On behalf of the faculty, staff and administration of Nashua Community College welcome! We look forward to working with you. NCC believes in the value of higher education and in a student-centered philosophy. The faculty and staff work together in a supportive environment to achieve those goals, making this institution an integral part of the greater Nashua community. Over the past two decades, NCC, like many community colleges throughout the country, has increasingly relied upon adjunct faculty to support our growing enrollment and various associate degree programs. Adjuncts bring a wealth of experience into the classroom—from commerce and industry, public education, and the service fields. Our students greatly benefit from their expertise, which at the same time broadens our academic departments. It is important that you feel a part of the NCC community, and it is our hope that this Handbook will help acclimate you to our College. Please use it as a guide and do not hesitate to ask faculty, staff or administrators for further guidance. This handbook will be updated on an annual basis and as necessary. For specific departmental information, contact your Department Chairperson or Program Coordinator. We wish you success at NCC.

Best regards,

Adjunct Faculty Initiative Team:
Sally Bashalany
Catherine Barry
Anne Fowler
Robyn Griswold
Stephen Meidell
Regina Kelleher
Roger Osgood
# Table of Contents

ACKNOWLEDGEMENTS........................................................................................................ 6  
GETTING STARTED ........................................................................................................... 7  
Role of the Adjunct Faculty Member .............................................................................. 7  
Development of a Syllabus ............................................................................................... 7  
A Model for a Course Syllabus ....................................................................................... 8  
The First Class Meeting.................................................................................................. 14  
GENERAL INFORMATION ............................................................................................ 15  
Address Change .............................................................................................................. 15  
Blackboard™ .................................................................................................................. 15  
Cancellation of Class ....................................................................................................... 16  
Class Rosters – Weeks 1 and 2 ....................................................................................... 16  
Classroom Food Policy .................................................................................................... 17  
College Committees/Teams ............................................................................................ 17  
Compensation .................................................................................................................. 17  
Computer Conduct Code ............................................................................................... 18  
College Email ................................................................................................................... 18  
Contacts .......................................................................................................................... 19  
Copiers ............................................................................................................................. 19  
Credit by Examination .................................................................................................... 19  
Emergency Contact of Adjunct Faculty ....................................................................... 19  
Faculty Mailroom ............................................................................................................ 20  
Grading Scale ................................................................................................................... 20
Minors in the Workplace ................................................................. 20
Right to Privacy for Students .......................................................... 20
Student Email .................................................................................. 21
Student Services ............................................................................. 21
Wellness Center ............................................................................... 21
Supplies .......................................................................................... 22
ACADEMIC INFORMATION .......................................................... 22
BANNER™ .................................................................................... 22
Classroom Management ................................................................. 23
Faculty Web Information Sheet ...................................................... 23
Grading: Midterm Warnings ............................................................ 24
How to Post Mid-Term Warning Grades on the Web ..................... 25
Grading: Final Grades ................................................................. 26
How to Post Final Grades on the Web ........................................... 27
AF Grades .................................................................................... 29
CS Grades .................................................................................... 29
Incomplete Grades ......................................................................... 29
Final Exams .................................................................................... 30
Grade Books .................................................................................... 30
Makeup Policy ................................................................................ 30
Office Hours/Space ......................................................................... 30
Performance Evaluations ............................................................... 31
Plagiarism Policy ................................................................. 31
Room Usage ........................................................................ 31
Student Evaluations .............................................................. 31
Text Selection .................................................................. 31
DIVISION OF CONTINUING EDUCATION (DCE) .............. 32
Alternate Testing Center ..................................................... 32
Classroom Management/Safety Issues ............................. 32
Contracts ......................................................................... 32
Copy Machine .................................................................. 32
Course Evaluations ............................................................ 32
Course Outlines and Syllabus .............................................. 32
DCE Contact .................................................................... 32
Faculty Observation .......................................................... 33
Grade Rosters .................................................................. 33
Location ............................................................................ 33
Mailboxes ......................................................................... 33
Payroll .............................................................................. 33
Supplies ............................................................................ 33
Textbooks .......................................................................... 33
ACADEMIC SUPPORT CENTER (ASC) ............................... 33
Alternate Testing Center .................................................... 34
Computer Lab and Computer Assisted Instruction .......... 34
Math Center ...................................................................... 34
## ACKNOWLEDGEMENTS

This Handbook is a combined effort of numerous faculty, staff and administrators of Nashua Community College. The Adjunct Faculty Initiative Team gratefully acknowledges the NCC administrators, faculty and staff who have contributed to this handbook through the years.
GETTING STARTED

Role of the Adjunct Faculty Member
Adjunct faculty members bring a wealth of expertise to the campus. At the same time, we recognize that many adjuncts have commitments off campus such as a full-time job, other adjunct stints, or childcare arrangements. As a result, adjuncts are often only on campus during their class periods. Because adjuncts are considered a vital part of the faculty, participation in College activities is encouraged and required in some cases. According to the adjunct faculty contract, adjuncts are responsible for course preparation and instruction and attendance at department meetings, among other duties. Adjuncts are expected to be available to students outside the classroom either by office hours (which are not mandatory for adjunct faculty as these are not paid hours) or email communication. College email addresses are available to adjuncts at the time of hire. See your Department Chairperson if you have not completed an email application. Publication of home telephone numbers is not recommended to protect privacy. Adjuncts are contracted on a semester-to-semester basis. Employment in a given semester does not guarantee employment on a continual basis. Courses may be cancelled due to insufficient enrollment. The Vice President of Academic Affairs makes every attempt to notify adjuncts of cancelled courses as soon as possible prior to the start of the semester. Prior to the start of the semester, adjuncts should closely monitor enrollment as indicated in the course rosters found on SIS. At the end of the semester, adjuncts are responsible for the following submissions:

- Final grades to the Registrar on or before the deadline;
- Grade book to the Department Chairperson;
- Return of course materials if the adjunct is not teaching the same course the following semester; and,
- Return of office/lab keys to Department Chairperson or Program Coordinator.

Questions should be directed to your Department Chairperson or Program Coordinator.

Development of a Syllabus

Three strong beliefs exist about the value of a well-constructed syllabus:

1. The syllabus is the key tangible evidence to students that the faculty member has carefully planned the course.
2. The planning manifested through the syllabus can reduce anxiety for both students and the faculty member.

3. The syllabus serves as a communication device and “contract” to shift the prime responsibility for learning to the students.

While the syllabus can be seen as having many benefits, the list below describes eight functions:

- Describing the focus and scope of course content
- Creating an understanding of expectations between the faculty member and students
- Describing the prerequisites needed for the course
- Identifying course performance objectives
- Sequencing of the instruction
- Detailing the course logistics
- Outlining the course evaluation system
- Serving as a tool for credit articulation.

**A MODEL COURSE SYLLABUS**

This syllabus model is offered as a guideline. The items shown may be ordered, aligned, or titled differently, but the items should be included in one way or another. Other items may be included as needed or desired.

It is important that adjunct faculty members contact their Program Coordinators or Department Chairs for specific syllabus requirements as determined by the department.

The major purpose of a syllabus is to inform students in a formal way of the content and nature of the course, the policies and procedures that will be used, and the logistics involved with the course. In addition to being informative, the syllabus is a faculty member’s promise of what will – and what will not – be included in the course. The syllabus reflects the expectations from students in the course and the expectations that students may have of the faculty member.
The syllabus needs to conform to the latest action of the Curriculum Committee and the expectations of the academic department in which the course is offered.

The assessment methods and grading system used in the course must meet the expectations of the academic department that “owns” the course.

All activities in the course must be coherent with the learning outcomes, the stated expectations, and the implied expectations stated in the syllabus.

Once the syllabus is distributed to students, no major changes to the course content, no additional textbooks, or no changes in the grading system can be expected.

Anything significant or unique about the course needs to be included in the syllabus.

Department Designation and Course Number
Course Title

COURSE SYLLABUS

Term, Year

Name and Title of the Instructor

************************************************************************

Office Location (if any): Building Room

Office Hours:

Office/Home Phone: If providing a home phone number, faculty may want to limit the hours during which students may call.

E-Mail Address: Provide your College e-mail address, and insist that students use only the student e-mail accounts provided by the College. Be sure to inform students that other e-mail accounts will not be accepted.

Blackboard Account: http://ccsnh.blackboard.com. It is always important to provide instructions for accessing Blackboard.

Textbook(s) and Required textbook including the author, name of text, Required Tools or edition, publisher, date of publication should be noted. It often helps to explain why a particular text has been chosen.

Recommended textbook(s) including the author, name of text, edition, publisher, date of publication.

Supplies and/or tools (should be available in the campus bookstore):
If supplementary readings are required, indicate clearly where the readings can be found. If the faculty member provides students with materials, this should be clearly explained.

Class Hours:

Course Prerequisite(s):

Course Description: Provide the most recent description of the course as approved by the Curriculum Committee

Course Objectives: List the course objectives noted for the course as approved by the College’s Curriculum Committee

1. Objective #1 (statement)
2. Objective #2 (statement)
3. Objective #3 (statement)
4. Objective #4 (statement)
5. Objective #5 (statement)

Course Topics/Units and Calendar:

1.
2.
3. (Be sure to label this section “tentative” to avoid legal risk if you vary from the published schedule)
4.
5.
6.

