To Adjunct Faculty Members:

**Welcome to Motlow State Community College!** We appreciate your involvement as we work together to provide quality educational opportunities to our students. Students are our first priority and we are committed to providing excellence in instruction and service. As an adjunct faculty member, you are an important part of this goal. Through your experience and expertise you provide the flexibility to enable us to offer a variety of classes at times and locations convenient to our constituents.

We hope that your experience at Motlow is pleasant and professionally rewarding. We will make every effort to help you succeed in your teaching experience. Please feel free to call on us if questions should arise.

Again, we welcome you.

Sincerely,

MaryLou Apple
President
GENERAL INFORMATION

Abbreviated Mission Statement
The Mission of Motlow State Community College is to enrich and empower its students and the community it serves

Vision Statement
To be the area's recognized center for life-long learning and growth opportunities.

Guiding Principles
1. Motlow College is committed to student learning as our primary focus.
2. Motlow College is committed to excellence, creativity, trust, respect, diversity, teamwork, integrity, knowledge, honesty, civility, and the free exchange of ideas.
3. Motlow College is committed to continuous improvement, institutional effectiveness, and efficiency.
4. Motlow College is committed to our stakeholders and to the total development of individuals and their quality of life; we strive to enhance student competencies and to further the cultural development of our service area.

Locations / Hours of Operation (Fall & Spring Semesters)

Moore County Campus - (800) 654-4877
6015 Ledford Mill Road, Tullahoma, TN
8:00 a.m. – 9:00 p.m. Monday – Thursday
8:00 a.m. – 4:30 p.m. Friday

McMinnville Center - (931) 668-7010
225 Cadillac Lane, McMinnville, TN
8:00 a.m. – 9:00 p.m. Monday – Thursday
8:00 a.m. – 4:30 p.m. Friday

Fayetteville Center - (931) 438-0028
Highway 64E, Fayetteville, TN
8:00 a.m. – 9:00 p.m. Monday – Thursday
8:00 a.m. – 4:30 p.m. Friday

Smyrna Teaching Site - (615) 220-7800
5002 Motlow College Blvd. (formerly Mason-Tucker Drive), Smyrna, TN
7:00 a.m. – 9:00 p.m. Monday – Thursday
7:30 a.m. – 4:30 p.m. Friday

Academic Calendar

See Appendix A
INSTRUCTIONAL SERVICES

The primary function of the Motlow College staff is to provide faculty with support services to promote teaching and learning. Faculty should contact the appropriate department chair, director or other staff member whenever necessary to provide assistance in pursuit of this goal.

Clerical Support
Clerical assistance for producing tests and other handouts is provided in each department office at the Moore County campus, and in the directors’ offices at McMinnville, Fayetteville and Smyrna. When extensive typing and copying is needed, please allow 48 hours lead time for production. Copy machines are available at the four primary locations for use by faculty. It is suggested that sufficient time be allowed for copying since last minute breakdowns do occur.

Mail
All persons teaching at the Moore County, McMinnville, Fayetteville, and Smyrna locations are provided with a mail box. Please check these boxes each time you are on campus to ensure timely receipt of important information. Persons teaching at other locations will be contacted by phone, e-mail, and through the regular mail service. Please feel free to communicate with us anytime concerning situations which may arise of which we need to be aware.

An e-mail account must be established for adjunct faculty. Please check your email regularly. (Contact the Coordinator of Adjunct Services for details).

Library Services
The role of the libraries at Motlow State Community College is to support the mission of the college by providing high quality library and information services and resources to students, faculty, and staff of the college and to the community it serves. Libraries are maintained on the Moore County campus, at the McMinnville and Fayetteville Centers, and at the Smyrna site. Library hours vary by location. Please check the library’s web site. Faculty check out materials from any of the libraries and use the library’s catalog online to access the collection. In addition to the 55,000 print resources, the library has over 60,000 ebooks, 10,000 ejournals, magazines, and newspapers, streaming media, and email services 24/7. Materials from each of the campuses are delivered by the college courier service usually within one working day Monday through Friday. Faculty may request a list of books, periodicals, or media resources in support of their subject areas and curricular needs by calling or emailing the Director of Libraries. Faculty needing materials placed on reserve may make their requests from the library at their teaching location. Motlow libraries comply with the fair use provisions of the copyright laws. Reference services are available at all locations.

Important Contact Information
Email: library@mscc.edu ● Telephone: 931-393-1670 ● Web Site: www.mscc.edu/library

Library personnel welcome faculty and encourage classes to come to the libraries. Library instruction classrooms are available at the Moore County and McMinnville campuses and may be reserved for
library instruction or classes working on papers and research. Please make reservations at your respective campuses.

