Purpose:

The purpose of this guide is to provide adjunct faculty with the necessary resources to conduct their role within the College in an efficient and effective manner. The information contained in this guide describes the minimum expectations set by the College. Therefore, additional information, requirements, and expectations may be established and communicated at the regional and local level.

Welcome:

Dear Adjunct Faculty,

It is my pleasure to welcome you to the ranks of adjunct faculty at Ivy Tech Community College. Your role as an adjunct is vital to the overall success of the College and more importantly the long-term personal and professional success of our students.

Over the past several years, Ivy Tech has experienced tremendous growth in student enrollment and it is anticipated this trend will last for several years. As a result, our partnership with adjunct faculty will remain vital to the delivery of quality education to students around the state.

This guide was developed in collaboration with individuals from around the state to provide support and information that will assist you in your role. While it is impossible to anticipate or include all the items that would be helpful during your teaching experience, this guide will serve as an excellent point of reference for many of the questions you may have. In addition to this guide, I would encourage you to utilize the resources available on your local campus.

On behalf of the College, I would like to extend a warm welcome and best wishes for a successful and productive academic year.

Sincerely,
Marnia Kennon, PhD.
Vice President of Academic Affairs
Ivy Tech Community College of Indiana
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Teaching in the Community College

Introduction to the Community College:

Community colleges have historically played an important and multi-faceted role in higher education. Throughout the United States, they have served as the gateway to education for the majority of individuals enrolled in higher education. Yet, the state of Indiana relied on four-year universities to provide associate degree programs and Ivy Tech to provide technical training and education. However, in July 2005, the state realigned higher education, which called for Ivy Tech to serve as the community college system across Indiana. As a result, the College is now engaged in the process of transforming itself into a comprehensive community college that will support the growth of educational achievement and economic development within the state. Over the next several years, it is predicted that community colleges will continue to grow quickly across the nation, outpacing four-year institutions. Ivy Tech is no exception to this trend. In fact, it is expected the College will grow by approximately 50,000 students in the next few years.

While it is difficult to describe the typical community college or the students who attend them, there are some commonalities. Historically, community colleges have served returning adult students and students who are “academically at risk.” Nationally, the demographics have begun to shift and reflect the increasing student need for access to affordable and flexible higher education. At Ivy Tech more and more recent high school graduates and better prepared students are attending the College. Therefore, the College has a more diverse student population, which in turn produces more diverse student needs and expectations.

Challenges for Students:

With Ivy Tech’s changing population, a new set of challenges has emerged for students. The majority of our students attend the College part-time, yet many have full-time responsibilities. In some situations, students balance multiple life circumstances while attending school – employment, family, health care - all of which place them at risk for failure.

Although Ivy Tech provides the lowest-cost of higher education in the state of Indiana, finances continue to be a major challenge for many of our students. As a result, students may often feel pulled in two directions: one academically and one financially. For most college students, whether at a two-year college or a four-year university, having a job is a necessity to basic survival. Therefore, it is not uncommon for a student to experience competing priorities between school and work.

Also, many students who enter higher education, both traditional and non-traditional in age, are required to complete remediation or skill advancement courses to strengthen their foundation of knowledge in reading, writing, and/or mathematics. Thus, the road to degree completion for many students can be longer and more challenging than anticipated, and can lead to confidence issues, as well as frustrations that ultimately cause the student to “stop-out” temporarily or drop-out permanently.

Challenges for Faculty:
Teaching in a community college can also be a challenge, particularly for adjunct faculty. While by definition, adjunct faculty are part-time employees of the College, many committed and dedicated individuals go above and beyond expectations. Ivy Tech Community College is fortunate to have such well qualified, committed, and dedicated adjunct faculty who provide quality education to students in a caring and compassionate manner.

However, similar to the challenges faced by students, some commonalities may exist for adjunct faculty. We know from College surveys that the typical Ivy Tech adjunct faculty member has competing priorities beyond his/her teaching position, often involving another job and family commitments. Additionally, adjunct faculty are most likely to teach at night or on weekends when the majority of community college students can be found on campus, and yet services provided by the College are limited. This problem may be further compounded by limited access to administrators who can provide guidance and clarity on College policy and procedures, as well as limited access to full-time faculty who can assist with course development and mentoring.

