagiarism is a direct violation of intellectual and academic honesty. Although it exists in many forms, all plagiarism refers to the same act: representing somebody else's words or ideas as one's own. The most extreme forms of plagiarism are the use of material authored by another person or obtained from a commercial source, or the use of passages copied word for word without acknowledgment. Paraphrasing an author's idea or quoting even limited portions of his or her text without proper citation is also an act of plagiarism. Even putting someone else's ideas into one's own words without acknowledgment may be plagiarism. In none of its forms can plagiarism be tolerated in an academic community. It may constitute grounds for a failing grade, probation, suspension, or expulsion."

Grade Based on Demonstrated Proficiency

Since grading policies must reflect the measurement of student performance in terms of the stated course objectives, professors may not fail a student for a single act of cheating or plagiarism if the student can meet, or has already met, the preponderant balance of course objectives as specified in the course outline of record. In addition, students are entitled to a formal, administrative process of



review and appeal since allegations of dishonesty are serious and can lead to disciplinary sanctions including suspension and expulsion.

The overall grade for a course should indicate the student's demonstrated proficiency in the subject matter. Students can be given a failing grade on a particular assignment or exam in which dishonesty occurred, and the failing grade for dishonesty would then be reflected in the student's overall grade for the course.

The term "cheating" includes but is not limited to:

1. Plagiarism
2. Receiving or knowingly supplying unauthorized information
3. Using unauthorized material or sources
4. Changing an answer after work has been graded and presenting it as improperly graded
5. Illegally accessing confidential information through a computer
6. Taking an examination for another student or having another student take an examination for you
7. Presenting another person's work as your own
8. Forging or altering registration or grade documents
9. Submitting collectively developed work as your own, unless specifically allowed by the professor

Useful Links

Campus Forms

<http://www.mtsac.edu/employees/forms/>

Faculty Contract

http://www.mtsac.edu/hr/faculty/2017-19_year1_faculty_cba.pdf

Arts Division on the web link

<http://www.mtsac.edu/arts/>

Mt. SAC Interactive Map:

<http://www.mtsac.edu/maps/>

POD (Professional & Organizational Development)

<http://www.mtsac.edu/pod/>

Outlook 365 FAQs:

<http://www.mtsac.edu/it/o365/faqs.html>

Microsoft /Outlook 365 web mail via portal:

<https://inside.mtsac.edu/>

IT Help Desk and FAQs:

<http://www.mtsac.edu/it/resources/helpdesk.html>

Library

<http://mtsac.libguides.com/faculty/home>

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FORMS

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DEPARTMENT:

SEMESTER/YEAR:

Policies, continued

Statement on Plagiarism:

“Plagiarism is a direct violation of intellectual and academic honesty. Although it exists in many forms, all plagiarism refers to the same act: representing somebody else’s words or ideas as one’s own. The most extreme forms of plagiarism are the use of material authored by another person or obtained from a commercial source, or the use of passages copied word for word without acknowledgment. Paraphrasing an author’s idea or quoting even limited portions of his or her text without proper citation is also an act of plagiarism. Even putting someone else’s ideas into one’s own words without acknowledgment may be plagiarism. In none of its forms can plagiarism be tolerated in an academic community. It may constitute grounds for a failing grade, probation, suspension, or expulsion.” “One distinctive mark of an educated person is the ability to use language correctly and effectively to express ideas. Faculty assign written work for the purpose of helping students achieve that mark. Each instructor will outline specific criteria, but all expect students to present work that represents the student’s understanding of the subject in the student’s own words. It is seldom expected that student papers will be based entirely or even primarily on original ideas or original research.”

For more information, refer to Mt. SAC’s AP 4290 or the Mt. SAC course catalog:

<http://www.mtsac.edu/governance/trustees/apbp/AP4290.pdf>

<Http://www.mtsac.edu/catalog/>

Standards of Conduct / Disruptive Behavior Policy:

The Mt. San Antonio College Student Misconduct Guidelines are found in the Standards of Conduct and state that an instructor may remove a student from their classroom for the remainder of the class time and the next class meeting if disruptive behavior occurs. This includes:

- Obstruction or disruption of the educational process
- Willful disobedience and a lack of cooperation with the instructor
- Verbal or physical threats to students, faculty, or staff
- Excessive talking in class
- Active cell phone use
- Passing notes
- Excessive lateness
- Sleeping in class

The full Student Standards of Conduct statement can be found in the catalog at:

<http://catalog.mtsac.edu/college-policies-notice/#standardsofconducttext>

DEPARTMENT:

SEMESTER/YEAR:

Policies, continued

Add/Drop Policy:

Students will first be added according to their position on the wait list. If there are any remaining seats (per the official class size for the course) after going through the wait list, students will be added according to their priority registration date/time. It is the responsibility of the student to drop a class. Students who drop a class, withdraw from the College, or are dropped by the professor between the first day of the fifth week and the last day of the eleventh week of instruction during a regular semester will receive a mark of "W", withdrawal, on their permanent record. For specific dates, check the schedule of classes online at www.mtsac.edu.

