



Kendall Campus

Adjunct Faculty Handbook

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The College's Mission and Vision Statements

The mission of Miami Dade College is...

To provide accessible, affordable, high quality education by keeping the learner's needs at the center of decision-making and working in partnership with its dynamic multi-cultural community.

The vision of Miami Dade College is...

MDC is committed to being a college of excellence, renowned for its:

- ◆ Satisfied, well-prepared students who, through their extraordinarily positive experience at MDC, have acquired the needed knowledge and skills to be successful in their ongoing academic and career pursuits;
- ◆ Empowered employees working within an environment that encourages creativity, risk-taking and accountability, who apply their individual talents to fulfill the College's mission;
- ◆ Highly supportive community that recognizes the significant impact of MDC's educational and training programs;
- ◆ Effective use of adequate resources to enable programs to flourish and the talents of people to emerge.

CAMPUS INFORMATION

History of the College

Miami Dade College was founded by state legislative action, and its first classes began on September 6, 1960. The Kendall Campus began in 1965 in temporary quarters until construction of the first buildings on its present 185-acre site was finished and the buildings were ready for occupancy. Several outreach centers were established subsequently in order to serve students in all areas of the county. Miami Dade College offers a Bachelor of Science degree in the School of Education, Associate in Arts and Associate in Science degrees, as well as certificate programs.

The Kendall Campus offers a complete program of general education courses parallel to the first and second year courses at state universities. It also has a wide range of technical and occupational career programs. Students attending outreach centers may take the same courses, although there may be a more limited selection.

The Academic Calendar

Four terms make up the academic year at MDC. The Fall term (beginning the fourth week of August) and Spring term (beginning in early January) are each 16 weeks long. Each of the two Summer terms is six weeks long and some classes meet for a 12-week Summer session.

The terms are designated by a number following the calendar year in which the academic year begins. Thus, the Fall term beginning in 200X is called 200X-1, the Spring term which follows is labeled 200X-2 (even though the calendar will read 200Y by then), and the Summer terms are all 200X-3.

Although many courses run the full length of a 16-week term, there are mini-term courses of 8-weeks and 12-weeks (having the same number of classroom contact hours as regular courses) in both Fall and Spring terms.

The basic calendar is included in the College Catalog and registration handbook. The Kendall Campus Office of the Registrar issues a more detailed calendar which includes such specifics as deadlines for students to drop courses without penalty, when class rolls are distributed, and when grades are due. A complete calendar is also available on the College's web site.

Telephone System

Typically, the eight campuses of MDC are linked by a telephone system with a common prefix number of 237. Some phone numbers may also begin with a 7 or 8. Adding the prefix 7 to the office phone number will allow you to make intra-College calls. Dialing 99 before the number being called will allow you to make outside calls. Long distance calls can be made only from specific

phones on campus.

Building Security

All buildings are locked at these times during Fall and Spring terms: Monday through Friday at 11:00 PM, Saturday at 10:00 PM, and Sunday after 5:00 PM. If you wish to enter or remain in a building after hours or on a holiday, you must get prior written authorization. If you must use a building outside normal hours because of a special event, you must have approval of your Department Chair. A work order request for such authorization must include a statement of the number of people expected to use the facilities. Requests for air-conditioning must also be submitted at least two business days prior to the event for which it is required.

SAFETY IS EVERYONE'S BUSINESS:

- Never leave purses, briefcases, book bags, or other personal possessions unattended.
- Always lock your vehicle – after placing personal possessions out of sight.
- Walk in groups or pairs, and be alert to your surroundings.
- Report suspicious persons or events to Public Safety immediately.
- Keep valuables in locked desk drawers or file drawers at all times.
- Never leave cash in office desks or files. Secure cash in a safe place.
- Check the back seat for unexpected occupants BEFORE you get into your vehicle.

A Public Safety Officer is available in the Department of Public Safety Office, Room 5118, 24 hours a day and can be reached by telephone at (305) 237-2100 or 7-2100 from a college phone.