**Goals and Objectives:**

Despite the challenges, the experience of being a successful college student or a successful adjunct faculty member is an overwhelmingly positive and rewarding experience for the vast majority of individuals in the community college setting. However, successful achievement does not occur without effort from the College, students, and full-time and adjunct faculty.

To succeed as an adjunct faculty member, one must be intentional in thought and action. While working with college students may at times seem challenging, the conscientious adjunct faculty member must remain mindful of the challenges both students and instructors face. It is necessary for adjunct faculty to aim for student success, knowing that success builds upon success, and that the ultimate goal for students is demonstrated through learning outcomes, not merely memorization of information or materials. Therefore, when developing lesson plans, lectures, experiments, demonstrations, community service projects, quizzes, presentations, final exams, etc., faculty must keep College goals and objectives in mind - - student learning is the priority!

Adjunct faculty play an important and vital role in the success of the College and, more importantly, in the personal and academic success of students. This guide has been developed to equip Ivy Tech Community College of Indiana adjunct faculty with the necessary resources to provide quality instruction and learning opportunities for students.
Getting Started

Preparing for Class:

Prior to the beginning of the semester, there are several things you can do to make the semester run smoothly for both you and your students. Below is a brief checklist of tasks you should complete before the first day of class.

_____ Complete your employment paperwork.

_____ Sign and return your completed Adjunct Faculty Agreement.

_____ Submit your official transcripts.

_____ Obtain your campus ID.

_____ Obtain parking tag/permit (if applicable).

_____ Log onto Campus Connect to obtain e-mail address (see Technology section).

_____ Obtain information about class location, and confirmed class times.

_____ Identify the location of your campus mailbox.

_____ Identify the location of your storage unit (if available on your campus).

_____ Locate the Adjunct Faculty Office or Workspace on your campus.

_____ Confirm your attendance at campus orientation for faculty.

_____ Obtain a copy of the text/materials used in your course.

_____ Obtain a grade / attendance book or sheet.

_____ Develop your course syllabus and have it approved by your program chair or course coordinator

_____ Copy or request copies of your course syllabus.

_____ Plan your first lesson.

_____ Obtain a copy of your class roster from Campus Connect.
Developing Your Syllabus:

Developing a clear and concise syllabus is vital to your success as an adjunct faculty member. Your syllabus will serve as the official document that communicates course expectations, policies, outcomes, etc., for students – in short, this document becomes the agreement between the College and the student.

All faculty, both full-time and adjunct, should provide students with a course syllabus during the first scheduled class meeting.

To help ensure that information about course content and expectations are communicated consistently with students in every course, minimum guidelines have been established. The following template may be used to develop your syllabus.

NOTE: Some programs and departments create syllabi in advance for adjunct faculty. Please check with your supervisor in advance to avoid duplication of efforts.

The following information should appear on the syllabus and should be identical to information found on the Course Outline of Record (COR) at https://www.ivytech.edu/cgi-bin/cor/pub_index.cgi.

Required Syllabus Information from COR:
- Course title
- Course prefix and number
- Pre-requisite(s)
- Co-requisite(s)
- Program
- Division
- Credit hours
- Contact hours
- Catalog description
- Major course learning objectives
- Course content
- Academic Honesty Statement (see statement below)
- ADA Statement (see statement below)

The syllabus must also contain the following additional information. The instructor may determine the content of this information.

Additional Required Syllabus Information:
- Instructor’s name
- Instructor’s phone number
- Instructor’s Ivy Tech e-mail address
- Instructor’s office location and hours (if applicable)
- Course section number
- Additional course learning objectives (if required)
- Required text, or other instructional materials
• Required consumable materials and equipment supplied by the student
• Method(s) of instructional delivery
• Method(s) of evaluation
• Grading Scale
• Make-up policy
• Attendance policy
• Activities schedule, including calendar of topics, assignments, tests, etc.
• Last date to drop the course without a letter grade
• The name and location of the Disability Service Coordinator (see statement below)
• Right of Revision statement (see statement below)

Faculty are also encouraged to provide additional information that will help students understand in more detail how the class will be conducted. Below are some additional items that may be included on a syllabus, but are not required.