Attendance:

Students should check their Schedule for the day and time their classes meet and ALLOW PLENTY OF TIME TO PARK AND LOCATE THE CORRECT CLASSROOM. Students who enroll in class must attend the first class meeting. Any student who has not arrived within the first 30 minutes of the first class meeting may be dropped from the class roster and the place given to a waiting student who was unable to enroll at the time of registration. Failure to attend the first class meeting does not ensure that you will be dropped. It is the student's responsibility to drop a class.

Accommodations for Disabilities/ ACCESS (Accessibility Resource Centers for Students): ACCESS provides services to students who have professionally documented disabilities and need additional services to successfully attend classes at Mt. SAC. Students who suspect they might have a disability are welcome to apply for services and an eligibility determination will be made. Disability-related information about students is held in the strictest confidence. To receive authorization for classroom accommodations for verified disabilities contact ACCESS, or the 504/ADA Officer located in Human Resources in the Administration Building- 4- Human Resources: (909) 274-4225. ACCESS can be reached directly: (909) 274- 4290 or visit the ACCESS website: www.mtsac.edu/access

Optional Information

Late Work:

Extra Credit:

Applicable course websites, links, resources:

Other:

SYLLABUS

MT. SAN ANTONIO COLLEGE

DEPARTMENT:

SEMESTER/YEAR:

Course Information

Course Catalog Description:

www.mtsac.webcms.edu enter CRN # or Course Catalog at www.mtsac.edu/catalog

Course Measurable Objectives (CMOs):

mtsac.webcms.edu enter CRN #

Course Content:

Course Procedures:

Student Learning Outcomes (SLOs):

Link online http://www.mtsac.edu/instruction/outcomes/reports/slo_reports.html

Policies

Student Academic Honesty

Honesty is primarily the responsibility of each student. The College considers cheating to be a voluntary act for which there may be reason, but for which there is no acceptable excuse.

The term "Cheating" includes but is not limited to:

- Plagiarism
- Receiving or knowingly supplying unauthorized information
- Using unauthorized material or sources
- Changing an answer after work has been graded and presenting it as improperly graded
- Illegally accessing confidential information through a computer
- Taking an examination for another student or having another person take an examination for you
- Presenting another person's work as your own
- Submitting collectively developed work as your own, unless specifically allowed by the professor

SYLLABUS

MT. SAN ANTONIO COLLEGE

DEPARTMENT:

SEMESTER/YEAR:

Basic Course Identification

Course Name:

Course ID:

CRN:

Course Location:

Prerequisite/ Corequisite Course ID (if none, n/a):

Instructor Information

Instructor Name:

Office Location - Building:

Room Number:

Office Hours:

Phone Number:

Extension, if any:

Email:

Preferred method of contact (student to instructor):

Method of communication from instructor to student: (portal announcement, class website, email, text)

Course Section Information

Credit Hours/Units:

Class Days/Times:

Required and recommended textbooks, if any:

ISBNs:

Required materials/ supplies, if any:

Course Methods

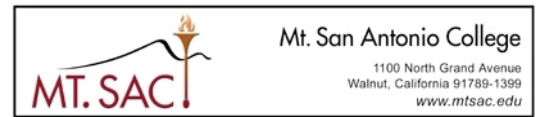
Methods of Presentations (lecture/ lab):

Assessment Methods:

Assignment Grading Methods:

Tentative Class Schedule (includes holidays, major assignment due dates, fieldtrip and exam dates):

Student Agreement and Medical Release for Classroom-Related Travel



Student Name:		Student I.D. #
Last:	First:	
Address:		City: Zip:
Home Phone: ()	Cell Phone: ()	E-mail: @student.mtsac.edu
Class Name:		Class Reference #
Faculty/Staff/Advisor Name:		Telephone # ()
Department:	Semester/Session: <input checked="" type="radio"/> Fall <input type="radio"/> Winter Year: <input type="radio"/> Spring <input type="radio"/> Summer	
Travel Destination(s) and Date(s):		
General Description of Activities:		

- A. Waiver:** All persons making the field trip or excursion shall be deemed to have waived all claims against the District or the State of California for injury, accident, illness, or death occurring during, or by reason of, the field trip or excursion. (Reference: Title 5 Section 55220)
- B. Medical Authorization:** In the event of illness or injury while participating in the above referenced activity, I hereby consent to whatever x-ray, examination, anesthetic, medical, surgical, dental diagnosis or treatment, hospital care and emergency transportation from a licensed physician, surgeon, and/or dentist as deemed necessary for my safety and welfare.

