



Mathematics Department

Adjunct Faculty

Handbook

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Welcome to the Mathematics Department of the County College of Morris

This handbook has been put together to help you find answers to some of the common and important questions many faculty have when teaching courses at CCM. Links to pages on the CCM website have been included.

Departmental Contacts and Faculty Support for Courses:

Professor Alexis Thurman, Chairperson athurman@ccm.edu

Professor Doreen Sabella, Assistant Chairperson dsabella@ccm.edu

Professor Debbie Poetsch, Assistant Chairperson dpoetsch@ccm.edu

Erica Lewis, Administrative Assistant elewis@ccm.edu

Kathy Edwards, Administrative Assistant kedwards@ccm.edu

Course(s)	Professor(s) Name	E-mail Address
MAT 007	Doreen Sabella	dsabella@ccm.edu
MAT 016	Debbie Poetsch	dpoetsch@ccm.edu
MAT 110	Doreen Sabella Cathy Chambers	dsabella@ccm.edu cchambers@ccm.edu
MAT 120	Susan Winston	swinston@ccm.edu
MAT 124/130	Kelly Fitzpatrick	kfitzpatrick@ccm.edu
MAT 123 (and above)	Roger McCoach	rmccoach@ccm.edu

Faculty Matters

Getting Started

Once you have been hired, you must meet with Janet Krall in the Academic Affairs office located in Henderson Hall (HH 210). She will provide you with paperwork to fill out and instruct you on the next steps with respect to payroll, identification cards, parking permits, etc.

Security

The Public Safety office is the small building located across from Parking Lot 5. You will get your CCM parking permit from this office. If you ever need a temporary parking permit, you would also get it from this office. Additionally, if you teach a class in DH 151 or DH 153, you will need keys. Erica Lewis, in the math office, can submit a request for you. Once the keys are ready, you pick them up in the public safety office. The phone number for Public Safety is 973-328-5550.

If an emergency should arise while you are teaching, public safety should be called. There is a direct access button to their office on the phone in every classroom, or you could dial the extension directly.

Public Safety also functions as a lost and found. If something is left behind in your classroom such as a cell phone, keys, wallet, etc., you should call public safety. An officer will be sent to your room to retrieve the item(s). Faculty, staff and students should check with public safety if they realize they have lost an item on campus.

Adjunct Office

There is an adjunct faculty office located in Cohen Hall (CH) 101. This office is unlocked early in the morning and is open during the day.

Faculty Absence

If you need to cancel class, please be sure to let Erica Lewis and/or Kathy Edwards know ASAP. That way a sign can be placed on the door alerting your students. If it is before 8:30 AM, then please call the Department of Public Safety at (973) 328-5550 to let them know, they will then place the sign on your classroom door. Additionally, it would be helpful if you contact your students via email to let them know class is cancelled so they do not make the trip to campus unnecessarily.

Adjunct Faculty Contract

http://www.ccm.edu/Media/Website%20Resources/pdf/hr/adjunct_contract.pdf

The adjunct faculty contract can be accessed using the link above.

Titan Alert

<http://www.ccm.edu/titanfaq.aspx>

Titan Alert is an emergency alert system used at CCM that will send e-mail, text messages and/or voice phone messages to students, faculty and staff in the event of an emergency or weather-related closing.

Administrative Matters

Faculty and Staff

<http://www.ccm.edu/facstaff>

The link above will take you directly to the faculty and staff page of the CCM website. You can access your email via the page. Please check your email on a daily basis. You should communicate with your students using your CCM email account.

Schedule

<http://www.ccm.edu/academics/academiccal.aspx>

Please see the County College of Morris academic calendar when preparing for the start of the semester. You can access the academic calendar using the link above.

Please note that final exams are given using a special schedule, they will not necessarily coincide with when your class took place. A final exam schedule is sent out towards the middle of the semester via email. If you are teaching a night class, your final exam is given during your regularly scheduled class period during finals week.

Syllabus

<http://www.ccm.edu/academics/acaffairs/curriculum.aspx>

In addition to the departmental syllabus, every professor must have their own syllabus for each class they are teaching. When creating your syllabus, be sure to refer to the syllabus elements (click link above and scroll to syllabus elements under courses) as a guide. You must make sure all the information listed on that document is included in your syllabus. Your syllabus should clearly state your expectations for the course. A clearly written and detailed syllabus protects you should any problems or discrepancies about your policies and/ or grades arise over the course of the semester.

Please email a copy of your syllabus to Professor Debbie Poetsch dpoetsch@ccm.edu by the end of the first week of the semester.