Optional Syllabus Information:

• Extra credit work, if applicable
• Class/lab relationship
• References or readings that are optional but recommended
• Format for paper, projects, or other assignments
• Computer room/lab rules if applicable
• Withdrawal processes and student responsibilities
• Other items determined by instructor

**Academic Honesty Statement:**

The College is committed to academic integrity in all its practices. The faculty value intellectual integrity and a high standard of academic conduct. Activities that violate academic integrity undermine the quality and diminish the value of educational achievement. Cheating on papers, tests or other academic works is a violation of College rules. No student shall engage in behavior that, in the judgment of the instructor of the class, may be construed as cheating. This may include, but is not limited to, plagiarism or other forms of academic dishonesty such as the acquisition without permission of tests or other academic materials and/or distribution of these materials and other academic work. This includes students who aid and abet as well as those who attempt such behavior.

**ADA Statement:**

Ivy Tech Community College seeks to provide reasonable accommodations for qualified individuals with documented disabilities. If you need an accommodation because of a documented disability, please contact the Office of Disability Support Services, (insert name and office location).

If you will require assistance during an emergency evacuation, notify your instructor immediately. Look for evacuation procedures posted in your classroom.
Right of Revision Statement:

Ivy Tech Community College does not have a standard Right of Revision Statement for all courses. However, many regions, schools, and departments have created statements specific to their need. Please consult with your instructional supervisor for additional regional, school, or departmental statements.

The First Day of Class:

The conduct of the first class meeting can greatly influence an instructor’s success in the classroom. The following are some general guidelines for the first class meeting.

1.) Obtain a class roster by accessing the ON-LINE FACULTY SERVICES tab of Campus Connect (specific information regarding Campus Connect is located in the Technology section of this guide).
2.) Plan to arrive early for the first class meeting.
3.) Write your name and the course number, title, and section on the board.
4.) Introduce yourself and tell a little about your background, etc. This will help the students feel comfortable and assist them in beginning the learning process.
5.) When the class is assembled, announce the course title and section number and check the roster to make sure that all students present are officially enrolled in the course. Using an “ice-breaker” or other fun activity during this time with students can help facilitate rapport between others in the class, including the instructor.
6.) If a student is present, but not on the roster, ask if they have registered. If the answer is “yes,” his or her name should appear on the second week’s class roster. If the answer is “no,” inform the student that he or she will need to officially register for the course before the end of “late registration.” Direct the student to the appropriate office for registration.
7.) Inform the students what textbook(s), tools, materials, uniforms, etc. they will need for the course.
8.) Distribute the course syllabus on the first day of class. Syllabi must contain the Academic Honesty Statement, ADA Statement, and Right of Revision Statement.
9.) Prepare a complete lesson for the first class session, even though some students will not have purchased the book(s) or supplies.
10.) Set the tone for the entire semester. Be honest with students about course expectations.

Classroom Management

Adjunct Faculty Authority and Safety:

Ivy Tech Community College of Indiana adjunct faculty have the right and obligation to set reasonable behavior expectations for students in their classroom. The College has established the Code of Student Rights and Responsibilities that outline these behaviors. It is vital that College rules are consistently and fairly enforced both inside and outside the classroom, to maintain an environment that fosters learning and student success.
Provided below is an abbreviated version of the College’s Code of Student Rights and Responsibilities. In addition to these policies, adjunct faculty have the authority to establish standards regarding class attendance, tardiness, make-up work, and taking tests outside the regularly scheduled time. It is vital that adjunct faculty clearly communicate classroom policies to students in writing and verbally at the beginning of the semester. Remember, what may be assumed as common practice in your classroom may not be the case in another.