Method(s) of Instruction: In a paragraph or two, describe collaborative learning experiences, labs, field trips, lectures, small group work, or other primary methods of instruction; explain reading requirements; the frequency or number of examinations or quizzes. In other words, explain roughly how the course described above is presented.

Accommodations for Students with Disabilities: It is the College’s policy to provide, on an individual basis, reasonable accommodation to students with diagnosed disabilities which may affect their ability to fully participate in program or course activities or to meet course requirements. Students who need a reasonable accommodation are encouraged to contact Donna Szekely, the Coordinator of Disabilities Services in Room 100, or they may call her at 882 – 6923 extension 1451.

Student Support Services: The College has a variety of services available to students to help them be successful. Services such the Library & Media Center, the Academic Support Center, the Advising Center, and other services provide assistance that should be communicated to students. The directors of these student support centers are happy to provide information that can be included in a syllabus.
Attendance: The faculty member needs to be very clear about attendance expectations. The College’s policy in this regard should be reviewed prior to writing this section of the syllabus. At NCC, a faculty member may not reduce a final grade merely on the basis of absenteeism. However, if the student has missed classes that impacts performance (and hence the student’s grade), this information should be included on the syllabus.

Student lore often states that a certain number of classes can be missed without any penalty. Faculty members need to make their expectations in this regard very clear.

Course Procedures: Explain any policies or procedures related to home-work, expected participation, make-ups (if allowed), cheating, plagiarism, etc. Matters such as eating or drinking in class, behavior in the classroom, the use of cell phones or MP3’s, cancellation of class, etc. should all be included in the course syllabus.

If not already provided earlier in the syllabus, give the dates and deadlines of assignments, and dates of the examinations.

Classroom Rules of Conduct: This section needs to be carefully crafted with a list of rules or expectations about such matters as classroom courtesy, attendance, lateness, sexual harassment, eating in class, the use of cell phones and/or laptops, and idiosyncratic operating procedures.

Lab Guidelines: Expectations, rules, or procedures about the lab setting should be made clear. Examples include eating or drinking in the lab, safety with the use of equipment, mandatory presence of the faculty member in the lab when in use, etc. should be made clear.

Grading Plan: Clarify if the course will use a letter grade or point system. If a point system will be used, explain the final point and letter grade equivalents.

Explain the weighting of course components:

- Component #1 (e.g., exercises) with weight (% or points)
- Component #2 (e.g., quizzes) with weight
- Component #3 (e.g., major exams) with weight
- Component #4 (e.g., participation) with weight
- Component #5 (e.g., attendance) with weight
- Component #6 (e.g., final exam) with weight

OR

In competency-based courses, explain the level at which
each competency must be mastered to complete course requirements.

Explain how intangible elements such as effort, improvement, and participation will be graded (if graded at all).

A statement might be made about earning extra credit. Be careful in this regard since students often confuse “extra credit” with “substitute credit” for poor performance on some part of the course requirements.

Explain institutional policies such as withdrawals, incompletes, and related matters.

Provide the last day on which to officially withdraw and obtain a refund minus any fees.

Provide the last day on which to officially withdraw without academic penalty.

Be sure to include the College’s/Department’s most current grading policies.

**Classroom Safety:**

If the coursework involves potentially dangerous conditions, safety rules need to be made very clear. In addition, faculty members are responsible for ensuring that safety rules are clear.

**College Policy for Sensitive Material:**

With the inclusion of certain academic topics during the semester, there may be occasions to view or discuss materials that may not meet the student’s own definition of appropriateness. At such times, the student has the right to decide not to participate in that part of the class activity. Every effort will be made by the instructor to notify students in advance as to when such sensitive material will be used, so students can make alternative arrangements.

Faculty will guide students in the identification of alternative learning opportunities consistent with relevant course objectives, so students opting from scheduled “sensitive” learning experiences will not be penalized academically in any way. Please note the opportunity to leave the classroom discretely is always available to each student when such sensitive material is being discussed. The student, the, has the responsibility before the next class meeting to inform the faculty member as to the reason for leaving the classroom.

**Statement about Academic Honesty:**

Given the concern on college campuses about the great amount of plagiarism that occurs and other acts of academic dishonesty, you might want to indicate your concern and expectations in this regard.
Students should be referred to the *Student Handbook* for clarification of academic honesty policies.

**Anti-Plagiarism Policy:**

Plagiarism is a serious violation of a student’s academic integrity and the trust between a student and her/his faculty members. Plagiarism is the act of a person presenting another person’s work as if were her/his own original work. Acts of plagiarism include but are not limited to:

- A student submitting as her/his own work an entire essay or another assignment written by another person.
- A student taking word for word a section or sections of another person’s work without acknowledgment of the source and that the material that is quoted.
- A student using statistics or other such facts or insights as if these were the result of the student’s efforts, and thus they (statistics, facts, or insights) lack proper acknowledgment of the original source.
- The paraphrasing of another person’s unique worth with no acknowledgment of the original source.
- Copying another person’s paper, a quiz, a lab test, or test.

Academic sanctions will be imposed upon a student who is found to have plagiarized an academic assignment (including, but not limited, to an essay, an exam, a classroom presentation, or any written work submitted for a school publication). Penalties include placement of a student on probation, a loss of the total credit on the assignment, and placement of a letter into the student’s file noting this violation. Other sanctions that may result from any further incidents of plagiarism include expulsion from the course, suspension or dismissal from a department program, or expulsion from the College.

**College E-mail System:**

Nashua Community College has established a College electronic mail (“e-mail”) system as a means for the College to send official information to enrolled students, and for students to communicate electronically with their instructors and other College personnel.

All students registered at NCC will be assigned a College e-mail account/address to be used as the only e-mail address for all e-mail communication: 1) sent to the students from their instructors and from all College personnel; and 2) sent by the students to their instructors and to all College personnel. Faculty and other College personnel will not communicate with students using non-college, e-mail addresses. Also, College communications will not be forwarded to non-College issued e-mail accounts.
The following information is also important to note:

- Students should check their College e-mail accounts regularly to insure they are staying current with all official communications. Official communications include, but are not limited to, policy announcements, registration and billing information, schedule changes, emergency notifications, and other critical and time-sensitive information.
- Students should also check their College e-mail accounts to be sure that they are current with all e-mail communication from their faculty.
- The student e-mail account/address should be the only e-mail address students use to send e-mail to faculty and College personnel so that student e-mail is recognized and opened.
- This service is provided exclusively to the students of Nashua Community College. Accounts are for individual use only, and they are not transferable or to be used by other individuals.
- Students using their College e-mail accounts do so under the policies set forth in the Student Handbook under the section called the “Student Computer Conduct Code.”

Department Policies: In this section, include a description of any department rules or expectations such as grading, prerequisites, citation uses, etc.

Prepared by Arthur Harris

August 2010

The First Class Meeting

The day has finally arrived, and you are headed to your classroom to meet your new students. Perhaps you are new to teaching and this is the first time you will lead a class, or you may have semesters or years under your belt. Regardless of your status, several important facts should be kept in mind for that first class. Print your roster through SIS (see “Faculty Web Information Sheet” instructions in the Academic section of this Handbook). Rosters are updated in real time so it is important to print out your “first day” roster ideally just prior to the initial meeting. Take attendance. Whether you do this at the very start of the class, toward the middle or at the end, you need to indicate any “no shows” by an “NS”. If you have students whose names do not appear on your roster, find out when they registered (it could have been two minutes prior to class!). Send day student(s) to the Registrar’s Office (evening and weekend students to the DCE office) for verification. Record their names on the roster if the Registrar has approved
their registration. The Registrar’s Office will distribute hardcopies of your official rosters on the ninth (9th) day of semester. (Please refer to the section on Class Rosters for a full explanation.) Distribute your course syllabus and discuss its contents with students. Explain and stress any specific class and/or department policies which may affect the outcome of success, i.e., test make-up policy, lab procedures, etc.

Encourage students to purchase textbook/supplementals/tools ASAP. Make sure that the text brought by students to the first class is the correct title/edition. Get to know your students through informational activities and icebreakers. Let your students know how they may contact you. Stress that communication is important to their success. Start teaching! Have a lesson prepared for the first day. You may find that you don’t cover all of the material in the remaining time, but a “taste” of the curriculum helps your students to settle into the course more quickly. Don’t be afraid to assign homework, whether it’s textbook reading or writing assignments that may be due at the next class. Have fun! If students see that you are engaged in and excited about the course, they will quickly catch that enthusiasm! (Note: Should you find that your classroom cannot accommodate the number of students present, see your Department Chairperson immediately after class. You may not arbitrarily move to another classroom.)

GENERAL INFORMATION

Address Change

Adjunct faculty members who change their address and/or telephone number should notify the College.

Day adjuncts should notify Lucy Jenkins, Administrative Assistant to the Vice President of Academic Affairs.

DCE adjuncts should notify Donna Vilsmeier, DCE Administrative Assistant.

