

MIAMI DADE COLLEGE

KENDALL CAMPUS

MUSIC, THEATER AND DANCE DEPARTMENT



FACULTY HANDBOOK

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A note from the Chairman

Thank you for agreeing to share your wisdom and knowledge with our very diverse student population at Miami Dade College. I would like to encourage you to share with your students the full range of your artistic and professional background, as this will certainly inspire, motivate and encourage our students to embrace the totality of their own personal challenges. Please be supportive of our students. Teach excellence and demand the same from everyone.

This handbook is an attempt to crystallize the policies and procedures of the Miami Dade College and the Music, Theater and Dance Department. Please make yourself familiar with the guidelines that are within this manual and govern your dealing with the students accordingly.

I am available each day from 8:30 AM until 4:30 PM to answer any questions or concerns that you may have. Please feel free to contact me at rbrandon@mdc.edu or 305-237-2422.

The Music, Theater and Dance Department is “Where vision, artistry and passion are met with opportunity”. Once again, thank you for your commitment to Miami Dade College where I remain your biggest supporter.

With Regards,

Rodester Brandon

Mission Statement

The mission of Miami Dade College Kendall Campus Music, Theater and Dance Department is to provide an accessible, affordable, high quality performing arts education and experience. Associate of Arts degree programs are offered to students who aspire towards the completion of a baccalaureate degree in performance and/or education. The Music Theater and Dance Department will work to provide training in these areas. The department will also work to develop an appreciation of aesthetics. It is the goal of this department not only to provide these experiences on campus, but to act as an outreach to the community with performance and workshop opportunities.

Faculty Attendance Policy

Full-Time Faculty: Please refer to your contract agreement. Please refer to “**SUBSTITUTE FORMS**” in this document for additional information.

Adjunct Faculty: There are no provisions for sick leave for adjunct professors, nor can classes be cancelled by faculty. Please refer to “**SUBSTITUTE FORMS**” on page 3 of this document for additional information.

Semester Calendar

A semester calendar is included in an addendum at the end of this handbook. Periodic reminders will be sent by the college and/or the department prior to important deadlines. Faculty should use this document to keep abreast of important dates and deadlines. Some of these deadlines are listed and explained below. Consider including this information in your syllabus:

- First and last day of classes
- College Final Exam Schedule (*included in the addendum*)
- 100% refund deadline
- Last day to drop classes with a “W”
- Purge dates

Office Hours

Office hours are required of both! Full-time faculty need to refer to their contract. The policy for Adjunct Instructors is 1 hour of office hours **for each course you teach**. Adjunct faculty can use their discretion as to when and where the office hours will be held. For example, you can choose to be available one-half hour before your class and one-half hour after your class. You can also arrange to meet students in the library or at a location of your choosing. Please note that the hours **and** location **must** be included in your syllabus. Please provide the departmental secretary with this information as well. There are 2 locations on campus that Adjuncts within this department may use on a regular basis:

- Faculty teaching in Building 8 (Hernandez Center) may want to use **Adjunct Office 8242**
- Faculty teaching in Building M may want to use **Adjunct Office M-218**.

Please post your intended schedule on the door to notify other faculty of your intent to use the office at your requested time. Office 8242 can accommodate several meetings at once.

- Adjuncts teaching classes that begin prior to 8AM or after 4:30 PM, or weekend courses can contact Public Safety at (305) 237-2100 to open the office door. Please have your MDC ID ready for verification upon their arrival.

All About Forms

Copies of all the forms discussed in this section are included in the addendum at the end of the handbook.