**Code of Student Rights and Responsibilities:**

Below is a brief and abridged version of the College’s Code of Student Rights and Responsibilities. A complete version, including detailed information regarding reporting, process, and appeals can be found at [http://www.ivytech.edu/catalog/04-College-Services.pdf](http://www.ivytech.edu/catalog/04-College-Services.pdf)

The College is committed to academic integrity in all its practices. The faculty value intellectual integrity and a high standard of academic conduct. Activities that violate academic integrity undermine the quality and diminish the value of educational achievement.

The reputation of Ivy Tech and the community depends, in large part, upon the behavior of its students. Students enrolled at the College are expected to conduct themselves in a mature, dignified and honorable manner. Students are entitled to a learning atmosphere free from discrimination, harassment, sexual harassment and intimidation. This applies to the conduct between faculty/staff to students, student to student, and students to faculty/staff.

Students are subject to College jurisdiction while enrolled at Ivy Tech. The College reserves the right to take disciplinary action against any student whose conduct, in the opinion of Ivy Tech representatives, is not in the best interests of the student, other students, or the College.

All Ivy Tech students are expected to abide by the following College rules of conduct.

"Student" as used refers to a student, a group of students, a prospective student or a group of prospective students.

**College Rules:**

**Assembly** - College policy states that assembly in a manner that obstructs the free movement of others about the campus, inhibits the free and normal use of the College buildings and facilities, or prevents or obstructs the normal operation of the College is not permitted. Obstruction of the free flow of pedestrian or vehicular traffic on College premises or at College-sponsored or supervised activities are included in the definition of obstruction.

**Cheating** - Cheating on papers, tests or other academic works is a violation of College rules. No student shall engage in behavior that, in the judgment of the instructor of the class, may be construed as cheating. This may include, but is not limited to, plagiarism or other forms of academic dishonesty such as the acquisition without permission of tests or other academic materials and/or distribution of these materials and other academic work. This includes students who aid and abet, as well as those who attempt such behavior.

**Children on Campus** - Due to insurance and security purposes, children are not allowed to be on Ivy Tech property without direct supervision by a parent or guardian with the exception of
child care centers. Children are not allowed in classrooms unless through the expressed consent of the instructor.

Commitment of College Funding - Committing College funding, including student clubs or organizations, without written approval and paperwork, will result in the student being responsible for the money owed, the student being removed from the club or organization, and disciplinary action being evoked. No student shall enter into a contract with an outside agency using the name of the College. Contracts entered into in violation of this rule shall be the personal responsibility of the student.

Compliance and Identification - Students who fail to comply with direction of College officials or law enforcement officers in the performance of their duties and/or fail to identify themselves to these persons when requested to do so are subject to disciplinary sanctions.

Discrimination Activities - Any student involved in discriminatory activities towards students or staff will face disciplinary action.

Disruptive Behavior - Behaviors or actions that disrupt the College’s processes (academic and/or non-academic) are in violation of College rules. No student shall behave in a manner that is unacceptable in a learning environment or that endangers or infringes on the rights and/or safety of himself or herself or other students, visitors, staff, patients in a clinical situation, and/or children in childcare centers at Ivy Tech. If misconduct warrants an immediate suspension from the institutional setting for the remainder of the instructional period, the instructor may do so without a prior hearing. If the student does not voluntarily leave the institutional setting, campus official(s) and/or campus security officers may remove the student from that setting upon oral request by the instructor.

Electronic Equipment or Programs - Use of electronic equipment or programs in a manner that is disruptive to other students, staff, or College processes is prohibited. This includes electronic equipment being played loudly. Students introducing computer viruses will be subject to disciplinary action, including dismissal.

Furnishing False Information with Intent to Deceive - Providing false information is against College rules and state laws.

Harassment/Sexual Harassment/Stalking and/or Intimidation - This is defined as conduct causing alarm, or creating a risk by threatening to commit crimes against persons or their property or making unwelcome sexual advances or requests for sexual favors. This also covers harassment or intimidation of persons involved in a disciplinary hearing and of persons in authority who are in the process of discharging their responsibilities. Harassment, stalking, and/or intimidation is not permitted. Perpetrators are also subject to Indiana state law.