**Audio Visual Equipment**

MSCC has available various types of equipment for classroom use, such as video (VHS/DVD) players, overhead projectors, tape recorders, etc. Smart Classrooms are fully equipped with equipment for various media types. Equipment at McMinnville, Fayetteville, and Smyrna must be scheduled in advance at the main office of these campuses. For more information on available services, please contact the Help Desk at 931-393-1510 or send an email to HelpDesk@mssc.edu.

**First Day of Class - Do's and Don'ts**

First impressions are lasting ones. The first day of class is very important. It is natural to be a little nervous before your first class. However, don't let the desire to "get it over with" cause you to short-change your students. Concentrate on making a good impression, showing that you are approachable and knowledgeable, and most of all that this is an important class with interesting material.

**Do:**

- Meet your class on time.
- Take time to write your name on the board and tell students how you can be reached during the semester.
- Take attendance; ask if anyone's name was not on the roll. Try to determine why the student's name is not on the roll. If you cannot find a reason, send the student to the Admissions and Records Office.
- Give each student a course outline and explain its contents. A course outline is an abbreviated version of the syllabus with additional information on particular requirements of the instructor, including grading policy, absences, etc. Copies of sample outlines are on file in the office of Sherian Oakley located in Eoff Hall (EH208).
- **Be explicit about your expectation of the students, preferably in writing.** Explain clearly what is required for class, describe assignments, quizzes, tests, and outline the learning objectives for the course and how they will be evaluated.
- Discuss policies regarding attendance, participation, and meeting deadlines. (This is the time to tell students that missing class will hurt their final grade. Make sure that it is on your course outline also.)
- Describe penalties for late submission of work, missing assignments, or plagiarism. If you are willing to make an exception, specify the circumstances and criteria to the best of your ability.
- Give students opportunities to ask questions about the syllabus. (Don't assume everyone knows what a syllabus is.)
- Point out the textbook that is being used in the class.
- Carry a Schedule of Classes to class. This way you will have a list of the important dates to drop and add a class, etc.
- Do you know of some things that people do that bug you? If so, tell them now!
- Get some information about your students from your students.
- This is an ideal time to try a diagnostic quiz or get information about their previous experiences in relevant courses. It may also be helpful to you later on if you have students answer some simple questions on index cards. You can consider requesting the following information: Name,
Don't:

- Neglect the real reason you're in class.
- Even if taking attendance and explaining the syllabus takes a good deal of class time, make sure that you begin to set out the course content. There can be some turnover in the population of any class during the Drop/Add period, but most of the students who are attending on the first day or night will be there throughout. If you set the tone initially as one of seriousness and enthusiasm about the subject matter, your class will get the message that their individual comings and goings are not the primary point of the class, learning is.
- Be too affected by your students' "attitudes." If they have an apparent lack of exuberance, it is not something you should take personally. After all, they're dealing with culture shock as much as you are (Where did the summer go? When did I get so much older? Why isn't there ever any parking close by? etc.).
- Be intimidated by your overall responsibilities. Each of us has too many things going on and way too many responsibilities. Also, as adjuncts, this is not your primary job. But to your students, it is everything. All you have to do in this class and subsequent classes is to be prepared to teach.

GOOD TEACHING PRACTICES

What are Good Teaching Practices (GTP)?
Good teaching practices are principles accepted within the academic community as items that will enhance the learning experience for today's students. You may be familiar with some of these either from your own formal study or perhaps from years in the classroom. One of the most commonly accepted sets of Good Teaching Practices were identified by Chickering and Gamson in their 1987 Work "The Seven Principles for Good Practice in Undergraduate Education."

The Seven Principles are as follows:
1. Encourage contact between students and faculty.
2. Develop reciprocity and cooperation among students.
4. Give prompt feedback.
5. Emphasize time on task.
6. Communicate high expectations.
7. Respect diverse talents and ways of learning.

These principles can be applied equally to classroom and online education. The guidelines have been extended to distance education in another article written by Ehrmann and Chickering, "Implementing the Seven Principles--Technology a Lever."
ACADEMIC PROCEDURES

Motlow State Community College is committed to providing quality instruction to help students achieve their academic and career goals. As an adjunct faculty member, you are an important part of the institution. In many cases you are the only contact the student has with the institution. It is important that adjuncts work closely with full-time faculty and administration to assure that students receive consistent instruction in all classes.

Preparing For Class
Careful preparation for class is essential for quality instruction to occur. Faculty will not be accepted as experts by students simply because they are the instructors. Faculty must know the subject content, know and like students, and understand the culture in general.