Blackboard™

Blackboard™ is the on-line platform that is used for 100% online and hybrid courses. Additionally, any course that you are teaching can be set up on Blackboard™. Many faculty enhance their teaching using Blackboard™ in the following ways:

- Posting syllabi
- Listing assignments and links to web resources for 24/7 access by student
- Encouraging discussions on the discussion board and in the virtual chat room to improve collaboration and increase student participation
• Administering and grading quizzes

Cancellation of Class

If Nashua public schools cancel due to weather issues, NCC will also cancel for day classes.

There will be NO delayed openings for this campus. If Nashua public has a delay, NCC classes will run as scheduled.

Division of Continuing Education cancellation decisions will be made separately by 3 pm of the given day.

Public schools sometimes cancel due to non-weather related issues. We will not cancel on those days.

The cancellation message will run on our outgoing message of the college telephone system and on our website www.nashuacc.edu.

You will be notified by NCC alerts once you have signed up through Human Resources to receive the alert. Please remember when giving a phone number that the calls will arrive about 5:30 am on the day of the cancellation.

Class Rosters – Weeks 1 and 2

First eight days of semester: Prior to each class, the instructor should check his/her roster on the SIS to get the most current student roster. Students are allowed to drop classes for the first 8 days with a full refund. They may also add a course. If a student is not on the most current roster and is in your class, they are NOT registered and must be sent immediately to Room 125 or Room 156 (if an evening course). This includes wait-listed students. They do not belong in class until they present a “Late Registration Approval” form signed by the Registrar’s Office and the Business Office.

Ninth day of semester: The Registrar’s Office will provide an official hardcopy of the class rosters in your mailbox. A memo providing pertinent information such as due date and information needed will accompany the rosters. Please be sure to pick them up before class. Throughout the semester: Please check the SIS for accurate student roster information. This will eliminate any surprises at the end of term.
Classroom Food Policy

Students may bring snack type food and drink into non-computer classrooms. No food or drink may be brought into computer labs, classrooms with computers, biological science classroom/lab, automotive labs, aviation labs, machine tool lab or the library. Snack foods are considered to be foods from vending machines. Fast foods should not be allowed into the classroom. Faculty who feel that food or drink is a distraction to the learning environment may ban same from their classroom. Drinks must be in a bottle, can, or cup with a lid.

College Committees/Teams

ALT-Academic Leadership Team (Vice President of Academic Affairs; Department Chairpersons;)

President’s Council President; CFO; Vice President of Academic Affairs; Associate Vice President of Academic Affairs; full-time and adjunct faculty, administrative, and staff representatives) Executive Cabinet (President; Vice President of Academic Affairs; Vice President of Student Services; CFO; Director of Human Resources; and Director of Public Relations)

Graduation Committee - Coordinates commencement events.

Adjunct Faculty Initiative Team – Supports adjunct faculty through a variety of initiatives and programs.

Compensation

Per the Adjunct Faculty Appointment Policy (07/25/05), adjunct faculty may elect to receive their compensation during the Fall and Spring semesters based on the following payment schedule: One Payment – a lump sum payment to be processed at the end of the semester upon the completion of the course and all administrative responsibilities. Two Payments – equal payments to be processed at mid-semester and at the end of the semester upon the completion of the course and all administrative responsibilities. Four Payments – equal payments to be processed on a monthly basis during the academic semester with the fourth & final payment being processed at the end of the semester upon the completion of the course and all administrative responsibilities. Eight Payments – equal payments to be processed bi-weekly with the eighth and final payment being processed at the end of the semester upon the completion of the course and all administrative responsibilities. This payment election shall only be granted to adjunct faculty appointed to teach seven (7) or more contact hours during the designated academic semester. Adjunct faculty appointed to teach during the Winter and Summer semesters may elect to receive their compensation in a lump-sum payment (one payment) or in two payments. A lump-sum payment may only be processed at the end of the semester upon completion of the course and all administrative responsibilities. The NCC Human Resources/Payroll Office shall publish and distribute the payment schedule for adjunct
faculty in accordance with the state and departmental procedures. Friday is payday. Day and DCE adjuncts may pick up their checks in the Business Office, Room 159 during regular office hours. Direct deposit is available for adjuncts. Checks that are not picked up by the following Wednesday will be mailed to the adjunct’s mailing address. For questions on payroll, contact Cathy Barry in Human Resources (x1766).

Computer Conduct Code

Faculty and students are required to follow the “Computer Conduct Code”. This code is also published in the “Student Handbook”. As indicated in the “Code” faculty should refer students deemed to be misusing computer equipment or labs to the Student Judicial System and/or Vice President of Academic Affairs for disciplinary action. Any student using any College owned computer, printer, scanning, network or related equipment must follow the following Computer Conduct Code. A student, who violates any of the following policies or is deemed to be misusing computer equipment or lab, will be referred to the Student Judicial System and/or the Vice President of Academic Affairs for disciplinary action.

- No student will reprogram, reconfigure, install or change any software or configuration that is installed on any of the College computers or computer system without written approval from the IT Department.

- No student will connect, disconnect or alter in any form how a computer or related equipment is cabled or connected to the College network system without written approval from the IT Department.

- No student will copy or download any computer program or software that is licensed to the College or use College computer equipment or network to copy or download any program or software or materials that they do not have the legal right to copy.

- No student will use any College computer or network to engage in any illegal activity to include but not limited to: engage in an illegal act, make threats or harass individuals or misrepresent themselves to others.

- No student will access or display any pornographic materials on any College computer or network equipment.

- No student will bring any food or drink into a College computer lab including classrooms or libraries where computers are located.

College Email

Adjunct faculty members are required to obtain a college email account from the Computer Support Department. Please use this college email address for all contacts with students; this email address (and not your private email address) should appear on all course syllabi.
To do so requires an Account Request Form (available from your Department Head or at the Adjunct Faculty Orientation meetings or in the new hire packets). You must complete all the required sections of the form, read the System Account Policies, and have your Department Head sign the form. If you are working in the Division of Continuing Education (DCE), the vice president of academic affairs or Dennis Clouthier, Continuing Educator coordinator, can sign the form. Your signature on the Account Request Form indicates that you have read, understand and agree to abide by the System policies. Please Note: There is no forwarding from any NCC.edu email accounts.

If you have questions or need assistance with your NCC.edu email account you may contact Technical Support at (603) 578-8900 or via email at NCChelp@ccsnh.edu.

Contacts

A list of phone numbers and room numbers is available from your Department Chairperson or Program Coordinator.

Copiers

Copy machines are for faculty/staff use only. All faculty and staff are issued personal codes for use on the Xerox copiers. The codes are to be kept confidential and not to be given out to students. Copier codes will be issued after the receipt of an email request to Eileen Flight by the department chair or program co-coordinator. There are 2 Xerox copy machines available for faculty or staff use located in the Faculty Mail Room. Please contact Stock Control (ext. 1552) if either copy machine is not working or out of toner or staples. Please do not remove paper from the copy machines. Additional reams of paper for general use are located next to each of the copy machines.

Credit by Examination

Credit by Examination (CBE) is available in some courses to students who feel they have the necessary skills or background to test out of a core or program course. See the Department Chairperson for specifics on departmental policy and/or a list of CBE courses. A CBE form is available through the DCE office. Students must not be registered in the course in order to take the CBE, but students must be matriculated. See Student Handbook for complete policy.

Emergency Contact of Adjunct Faculty

Adjunct faculty can be contacted for emergency purposes by calling the Administrative Assistant to the Vice President of Academic Affairs Lucy Jenkins, 603-882-6923 ext. 1525, 7:30 to 3:30 p.m. or the DCE Office ext. 1518 from 4:00 to 8:00 pm.
Faculty Mailroom

All full-time faculty and adjuncts are provided with a mailbox. Please ask your Department Chair for the location of your mailbox. Incoming mail is delivered to the mailboxes daily. Packages such as books, are placed under the counter in the mailroom in alphabetical order by last name. You will be notified by email that you have a book or package to pick up. Please keep in mind we do not allow personal shipments to be made to the school.

Grading Scale

Grading is determined by the department. Please see the Department Chairperson for current grading system.

Minors in the Workplace

It is the policy of the CCSNH Board of Trustees to provide a friendly, safe and disruption-free workplace for employees. Therefore, employees are prohibited from bringing minors into the workplace, except as part of a formal educational program (job shadowing, e.g.). No minor under the age of 16 will be allowed to occupy work space on a campus during the normal work day nor should employees leave minors who are family members unattended in any area of the campus (See Unattended Minors on Campus Policy).

Right to Privacy for Students

NCC follows the guidelines as established under the Family Education Rights and Privacy Act (FERPA), sometimes called the Buckley Amendment. In general, no information about students can be given out to anyone without written permission of that student. To avoid violations of FERPA rules: • Do not use student social security numbers in any public posting. • Do not leave graded tests or other graded assignments in a stack for students to pick up by sorting through the papers of all students. • Do not circulate a printed class list with student names, social security numbers or grades as an attendance roster. • Do not discuss the progress of any student with anyone other than the student (including parents or spouse) without the consent of the student. Student consent to release information is tracked through Banner. Check with the Registrar’s Office (578-8900 ext. 1521 or 1558) to determine if the student has given their consent. Faculty is prohibited from making comments about a student’s progress to anyone, including other faculty. • Do not provide anyone with a list of names of students enrolled in your classes for any purpose. • Do not provide anyone with student schedules or assist anyone, other than NCC employees, in locating a student on campus.