Hazing - Hazing, an initiation process usually into a club or organization, which often involves humiliating or otherwise harmful tasks, performances, or behaviors, is not permitted.

Inappropriate Use of College Computer Resources - Theft or other abuse of computer time is against College rules, which include but are not limited to:

a. Unauthorized entry into a file, to use, read, or change the contents or for any other purpose
b. Unauthorized transfer of a file
c. Unauthorized use of another user’s identification and password
d. Use of computing facilities to interfere with the work of another student, faculty member or college official
e. Use of computing facilities to send, receive, or view obscene or abusive messages
f. Use of computing facilities to interfere with normal operation of the College computing system
g. Use of computing facilities for students’ personal benefit
h. Use of College-owned computer resources to prepare or print work for commercial purposes
i. Inappropriate Use of Printers:
   i. Printers are intended for class activities. Printing Internet web pages or other information not directly related to an authorized use is prohibited
   ii. Excessive printing is prohibited. Students must follow lab guidelines limiting the number of copies or pages that may be printed
   iii. Using non-approved paper in a college-owned printer is prohibited

**Safety** - No student shall engage in behavior that violates the safety rules of any institutional setting or other College premises, and/or College sponsored events whether such procedures are written or oral rules or directions. This shall include, but not be limited to, the wearing of any required personal protective equipment and the prescribed methods and procedures for handling and disposing of certain materials that may be hazardous, unstable, infectious, etc.

**Signs or Surveys** - Students may erect signs, conduct surveys, or display signs or posters on designated bulletin boards.

**Compliance with Indiana State Laws** - Violation of these laws is also against College rules and violators may also be prosecuted according to Indiana law.

- **Alcoholic Beverages**
  Consuming, being under the influence of, or possessing intoxicating beverages on College property is not permitted.

- **Arms/Deadly Weapons/Explosives/Chemicals**
  Possession of firearms (except those possessed by police or campus security officers) and other weapons, dangerous chemicals, or any explosive or explosive device is prohibited on College property or at any College sponsored activity held elsewhere. No student shall use or threaten to use firearms, other weapons, dangerous chemicals, or any explosive or explosive device on College property or at any College sponsored activity held elsewhere. A harmless instrument designed to look like a firearm, explosive, or weapon that is used by a person to cause fear in or assault of another person is included within the meaning of a firearm, explosive, or weapon.

- **Assault and Battery, Abusive Actions, Physical and/or Verbal Altercations and/or Threatening Language**
  Assault and battery, abusive actions, physical and/or verbal altercations, and/or threatening language are prohibited under College rules. Perpetrators are also subject to Indiana State law. No student shall threaten or commit a physical or sexual attack on faculty, staff or another student. No student shall force or threaten to force another student, faculty or staff member to have sexual contact against that person’s will. Any student charged with an assault on Ivy Tech Community College of Indiana property or at any College sponsored activity is
subject to prosecution and will be disciplined under the campus code of student conduct.

- **Counterfeiting and Altering**
  Copying or altering in any manner any record, document, or identification form used or maintained by the College is not permitted.

- **Dumping and Littering**
  No student shall deposit, dump, litter or otherwise dispose of any refuse on College property, except in duly designated refuse depositories.

- **Gambling**
  Gambling is not allowed except where permitted by state law or within a sanctioned program or class.

- **Illegal Use of Drugs**
  Being under the influence of, use of, possession of, or distributing illegal drugs is not permitted.

- **Smoking**
  All Ivy Tech Community College of Indiana buildings are classified as “non-smoking” facilities. Smoking is permitted only in designated areas.

- **Theft of Property**
  Theft of personal property, College property, or property located on College property is a violation of College rules.

- **Vandalism**
  The destruction or mutilation of Ivy Tech Community College of Indiana books, magazines, equipment, resources, or buildings is a violation of College rules.

**Disciplinary Action:**

Cases of student misconduct and/or lack of academic integrity are to be referred to the chief academic officer or chief student affairs officer. A student who violates the rules and regulations of the College may be subject to disciplinary actions which may include, but are not limited to the following:

1. Verbal reprimand.
2. Restitution for damages.
3. Restriction of privileges.
4. Failure of the assignment or course.
5. Withdrawal from a course, program or the College for the remainder of the semester or term.
6. Suspension from the College (one calendar year).
7. Dismissal from the College (five years; student may appeal for reinstatement).