- **ASTRA FORM** (Full-time Faculty only)
Forms are due to the department secretary by the end of the first week of classes. Please prepare and show clearly **IN-LOAD** and **OVER-LOAD**.
- **APPLICATION FOR APPLIED MUSIC INSTRUCTION**
Each student who registers for private lessons will have one of these forms completed. The form includes the best telephone contact number for you to use to call and set up your lesson day and time. Please confirm that you have a completed form for EACH student on your roll. If you do not, please notify the department of the discrepancy immediately.
- **PRIVATE TEACHER FORM** (Full-time AND Adjunct Faculty) CONFIRM THE FOLLOWING:
 - All students listed on the form are on your roll sheets
 - Students are enrolled in the correct course ID and reference as per your roll sheets
 - Make any corrections, additions and deletions and return the form to the secretary by the end of the first week of classes.
- **PART-TIME HOURLY TIME SHEETS** (Adjunct Faculty only)
 - The time sheets are included for Fall 2009-1 AND 2009-2.
 - All time sheets have deadlines clearly marked. Those turned in after the deadline will not be processed and you will not be compensated.
 - Forms **MUST** be signed by the appropriate coordinator PRIOR to turning into the secretary. The Chair will not sign off on any incomplete forms.
- **SUBSTITUE FORM** (Full-time and Adjunct Faculty)
 - Classes **CANNOT** be cancelled except by the Chair of the department. Substitute Forms **MUST** be completed 48 hours prior to the absence, except for emergencies.
 - The office must be notified PRIOR to the date and time of the absence. If you are ill, you are required to notify the office early as to who will be covering your class(es) that day.
 - From 8:00 AM – 4:30 PM call the department phone (305)237-2282.
 - If you have an emergency and teach before 8AM and after 4:30PM, contact Public Safety (305) 237-2100 and ask them to notify the class that you are running late or arrangements made for your class. You must notify the department chair at (305)-237-2422 the following business day if this occurs.
- **FORMS FOR PURCHASE OR REQUEST FOR GUEST ARTISTS**
Faculty may have a request that requires use of department funds. PRIOR TO ANY EXPENDITURES the proper forms must be submitted to the Chair for approval. These forms **MUST** be completed a minimum of **4 weeks** prior to the purchase or the performance of an artist.
 - **REQUEST FOR FUNDS FORM**
 - **AGREEMENT FOR SERVICES FORM:** This form is mandatory for ANY NON-Miami Dade College employee providing service and expecting payment
 - **W-9:** By law, all non-MDC employees must submit along with the signed Agreement for Services Form,

- **FORMS FOR PURCHASE OR REQUEST FOR GUEST ARTISTS (continued)**
 - **Invoices**
 - Must be submitted by the guest artist along with the Agreement for Services and the W-9. The department has an invoice form that can be used.
 - For purchases: The ORIGINAL invoice must be submitted to the department for processing. The college will not accept ANY photo copies or scans.
 - **Petty Cash Reimbursement:** If you have made an approved purchase and that purchase is LESS than \$100, you can submit the original receipt. The department will complete this form for your signature and send it to the Bursar's Office for processing. Once the reimbursement is ready, the Bursar's Office will notify you that your reimbursement is ready for pick up.

CREATING YOUR SYLLABUS

According to the Faculty Contract: Faculty shall "prepare and provide to students on the first day of class a course syllabus that describes the course goals, objectives and requirements, the nature of the course content, the methods of evaluation to be employed, and the basis upon which grades be assigned. The course syllabus shall be submitted in advance to and approved by the supervisor of the department offering the course and shall comply with all departmental standards. Faculty members will make necessary corrections."

Your syllabus is extremely important because it represents the contract between Miami Dade College, the faculty member and the students. Having a well-structured syllabus that clearly spells out the instructor's expectations will be the key instrument in disputes over grades and assignments. Below we have listed information that you may wish to consider including in your syllabus:

- **General Information**
 - Semester course is being taught
 - Course Title (i.e. Fundamentals of Music Theory)
 - Course ID (i.e. MUT 1001)
 - Course Reference (i.e. REF#123456)
 - Days and times of the course
 - Location
 - Your Name
 - Your office location
 - Office hours
 - Telephone contact/e-mail contact
- **Required Textbook Information**

Note: Adjunct professors must use text books that are approved by the department. No other required text will be accepted.

 - Complete title
 - Edition
 - Author
 - Publisher
 - ISBN#

Syllabus (continued)

- **Supplemental Text information if needed**

Please see area coordinator for approval of supplemental text prior to inclusion in syllabus

- **Required Materials (see suggestions below)**

- 3-ring binder
- #2 pencil
- Manuscript paper
- notebook

- **Optional Materials** (i.e. students are encouraged to bring a tape recorder to class. Recorders must be battery-operated and set, ready to go)

- **Course Description** (the nature of the course content)

- **Course goals and objectives**

- **Methods of evaluation: academic classes**

- Attendance requirements: BE SPECIFIC
- Regular attendance (how many absences before student is dropped?)
 - Explain the Purge Procedure to your students
 - Consequences for excessive tardiness
- Homework
- Quizzes
- Tests
- Final Exam (LIST YOUR FINAL EXAM DATE AS PER THE MDC FINAL EXAM SCHEDULE)
- Listening assignments
- Concert Performance attendance (required or optional) Please indicate if optional, how this will affect the grade
- Essays or papers
- Music Lab assignments
- Pitch Master assignments
- Consequences of plagiarism on papers (refer to the Student Rights and Responsibilities Handbook from the college)
- Consequences of cheating (refer to the Student Rights and Responsibilities Handbook from the college)