• Do not share student email addresses. When sending one message to a group, use the BCC (blind carbon copy) option so all addresses will not be visible. If ever in doubt, do not release any information. Refer the request to the Registrar’s office (578-8900 ext. 1521 or 1558).
Student Email

NCC has established a College electronic mail (“email”) system as a means of the College sending official information to enrolled students, and for students to send communication to their instructors and College personnel. All students registered at NCC will be assigned a College email account/address to be used as the only email address for all email communication:
1) sent to the students from their instructors and from all College personnel; and,
2) sent by the students to their instructors and to all College personnel.

In addition:

- Students should check their College email account regularly to ensure they are staying current with all official communications. Official communication includes, but is not limited to, policy announcements, registration and billing information, schedule changes, emergency notifications and other critical and time sensitive information.

- Students should also check their college email account to be sure that they are current with all email communication from their faculty.

- The student email account/address should be the only email address students use to send email to faculty and College personnel so that student email is recognized and opened.

- This service is provided exclusively to the students of NCC. Accounts are for individual use only, and are not transferable or to be used by any other individual.

- Students using their College email account do so under the policies set forth in the Student Handbook under "Student Computer Conduct Code".

Student Services

This office handles admissions and student life including clubs, organizations, and athletics. The office coordinates recruitment, student orientations, and service learning. The offices of Admissions and Student Services are located in Room 156.

Wellness Center

Access to the fitness center and gymnasium is by an ID card. The card is a swipe card which is activated during the semesters of employment. Cards may be obtained through Campus Security.

The center houses a full sized gymnasium, fitness center, indoor suspended track, and locker rooms.
The Fitness center is open to all students, staff and faculty from 7:00am to 8:00pm during the regular school semesters. Our staff is trained to give orientations on the strength and cardio equipment and appointments can be made for Individual Fitness Plans.

Starting in the Fall of 2010 Nashua Community College will be a member of the Yankee Small College Conference (YSCC) that competes nationally in the United States Collegiate Athletic Association (USCAA). We will offer the following intercollegiate sports:

- Men’s Soccer
- Women’s Soccer
- Co-ed Golf
- Women’s Volleyball
- Men’s and Women’s Cross Country
- Men’s Basketball
- Women’s Basketball
- Baseball
- Softball

Our goal is to give student athletes the opportunity to continue their playing careers at the college level in a competitive conference. The YSCC and USCAA offer just that with the chance to compete for conference and national championships. Members of the YSCC are spread throughout New England from New Hampshire, Vermont, and to Maine, while non conference contests will bring you to New York, Massachusetts, Connecticut and Rhode Island.

For more information contact Erica Knolhoff, Wellness Center Director/Athletic Director, eknolhoff@ccsnh.edu, 603-578-8912.

**Supplies**

Faculty and staff will find office supplies in the supply cabinet located in the faculty mailroom #98. There is not enough room to store all available supplies in the cabinet. If you do not find what you need in the cabinet, please fill out a Stock Control Request sheet. This sheet lists all stocked supplies. The sheets are located in a clear plastic holder in the mailroom. After you fill out the sheet please place it in the front of the plastic holder. Requested supplies will be delivered to your within 3 business days. Supplies are for faculty use only and not to be given out to students.

**ACADEMIC INFORMATION**

**BANNER™**

Banner™ is the database used by the College to keep track of all student and faculty records. Banner Faculty Web™ allows faculty to view their schedules and class rosters. (Students can
view their schedules, grades, and financial account information.) Banner Web™ can be accessed through the Nashua website under “Student Information System.” To learn more about how to access Faculty Web™ or how to obtain your username and password, contact Louise Haigler at 578-8900 x1578 (email: lhaigler@ccsnh.edu) or the Registrar’s Office at 578-8904 (email: jleitner@ccsnh.edu). The first advantage of using Faculty Web™ is that the class roster will be current if printed just prior to the beginning of your classes. Please be aware that if there are students on a wait list, they must be viewed by clicking on the “Detail Wait List” or “Summary Wait List” on the Faculty Web™. Secondly, you can access this critical information anywhere you have internet access. Please do this before each class through at least the eighth day of the semester and intermittently thereafter.

Classroom Management

It is the faculty’s responsibility to manage student behavior in the classroom to ensure a professional and safe learning environment that is conducive to learning. Classroom management at the college level requires minimal effort and rarely involves incident. In situations that faculty believe could get out of hand or endanger students or themselves, they should dismiss class immediately and proceed to the Campus Safety Office during day, evening and weekend hours during to report the incident. Should Security be unavailable proceed to the main office during day hours or the DCE office during evening and weekend hours to report the incident. A written report of any discipline or unusual behavior by a student in a classroom is to be submitted in a timely manner to the VP of Academic Affairs. Violations of the Student Code of Behavior outside the classroom should also be reported in writing to the VP of Student Services in a timely manner.

Faculty Web Information Sheet

To access your Faculty Web account on the Student Information System:

1. Go to www.nashuacc.edu

2. Click on SIS Secure Login under eServices.

3. Enter Your User ID - Use your college issued ID number that begins with @ sign.

4. Enter Your PIN - If you’ve never logged on before, your PIN is your six-digit date of birth (MMDDYY) or the last six digits of your college ID number. If you have previously used Faculty Web, your PIN will be what you selected at your first login.

5. First time users: follow the on-screen instructions to select a new PIN and set up your Security Question.

The following information is available to you online:
• **Faculty Detail Schedule** - Lists your courses, number of students, location, days and times for each class you’re teaching.

• **Faculty Schedule by Day and Time** - A summary of the courses you are teaching in a weekly grid, with the course names, times, and room numbers.

• **Detail Class List** - Basic course information and a list of the students enrolled including their major and date registered. **Note:** In the Enrollment Counts section on this page, check to see if there are students wait-listed for each course. If so, view that information on the “Detail Wait List” or the “Summary Wait List” for that class.

• **Summary Class List** - A more condensed list with student names, ID numbers, degree, major, class and registration status. **Note:** In the Enrollment Counts section on this page, check to see if there are students wait-listed for each course. If so, view that information on the Detail Wait List or the Summary Wait List for that class. **(Recommended choice for taking attendance during first 2 weeks of class)**

• **Detail Wait List** - Similar to “Detail Class List”. Information is listed for students wait-listed for your class, if any.

• **Summary Wait List** – Similar to “Summary Class List”. Information is listed for students wait-listed for your class, if any.

**Things to Remember:**

1. ALL student information is CONFIDENTIAL.

2. Class Lists/Wait Lists/Enrollment numbers are updated and in real time. Check often!

3. Internet Explorer is the recommended browser. IE Version 5.0 with 128-bit encryption is the minimum requirement for the secure area.

4. Accessing the Student Information System (SIS) from behind a firewall (for instance, at your workplace) may prohibit access.

   Have questions? Need help? Contact the Registrar’s Office at 578-8904 (email: jleitner@ccsnh.edu).

**Grading: Midterm Warnings**

All faculty are required to post mid-term warnings online. Only grades of C- or below need to be posted. Please remind students they may view mid-term warning grades by going to the SIS and logging into their student account. Emails will also be sent by the Registrar’s Office to students letting them know they can view mid-term warnings on the SIS. Or, you may let them
know personally. This may help some students in deciding whether or not to drop a course they are failing before the punitive deadline, or to seek help through the Academic Support Center (ASC) in Room 100.

How to Post Mid-Term Warning Grades on the Web

Access Student Information System:

1. www.nashuacc.edu > eServices > SIS Secure Login.
2. Enter ID and PIN. Click ‘Login’.
   (For ID and PIN information see Faculty Web Information Sheet section of this Handbook.)
3. On the Main Menu page click “Faculty & Advisors”.
4. On Faculty & Advisors Menu Page click “Mid Term Grades”.
5. On Select Term page choose the term and click “Submit”.
6. On the Select CRN page choose the course you wish to grade from the list. Click “Submit”.
7. On Mid-term Grade Worksheet page verify that the listing in the Course Information section corresponds to the course you wish to grade.

Select the grade from drop down list. Mid-term grades are C- or below only (do not issue grades of AF, CS, or I for Mid-term Warnings)

8. Once you have selected grades for those students with a C- or below, look for these buttons at the bottom left of the page:

   Submit  Reset
Review all grades entered, then click ‘Submit’ OR
Click ‘Reset’ to clear all grades and begin over.

9. After clicking ‘Submit’, the Mid-term Grade Worksheet will display again with a message stating the grade change you made has been saved successfully.

10. If you have more courses to post Mid-term Warnings for, scroll to the top right of the page and click “Return to Menu”. Repeat the process beginning with step 5 above.

OR

11. If you’re finished posting mid-terms scroll to the top right of the page and click “Exit”, and close the browser window.

Notes:

1. The Mid-Term Grade Worksheet has a 15 minute activity limit. If left idle you may have to log in again and your changes may not have been saved.

2. Rosters can be accessed multiple times.

3. Mid-term grades are viewable by students as soon as you click “Submit”.

4. Select the grade from the drop down list. Mid-term grades are C- or below only.

5. Be careful if you’re using a wheel mouse. Click the drop down arrow for the next student or click in the white area on the Mid-Term Grade Worksheet to deselect the grade you just chose to avoid your selection from being changed inadvertently.