Syllabus
You will receive a copy of a syllabus from your department chair / director, or Sherian Oakley (EH208). The items listed below will serve as a guide to help you in reviewing the syllabus:

- Course number and title
- Course description
- Course objectives
- Textbooks and other materials
- Grading criteria and method of evaluation
- Testing policy
- Americans With Disabilities policy (required)
- Attendance Requirements (Required)
- Academic & Classroom Misconduct And Student Conduct & Disciplinary Sanctions (Required)
- Outline of course content
- Due dates for tests and assignments
- Instructor contact information

For an online course, additional information should be included:

- Software requirements for the course
- Plug-ins needed for the course
- How to submit assignments or quizzes
- Attendance measurement--include an explanation about how attendance is measured--logging on to the course, submitting assignments, etc.

Course Outline
As stated earlier, a course syllabus is available for each course taught. This syllabus is used by each faculty member, full-time or adjunct, so that students receive consistent instructional content wherever they may take the class. It is the official document of the course. A course outline is an abbreviated version of the syllabus with additional information on particular requirements of the instructor, including grading policy, absences, etc. Also, it has a class schedule showing assignments on particular days. Each student should receive a written course outline no later than the second week of the semester. One copy should be sent to the appropriate department chair and to Sherian Oakley (EH208).
Textbooks
A textbook for each course is selected by full-time faculty and the appropriate department chair. Adjunct faculty may make suggestions as to textbook selection through their department chair, or off-campus director. Once a book is selected it becomes the official text for the course and its use is required.

Record Keeping
Accurate and consistent recording of grades is extremely important. You will not receive a paper class roll from the Office of Admissions and Records. Faculty may access and print a class roll or list by using Faculty – MyMotlow in Self-Service Banner. Faculty should check the class roll for accuracy. Student attendance must be recorded in Self-Service Banner each class meeting for the first 14 days of the semester. Faculty should report any discrepancies to Ms. Greer Alsup, Director of Admissions and Records, at (931) 393-1530 or email her at galsup@mscc.edu. Any discrepancy must be corrected by the 14th calendar day for each class so that the student can be dropped from the roll; otherwise, the student could receive an "F" for the class. Students must be officially enrolled to attend class. Final grades must be entered in Faculty – MyMotlow in Self Service Banner. For financial aid purposes, faculty are asked to list the last date of attendance for financial aid students (indicated by a $ sign) receiving a grade of “F” in the class who have stopped attending. Also, if a veteran (indicated by a "V" prior to the Student Identification Number) stops attending class, faculty are asked to list the last date of attendance. A grade must be assigned to each student listed. It is the practice of Motlow College faculty NOT to post grades at the end of the semester due to the confidentiality of personally identifiable educational records.

Change of Grade
If due to illness or other circumstances beyond his/her control, a student has not completed all course requirements toward the close of the semester, the “I” for “incomplete” may be assigned by the instructor. Once the student has completed his/her course requirements, the instructor must complete and submit a “Change of Grade” form. Adjunct faculty must call and inform the appropriate department chair submitting a “Change of Grade” form.

Evaluation
Faculty members are responsible for giving and evaluating examinations. Security of test materials is the responsibility of the faculty member, except for the period of time that the office secretary may have them for typing and duplicating. It is recommended that students be given frequent evaluations in the courses they are taking. As a minimum, there should be a formal mid-semester examination and a final examination at the end of the semester. Please refer to the course syllabus for suggested grading system for each course. (Please Note: There is no grade of "D" given in any developmental course.)

Final Exam Schedule
The final exam schedule will be distributed by email to faculty near the end of the semester. Also, the exam schedule will be posted at http://www.mscc.edu/schedules.html near the end of the semester. Exams will be two hours in length. The exam times and dates are scheduled based on the starting time and days when classes meet. If online course exams are to be taken in the testing center, schedule a period of time with the testing center when the exam will be taken. If the test is online, provide the
password to the testing center. All finals must be given during the week of finals and not before unless the department chair / director grants special permission.

**College Classroom Management**

This site has a collection of links from various colleges and other sources to help you effectively prevent or address student behavioral problems in the classroom.

**Managing Difficult Students in the Online Classroom**


**SURVIVAL DO’S AND DON’TS**

**Do:**

- Take roll every class meeting.
- Be certain the names on your roll match the students in your class. Contact the Records Office, your department secretary, or Adjunct Services if you note a discrepancy.
- Try to contact a student who misses two consecutive weeks of class or violates your published attendance policy. Complete the appropriate paperwork to dismiss the student with a WF if no contact is made. (WF forms are available in department chair offices or the Records Office).
- Distribute and discuss your syllabus the first class meeting and explain your:
  - Attendance policy
  - Make-up test policy
  - Grading criteria
- Include the ADA statement (below) on your syllabus and read or comment on it to your class:

  Motlow State Community College complies with the “Americans With Disabilities Act.” If you wish to request any accommodation(s) for this class, please notify the instructor as soon as possible.