Trouble Reports

Please call (305) 237-2248 for problems with your classroom, such as lack of chalk, AC, lights, broken bulbs, trash, broken furniture, bathroom and plumbing problems. Please enforce NO EATING, NO DRINKING, and NO GUM CHEWING policies in classrooms and labs and the NO SMOKING policy in all enclosed facilities.

Traffic and Parking

All campus traffic control is under the jurisdiction of the Chief of Public Safety. The Chief employs off-duty police officers. However, traffic violations are handled through the Metropolitan Court system and not by the Chief of Public Safety.

You must have a parking decal on your car to park in an employee parking lot. Your Department Chair will issue authorization for the decal which is obtained from Public Safety in Room 5118 upon presenting your vehicle registration and identification. Entrance to the employee parking lots

requires a magnetic gate card. This, too, must be authorized by your Department Chair and obtained from Public Safety.

Decals and magnetic gate cards must be returned to the Public Safety Office when you no longer work for the College. If your gate card is lost, a \$20.00 replacement charge is assessed.

Vehicles must not be abandoned on Campus. If you must leave your car overnight, please notify the Public Safety Office in person or by phone at (305) 237-2100. The College assumes no responsibility for the care and protection of a vehicle or its contents at any time it is operated or parked on campus. Remove all your valuables and secure your vehicle when parking. Although parking areas are patrolled, users are encouraged to walk to and from their vehicles in groups for personal safety. Parking in unauthorized areas may result in a warning, ticket, or tow.

The College Catalog

The MDC Catalog is updated and published every two years. It is available on the College web site located at www.mdc.edu. In addition to the description of all the courses offered at the College, it contains summaries of College goals and policies, degree and certificate requirements, admissions policies, descriptions of time-saving degree programs, and much more. Students who have questions about College policies, facilities, and so on should be referred to the Catalog on the web site.

Graduation Requirements

Degree and certificate programs have different and specific requirements for student graduation. For information about how a course you are teaching fits into graduation requirements, consult your Department Chair or the College Catalog.

Student Registration

There are several ways students may register: On-line at www.mdc.edu, at the Registrar's Office in Building 3 or on the computers located in the atrium of Building 3. The on-line registration system provides a list of open classes, fee payment with a credit card, and registration. Registration by telephone is no longer available.

Student Fees

Students may pay their fees at the time of registration or up to the end of the period indicated on their class schedules. On-line, telephone, and in person registrants may use a credit card. Students may also mail a check to the Bursar's Office.

Room Locations

The Kendall Campus address is 11011 SW 104 Street / Miami, FL 33176; the main entrance is located on the north side of SW 104 Street at SW 109 Court. A map of the campus is provided for you on the last page of this booklet. Most buildings have both a name and a number or a letter. Each room is designated by four digits. The first is the building number or letter. The second is the floor of the building on which the room is located. The last two digits are the actual room number. For example, Room 6247 is in building number 6 on the second floor.

General Information

When you are hired, Human Resources must have on file: (1) your application, (2) three professional references, (3) a personal data form, (4) a W-4 form, (5) official transcripts of all college-level educational preparation, (6) INS form I-9 (In compliance with the Immigration Reform and Control Act of 1986, persons employed after November 6, 1986 are required to complete this form and provide documentation required to verify identity and eligibility to accept employment.), and (7) a background check must be completed. These become part of your Personnel File as required by the State Board of Education regulations. If any item is missing, your paycheck may be delayed or you may be terminated.

Office Hours

Part-time faculty is required to be available for one office hour each week for each course taught. The location and time of these hours should be indicated clearly to your students on the class syllabus.