6. Please email jleitner@ccsnh.edu when you have posted all your warnings or if you do not have any warnings to post. In your message please reference the course(s) and your name so that it’s clear your responsibility has been met.

Grading: Final Grades

The grades that can be posted will appear in the drop down menu of the screen. We do not have final grades higher than an A. Faculty members are required to submit final grades electronically. You will receive a memo with the date and time of the deadline. Shortly after the deadline, any instructors with missing rosters (or missing grades within the roster) will receive a call from the Vice President’s office inquiring where the grades are. Changes to grades may be made on-line until the deadline. Any change of grade after that time must be processed by
the instructor through the Registrar’s Office using the appropriate form. A course grade may only be changed by the instructor. However, in a case of obvious computational error or blatant abuse of the grading prerogative, the Vice President of Academic Affairs is authorized to change a grade. If you have a name on the roster, there must be a grade posted to it. Any administrative withdrawals, withdrawals from College, etc. will have a grade already posted, ex. If the student withdrew, there should be a “W” already in the Final Grade column. Do NOT change a grade if there is one already there. “Incompletes” must have the appropriate paperwork submitted to the Registrar’s Office. **NOTE:** Emails will be sent by the Registrar’s Office to students letting them know when they can view final grades on the SIS.

How to Post Final Grades on the Web

**Access Student Information System:**

1. www.nashuacc.edu > eServices > SIS Secure Login.

2. Enter ID and PIN. Click Login.  
(For ID and PIN information see Faculty Web Information Sheet section of this Handbook.)

3. On the Main Menu page click “Faculty & Advisors”.

4. On Faculty & Advisors Menu Page click “Final Grades”.

5. On Select Term page choose the term and click “Submit”.

6. On the Select CRN page choose the course you wish to grade from the list. Click “Submit”.

7. On Final Grade Worksheet page verify that the listing in the Course Information section corresponds to the course you wish to grade.
8. Select a grade from the list for each student. **Instructors of developmental courses must not use the grade of D. Instead, use CS or F grade.**

9. Review your grade choices for accuracy. Once you have selected grades for all students, look for these buttons at the bottom left of the page:

![Submit] ![Reset]

Review all grades entered, then click “Submit” OR Click “Reset” to clear all grades and begin over.

10. After clicking “Submit”, the Final Grade Worksheet will display again with a message stating the grade change you made has been saved successfully.

11. If you have more courses to post final grades for, scroll to the top right of the page and click “Return to Menu”. Repeat the process beginning with step 5 above.

OR

12. If you’re finished posting final grades, scroll to the top right of the page and click “Exit”, and close the browser window.

13. Final Grade Changes can be made on the Final Grade Worksheet provided that the column to the right of the grade, which is labeled “Rolled”, has a value of “N”. For the grade you wish to change (use steps 8-10 above). If you see a value of “Y”, you will not be able to change the grade here; instead contact the Registrar’s Office to complete a Change of Grade form.
Notes

1. The Final Grade Worksheet has a 15 minute activity limit. If left idle you may have to log in again and your changes may not have been saved.

2. Rosters can be accessed multiple times.

3. Be careful if you’re using a wheel mouse. Click the drop down arrow for the next student or click in the white area on the Final Grade Worksheet to deselect the grade you just chose to avoid your selection from being changed inadvertently.

AF Grades

An AF grade is an instructor or administrator initiated withdrawal at any time for reasons other than poor grade performance – e.g., failure to meet attendance requirements, as published in the instructor’s syllabus, violation of the Student Code of Conduct, disruptive behavior, etc. The grade may also be issued if a student registered in a clinic, practicum, internship or lab is deemed unsafe or performing in an unsatisfactory manner as determined by an evaluation by a faculty member/agency supervisor in accordance with department criteria and procedure. AF grades can be issued anytime during the semester by completing the AF grade form located in the Registrar’s Office or the Faculty Mailroom, but should also be issued as a final grade for reasons other than poor grade performance. Example, if a student stops attending class, and hasn’t already been issued an AF, then the grade of AF should be entered as a final grade. If the student has remained in the course, but simply failed it, it is considered an “earned” F and a final grade of “F” should be submitted. An AF is calculated in GPA as an F.

CS Grades

Students in developmental courses must earn a “C” or better in order to move on to the next course level. CS (Continuing Study) allows student to re-register for developmental course if competencies have not been met by the end of the course. It is intended for students who have demonstrated progress and a commitment to succeeding in the course, but who need time to achieve competencies. CS grades do not affect GPA.

Incomplete Grades

An Incomplete Grade (I) indicates a student has not completed a major course assignment (usually a final exam or culminating final exam) due to extraordinary circumstances, such as serious illness, death in the family, etc. The grade is applied only in those instances where the student has a reasonable chance of passing. It is not used to give an extension of time for a student delinquent in meeting course responsibilities. Incomplete forms may be found in the Faculty Mailroom. They must be signed by the instructor, the student, and approved by the department chair. They should then be submitted to the Registrar Office. This should be done prior to the grades deadline if possible. The work must be completed by the student through
formal arrangement (including a written contract with due dates for missing work) with the instructor no later than:

- the end of the third week in the Spring semester for a grade issued in the Fall semester;
- the end of the third week in the Fall semester for a grade issued in the Summer semester;
- three weeks from the earliest start date of the Summer term for a grade issued in the Spring semester.

Should the student fail to complete the work within the designated period, the grade to be submitted to the Registrar is an F. Exceptions to the above deadlines may be made by the Vice President of Academic Affairs. “I” grades will not be included in the computation of Grade Point Average. An “I” grade may affect a student’s financial aid. Students should be advised to contact the Financial Aid office on their campus for further information.

Final Exams

When a final exam is given in a course the professor is required to give the exam during the scheduled final exam period on the date assigned. This policy will provide every student the same academic experience and access.

Grade Books

Faculty are urged to keep a written record/document of all items used to assess student performance that make up a student final course grade. These documents are vital to the grade appeal process. Each faculty member will submit to their Department Chairperson either the College-supplied grade book or a copy of all records/documents used to calculate the students’ course grades.

Makeup Policy

It is the individual professor’s responsibility to establish his or her own makeup policy or follow the department’s policy. It is vital that the makeup policy for all work (exams, projects, papers, portfolios, etc.) be published in each course syllabus.

Office Hours/Space

Adjuncts are not required to hold regular office hours but may do so if they desire. Limited office space is available in the Adjunct Faculty Center in Room 134 in the library. See the Department Chairperson for availability elsewhere. If an on campus office hour cannot be arranged, we encourage faculty to set up an online office hour on Blackboard.
Performance Evaluations

Adjunct faculty may expect an observation visit to their classroom from their Department Chairperson or Program Coordinator, particularly during their first semester at the College.

Plagiarism Policy

Plagiarism is not tolerated at the College. (See Student Handbook for complete policy.) If a faculty member suspects a student of plagiarizing a paper or an answer on a short answer essay test, a quick way to determine its existence is to type a significant phrase or sentence into Google. Blackboard has a “Safe Assignment”, a plagiarism detection software; “Safe Assignment” is located in the control panel of your Blackboard course site. Other resources include websites such as www.turnitin.com; however, many, like the latter, are fee based sites. An excellent resource on the definition of plagiarism and examples can be found at http://owl.english.purdue.edu/handouts/research/r_plagiar.html. Should the plagiarized source be located, faculty should print out or copy the exact source and attach the student’s work, and write up the offense in a memo to the Vice President of Academic Affairs. A copy of the memo and attachments should go to the Department Chairperson.

Room Usage

The offices of the Registrar for day and Division of Continuing Education (DCE) office assign the classrooms at the start of each semester. Faculty are to conduct their classes in the assigned rooms for the entire length of the class meeting. The College feels it is important that classes be held for the full time period listed. This provides students optimum academic access to the learning and instructional environment. This also provides every student the same academic experience. A professor may release a class early on a unique occasion when the instructional unit planned makes it appropriate. Should class enrollment exceed the number of available desks/chairs/computer terminals, see the Department Chairperson. Faculty are not permitted to change classrooms without written permission from the appropriate academic division. Should faculty need to meet with a student or student group outside the course meeting and require a room for this meeting, space must be reserved through Kathy Ruggiero, extension 1520. If access cannot be gained to a room, please see Lucy Jenkins in the main office or the DCE office.

Student Evaluations

At the end of each semester, students evaluate their courses and faculty on an anonymous basis through a standardized form. The evaluations are then electronically sent to the faculty member and department chair after grades have been submitted.

Text Selection

See Department Chairperson for textbook selection policy.
DIVISION OF CONTINUING EDUCATION (DCE)

Alternate Testing Center

DCE does not have an Alternate Testing Center at this time. Instructors are responsible for making arrangements with their students who need to take a test at a time other than during scheduled class meetings.

Classroom Management/Safety Issues

If instructors encounter any issues or problems during the evening hours, they are first to contact the Campus Safety Office. Should they fail to respond call DCE immediately at ext. 1516 or 1518. If the situation is life-threatening or an emergency of another nature, dial 9-1-1 from the classroom phone and identify the room in which you are located.

Contracts

Adjuncts are hired on a semester-to-semester basis. Contracts are issued through Human Resources and/or the DCE office prior to the start of the semester.