- Include the campus [Student Conduct Policy](#) with your syllabus.
- Give students a way to contact you outside of class.
- Meet the required class time for every meeting. If you must be absent check with your department chair / director and follow the stated policy.
- Announce the last day to withdraw from a class and receive a “W”.
  - These dates can be found in the current catalog.
- Check your mailbox and email consistently.

**Do Not:**

- Allow any student to disrupt your class. Try to resolve the issue privately with the student. For chronic disruptions or severe misbehavior, ask the student to leave the class and report to the office of the department chair / director. You should then speak with the department chair / director immediately following the class. Appropriate disciplinary action will be taken before the student may return to class. (Racial or sexual harassment will not be tolerated.)
- Move your class or cancel a class meeting without notifying the department secretary or Adjunct Services. Also post a note on your classroom door regarding any room changes. In case of illness or emergency, you may contact the department secretary or Adjunct Services and request that someone take roll in your class, give an assignment, and dismiss the class.
- Allow children in the classroom while class is in session.
- Give your exam any time other than the official exam period.

**ADMINISTRATIVE PROCEDURES**

**Faculty Absence**
Adjunct faculty is expected to meet all classes as scheduled. In the case of an anticipated absence, the instructor must notify their department chair or the director at the McMinnville, Fayetteville, or Smyrna location. If a class must be canceled, due to illness or emergency, the faculty member will be expected to reschedule or make up the time lost, or to provide an approved substitute to teach the class. Any change in the regular meeting time of a class must be approved by the department chair / director.

**Evaluation Process**
During the fall semester each adjunct faculty member is evaluated by students enrolled in the class(es). These evaluations are conducted in accordance with evaluation procedures developed and used throughout the campus. During the spring semester adjunct faculty members teaching for the first time will be evaluated. Evaluations are usually administered during the 10th-11th weeks of the semester. In addition to student evaluations, the department chair, or the director at an off-campus location may visit a classroom to observe, evaluate, and assist an instructor in the teaching-learning process. Other considerations in the process include the adjunct faculty member's attendance at faculty development activities, and additional academic preparation undertaken by the faculty.

**Compensation**
The adjunct faculty salary is contingent upon successful completion of service for the full term of the agreement. In the event of failure to complete the specific terms of the appointment, salary will be prorated in accordance with the policies of Motlow College. The current (2010-2011) base rate of compensation per equated load hour is contingent upon qualifications and experience. There are four levels for faculty who teach at Motlow College on a continuing basis—$450; $500; $590 and $650 per equated load hour. In order to advance through the levels of compensation, faculty are also expected to maintain satisfactory evaluations by students, complete administrative requirements, and participate in orientation and faculty development activities.

**Payroll Procedures**
Upon employment each adjunct faculty member is required to file a W-4 form with the MSCC Human Resources Office to determine the amount of Federal Income Tax Withholding and an Authorization Agreement for Direct Deposit form. All adjunct faculty are also subject to a 7.65% FICA Tax. The salary earned by adjunct faculty is paid by direct deposit in four installments. Direct deposit will occur on the last day of the month. Adjunct faculty being paid will need a Motlow e-mail account so that their direct deposit stub can be sent to them. **No stubs will be printed! Stubs will be sent through e-mail only!**

**Parking**
All faculties are required to obtain a parking decal to be appropriately displayed while on campus. Decals may be purchased in the Business Office for $10.00. Faculty teaching at the Moore County campus are encouraged to use the parking lots behind Simon Hall or the Marcum Technology Center. At off-campus locations, faculty is encouraged to use the faculty/staff designated spaces.
Inclement Weather Plan
During inclement weather conditions when classes are cancelled or beginning late, students, faculty, and staff should use their discretion when snow and icing conditions prohibit safe travel. Because weather conditions may vary in the college’s 11-county service area, students will not be penalized for being unable to attend classes provided make-up work is completed. Students are asked to limit their phone calls to the campus for the purpose of obtaining information about inclement weather conditions.
College officials recommend that students listen to radio and television stations in their immediate communities for information regarding cancellation or class status or visit the college’s web site at www.mscc.edu;

Information concerning day classes will be provided to local radio stations in the service area as well as WAHR and WZYP in Huntsville. Television stations broadcasting Motlow’s inclement weather reports are Nashville’s WSMV-TV (Channel 4), WTVF-TV (Channel 5), and WKRN-TV (Channel 2). Huntsville television stations broadcasting for Motlow College are WAAY-TV (Channel 31), WHNT-TV (Channel 19), WAFF-TV (Channel 12), and WRCB-TV (Channel 3).