- **Method of Evaluation: Performance-based classes**

- Attendance requirements: BE SPECIFIC
 - Regular attendance (how many absences before the student is dropped)
 - Explain the Purge process to your students
 - Excessive tardiness: consequences
- Performance date requirements
- Additional rehearsal schedule days and times prior to performance
- Concert Attire
- Procedures for the use and return policies for music on loan from the department

Syllabus (continued)

- **Method of Evaluation: Private-lessons**
 - Attendance requirements: BE SPECIFIC
 - Regular attendance (how many absences before the student is dropped)
 - Explain the Purge process to your students
 - Excessive tardiness: consequences
 - Forum requirements and dates
 - Jury requirements and date
 - Additional rehearsal schedule prior to performance
- **Method of Evaluation: Private-lessons (continued)**
 - Concert attire
 - Memorization requirements
 - Preparation
- **Courtesy policy**
 - Cell phones/pagers in class
 - Talking while lecture or rehearsal is progress
 - Proper concert etiquette

Class Size and Over-rides

Enrollment in MTD lecture classes is limited to 30-40 students. Once a class has reached its limit it is closed and no additional students may enroll. Sometimes when a student wishes to be in a particular class, he/she will come to the class with an override card. The card must have your signature prior to sending the student with this card to the office for Chair approval. The student will then be instructed to take the card to the Dean of Students Office with 24 hours to have the class added to his/her schedule.

Before agreeing to allow additional students into your class, the instructor should consider whether there is enough space in the class to accommodate the student and the additional work and assignments that will be generated by the student. It is always the instructor's decision whether or not to permit additional students to join the class. The MTD department prefers that classes remain as close to the stated student enrollment limit as possible. Should you decide to admit additional students, please do so for as few students as possible.

Class Rolls & Validated Schedules

Throughout the semester, your electronic class rolls will be regularly updated on line. View your rolls in the MDC employee portal by clicking **Faculty Resources** and then clicking **Academic Resources**. Please check your rolls carefully and often to ensure that everyone in the class is on the roll. If a student is in your class, but is not listed on your roll, please advise that student to see an advisor to correct the problem. Students should return to your class with appropriate documentation, such as a validated schedule showing that the issue has been resolved.

Class Roll and Validated Schedule (continued)

Private Instructors must insist on seeing a **validated schedule** that the student will present at the first session. If the student does not have a validated schedule, send them to the office and we will print one for them. **DO NOT TEACH A PRIVATE LESSON UNLESS YOU SEE A VALIDATED SCHEDULE.**

Progress Reports and Purging Rolls

Progress reports and Purge Rolls also appear on your class roll information. Each item has its own icon for identification. Progress Reports give the instructor an opportunity to inform the students of his or her progress at various times during the semester. It is a great way to keep your students apprised of the progress that is being made! Be certain to evaluate your students early in the semester so that they can make the necessary adjustments for success rather than failure. Each semester instructors will be informed of the various **Progress Deadlines** by the college.

Purge Rolls are used to withdraw students who have never attended your class, or who attend so infrequently and are so far behind that they would be unable to successfully pass the course. If an instructor purges a student from a course and later changes his/her mind, the student can be re-instated. Send that student to the office along with a drop/add and over-ride card signed by you. When purging a student, the instructor should select **Never Attended** or **"D-NAS"** with a date noting the last time the student attended the class (Drop: Not attended sing date). Once purged, students will appear as **"WI"** (Withdrawn by the Instructor) on the final grade roll. Each semester instructors will be informed of the various **Purge Roll Deadlines** by the college.

How will the college and department contact you with important Information?

All department information will be sent to your **MDC E-MAIL ADDRESS**. Please keep that e-mail active. College memorandums from the Presidents office, campus-wide announcements and other important college business will be sent through this e-mail. If you wish, you may go on-line and have all of your MDC e-mail forwarded to another e-mail address in order to assure that you receive all your mail in a timely manner.

If you are receiving e-mails to your MDC e-mail address, PLEASE CONTACT THE DEPARTMENT SECRETARY IMMEDIATELY.