Listed below are key elements to be aware of when writing your syllabus.

- Please be sure you are using the current departmental syllabus when writing your syllabus. We have had many changes in courses, particularly at the developmental level. Please make sure you are using the correct prerequisite listings when stating course numbers. For example, MAT 124 and MAT 130 both have prerequisites of MAT 016 or MAT 120 or equivalent. Additionally, MAT 016 has some changes. We are focusing on solving quadratics using the quadratic formula and by factoring. Additionally, when dealing with radicals we are only dealing with square roots.
- Please use the syllabus elements template as a guide to be sure you are including all the required information. If you choose not to fill in the template directly, then please make sure all the necessary information is included in your own format.
- If you are filling in the syllabus elements template and you have sections that are blank, such as co-requisites, clinical/lab hours, etc., then please either write N/A or delete those items entirely instead of leaving them blank.
- Please proofread your syllabus before handing it out, remember this is a professional document and it should look like one.
- Please have clear grading criteria. For example: Tests 70%, Final 20% and Homework 10%. Clear criteria cover you should any discrepancies arise.
- A clear attendance policy and statement about make-up exams is also important. Again, this covers you should any problems arise over the course of the semester.
- A statement about CCM's academic policies and where to find them should be included.
- A statement about ADA compliance must be included. This statement is on the syllabus template.
- A statement about student email communication should also be included, indicating that the only email they should be using when contacting you is their CCM email account.

- The course learning outcomes should be listed. These can be found on the back of the syllabus that Erica placed in everyone's mailbox at the start of the semester.
- Please note that the department policy on cell phones is that they may not be used as calculators, so an indication of this would be helpful on your syllabus.

Planning and Teaching Your Courses

Attendance and Instruction

Please be sure to take attendance during every class. You should note your attendance policy on your syllabus. Be sure that you also state whether or not you allow make-up tests for absences.

If an online student drops your class, you must make them inactive in MyMathLab to prevent them from doing work after they have dropped.

In addition, you will be asked to provide a last date of attendance for students when they withdraw or fail your class, so it is important to have an accurate record of attendance.

Please follow the departmental syllabi for your courses. Four-year colleges use these syllabi to determine if courses can be accepted for transfer. It is expected that all topics on the syllabus will be taught during the semester.

You are expected to hold class for the entire scheduled time.

With respect to calculators, cell phones are NOT to be used as calculators. In addition, if students are using graphing calculators, they are only permitted to use the TI-86 or lower. The TI-89 and the TI-Inspire have too many capabilities.

Many of the textbooks used for our classes are Pearson texts. While some courses require the use of MyMathlab, it is optional for other courses. Generic MyMathLab codes are available for the Pearson texts. You may contact Erica Lewis or Doreen Sabella for a generic code if you are interested in providing it to your classes.

Photo Copy Services

There is a copy machine in the hallway near the math office on the 3rd floor of Sheffield Hall. You can find out your copy machine ID number in the math office.

Additionally, there is a print shop located on the first floor of Cohen Hall. You must fill out a printing requisition form and provide the math department account

number to make copies. The forms can be picked up in the math office or at the print shop. You can get the department account number in the math office.

Disability Policy of CCM

<http://www.ccm.edu/vclassrooms/ADA.aspx>

CCM maintains compliance with the Rehabilitation Act of 1973 and the Americans with Disabilities Act (ADA) of 1990; 2008 revised. Please review the information in the link above for more details.

Assessments and Pedagogy

Please make sure you are testing students at the appropriate level for the course you are teaching. Pay careful attention to pacing, as you are required to finish the material included on the departmental syllabus.

Final exams are departmental and may **not** be altered. Final exams are required; they may not be waived for students. Please do not return final exams to students. Final exams must be kept by the department for one year. If you cannot house them, please give them to Professor Poetsch in SH 311. The students have the right to see their exams in your presence and receive explanations of the questions. They also have a right to see their grades.

The records of all grades need to be kept for a period of three years.

If you are teaching an online or hybrid class, you may require students to take their exams in the testing center. The links below have more information about the testing center at CCM.

<http://www.ccm.edu/admissions/placementTesting/cal/>

<http://www.ccm.edu/admissions/placementTesting/cal/onlinetesting.aspx>

Student Academic Policies

<http://www.ccm.edu/academics/policies.aspx>

The college's academic policies can be accessed at the link above. These policies include: grade appeal, withdrawing from class, attendance, academic conduct, etc.