In the event conditions warrant cancelling both day and evening classes, the announcement will indicate that both day and evening classes are cancelled. However, if a determination regarding evening classes cannot be made in the morning, an evening class announcement will be provided for broadcast to the same media between 2:00 - 2:30 pm and posted on the website at www.mscc.edu. The information reported will state whether all classes or only early morning classes are cancelled. In the event that early morning classes are cancelled, subsequent classes will run on a regular schedule.

1. Monday, Wednesday, Friday Classes:
   **Example:** If the 8:00 am classes are cancelled, subsequent classes begin with the regularly scheduled 9:00 am classes.

2. Tuesday, Thursday Classes:
   **Example:** If the 8:00 am classes are cancelled, classes begin with the regularly scheduled 9:25 am classes. Please consult your local media or the Motlow web site www.mscc.edu for the starting times of classes.

Local conditions may affect the opening at the satellite campuses—McMinnville, Fayetteville, and Smyrna. Again, students should listen to local area radio stations or go to the Motlow website, www.mscc.edu; for information concerning these locations. Hall monitors on the Moore County campus will carry weather updates and class schedules.

**STUDENT SERVICES**

**Academic Advisement**
Academic advisement is accomplished through a group concept. The College has established seven essential academic advisement groups: Business; Computer Science and Office Systems Technology; Engineering and Industrial Technology; Nursing; Humanities and General Studies; Education, Physical Education, and Social Sciences; and Mathematics and Science. If a student's primary advisor is unavailable for consultation, the group concept permits the student to seek assistance from any of the other advisors in the same academic advisement group. As a minimum, students should consult with an
appropriate academic advisor: (1) at the beginning of a program of study; (2) once each semester in preparation for the next semester; (3) to change a program of study, a major, an emphasis/ concentration, or to change advisors; (4) to submit an Intent to Graduate form. Available to the faculty, students, and community members is the Advising Center located on the Moore County campus for information and materials about admission to the College, programs of study, courses, course and program transferability, and institutional policies and procedures. The Center is open from 8:00 a.m. – 4:30 p.m. Monday through Friday. Advising services are also available at the McMinnville and Fayetteville Centers and the Smyrna Teaching Site.

Adjunct faculty should be familiar with the advisement system and other support services so that students may be referred appropriately. The Catalog/Student Handbook provides information about and explanations of these services.

How Does Advising Work?
When a student completes the registration process, he or she is assigned an advisor based on the major chosen. The student should contact the advisor about scheduling courses or to discuss academic issues.

Where Can a Student Find Information?
A student can contact his or her advisor to schedule an appointment. In addition online resources are available to provide answers to questions. Go to the MSCC Advising to find information for prospective students, new students, and current students. This site provides interactive advising and answers frequently asked advising questions. If students have questions concerning the University Parallel Program degrees, visit http://www.mscc.edu/programs/index.html.

Academic Advising Policy
Students must personally assume the responsibility for completing all requirements established by the college for their degree or certificate. A student's advisor may not assume these responsibilities. Any substitution, waiver, or exemption from any established requirement or academic standard may be accomplished only with appropriate approval.

Academic advisement is one of the most effective tools used to assist students in exploring, planning, and selecting educational objectives and career goals. A developmental academic advising approach, which includes exploration of life goals, identifying career and educational objectives, choosing correct academic programs, and selection of proper courses, assists students in making sound educational decisions. All students are assigned a faculty advisor.

Take a moment to answer some student questions.
1. Who is my advisor?
  Answer
2. When is pre-registration?
  Answer
3. How can I know if classes will transfer?
  Answer
4. When are final exams?
  Answer
5. How can I figure my grade point average?

**Answer**

**STUDENT DISABILITY SERVICES**

Motlow State Community College is committed to meeting the needs of qualified students with disabilities by providing equal access to educational opportunities, programs, and activities in the most integrated setting appropriate. This commitment is consistent with the College's obligations under Section 504 of the Rehabilitation Act of 1973 (Section 504) and the American with Disabilities Act of 1990 (ADA). Together, these laws prohibit discrimination against qualified persons with disabilities.

The Director of Disability Services coordinates services for students with disabilities at MSCC and serves as an advocate and liaison for disabled students attending the college. Students not enrolled on the Moore County Campus should request services through the Fayetteville, Smyrna, McMinnville centers or by calling (931) 393-1765.

All students seeking assistance through Disabled Student Services must disclose the presence and nature of a specific disability to the Director of Disability Services. Before receiving requested accommodations, students may be required to obtain additional documentation of disability. Documentation may include records or written statements from a professional who is licensed to practice in the field appropriate for diagnosing and/or treating the disability in question—a physician, optometrist, audiologist, physical, or occupational therapist, psychologist, etc.