Welcome to the Humanities Lab

The Music /Humanities Lab (MHL) and the department Electronic classroom (MDEC) are located in M336 and M335. These labs offer a variety of services and resources for classroom use including software with accompanying worksheets to support the curriculum for each level of Music Theory, Music Appreciation, Jazz and Popular Music in America and Humanities courses. The lab houses a wide variety of audio and video resources to be used in the lab by students and available for check-out by faculty. Equally, there are a myriad of software programs available, ranging from Microsoft Office to music notation, recording and sequencing, to graphic design, video editing and DVD creation. Faculty may also take advantage of the i-Tunes server and lab server to create customized playlists of music for students to listen to in the lab as well as server space for class assignments and syllabi. Visit http://www.mde.edu/kendall/mtd/lab_main.asp for more information as well as downloadable PDF files of our inventory of music and videos. Contact us at (305) 237-2430 to schedule a tour of the lab for your classes.

Record Keeping Information

Student Attendance

All MTD instructors must keep attendance records on each student. The state requires that we provide a last date of attendance for any student who receives a grade of "F", "U" or "I" in a course. At the end of the course, all instructors **must** submit a copy of the final grade roll for each course taught.

Grade Books

Faculty are required to keep a grade book that is subject to inspection. Instructors **MUST** submit a copy of their grade rolls so that we may address any issue or dispute that may arise at a later date. This is particularly important when an instructor is no longer teaching at MDC. Faculty can submit an electronic or hard copy of this document.

Final Grades

During the last week of each semester, final grades will be due. The College determines the deadline dates for reporting grades. **THIS DATE IS NOT FLEXIBLE.** It is important to allow enough time for correcting exams and entering the grades on-line by the deadline. **NEITHER THE OFFICE STAFF, NOR ADMINISTRATORS ARE ALLOWED TO ENTER YOUR FINAL GRADES.**

Sometimes a student will request that an instructor accommodate his need to leave town early and take a final exam earlier than the **MDC FINAL EXAM SCHEDULE.** *Instructors have the right to refuse this request.* It is possible to give the student an **INCOMPLETE "I"** and have the student make up the exam; however, it is preferable that instructors avoid giving incompletes except in true emergencies.

Record Keeping Information (continued)

Incompletes

ALL INCOMPLETES MUST BE PRE-APPROVED BY THE CHAIR OF THE DEPARTMENT AND THE DEAN OF STUDENTS OFFICE. MDC policy stipulates *“Incompletes are given only in cases of illness certified by a medical certificate or extreme emergency occurring at the very end of the term to students who are in good academic standing.”* Instructors requesting that a student be given an “I” must complete the **Agreement For Grade of Incomplete Form**, which is a contract between the student and the instructor that specifies the work to be completed during the NEXT MAJOR SEMESTER. Both parties sign the agreement and the instructor submits the form, with all required work/assignments/tests that the student must complete, **attached to the form**, to the MTD department. If the student completes the designated work, the instructor then files a **Student Grade Change Form** to change the grade of “I” to the final grade earned. **If the student does not complete the work during the next major semester, the “I” automatically converts to a “U” at the end of that semester.**

When a student receives a grade of “U” (unsatisfactory) it is the equivalent to failing the course. The student’s last date of attendance **MUST** be entered into the grade roll as well.

Student Feedback Surveys

All instructors are required to administer the **Student Feedback Survey**. Full-time Faculty are required to have surveys administered once a year. Adjunct Faculty must administer the survey each semester. This is a SACS (Southern Association of College and Schools) requirement. Surveys are administered within a specific timeframe for EACH course. **THIS INCLUDES PRIVATE INSTRUCTORS.** You will receive a packet of materials that include an instruction sheet, student volunteer form, bubble sheets, and questionnaires. Some helpful hints:

- Read the instructions prior to administering the survey
- **Be certain to administer the survey within the specified time frame**
- The day of administration, select a student volunteer to administer the survey. Have that volunteer complete the document accepting responsibility for collecting and delivering the completed surveys to one of the designated receptacles on campus so it goes to the CP Office.
- Write your name, course number and course name on the board prior to completing the survey
- **Faculty must leave the room while the survey is being completed.**

MDC Final Exam Policy and Schedule Information

Miami Dade College adheres to a campus-wide final exam schedule. This schedule is available on the MDC website. **IT IS A CAMPUS REQUIREMENT THAT ALL FACULTY ADHERE THE FINAL EXAM SCHEDULE AS PRINTED BY THE COLLEGE.** It is recommended that you put the final exam date for each course you teach in your syllabus so that students are aware from the first day of this policy.

Audio-Visual Equipment

Faculty members may request audio-visual equipment for class use by contacting: **MEDIA SERVICES** at **(305)-237-2191**. If you know that you require the use of specific equipment for each class meeting you may place a “standing order” for that equipment one time. This ensures that the equipment will be in your classroom for each class meeting.