Adjunct Faculty Rate and Teaching Limits

The current adjunct faculty rate is \$43.75 per hour. Adjunct faculty members are permitted to teach up to 108 points during each full academic year (Fall through Summer terms). Following is an example of a three (3) Credit Course.

e.g. Three (3) Credit Course = 12 points
1 point = 4 instructional hours = \$175.00
Adjunct Faculty Rate = \$43.75 per hour

Attendance and Grade Records

College policy now requires that documentation to support student attendance records must be maintained for a minimum of four (4) years. Attendance records and grade books or any records relating to students' grades, including exams, should be given to your Department Chair at the conclusion of each term as soon as you have submitted final grades for all students.

Personnel Policies

The following policies apply to all faculty members at MDC. Copies of the policies and procedures are kept in the library, in many department offices, and on the MDC web page.

I-21 Equal Access / Equal Opportunity: MDC adheres to the Florida Educational Equity Act and the Rehabilitation Act. The College does not discriminate on the basis of gender, race, marital status, age, religion, national origin, or disability and provides opportunities, programs, or activities to its employees and students in an atmosphere free from harassment or other discriminatory practices based upon the above referenced factors.

I-71 Political Issues and Correspondence: Employees of the College may not engage in political activities during regular hours on College property, nor may they use College letterhead for correspondence or letters to the press.

The Americans with Disabilities Act: The ADA is a national mandate that prohibits discrimination against individuals with disabilities. Since July 26, 1990, disabled persons were moved to the forefront as a classified minority. This law broadens existing protections for people with disabilities in both the public and private sectors, declares HIV a legal disability, and gives “teeth” to previous disability status. The offices of Equal Opportunity, Human Resources, and College Training and Development can familiarize College employees with aspects of the ADA so that the College is in compliance with this federal legislation.

Entry-Level and Placement Tests

The State of Florida requires entry-level testing for all degree-seeking students. Students need to have scores from one of the following exams prior to registration: SAT/ ACT scores or the Florida College Entry-Level Placement Test. MDC administers the Computerized Placement Test (CPT) to place students in appropriate courses. The CPT is administered on a walk-in basis at the Assessment Center, Room 5213, and the scores are valid for two years. There is a registration “hold” until students have presented a complete set of test scores.

Students in the following categories who have not presented satisfactory SAT or ACT scores are required to take the CPT: (1) all first-time-in-college students who are degree-seeking, (2) all students who register for any English or mathematics course, (3) all students who register beyond 12 cumulative credits, (4) all students seeking dual enrollment, and (5) all students who took a placement examination more than two years ago, and whose scores have not been used for placement.

The following students are exempted from testing: (1) students who have earned an associate degree or higher from a regionally accredited institution, (2) students who attend another college or university and are enrolling for courses to transfer them to their primary institution, and (4) students who present SAT-I or ACT scores meeting State requirements.

CONDUCTING YOUR CLASSES

Meeting Your Classes

You must meet each class for which you are scheduled. Do not cancel a class session. If you will be late or will be unable to meet a class, please notify your Department Chair as soon as possible. Remember, your paycheck will reflect any time you do not meet with a class.

The first class of each semester is very important. It sets the tone for the whole semester. It is an opportunity to share with your class what you expect and to answer any questions and concerns students may have. The first class should be an experience that will make the students look forward to returning to your class. The syllabus, likewise, should address important issues for the whole semester. It should contain your contact information and any specific class policies you follow (e.g., how to make-up exams, what to do when absent, etc.), the grading policy, a statement about the college policy on academic dishonesty, a list of required activities and assignments, and the goals and objectives of the course.

Course Numbering

By agreement with all other public two- and four-year colleges and universities in Florida, academic courses are given a common number in order to facilitate student transfers. Therefore, a course you teach at MDC Kendall Campus is theoretically identical to one with the same number and title taught at any of the community colleges or universities in the State University System.

Student-Initiated Drops

Students who wish to drop a class are responsible for notifying you about their intention to drop. This is your opportunity to counsel a student about what it would take for him to pass the course or to give any other information you think is important. Students may also drop a course online. Students who officially withdraw receive a "W" for a final grade. If the drop is within the published time limit, a full refund is issued. In each term, there is a date beyond which a student cannot drop a class. That date appears in the Academic Calendar and is widely published each term. You may want to provide this information to your students.