A comprehensive individual assessment is conducted with each student to determine his/her need for specific accommodations. The Director of Disability Services plans with each student the academic support and accommodations he/she will need. The planning is based on professional evaluations and recommendations; an assessment of the disability will determine how these circumstances affect academic success. Individual information regarding the student is confidential; however, where appropriate, the Director of Disability Services may consult with faculty members or other involved regarding accommodation. After the appropriate accommodation is determined, the Director of Disability Services will complete an accommodation form describing the requested accommodation.

If you have any questions regarding the procedures for disabled student services, please contact Disability Services.

**Disability Services (Simon Hall - SH 129)**
Phone ............... (931) 393-1765
Fax .................... (931) 393-1761
Office Hours .... Monday-Friday: 8:00am - 4:30pm

**Accommodations for Disabled Students**
Motlow State Community College is committed to meeting the needs of qualified students with disabilities by providing equal access to educational opportunities, programs, and activities in the most integrated setting appropriate. This commitment is consistent with the college’s obligation under Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990 (ADA). The Director of Disability Services coordinates services for students with disabilities at Motlow and serves as
an advocate and liaison for disabled students attending the college. The office is located on the first floor of Simon Hall, Room SH129. For more information, you can call the director at (931) 393-1765.

CRIME AWARENESS AND SECURITY INFORMATION

This information is designed to provide greater understanding of the facts and figures related to security at the various Motlow locations. The information presented is not designed to serve as any agreement or contractual arrangement for providing security services to members of the campus communities, nor to guarantee an individual’s personal safety when utilizing the campus facilities or grounds. All members of the College community are urged to follow personal safety guidelines as the best method of preventing crime. The information presented is designed to meet the guidelines of the Tennessee 1989 “College and University Security Act” and the Federal 1990 “Student Right-to-Know and Campus Security Act.” This document contains recommended safety practices and crime statistics for the most recent three-year period. Access this information at: http://www.mssc.edu/crime.pdf

Privacy Rights of Students

The education records of current and former students at Motlow State Community College are maintained as confidential records pursuant to The Family Educational Rights and Privacy Act (FERPA) of 1974 as amended. Students have the right of access to their own education records as hereinafter set forth, and personally identifiable education records of students are not released to persons, agencies, or organizations without the consent of the student unless release is authorized by law and by this institution. Directory information concerning students is treated as public information and is released to the public unless otherwise requested by the student. “Directory Information” includes the following: the student’s name, address, email address, telephone listing, date and place of birth, class schedule, full-time/part-time status, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, the most recent previous educational agency or institution attended by the student, and the degrees and awards received by the student. Directory information is released to other students for car pool purposes. At the time a student registers for courses, the student may request in writing that any or all directory information concerning the student not be released as public information.

A request by a student for access to his/her education records should be directed to the office of Student Affairs. Information concerning education records which is personally identifiable with a particular student, other than directory information shall not be released to persons, agencies, or organizations other than those hereinafter described unless:

1. There is written consent from the student specifying the records to be released, the reason for the release, and to whom the information is to be released, with a copy to the student if requested; or
2. Such information is furnished in compliance with a judicial order or subpoena, provided that advance notice of the receipt of the order or subpoena shall be provided to the student prior to compliance, if possible. Personally identifiable education records may be released to other school officials of the institution, including members of the faculty who have legitimate educational interest.
In addition, such information may be released to the following described persons, agencies, and organizations:

1. Motlow State Community College officials;
2. Officials of other schools in which the student seeks or intends to enroll;
3. Auditors or evaluators of compliance with educational programs, including accrediting agencies;
4. Those involved in connection with a student’s application for receipt of financial aid;
5. Organizations conducting studies on behalf of the institution;
6. Appropriate persons in connection with an emergency if such knowledge is necessary to protect the health or safety of a student or other person;
7. Law enforcement officials in compliance with a judicial order or subpoena;
8. Officials serving the student in the juvenile system;
9. Directory information;
10. Disclosure to an alleged victim of any crime of violence, as that term is defined in Section 16 of Title 18, United States Code, of the results of any disciplinary proceeding conducted by the college against the alleged perpetrator of the crime with respect to that crime.