**Plagiarism and Copyright:**

Ivy Tech Community College will not tolerate acts of plagiarism in any form. Incidents of alleged plagiarism are specifically addressed in the College’s Code of Student Rights and Responsibilities.

The College has published a brochure that can be distributed to students. This “Student Guide to Plagiarism and Copyright” can be downloaded from the web at:

http://infonet.ivytech.edu/academic_affairs/student_plagiarism_brochure.pdf
Technology

Ivy Tech Community College of Indiana’s technology and online services are delivered through a single portal, known as Campus Connect. Students, faculty, staff and administrators use this single portal to access the College’s resources and services. Campus Connect serves as the primary venue for communication within the College. Therefore, all employees are expected to access and use their Campus Connect log-in on a regular basis.

Campus Connect:

To access Campus Connect for the first time:

1.) Use a web browser to access the Internet (Internet Explorer 6+, Netscape 7+, Mozilla 1.6+, or Safari 1.2, are recommended)
2.) Type https://cc.ivytech.edu in the address line and hit ENTER
3.) Click on the FIRST TIME USERS link to set up your account and establish your password
4.) Enter your Username and Password in the Secure Access Login box on the Campus Connect home page
5.) Click the LOGIN button.

Updating your Campus Connect Profile:

1.) Your personal profile will be displayed through the Ivy Tech Whitepages Directory
2.) To update your profile, click on the FACULTY SERVICES tab
3.) Click on the UPDATE YOUR PROFILE link located in the QUICK LINKS channel
4.) In the PROFILE MANAGER, you can update anything that has [edit] beside it, including:
   * Display Name
   * Phone Number
   * Photo
   * Biography
5.) You can view personal profiles for students, faculty and staff by performing a search in the Whitepages Directory and then clicking on that person’s name.

Navigating Campus Connect:

Listed below is a brief description of what you will find on each tab after you have successfully logged into Campus Connect.

1.) The HOME tab contains personal and College announcements, campus information, weather, news, etc.
2.) The FACULTY SERVICES tab is where you can post grades, view class lists, wait lists, and your teaching schedule.
3.) The EMPLOYEE SERVICES tab contains news, job postings, benefits, forms, etc.
4.) The COURSES TAB contains a link to Distance Learning powered by Blackboard
5.) The IIS tab contains information and updates about the College’s Integrated Information Systems project to unify technology statewide.
6.) The CAMPUS LIFE tab contains information about campus activities, events, and student
life.
7.) The LIBRARY tab contains on-line resources through the Virtual Library (see detailed information below).
8.) The WED tab contact continuing education and workforce certification information.

**E-Mail Accounts:**

As an adjunct faculty member, you will be automatically assigned an Ivy Tech e-mail address. Once you have completed the “First Time Users” process for Campus Connect, you will be able to access your e-mail. Adjunct faculty can access their Ivy Tech e-mail from any computer with an Internet connection, through Campus Connect.

1.) To access your College e-mail account, log into Campus Connect and click the e-mail icon located in the upper right hand corner of the screen.
2.) A new browser window will open with the on-line e-mail client

What’s my E-mail Address?:

Your Campus Connect username will be your unique e-mail identifier, and will precede the Ivy Tech e-mail domain. Therefore, the Campus Connect log-in of jsmith999 would translate to an e-mail address of jsmith999@ivytech.edu

**E-Learning powered by Blackboard:**

Distance Learning, which is powered by Blackboard Academic Suite, is the College’s online course management system. Distance Learning is used college-wide to facilitate distance education, as well as to supplement traditional face-to-face courses. Below is a quick reference to access Distance Learning powered by Blackboard.

1.) Log into your Campus Connect account.

2.) Go to the COURSES tab and click the “From Ivy Tech Campuses” link to access Distance Learning.

3.) Click on the specific course you want to access in your account.