Copy Machine

There is a copy machine located in the Faculty mailroom. There is a copy machine located in Admissions/DCE office – room 156. You’ll need to get a copy code from your department chairperson.

Course Evaluations

Each semester, students evaluate faculty and the courses through a standard evaluation form. The evaluations are then electronically sent to the faculty member and department chair after grades have been submitted.

Course Outlines and Syllabus

Adjuncts will receive a course outline, which describes the course and lists competencies, and a sample syllabus. Adjuncts create their syllabi based on the course outline. Copies of syllabi must be filed with the Academic Affairs office prior to the start of the semester. The syllabus should be distributed at the first class meeting.

DCE Contact

Dennis Clouthier; (603) 578-8900 ext. 1516; dclouthier@ccsnh.edu
Faculty Observation

During the semester, adjuncts may be observed by their respective Department Chairperson.

Grade Rosters

Adjuncts should enter their grades in the Student Information System (SIS) when classes are completed, unless otherwise instructed. Instructions for the system will be provided by the Registrar at appropriate times.

Location

DCE is located in Room 156. Our hours of operation are Monday from 12:00pm-8:00pm; Tuesday through Thursday from 10:00am-8:00pm; Friday from 9:00am-7:00pm; and Saturday from 7:30am-3:30pm.

Mailboxes

All adjunct faculty will be provided with a mailbox in Room 98. Instructors should check their mailbox before class begins each night as there may be communications placed there for them as well as for their students.

Payroll

DCE paychecks may be picked up by adjuncts in the Business office on payday. See section on Compensation in the General Information section in this Handbook for further information and schedule.

Supplies

All supplies needed for evening classes will be found in Room 98.

Textbooks

Texts will be provided by your Department Chairperson.

ACADEMIC SUPPORT CENTER (ASC)
(Formerly Department of Instructional Services) Room 100

Where good students become better students! Donna Szekely, Coordinator of Disability Services; Priti Sadhir, Assistive Technology Specialist/Disability Services/Accuplacer Coordinator; Pam Coutermarsh, Tutor Coordinator; Molly Little and Jackie Preston, Assistants. The Academic Support Center provides academic support to the college and community with a focus on empowering individuals to become independent, self-directed learners. The center
provides a variety of services including: peer and faculty tutoring; services for students with disabilities; computer lab and computer assisted instruction.

**Alternate Testing Center**

Where can I refer a student to take a test in an alternate setting? The Academic Support Center (ASC) does not have an alternate testing center due to shortage of space. However, when there is a strong need for a student to take a test in an alternate setting, you can contact Donna Szekely (ext. 1451) to make arrangements. Students can only take tests during hours when the Academic Support Center is open and must set up an appointment prior to the test.

**Computer Lab and Computer Assisted Instruction**

Where can students work on papers, use typing tutor, or get practice improving math and English skills using Plato, a self-paced computer-assisted tutorial? Computers in Room 100 can be used for course related activities. Students who are not familiar with computer use can sign up for a 1-hour “basic use of word processing” orientation. Students must attend a half hour orientation before they can use Plato.

**Math Center**

Where can a student receive math help without an appointment? The Math Center in Room 229 is open from 12-1 on weekdays during the fall and spring semesters. If additional hours are available the times and places are posted in Room 100.

**Services for Students with Disabilities**

It is the mission of Community College System of New Hampshire's Disability Services to provide equal education access opportunities and experiences to all qualified students with documented disabilities who register with the College's Disabilities Services office. Reasonable accommodations are provided to students to allow them to achieve at a level limited only by their abilities and not by their disabilities. Assistance is provided in a collaborative way to help students develop strong and effective independent learning and self-advocacy skills, as they assume responsibility for reaching their academic goals.

Students requesting accommodations for disabilities must register with the Disability Coordinator, located in the Academic Support Center (Room 100), and provide documentation to support the request. For more information contact Donna Szekely dszekely@ccsnh.edu

How do I know a student’s request for course accommodations is legitimate? A student eligible for accommodations must meet with the Disability Coordinator, have appropriate documentation, develop a College Accommodation Plan, and share that Plan with you. Please refer any student requesting accommodations without a College Plan to Donna Szekely (ext. 1451).
See Appendix A for a copy of the form for Test Administration for Students with Disabilities.

**Tutoring**

How does a student receive tutoring? Students apply for a peer tutor by completing an application and meeting with Pam Coutermarsh (ext. 1554). A drop-in tutoring schedule of selected courses is posted on the wall in Room 100. Tutoring is not meant to replace or take the place of attending class or completing course work.

**Writing Center**

Where can a student get help in writing an essay, brainstorming a topic, or starting a research paper? The Writing Center, located in Room 99, is open to all NCC students who want assistance with the writing process in any of their classes. One-on-one conferencing on all aspects of the writing process is available. Students are encouraged to make an appointment in advance with a writing consultant. Appointments should be made through the Writing Center. Call (603) 882-6923, ext. 1765.

The Writing Center also offers MLA refresher and interview techniques/resume writing workshops for students. In addition, a consultant will be happy to visit your classroom during the first few weeks of the semester to explain how the Center operates. If you are interested in having a consultant speak to your students about the Center, please email Pat Klein pklein@ccsnh.edu or Sally Bashalany sbashalany@ccsnh.edu with the name of your course, day/time, room location and number of students. The Writing Center sponsors the Coffee House and short story/poetry contest and the College literary magazine, *Windows*, each semester. Students and faculty are invited to participate. The Writing Center is also a resource for all faculty who desire classroom instruction in various writing topics, such as research and documentation.

**Additional Services**

What support is available for students who are single parents? Some financial, academic, and personal support is available. Please contact the Project Redirection lead Elise Fortin (ext. 1648). How about a student who speaks English as a Second Language? The World Languages/ESOL Department Chairperson is Elizabeth Berry, Room 119, ext. 1678. What is service learning? Service learning engages students in applying classroom developed knowledge and skills to the solutions of community based problems. Contact Shirley Silva-Paige, Service Learning Coordinator (ext. 1755) for information regarding curriculum design, community partners, workshops and more.

**THE ACADEMIC ADVISING CENTER**

(Room 99)

The Academic Advising Center Can Help Students:

- Obtain general information about the college
• Select an academic program
• Understand NCC policies and procedures
• Develop Academic Plans
• Explore transfer options
• Review and select classes
• Understand the registration process
• Add or drop classes
• Receive Student Information Systems (SIS) instruction

**Academic Advising Center Philosophy (ASK)**

Accessible: Students should be able to find an advisor who can help them when they need it.
Student Oriented: Advisors know the student population and are able to understand their needs.
Knowledgeable: Advisors are familiar with NCC programs and curriculum.

**Frequently Asked Questions**

Who does the Academic Advising Center serve? Students entering Teacher Education, Peace and Justice Studies, Paralegal Management, Marketing, Small Business Entrepreneurship, Accounting, Computer Engineering, Electronic Engineering Technology; and General Studies - Health programs, and all Liberal Arts students and non-matriculated students are assigned advisors in the Advising Center. What if the student(s) is enrolled in a program not listed above? Students enrolled in other programs are assigned advisors in their respective academic departments. If a student’s faculty advisor is not available, an advisor in the Advising Center will assist them. Does the student(s) need an appointment to see an advisor? While it is encouraged that students make an appointment in the Advising Center, we have an open-door policy. When does the student(s) register for classes? Registration occurs three times a year. Exact dates for registration are published in the student handbook. Why should I refer a student to an academic advisor prior to registering for classes? Academic advisors can help a student develop a concise academic plan. They have knowledge of pre- and co-requisite courses and can help the student stay on track.

**DEPARTMENT OF ESOL AND WORLD LANGUAGES**
(English for Speakers of Other Languages)

Nashua Community College offers a growing number of ESOL courses to meet the needs of the diverse student and community population. There are currently ten ESOL courses in the College catalog which help students to better prepare for the academic expectations of higher education. These courses are listed by ESLN code in the catalog, and they are housed in the Department of ESOL/World Languages. While credits for ESOL courses do not count toward graduation, they do count for the purposes of receiving financial aid. In addition, the ESOL Coordinator (Elizabeth Berry, ext. 1678) offers personalized appointments, drop-in office hours, and Writing Center support geared specifically to the cultural, emotional, and academic needs of ESOL students (or any students enrolled at NCC-Nashua for whom English is a second language.) The Department of ESOL/World Languages offers a “Multicultural
Awareness Workshop” which can be tailored to meet the needs of faculty, staff, and students. The department sponsors a variety of multicultural events throughout the year, including Conversation Partners and International Café. ESOL students offer a wealth of cultural knowledge and world experience that benefit everyone at NCC! For more information about program offerings, to ask questions, or to refer a student for services, please contact Prof. Elizabeth Berry at eberry@ccsnh.edu, or call 882-6923, ext. 1678.

WALTER R. PETERSON LIBRARY AND MEDIA CENTER

The library incorporates traditional library services with media and information technology. Our book collection contains over 18,000 titles along with subscriptions to 277 magazines and newspapers.

We also provide access to extensive databases of full-text e-books, journals, and newspaper articles. They are directly linked on campus through our library webpage, and from home simply enter your college email address and password when prompted. For specific databases, please go to our website at: http://www.nashuacc.edu/academics/library-and-media-services. There are 15 computers for students to use on a walk-in basis. The Peterson Library and Media Center has a 20-station Electronic Classroom for library instruction classes. Wi-Fi access is available.