WebAdvisor and Grading

<https://webadvisor.ccm.edu/WebAdvisor/WebAdvisor?TYPE=M&PID=CORE-WBMAIN&TOKENIDX=4210459324>

WebAdvisor is used for entering grades, sending class emails and retention alerts. Please pay close attention to the emails sent out by Dr. Smith and our registrar, Laura Lee Bowens, when entering mid-semester warnings and final grades.

Grades must be entered on time. Grades are due 48 hours after your final exam has been given. If a student has stopped attending (or never attended) your class, but is still on your roster at the end of the semester without a "W" issued by the office of records and registration, then you **must** give them a grade, you cannot give them a "W". Only students can take the steps necessary to officially drop a course, you cannot have a student dropped.

Beginning fall 2015, CCM will be using a plus/minus system for grades. The new scale will be: A, A-, B+, B, B-, C+, C, D, and F.

A suggested range is as follows:

A	92-100
A-	90-91
B+	88-89
B	82-87
B-	80-81
C+	78-79
C	70-77
D	60-69
F	Below 60

Retention alerts are a helpful tool to use when you have a concern about a student. You generate the alert based on your concern such as attendance, behavior, performance, etc. The alert is sent to someone in the counseling and student success office. They follow up with the student to see what can be done to improve the situation.

Please review the college policy on “Incomplete” grades.

An Incomplete, “I” is a temporary grade given to students who are unable to complete the semester due to illness or other circumstances beyond their control.

Students should present their instructor with a written, valid reason for the missed work. Students are required to make arrangements with their instructors to complete the work within four weeks of the end of the semester (the date of the last scheduled final examination).

Students will receive a letter grade when the work is completed. If the work is not completed by the end of the four-week period, students will receive an “F.”

If you need to change a grade after it has been entered in webadvisor, you must either fill out a change of grade form (you can get one in the math office) or email Prof. Alexis Thurman directly. The requested format for the email is as follows:

- Subject: Grade Change for (list semester)
- Student Name:
- Student ID:
- Term:
- Course:
- Section:
- Old Grade:
- New Grade:
- Reason for Change:

Math Center and Math Tutoring

<http://www.ccm.edu/admissions/placementTesting/cal/mathcenter.aspx>

The CCM math center offers free tutoring to our students. You should make your classes aware of this valuable resource. The link above gives more information about the math center and provides instructions about how students should schedule tutoring appointments.

Evaluation of Your Teaching

At some point during the semester, you will likely be observed by either the Chairperson or one of the Assistant Chairpersons. The person who will observe you will most likely send you an email to set up the date of your observation.

In addition to faculty observations, students play a role in faculty evaluation. Towards the end of the semester, you will receive a packet of Student Opinion Reports (SORs) to be administered in class. The information about how to administer the reports, and what to do with them when completed, will be included in the packet.

Center for Teaching Excellence (CTE)

<http://www.ccm.edu/cte/>

Once you are hired, you are given access to two courses run through CTE. The first is the Blackboard Users Group (BUG). This course will be accessible to you through blackboard and provides useful and up to date information on changes ways to incorporate the use of blackboard into your classes. The second course is the Adjunct Faculty Orientation Course. This is a self-paced online course which provides you with important information pertaining to your career at CCM. In order to be promoted to adjunct II, you must complete this course. You are issued a certificate upon completion of this course.

CTE offers a variety of workshops for faculty throughout the year. They post the current offerings on their website. CTE also offers the training on Blackboard that

is necessary to take in order to teach online and hybrid classes. If you have not yet taken this training, you should contact CTE to schedule a training session.

Distance Learning and Blackboard

<http://www.ccm.edu/vclassrooms>

The link above will take you to the page you need to use to access Blackboard. Blackboard is a valuable tool to use for posting information or links to websites.

Disability Services

<http://www.ccm.edu/disability>

Students with a variety of documented disabilities have accommodations through the disability services office. These students are entitled to take tests at the disability services office as opposed to in class. They must provide you with proper documentation and make an appointment with the disability services office in order to take their tests over there. The office is located on the first floor of the Library.

Student Academic Support Services

<http://www.ccm.edu/academics/acsupport.aspx>

The link above will take you to the page detailing the different academic support services that are available to our students.

Counseling Services and Student Success

<http://www.ccm.edu/studentLife/CampusServices/CounselingServices>

A variety of services are available to our students through the Counseling and Student Success office. Students can seek help with a career plan, get academic support, or receive counseling and help with personal issues.

Library

<http://www.ccm.edu/library/faculty.aspx>

The library staff is eager to help you in any way that they can to enrich your classes.