Participant's Private Medical Insurance Carrier Policy # _____ Insurance Carrier Phone () _____

- ☐ **Medical Condition:** Check here if you have a special needs or medical condition(s) and attach a description to this sheet.

In the event of an illness, accident, or other emergency, please notify:

_____ Name	_____ Relationship	() Phone	() Cell Phone
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C. Transportation

FIELD TRIPS: I will use transportation provided by Mt. San Antonio College for field trips.

OFF-CAMPUS MEETINGS: If an off-campus meeting requires me to use personal transportation, I understand that Mt. San Antonio College (its Board of Trustees, officers, employees, agents, representatives or volunteers) is in no way responsible, nor assumes liability, for any injuries, losses, claims or actions resulting from, arising out of or incident to, the non-District transportation. I understand that although the District may recommend travel time and/or routes to and/or from this event, such recommendations are not mandatory and do not in any way constitute District sponsorship of, or responsibility for, my transportation. I further acknowledge that the District does not provide any type of insurance, including liability, collision, or comprehensive, for students who provide their own transportation or provide transportation for other individuals in connection with an excursion/field trip activity.

My signature below acknowledges that I have carefully read these provisions and I fully understand and willingly agree to abide by these terms.

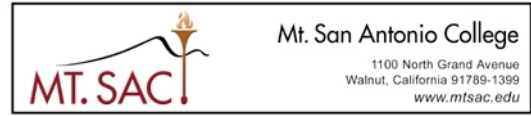
Student Signature

Date

If student is under 18, Parent/Guardian Signature

Parent/Guardian Printed Name

STANDARDS OF BEHAVIOR FOR ON-CAMPUS AND OFF-CAMPUS ACTIVITIES



Mt. San Antonio College students are expected to conduct themselves in a respectable manner, as the actions of one individual can affect the reputation of the College. While participating in activities, students are serving as a representative of Mt. San Antonio College and must uphold the College Standards of Conduct.

Some violations may include:

1. Causing, attempting to cause, or threatening to cause physical injury to another person.
2. Possession, sale, or otherwise furnishing any firearm, knife, explosive or other dangerous object, including but not limited to, any facsimile firearm, knife, or explosive, unless, in the case of possession of any object of this type, the student has obtained written permission to possess the item from a College employee, which is concurred by the College President/CEO.
3. Unlawful possession, use, sale, offer to sell, or furnishing, or being under the influence of, any controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the California Health and Safety Code, an alcoholic beverage, or an intoxicant of any kind; or unlawful possession of, or offering, arranging or negotiating the sale of any drug paraphernalia, as defined in California Health and Safety Code Section 11014.5.
4. Engaging in harassing or discriminatory behavior based on national origin, religion, age, sex (gender), race, color, medical condition, ancestry, sexual orientation, marital status, physical or mental disability, or because a person is perceived to have one or more of the foregoing characteristics.
5. Willful misconduct which results in injury or death to a student or to College personnel, or which results in cutting, defacing, or other injury to any real or personal property owned by the College or on campus.
6. Disruptive behavior, willful disobedience, habitual profanity or vulgarity, or the open and persistent defiance of the authority of, or persistent abuse of, College personnel.
7. Harassment of students and/or College employees that creates an intimidating, hostile, or offensive environment.
8. Lewd, indecent, or obscene conduct on College-owned or controlled property, or at College-sponsored or supervised functions.
9. The rules pertaining to the activity or event must be followed.

I further understand that I must adhere to the complete Standards of Conduct Policy and, if violated, I am subject to appropriate disciplinary procedures which could lead to suspension and/or expulsion determined by the severity of the incident.

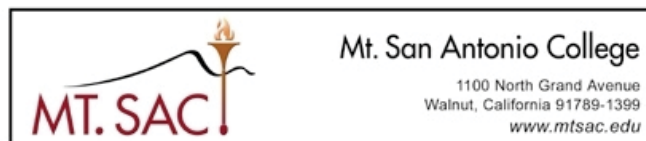
Student's Name – Please Print

Student ID #

Student's Signature (if under 18 – Parent/Guardian signature is also required)

Date

FIELD TRIP AUTHORIZATION AND/OR TRANSPORTATION REQUEST



A. Field Trip Authorization

Requested by: _____ Today's Date: _____
Department: _____ Division: _____
Phone: _____ Cell Phone: _____ E-mail: _____
Course Title: _____ Ref. #: _____
Departure Date: _____ Time: _____ Return Date: _____ Time: _____
Destination: _____ Address: _____
City: _____ State: _____ * Round trip miles: _____ *

***Trips over 150 miles (radius) or out of the country require additional approval.**

Purpose of trip: _____

☐ Off campus class meeting **OR** ☐ College Transportation Requested**

☐ Number of participants
(please attach class roster)

First Aid Kits: Instructors may sign out fanny-pack style first aid kits at Student Health when taking students on a field trip where they may not have immediate access to emergency supplies/services.