Please email the Reference Librarian at mbero@ccsnh.edu or call x1565 if you would like to schedule your class to have an instructional session on searching our various online resources. Faculty may also reserve the Electronic Classroom for an occasional class where a lab is required by calling x1561.

There are 3 conference rooms for students and faculty to use for meetings and organizations. During the semester advance reservations are recommended (x1561).

The Adjunct Faculty Room (Room 134) is for faculty and staff to use for office space & computer work. This room also has 5 computers, a scanner and a printer. Just stop by the circulation desk and one of our staff will unlock the room for you. Athena DeGangi is the Adjunct Contact if you would like to schedule regular weekly office time in this space.

Library Hours*:

Monday – Thursday: 7:45 a.m. – 8:00 p.m.
Friday: 7:45 a.m. - 5:30 p.m.
Saturday: 9:00 a.m. – 1:00 p.m. *Call for hours during semester breaks.

No food or drink is allowed in any of the library rooms.
AV Equipment

The library provides the campus audiovisual equipment needs. There should be an overhead projector in each classroom. We also loan TV/VCR/DVD players, LCD projectors, laptops, audio equipment, digital cameras, and eno board styluses for use in class. Please reserve in advance. All classrooms have internet connections & Wi-Fi capability. Some classrooms have LCD projectors and some have video and sound capability. It is the faculty member’s responsibility to sign out the equipment and to return it after class (library closes at 8:00 p.m.). Absolutely no equipment should be left in the rooms. Please call 882-6923 ext. 1561 to reserve equipment.

Copyright Guidelines

To be in compliance with copyright laws, an institution must:
(1) institute policies regarding copyright; and
(2) provide informational materials to faculty, staff, and students.

This is a summary of three copyright laws:
Copyright Fair Use Guidelines Digital Millennium Copyright Act (DMCA 2001)
TEACH (Technology Education and Copyright Harmonization) Act (2002)

What is protected? Any kind of published (and unpublished) printed material or produced media:

- Materials published prior to December 31, 1922 - are in the public domain
- Materials published from January 1, 1923 to December 31, 1978 - are protected for 95 years from the date of publication
- Materials published after January 1, 1978 - are protected 70 years from the authors death (life of the author +70 years)
- Fair Use Guidelines: When copying course materials for students - Limit your copying to
  - Single chapters from books – one time use only
  - Single articles from a journal or newspaper – one time use only
  - A few charts, graphs or illustrations – one time use only
  - Library reserves – one time use only

Copying and/or library reserves may not be used to create or replace an anthology or create a course pack without obtaining permission/paying royalties
You Must:

- Attribute the work to the author
- Include a copyright notice on the original and copies with appropriate citation to the source stating that the copy is “in compliance with Section 108(f)(1) of U.S. copyright laws”

Keys to Fair Use Compliance: Get permission/pay royalties if:

- You copy articles repeatedly (semester to semester)
- You copy a substantial amount of articles
- The copying deprives the author / producer from payment

Four Questions to Ask Regarding Fair Use:

1. What is the purpose of the use?
   - Fair Use Copyright Violation: Nonprofit / educational institution Commercial use Teaching, Research, Scholarship Profiting from its use Access is restricted to your students Denying credit to the author
   - Nonprofit / educational institution
   - Commercial use
   - Teaching, Research, Scholarship
   - Profiting from its use
   - Access is restricted to your students
   - Denying credit to the author

2. What is the nature of the work to be used?
   - Fair Use:
   - Copyright Violation: A published work An unpublished work Factual or nonfiction Fiction/creative works (art, music, writings)
   - A published work
   - An unpublished work
   - Factual or nonfiction
   - Fiction/creative works (art, music, writings)

3. How much of the work will you use?
   - Fair Use:
   - Copyright Violation: Small amount (less than 2,500 words) More than a small amount Not the main part of the work Main part of the work Using it once Using it semester to semester
   - Small amount (less than 2,500 words)
   - More than a small amount
   - Not the main part of the work
   - Main part of the work
   - Using it once
   - Using it semester to semester

4. What effect would this have on the market for the original or the permissions if the use were widespread?
   - Fair Use:
   - Copyright Violation: User owns a lawfully acquired copy Use could deprive the author of sales No significant effect on the market Significant market effect One or a few copies made Many copies made Lack of licensing mechanism Could obtain rights but user does not Using part of a work sporadically Using part of a work every semester Library reserves – one time Library reserves semester to semester
   - User owns a lawfully acquired copy
   - Use could deprive the author of sales
   - No significant effect on the market
   - Significant market effect
   - One or a few copies made
   - Many copies made
   - Lack of licensing mechanism
   - Could obtain rights but user does not
   - Using part of a work sporadically
   - Using part of a work every semester
   - Library reserves – one time
   - Library reserves semester to semester

Notes: Limit copying to single articles / chapters – one time use only Percentage wise - it must be a small part of the course materials You must possess a legal copy of the work
Punitive Damages: It is important to note that copyright infringement is prosecuted on an individual basis. Publishers will seek damages from the individual - NOT the educational institution as in certain cases of software improprieties. Penalties are very high.

Copyright Clearance Center: The CCC in Danvers, Massachusetts, authorizes extended copying through payment of royalties to publishers.

The Twenty-First Century Distance Learning Enhancement Act
June, 2001 (Digital Millennium Copyright Act)

This new law is intended only for college mediated instructional activities transmitted via digital networks (i.e., 'Blackboard'). The new law pertains to any type of media normally shown in class related to teaching content - it gives permission to use it on a limited basis. Faculty, staff, and students may incorporate published or unpublished works (including videotapes, DVDs, CD-ROMs, CDs, all audio recording formats, etc.) into online coursework (over digital networks) in connection with or the creation of:

- Class assignments
- Curriculum materials
- Remote instruction
- Examinations
- Student portfolios
- Professional symposia

Keys:

- Be conservative in using a published work
- Transmission using Blackboard is analogous to display in class
- It does not refer to textbooks, course packs, or other media purchased by students
- The College or the faculty member must possess a legal copy of the work
- Faculty may use it for scholarship and use it at peer conferences

It must meet these conditions:

- Limited transmission to students enrolled in the course
• Students must have login and password.

• Class session is limited in time (normally a semester duration).

• Materials are not retained for longer than the course session.

• The use is terminated at the end of the semester.

Other conditions:

• Ask the question: Is it already available in digital format?

• If yes - point to it, purchase it, or otherwise license it

• If no - digitize it (scan or capture)

• Make it available to students registered - only for the duration of the class

• Periodically review the situation to see if it has been made available in a digital format

• Students may download, transmit, and print images for personal study in or use in an academic course

**Teach Act – 2002**
(Technology, Education and Copyright Harmonization Act)

Applies only to "accredited nonprofit educational institutions" - the intent of the law is to clarify copyright issues specifically for distance learning. It allows faculty to use limited amounts of copyright protected materials without permission from the copyright owner and without payment of royalties.

• The law requires the institution to take an active role in disseminating information.

• . Educators cannot comply by accident or by well-meaning intention.

Conditions:

1. Students will access each "session" within a prescribed finite time period (semester) and by specifically created accounts with logins and passwords.

2. Faculty can include portions of copyrighted materials analogous to conventional teaching. This law is not intended to permit digital transmission of full or lengthy works.
3. The institution must impose restrictions on access, develop a new copyright policy, and disseminate copyright information.

The new version of Section 110(2) offers these explicit improvements:

1. Expanded range of allowed works - The new law permits the display and performance of nearly all types of works.

2. Expanded receiving locations - The law applies to distance education anywhere.

3. Storage of transmitted content - Institutions can record and retain copies of the distance education transmission, even if it includes copyrighted content owned by others. The law also explicitly allows retention of the content and student access for a brief period of time, and it permits copying and storage necessary for the network system.

More information is available in the Library.

**Campus Safety**

In consideration of the health and safety of students and employees, Nashua Community College maintains a Campus Safety Office, located in room 97 in the main building. Telephone numbers for the Campus Safety Office and for individual Campus Security Officers are available at the NCC website and are posted throughout the campus. Campus Security maintains a daily log of events which is available for public view in the Campus Safety Office. NCC Identification Cards as well as NCC parking permits are also available at the Campus Safety Office. The Nashua Community College Security Report is published annually and available online @ [http://www.nashuacc.edu/documents/annualsecurityreport08.pdf](http://www.nashuacc.edu/documents/annualsecurityreport08.pdf).

The following describes the enforcement authority of the **Campus Safety Department:**
The Campus Safety Department operates during the normal operating hours of the college, and employs 3 security officers and an office clerk. Officers conduct vehicle and foot patrols on campus, enforcing Nashua Community College policies and regulations, as well as notifying Law Enforcement Authorities of any on-going or reported crimes on campus or on property controlled by the campus. Although campus safety officers do not have arrest powers, the Campus Safety Department maintains a strong working relationship with the Nashua Police Department. The Campus Safety Department does not have a formal written memorandum of understanding (MOU) in place with the Nashua Police Department or the New Hampshire State Police. The campus is also monitored by a state of the art video surveillance system which records video activity in and around the campus 24 hours a day.