Textbook Rules and Requirements

Textbooks used by the MTD Department are selected by the full-time faculty and are required for all MTD courses taught at the Kendall campus. Instructor or desk copies may be available for the courses you are teaching. The easiest way to get a desk copy is to directly contact the publisher and let them know that you will be the teacher of record for a particular course. You may need to give course name, ID, and reference number, as well as verify the semester. The company may also ask for the name of the department chair and a telephone contact so your information can be verified.

Classroom Discipline is a MUST!

From time to time, faculty may experience discipline problems in the classroom. If you have difficulty with a student, please in form the Chair of the Department with the nature of the problem as well as the student’s name and MDC ID number. It is best to make this type of report in writing so that a record may be kept. If problems are continuous, or are of a severe nature, the Dean of Students will be notified.

IF AT ANY TIME YOU FEEL THREATENED by a student’s behavior, call Public Safety **IMMEDIATELY**. **Remember the number: 305-237-2100**. If you do not have a telephone available, send someone to the Public Safety Office located in Building 5.

A faculty member is expected to manage and resolve conflicts with students. The Chair of the department is often called in to mediate conflict between a faculty member and a student. When the Chair is called in, please know that the first reference the Chair will use is your syllabus. **SO BE PREPARED!**

Can you move your class to an alternate location for the period?

Occasionally instructors may hold class in an alternate location. **THE OFFICE MUST BE NOTIFIED OF WHERE THE CLASS IS MEETING**. Why? Because we must be able to locate you or your students in case of emergency. The office will also post a sign on the door of the regularly scheduled room to notify others of the temporary change.

We frequently have had students come to the office saying that they “cannot find their class”, either because they were absent for the previous class, or they forgot the new location. If we have the information, it will allow us to direct your student on how to find you!

Can you move your class (continued)

There are auditors who actually check classrooms from time to time to verify that classes are meeting as listed in the schedule. If a classroom is empty the Department Chair is called in and must be able to report on the location of the class and the reason the class was moved for that period. If the Chair is not able to provide this information it is reported to the Dean.

Faculty and Staff ID's

All Miami Dade employees are required to have office ID's. Upon completion of your sign-on, please see the department secretary and request a **Faculty ID letter**. Take this letter to building 100, Student Life, to be issued your ID. You must have a valid MDC ID before you can be issued parking decals and gate keys. Your MDC ID also allows you access to checking materials out from the media center and use of the faculty exercise facilities, tennis courts and swimming pool on campus.

Parking Passes and Gate Keys

Parking Passes

All Miami Dade employees are **required** to have parking decals. The decals are good for 1 entire academic year. At this time there is no charge for the sticker. If you have 2 vehicles, you may request stickers for each car. Upon completion of your sign-on, please see the department secretary and request a **parking pass letter**. Take this letter, to building 5, first floor, Public Safety to receive your MDC parking decal.

Gate Keys

Upon completion of your sign-on, please see the department secretary and request a **gate key**. Take this letter to building 5, Public Safety, to be issued a gate key.

Students With Disabilities

You may have students with special needs assigned to your class. If a student requires special accommodation, that student will provide you with a letter from **ACCESS** (Disabled Student Services). The law requires that we provide these accommodations. If you have questions regarding the student or the accommodations requested please call 305-237-2767. Bear in mind the it is **illegal** to discuss student disabilities with anyone other than the student or ACCESS.

FERPA Regulations

Federal regulations prohibit faculty from discussing student grades, attendance, illness, disability or class performance with **anyone OTHER than the student**. If someone contacts you and requests information, let them know that although you would like to help, the law prevents you from divulging such information. If the contact persists, have them contact the Department Chair or the Dean of Students.

Training Opportunities

In the Music, Theater and Dance Department all faculty, staff and administrators are expected to have or acquire a degree of computer literacy that will allow them to use their college e-mail, instructions software in the labs and the MDC website effectively. Members of the department are expected to know how to type and send important documents (i.e. syllabi, course requests) via e-mail. To facilitate your own training needs and interests, and to enhance teaching or technology skills, we encourage you to take part in campus-wide training opportunities. These are open ALL MDC personnel on all campuses. Training sessions include College Training and Development (CT &D), workshops, open labs and on-on-one training opportunities. Browse through the workshops and Open Lab schedules at www.mdc.edu/ctd for more information. Workshops are available in person and on-line.

For more information and advice you can contact Billy Jones or Glenn Macy who is happy to provide help and direction. Our College Prep faculty members are also very willing to provide assistance to faculty.