B. Request and Agreement for Use of College Vehicle

****Requests for college vehicles are made through Facilities Planning and Management at least two weeks prior to the field trip.**

Type of Vehicle Requested: _____ Number of Vehicles: _____
Special Instructions: _____ Number of passengers (including driver): _____

For vans: Vans cannot be picked up any earlier than departure time indicated without prior approval from Transportation Office
For buses & charters – _____
Desired pickup location: _____
Regular bus pick-up location is in front of Performing Arts Center

Drivers of College Vehicles: Please list the names of all potential drivers for this trip, including alternate drivers. Check box if a new driver.

All new potential drivers must file a CONSENT TO VERIFY DRIVING RECORD form with the Transportation office and show proof of insurance. Requests must be received in the Transportation Office at least **two weeks** prior to the date the vehicle is needed.

Employee's signature below acknowledges the understanding of the Administrative Procedures regarding College vehicles. Failure to comply with the College transportation policies may result in refusal of future College vehicle use.

C. Signatures (applicable to Section A and/or Section B above).

Employee/Instructor _____ Date _____ Vice President (over 150 miles from Mt. SAC) _____ Date _____

Division Dean/Department Director _____ Date _____ Board of Trustees (over 500 miles from Mt. SAC or out of the country – per AP 4350) _____ Date _____

Routing:

☐ Originator ☐ Division Office (until trip has occurred) ☐ Transportation Office (only if college transportation is requested) ☐ Public Safety

Transportation Office use only:

Date received in Transportation Office: _____

Vehicle Assigned: _____

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Name: _____
(Print or Type)

Sub For: _____

Banner ID.: _____

Additional Hours: _____

MT. SAN ANTONIO COLLEGE

CERTIFICATED TIME SHEET

School Month: _____

Pay Period: _____

From: _____ to: _____, 20____

Name: _____

Instructor's Signature _____

Mo/Day	Class #/Description	Hours	Mo/Day	Class #/Description	Hours

Rate Per Hour: \$ _____

Total Hours: _____

Amount Earned: \$ _____

Approved: _____
(Manager's Signature)

Account Classification: _____

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PETITION TO REQUEST INCOMPLETE

(Initiated by Instructor on behalf of student)

INFORMATION:

- An Incomplete ("I") may only be issued for requirements missed commencing with the fifteenth week of a regular semester or after 85% of a short-term intersession, and PRIOR TO THE END OF THE COURSE.
- Re-enrollment in the same course for the purpose of making up an incomplete is prohibited. Student must be passing the class at the time of the request.

REASON FOR PETITION:

Please indicate the reason for the request: ☐ Verifiable illness or emergency ☐ Verifiable work conflict

DIRECTIONS FOR INSTRUCTOR:

Please print using INK.

Complete form and attach to your class roll.

Instructor Name: _____ Today's Date: _____

STUDENT INFORMATION:

Name: _____ Mt. SAC ID # _____

Address: _____

Phone Number: _____ Email: _____

COURSE INFORMATION:

Course ID: _____ Course Title: _____

CRN#: _____ Units: _____ Academic Year: _____

Semester/Intersession: (Check One) ☐ Fall ☐ Winter ☐ Spring ☐ Summer

Instructor's instructions to make up the Incomplete:

If student does not complete the above work within 12 months, the semester grade will be:
(check one) ☐ A ☐ B ☐ C ☐ D ☐ P ☐ F ☐ NP

Student agreement: I understand that I must complete all outstanding requirements within 12 months or the Incomplete will become the letter grade designated above.

Student Signature: _____ Date: _____

Signature of Instructor: _____ Date: _____

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ARTS DIVISION

909-274-5200 ♦ artsdivision@mtsac.edu

Building 12, Room 1210

REQUEST FOR CLASS COVERAGE

All coverage must be cleared by the Division prior to the class absence date(s). Class coverage will only be granted for college-related business, bereavement, court/jury, extended illness or special circumstances.

Professor Name: _____ Date of Request: _____

First Date of Absence: _____ Last Date of Absence: _____

Contact Phone Number(s) During Absence: _____

Reason for Absence: (Check One)

☐ Need for Extended Use of Sick Leave for Self or Family Member ☐ Bereavement ☐ Jury Duty

☐ College-Related Business: (Explain): _____

☐ Other: (Explain) _____

Coverage Reimbursement: (Check One)

☐ Substitution Pay ☐ Switch Hours: _____

List Date(s) you will be switching with substitute

CLASSES TO BE COVERED

Course	CRN	Date(s)	Start Time	End Time	Substitute Name	Substitute Initials	Chair Signature

☐ Approved ☐ Denied: (Reason) _____

Dean's Signature: _____ Date: _____

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