The following describes the role of the **Campus Security Authorities:**
In compliance with the Clery Act of 1998, the college also has designated several members of the staff and faculty as Campus Security Authorities or CSA’s. An updated list of CSA’s is posted on bulletin boards throughout the campus and is available online at the college website.
The role of the CSA is to provide a conduit for staff, faculty, and students to report any crime committed on campus grounds or on grounds controlled by the college. CSA’s report these crimes to law enforcement through the NCC Security office. CSA’s may also assist an individual in making an **anonymous** crime report when requested to do so.

NCC has established an **Emergency Operations Plan (EOP)** to address extraordinary circumstances wherein the lives and property of individuals could be placed imminent danger. Public portions of the EOP ‘Basic Plan’ are published on the NCC website.

For purposes of the Emergency Operations Plan, evacuation operations are either classified as “Standard” or “Extraordinary”.

“Standard” refers to a total or partial evacuation of one or several facilities to an assembly area within walking distance. A Standard evacuation can be either “Precautionary” or “Emergency”.

“Extraordinary” refers to a total evacuation of the Nashua Community College complex by all employees and visitors to a location a minimum of 5 miles from the campus facility.

In some situations, evacuation may not be the safest alternative to the emergency. In these cases, a **“Lockdown” or “Shelter in Place”** action may be ordered. During a Shelter in Place emergency, faculty, staff, and students should close and secure the doors and place objects in front of the doors to create a barricade. Remain in place until the threat has subsided or until notified by competent authority to move to a safer location. A Shelter in Place notification is sent via cell phones (**text and voice messages**), landlines, and e-mail systems to subscribers of the **NCC ALERT SYSTEM**.

**Emergency Response Procedures**

**Fire Alarm**
- Students, faculty and staff should secure all machinery and equipment (turn off power and gas).
- For Fire Alarm activations, **Standard Precautionary Evacuation Procedures** will be followed.
- Evacuate the building promptly via the nearest exit.
- Instructors will be the last person to leave the rooms and secure them if necessary
- Faculty will assess and assist needs of mobility impaired students and report specific needs to emergency and college personnel (see “evacuation of mobility impaired” policy)
- Please move back 50 feet from building entrances.
- Do not re-enter building until instructed to do so by emergency or college personnel
- A member from the college administration should be the only individual answering press inquiries.

**Evacuation of Mobility Impaired**
- The elevator can not be used under any circumstances during the sounding of an alarm.
- Students/Faculty/Staff with mobility impairments on the first floor should exit the building using the nearest exit.

43
• Students/Faculty/Staff with mobility impairments on the second and third floors should go the nearest exit stairwell and wait for further assistance from the Nashua Fire Department.
• Instructors that have mobility impaired students will assist those students in getting to the nearest exit stairwell and wait with student for further assistance from the Nashua Fire Department.
• Instructors will send a messenger to fire and rescue teams of their location and situation. If instructor feels he/she must leave, then he/she must notify fire and rescue teams.

**Bomb Threat**
• Try to engage the person making the threat to get possible clues about the bomb’s location, the time it is expected to go off, what type of bomb is it?
• Pay close attention to detail: age, gender, mental state of individual, write down all information and any comments or concerns of the individual
• Immediately alert police dept.(911 or 594-3500) and college administration, security, maintenance

**EVACUATION IS NOT ALWAYS NECESSARY** - the college administration will determine with the assistance of Nashua police how to proceed based on the information. **Standard Precautionary Evacuation Procedures** may be warranted.
• A timely notification will be broadcast by the Campus Security Office via the NCC Alert System in the case of an on-going threat to the safety of the campus community.
• Faculty and staff will inspect their areas of responsibility to determine unusual or out of place objects and any suspicious individuals. **DO NOT INSPECT OR TOUCH ANYTHING THAT SEEMS OUT OF PLACE**
• Evacuate local area and report anything suspicious to police, college administration, security, maintenance
• Do not use cells phones or 2-way radios. Use mainline telephones or a system of runners
• A member from the college administration should be the only individual answering press inquiries

**Hazardous Material Incident/Spill**
• Evacuate and secure local area (windows and doors).
• Isolate any individuals that have been exposed and need medical treatment.
• Alert emergency response (911), college administration, security, maintenance
• Crucial information for responding authority is: TYPE OF MATERIAL, AMOUNT OF SPILL OR RELEASE, VOLATILE CONDITIONS.
• A timely notification will be broadcast by the Campus Security Office via the NCC Alert System in the case of an on-going threat to the safety of the campus community.
• College administration determines, with the assessment of responding emergency services, whether to **Remain in Place** or to follow **Extraordinary Evacuation Procedures**.
• A member from the college administration should be the only individual answering press inquiries

**Hostile Intruder**
• Secure / barricade doors and windows in your area and **Shelter in Place**.
• Move yourself and others in the vicinity away from doors and windows.
• Alert emergency services (911), college administration, security, maintenance.
• A timely notification will be broadcast by the Campus Security Office via the **NCC Alert System** informing of a threat to the safety of the campus community and directing a campus-wide lockdown.
• Do not activate the fire alarm system for a situation requiring a lockdown of the campus.
• Police will handle criminal investigations and questions; college administration will determine with assessment from police resumption of appropriate college business.
• An all-clear message will be broadcast through the **NCC Alert System** when the emergency has ended.
• A member from the college administration should be the only individual answering press inquiries.

**Threatening or Violent Behavior**

*Most acts of violence exhibit warning signs. Please take seriously any behaviors or words that imply a threatening nature and consult the appropriate personnel to assess risk and plan interventions.*

• Assess the situation, provide for your own safety
• Follow **Shelter in Place** procedures and secure yourself and others in a safe area.
• Immediately alert police and college administration, security and maintenance dept.
• A timely notification will be broadcast by the Campus Security Office via the **NCC Alert System** in the case of an on-going threat to the safety of the campus community.
• Police will handle criminal investigations and questions; college administration will determine with assessment from police resumption of appropriate college business.
• A member from the college administration should be the only individual answering press inquiries

**Suicide/Attempted Suicide**

• Alert emergency services (911), college administration, security, maintenance
• Extreme caution should be used as such an incident creates real danger to those trying to assist.
• Follow **Standard Emergency Evacuation** procedures from the local area, preventing viewing a traumatic event and unintended victims.
• A timely notification will be broadcast by the Campus Security Office via the **NCC Alert System** in the case of an on-going threat to the safety of the campus community.
• Police will handle investigations and questions; college administration will determine with assessment from police resumption of appropriate college business.
• A member from the college administration should be the only individual answering press inquiries

**Rape/Sexual Assault**

• Alert police (911), college administration, security, maintenance.
• A timely notification will be broadcast by the Campus Security Office via the **NCC Alert System** in the case of an on-going threat to the safety of the campus community.
• Provide privacy and support to the individual.
• The police will conduct all criminal questions and investigations regarding incident. The college administration with the assessment of the police will determine steps needed to resume routine college business.
• A member from the college administration should be the only individual answering press inquiries.

**Power Outage**

• College administration, maintenance, security will contact PSNH (1-800-662-7764), to report outage
• Assess cause and duration of outage
• Faculty and staff should secure equipment and chemicals in use (turn off power, gas, store chemicals)
• Security and maintenance will patrol hallways, staircases and classrooms to ensure safety of all
• Extended outages will require **Standard Precautionary Evacuation** of all campus buildings. College administration will make the decision with input from security and maintenance.
• If people are in trapped in the elevator, stay with them and talk to them through the door (they will hear you), try to comfort them
• Faculty that have mobility impaired students should try to comfort them and alert college officials as to their location
• Do not use candles or open flames for lighting.

**Medical Emergencies**

• Alert emergency services( 911), college administration, security, maintenance
• Offer comfort and support to individual until help arrives
• Obtain as much information about person and situation; this information will be needed for emergency responders
• Clear the area so that there will be room for responders to work
• A system of volunteers will be needed to flag responding services to the closest entrance to the area
• Secure areas of spilled body fluid to keep others from coming into contact with it
• A member from the college administration should be the only individual answering press inquiries
• Maintenance personnel will check these areas during alarm conditions to see if further assistance is needed.
• For information purposes, class schedules and locations of mobility-impaired students/faculty/staff will be posted at fire alarm panel in maintenance area.
APPENDIX A: Form for Test Administration for Students with Disabilities
Test Administration for Students with Disabilities

Academic Support Center

Student’s Name:_________________________________________________________

Professor’s Name________________________ Course:______________________

Time Allowed: up to 1 ½ x class test time = _______ (e.g. 50 min. x 1 ½ = 75 Min.)

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NOTE: If a proctor or reader is requested, the student is responsible for making prior arrangements.
Test will be closed book and closed notes unless specified below:

Check all that apply.

_____Calculator _____Text book _____Formula Sheet _____Class notes & handouts
_____Spellchecker or Dictionary Other Please Specify __________________

*******************************************************************************

Method of Return to Professor: Please check one.

_____Professor will pick up by:_________________________________________________

_____ACS Staff will deliver test to faculty mailbox.

Date Taken: _____________ Time In: ____________ Time Out: ______________

Date & time delivered: __________________________ ASC Initials:______________