A web-version of your class roll is available through the Employee web site under Faculty Resources and serves to purge/drop students from class if they have never attended, have not attended recently, or have missed so much work that they would not be allowed to make it up. You will need to enter your username (mdcc\username) and password (the one you use to access the computer at MDC). This process attempts to reduce the number of future student petitions for grade changes from F to W and to accurately reflect non-attendance for financial aid purposes. It also improves the accuracy of official enrollment status. Instructors are required to make a notation indicating the student's last date of attendance. State rules limit students' number of

attempts. **Students on a third or fourth attempt are not permitted to withdraw from the course or be purged by the instructor.**

Adding Courses

Until the end of the 100% refund period, students may add classes at the registrar's office, by telephone, or online. If the class is closed, the student must present an override card signed by the instructor to the Registrar's Office. Some departments have policies concerning overrides, so you should check with the Department Chair before signing any of these forms. After the 100% refund period, a student may add a class only if the override card is signed, dated and submitted within two days of the date of the signature. No changes are permitted on these cards.

Class Rolls

Official rolls are distributed just before the start of classes each term. Students who preregistered but were suspended from the College will not appear on these rolls. Two additional rolls are distributed during the term. Students who are not on the roll, but are attending the class, should not be allowed to attend until they can show a validated schedule. Students who are not on the roll cannot receive a final grade in the course.

Final Grade Rolls

A printed copy of final grades must be submitted to your Department Chair. Instructions and tutorials on the procedure of entering final grades directly into student records will be available toward the end of each term.

Every student must receive a grade of A, B, C, D, F, or I for all but College Prep courses. (College Prep courses are graded S for Satisfactory, P for Progress being made, or U for Unsatisfactory.) Students who have properly withdrawn will already have a W indicated. You may not add names to the roll. Students who have not been on the roll must clear their registration status with the Registrar's Office.

Information pertinent to attendance and determining student grades (scores, materials, work sheets, etc.) must be turned in to the Department Chair at the end of the semester.

Grading System

Only A, B, C, D, F, S, P U, or I grades may be issued. There are no plus or minus grades. The I grade may be issued only when a student has completed 75% of required course work with a passing grade and needs a little more time to complete the requirements due to unforeseen circumstances.

There may be a departmental policy about Incomplete grades, so check with the Department Chair, complete and sign an *Agreement for Grade of Incomplete Form* with the student, and turn in copies of everything to the chair. This grade must be made up the following major term or will change automatically to an F.

Attendance

Students are expected to attend all classes for which they register. The effect of absences on grades is determined by the instructor with the approval of the Department Chair. Students are responsible for arranging to make up work missed because of legitimate absences.

Discipline Procedures

Each student agrees, by registering, to abide by the rules and regulations of the College. If you encounter a situation which requires disciplinary action, contact Public Safety at 7-2100 immediately. If time and circumstances warrant, also inform the Dean of Student Services at 7-2301. If the situation does not require immediate attention, consult with the Department Chair, Public Safety, and the Dean of Student Services.

Cheating, plagiarism, or any other misrepresentation of work that results in charges of academic dishonesty should be reported to the Department Chair for appropriate action. Procedures 4070 (Student Code of Conduct) and 4701 (Student Disciplinary Procedures) in the Student's Rights and Responsibilities Handbook govern these situations. Instructors are urged to familiarize themselves with these procedures.

Copyright Laws

All teachers must adhere to the current U.S. Copyright Law as revised in 1978 which governs the use of materials duplicated for class preparations and scholarly research and materials reproduced for classroom use.

Brevity: It is permissible to reproduce the following: (1) a complete poem of less than 250 words or a 250-word excerpt from a longer poem, or (2) a complete article, story, or essay of less than 2500 words, or an excerpt from any prose work that does not exceed 1000 words or more than 10% of the work, whichever is less.