Approved 1/12/2009 by Dr. MaryLou Apple, President  

Policy No. 2:10:04:00

MOTLOW STATE COMMUNITY COLLEGE

SUBJECT: COPYRIGHT POLICY


Software available on computers and networks is not to be copied except as permitted by the applicable software license. The College adheres to the EDUCOM Code of Software and Intellectual Rights:

“Respect for intellectual labor and creativity is vital to academic discourse and enterprise. This principal applies to works of all authors and publishers in all media. It encompasses respect for the right to acknowledgement, right to privacy, and right to determine the form, manner, and terms of publication and distribution. Because electronic information is volatile and easily reproduces, respect for the work and personal expression of others is especially critical in computer environments. Violations of authorial integrity, including plagiarism, invasion of privacy, unauthorized access, and trade secret and copyright violations, may be grounds for sanctions against members of the academic community.

Sources:

17 USCS 107 (2005)
17 USCS 108 (2005)
17 USCS 110 (2005)
37 CFR 201.14

CONTU Guidelines on Photocopying under Interlibrary Loan Arrangements

Teach Act Toolkit: NCSU Libraries

Guidelines for Off-Air taping for Educational Purposes (Kastenmeier Guidelines)

Copies of this policy, along with all backup materials, will be placed in all vice presidents' offices, department heads' offices, the Dean of the College's office, at each off-campus center or site, and in the library.

SOURCE: MOTLOW COLLEGE XR: NONE

CONFIDENTIALITY OF STUDENT RECORDS

What is FERPA?
The Family Educational Rights and Privacy Act of 1974, as Amended, (FERPA) affords students certain rights with respect to their education records. They are:

1. The right to inspect and review information contained in the student's education records.
2. The right to request the amendment of the student's education records to ensure that they are not inaccurate, misleading, or otherwise in violation of the student's privacy or other rights.
3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.
4. The right to file with the U.S. Department of Education a complaint concerning alleged failures by Motlow to comply with the requirements of FERPA.

Visit the Policies and Procedures portion of the Motlow website for more information regarding confidentiality of student records -
http://www.mscc.edu/policies/Student/3020400_Student_Rights_and_Responsibilities.pdf
Procedure to Inspect & Review Records
Students wishing to review their educational records should submit to the Vice President for Student Affairs a written request, which identifies as precisely as possible the record, or records he or she wishes to inspect. The Vice President for Student Affairs will make the needed arrangements for access as promptly as possible and notify the student of the time and place where the records may be inspected. Access must be given within 45 days of receipt of the request. When a record contains information about more than one student, the student may inspect and review only the records that relate to him.

Disclosure of Student Record Information
Motlow State will disclose information from a student’s education record only with the written consent of the student except when release is authorized by law and by MSCC. Personally identifiable information from the student's record may be released without consent to school officials who have a legitimate educational interest in the student’s education records.

School Officials are those individuals who:
Are employed by the institution in an administrative, supervisory, academic, or support staff position.
Are designated to administer federal, state, and locally approved education assistance programs for specific MSCC students in coordination and cooperation with this College (Access by designated individuals is limited to the student record information of program participants only).

Legitimate Educational Interest is determined by the "need to know" of the school officials who are acting in the student's educational interest. It will include any authorized interest or activity undertaken in the name of the College for which access to an education record is necessary or appropriate to the proper performance of the undertaking. It is the responsibility of the designated Records Custodian to assess the legitimate education interest or "need to know" of the requesting individual(s).

Directory information concerning students is treated as public information and is released to the public unless otherwise requested by the student.

Directory information includes the following:
- Student Name, Address, Telephone Number, Date and Place of Birth, E-mail Address.
- Major Fields of Study, Dates of Attendance, Full-Time/Part-Time Status,
- Degrees and Awards Received, Most recent Educational Institution Attended, Participation in Recognized Activities and Photographs.

Students who desire that any or all of the listed Directory information not be released may complete the appropriate form in the Admissions and Records Office. This request will remain in effect unless or until revoked by the student.

Procedures for Requesting Amendment to Education Records
Students, who believe that their educational records contain information that is inaccurate, misleading, or otherwise in violation of their privacy or other rights, may discuss their problems informally with the appropriate department chair / director. If he/she is in agreement with the student's request, the appropriate records will be amended. If not, the student will be notified within a reasonable period of time that the records will not be amended. The student will be informed by the department chair / director of his/her right to a formal hearing. Student requests for a formal hearing must be made in writing to the Assistant Vice President for Academic Affairs who, within a reasonable period of time
after receiving such requests, will inform students of the date, place, and time of the hearing. The hearing panel, which will adjudicate such challenges, will be the individuals who have been designated by the president's office to conduct hearings involving the students' petitions. Decisions of the hearing panel will be final, will be based solely on the evidence presented at the hearing, will consist of written statements summarizing the evidence and stating the reasons for the decisions, and will be delivered to all parties concerned.

MOTLOW POLICIES & PROCEDURES

The purpose of this section is to:
- Help you become more familiar with the essential policies and procedures of the College that most affect your work here.
- Help you to better understand some of the requirements of the work that occurs regularly.
- Help you move smoothly and seamlessly through each semester that you teach.
- Ultimately, help you better serve your students while maintaining a high level of job satisfaction.

Policies and procedures are located in the MSCC Catalog and on Motlow’s website under Policies and Procedures. First, review the catalog and handbook to become familiar with the information that is available. Then read the specific sections referenced below:
- Review the dates for the current Academic Calendar
- Review the Mission Statement
- Review the Student Rights and Freedoms, TBR Policy 3:02:04:00.
- Review Student Misconduct, page 68
- Review the Attendance Policy
  - NOTE: If a student is administratively dropped from a course for nonattendance
- Review the Inclement Weather Procedures
- Review the Student Grade Appeal, page 91
  - NOTE the time limit for the initiation of an appeal and how to begin the process.
- Review the section on Grading, page 90
- Review the Sexual Harassment Policy
APPENDIX A
ACADEMIC CALENDAR

This calendar is subject to change at any time prior to or during an academic term due to emergencies or causes beyond the reasonable control of the institution, including severe weather, loss of utility services, or orders by federal or state agencies. Contact the Office of Admissions and Records to verify calendar dates for each term.

FALL SEMESTER 2010
Registration .................................................................................................................. August 25
Late Fee Assessed From This Day Forth ...................................................................... August 30
Classes Begin ................................................................................................................ August 28
Last Day to Register or Add Courses .......................................................................... September 3
Holiday Weekend ................................................ Labor Day Holiday (campus closed) September 4, 5, 6
Last Day to be Deleted from Roll .............................................................................. September 10
Midterm Examinations .................................................................................................. October 9-15
Fall Break ................................................................................................................... October 18-19; No Saturday/Sunday Classes (October 16-17)
Intent to Graduate Forms Due ...................................................................................... November 1
Last Day to Drop Classes and Receive a “W” ............................................................. November 4
Thanksgiving Holiday (campus closed) ........................................................................ November 25-28
Final Examinations (See exam schedule for days and times) ...................................... December 10-16

SPRING SEMESTER 2011
Registration .................................................................................................................. January 10
Late Fee Assessed From This Day Forth ...................................................................... January 13
Classes Begin ................................................................................................................ January 13
Last Day to Register or Add Courses .......................................................................... January 19
Martin Luther King Holiday (campus closed) .............................................................. January 17
Last Day to be Deleted from Roll .............................................................................. January 26
Midterm Examinations ................................................................................................ February 28 – March 6
Spring Break (No Friday/Saturday/Sunday Classes) ...................................................... March 7-13
Last Day to Drop Classes and Receive a “W” ............................................................. March 24
Good Friday Holiday (campus closed) ........................................................................ April 22; No Classes Due to Easter Holiday (April 23-24)
Final Examinations (See exam schedule for days and times) ...................................... April 30 – May 6
Commencement ......................................................................................................... May 7

SUMMER SESSION 2011
Maymester Classes Begin ............................................................................................. May 10
Last Day to Add Maymester Classes ............................................................................ May 10
Final Exams Maymester ................................................................................................ May 26
Registration for Summer Sessions I and II .................................................................... May 25
Memorial Day (campus closed) ..................................................................................... May 30
Full Term Classes Begin ............................................................................................. May 31
Last Day to Add Full Term Classes ............................................................................ June 6
Final Exams Full Term ................................................................................................ August 4; Saturday Only (August 6)
1st Half Classes Begin .................................................................................................. May 31
Last Day To Add 1st Half Classes ................................................................................. June 2
Final Exams 1st Half ..................................................................................................... June 30
2nd Half Classes Begin ................................................................................................ July 5
Independence Day Holiday (campus closed) ............................................................... July 4
Last Day to Add 2nd Half Classes ............................................................................... July 7
Final Exams 2nd Half Classes ..................................................................................... August 4

Rev 7.14.10
APPENDIX B
ITEMS OF INFORMATION THAT SHOULD BE ON A COURSE OUTLINE

1. Instructor’s name
2. Phone number and/or e-mail address
3. Name of textbook
4. How your grade will be determined
   A. Exams
   B. Quizzes
   C. Lab work
   D. Homework
   E. Attendance
   F. Etc.
5. Attendance policy
6. Exam policy
7. Policy on missing the final exam
8. Grading scale
   A. Rounding
   B. Final Grade Calculation
9. Exam make-up policy
10. Policy on late homework
11. Policy to remove an Incomplete
12. Material to be covered
   A. Textbook
   B. Lab work
   C. Etc.
13. Course outline listed by date of each class
14. Date for final exam
15. Last date for “W”