Spontaneity: The inspiration and decision to use the material in the classroom is so close to the date of its intended use that it would be impractical to write to the publisher for permission to use the material.

Cumulative Effect: The copying of material is for only one course. In one term, no more than one

short poem, article, story or essay from the same author (or two excerpts) may be used. In one term, no more than nine instances of such multiple copying for a course may take place.

Family Rights and Privacy Laws

Because of federal, state, and College rules, you are required to maintain confidentiality in record keeping. For example, you should not post grades by student name or student number. Students have the right to inspect their educational records, but most records cannot be released to others, including parents. More information is available in the College Catalog and from the Registrar or Dean of Students.

Reading and Writing Across the Curriculum

Two goals of all general education core classes are that (1) students will be able to speak, listen, write, and read in an organized and critical manner, and that (2) students will be able to communicate effectively with individuals in the different aspects of their lives. The College actually expects these goals to be part of every course.

In addition, some courses which fulfill general education requirements have been designated as “Gordon Rule” courses. In each of these classes there is a substantial writing requirement. Failure to meet this requirement means that the student should not be able to receive a grade higher than a “D” for the course. Be sure to ask if the course(s) you are teaching are so designated.

KENDALL CAMPUS SUPPORT SERVICES

Book Store

The Book Store, located in Building 8, is open between 8:30 am and 4:30 pm Monday through Thursday and from 8:30 am through 12:00 pm on Fridays. Extra hours are added at the beginning of each term.

Materials for classes must be ordered through the Department Chair with sufficient time for them to be available for purchase at the beginning of the term. Text books and course materials will be made available by your Department Chair. The Department Chair will review text book requirements with you.

Clerical and Duplicating

Most departments have established procedures for you to duplicate materials needed for your classes (for example, handouts, exams, etc.). A very small number of copies can be made on department copy machines, but class sets of materials should be sent to The Duplicating Center. Two days advance preparation are usually required for this service. The secretary in each department can assist you with these procedures. Be sure to observe copyright laws in requesting duplication (see page 9 above) and acknowledge all original sources, even if it has been retyped.

Learning Resources

Media Services: The Kendall Campus Media Services Department, located in room 2206, is dedicated to providing you and your students with a broad array of media along with the technology and staff necessary to present the media. The following is a list of some of the services provided:

Classroom Distribution: The Media Services Department can deliver a wide variety of titles from our extensive collection. We also provide the necessary equipment to present these materials effectively. Some of the equipment types available include: mobile multimedia computer presentation stations, video recording and playback equipment in numerous formats, video disc players, DVD players, audio CD and phono systems, overhead projectors, public address systems, presentation easels, compressed video distance education equipment, and satellite, cable and off-air programming. The online form for all requests is available at <http://www.mdc.edu/kendall/mediaservices/onlineforms.asp>

Computer Courtyard: The Computer Courtyard serves a variety of computing, study, and tutorial lab needs for students at MDC Kendall Campus. The Computer Courtyard provides access to academic computer services, creates an appropriate environment for group and individual study, and supports interaction between students and academic tutors. The Computer Courtyard is

located in Building 2, 1st floor, the telephone number is 305-237-2502. Its hours of operation are Monday – Thursday, 7:00 AM to 10:00 PM; Friday, 7:00 AM to 6:30 PM; and Saturday, 10:00 AM to 4:00 PM. In addition to MS-Office, the machines in the Courtyard provide access to a number of programs used in other labs on campus, allowing students to complete multiple homework assignments or projects in a central location.

Computer Labs: Kendall Campus has a number of labs for students that can be used by faculty. Most labs are open weekdays from 8:00 AM into the evening, Fridays from 8:00 AM to 4:30 PM, and Saturdays from 9:00 AM to 1:00 PM. Your Department Chair can tell you which lab resources are available to you and your classes.

Library: The Kendall Campus Library, located in the 2000 building, 2nd floor, contains a print collection of approximately 140,000 books and maintains a periodicals collection of 450 titles. Through the Library's online resources, over 84 databases are accessible.

Kendall Campus Library provides a number of services for adjunct faculty:

- *Book Orders:* If you would like to suggest books or other resources for purchase by the Library please contact the Collection Development Department at 305-237-2221.
- *Educational Resources:* a) Information Literacy Classes: Taught by the library faculty and can include the basics of searching the online catalog, information shortcuts, or other aspects of information literacy. Other sessions taught can include aspects of advanced online searching or specifics related to a special topic arranged by the adjunct faculty member. Schedule information literacy classes at 305-237-2078. b) Reserve Collection: Materials (books, reprints, photocopies, CD's) in any medium can be set aside or "reserved" for your class only. Contact the Reserve Collection at 305-237-2224.
- *Hours:* 8:00 AM to 10:00 PM, Monday through Thursday; 8:00 AM to 6:30 PM on Friday; and 10:00 AM to 4:00 PM on Saturday.
- *Website:* Locate the Kendall Campus Library at www.mdc.edu/kendall/library.
- *Reference Questions:* Please ask our reference librarians at 305-237-2077 or 305-237-2293. OR online at the **Ask-A-Librarian** page via the Library's website.
- *Renew Materials:* By phone at 305-237-2291 or online at the Library's website.
- *Research Paper Tutorial:* Offered every Friday at 1:30 PM to 4:30 PM in Room 2253 and covers note-taking strategies and integrating and citing sources. For more information call 305-237-2078.

RESOURCES FOR STUDENTS

Advisement

The Academic Advisement Department's services include orientation for new students, academic advisement for new or undecided students, advisement for students with academic difficulties, verification of graduation eligibility, unofficial transcript evaluation, and career counseling. Workshops are offered relevant to a student's success in college. The Department is located in Room 3152 and is open Monday through Thursday from 8:00 AM to 8:00 PM and Friday from 8:00 AM to 4:30 PM. The phone number is (305) 237-2125.

Career Resource Center

The Center has information to help students make intelligent career choices. It houses a library and computerized career counseling program for students to get current and relevant information to help them make decisions. The Center is in Room 3105, and the phone number is (305) 237-2356.

Testing Department

All students who must take the Basic Skills Assessment do so in the Campus Assessment Center, located in room 5213. Students may take the CPT any time the Center is open. The department also administers a wide range of other tests for other agencies, such as the CLEP, the CLAST, teacher certification, and various licensing examinations.

Degree Audit

Miami Dade College's computerized degree audit system informs students of progress toward meeting the graduation requirements of their particular degree or certificate.

Disabled Student Access Services

Under federal and state laws, you are required to accommodate disabled students in your classes. At the beginning of the term, you may receive notification from Disabled Student Access Services regarding recommended accommodations for the student. Often, part-time personnel may serve as note-takers, assist with tests, be readers for blind students, interpret for deaf students, etc. Disabled students may use tape recorders or other devices, provided by the College, in your classes. Some may also request that they be allowed to take tests in the Testing Department.

Student Employment and Career Services

Located in Room 3113, the student employment service provides students and graduates with information on current off-campus job openings. There are part-time, full-time temporary, summer, and career-related positions available.

Other services available are: on-campus interviews with employers, employment counseling, workshops and seminars on interviewing skills, resume writing, and other helpful employment tips, job fairs, graduate credential files that include resume referral service and free brochures, magazines, newsletter, and extensive employer literature and applications.

Financial Aid

Financial Aid is awarded to eligible students who cannot pursue or further their educations at the post-secondary level without financial assistance. Financial Aid is awarded to students based upon financial need and fund availability. The aid to assist students in paying the cost of attending MDC may consist of a combination of grants, scholarships, part-time employment, and loans. Federal and state institutions and/or private sector sources provide financial aid. Students in search of Financial Aid information should be directed to Room 3116.