A complete Distance Learning tutorial is available for adjunct faculty at:
http://www.ivytech.edu/helpdesk/cc/

**Pronto:**

Pronto is a communication tool that allows students and instructors to spontaneously meet live online at any time. With Pronto, you can: send instant messages, make calls over the Internet (using a headset plugged into your computer) and meet in groups for IM and voice conversations.

If you have used an Instant Message application before, many features may be familiar to you. However, unlike other applications, Pronto automatically brings your students to your computer.

To get started:
1.) Log into Campus Connect
2.) Go to the COURSES tab and click the “From Ivy Tech Campuses” link to access Distance Learning
3.) Click on the specific course you want to access in your account
4.) Click on the COMMUNICATION button in the tools area of the course
5.) Click on the PRONTO icon
6.) Click on CREATE A NEW ACCOUNT. You will be guided through the installation process

NOTE: As a faculty member, once you start using PRONTO for a particular course, it can not be removed or turned off. Consideration should be given to academic integrity when deciding to use Pronto.

Contact your campus Distance Education Coordinator for more information.

**ClassTop:**

ClassTop is a product that works with BlackBoard to make course development and maintenance much easier for faculty. ClassTop allows instructors to drag and drop files from their PC directly into BlackBoard. It also allows faculty to quickly add announcements, and even “flip” the view from ClassTop to Blackboard, so that instructors can see how students will view the content that has been added.

**Obtaining ClassTop:**

ClassTop may be obtained from campus Distance Education Coordinators. Please ask them to provide you with the installation file. ClassTop works with WINDOWS only.

**Installing ClassTop:**

After you have obtained the installation file for ClassTop:

1.) Move the installation file to your personal PC or laptop
2.) Double click on the SETUPCLASSTOP icon. This will start the ClassTop Setup Wizard
3.) Click NEXT
4.) The next page that appears will be the license agreement for ClassTop. Choose I AGREE and click NEXT to continue. The ClassTop Setup Wizard will guide you through the remainder of the installation process

**On-line Faculty Services:**

Through On-line Faculty Services you can post final grades, view and print class lists, view wait lists and view your teaching schedule.

1.) To access the On-line Faculty Services, log into Campus Connect.
2.) Go to the FACULTY SERVICES tab and click the FACULTY CLICK HERE TO: link located in the Online Student and Faculty Services channel.
3.) Next click that “Faculty” link. After a few seconds you will see the complete menu for Online Faculty services (formerly known as Web4).

A tutorial for ONLINE FACULTY SERVICES may be accessed at:
Viewing Course Schedules:

1.) Log into CAMPUS CONNECT
2.) Go to the FACULTY SERVICES tab and click the FACULTY CLICK HERE TO: link located in the Online Student and Faculty Services channel
3.) Click on the link in the ONLINE FACULTY SERVICES page
4.) Click the FACULTY link at the next window
5.) Select FACULTY SCHEDULE from the FACULTY drop down menu
6.) Your class schedule will be visible

Viewing a Class List:

1.) Log into CAMPUS CONNECT
2.) Go to the FACULTY SERVICES tab and click the FACULTY CLICK HERE TO: link located in the Online Student and Faculty Services channel
3.) Click on the link in the ONLINE FACULTY SERVICES page
4.) Click the FACULTY link at the next window
5.) Select CLASS LIST from the FACULTY drop down menu
6.) Your class list will be visible

How to enter grades:

1.) Log onto Campus Connect
2.) Click on the FACULTY SERVICES tab and click the FACULTY CLICK HERE TO: link located in the Online Student and Faculty Services channel.
3.) Click on the ONLINE FACULTY SERVICES page.
4.) Click on the FACULTY link and select GRADE COURSES from the drop down menu.
5.) Select the course you need to enter grades from the drop down menu and click.
6.) To enter a grade, place your cursor in the empty box in the FINAL GRADE column and enter the grade for each student.
7.) Click the TAB key to move to the LAST DATE OF ATTENDANCE. Enter the last date the student attended class IF they are receiving an F, W, or I for the course.
8.) Print a copy of the page, sign it and date it. This copy should be turned in at the Registrar’s Office.
9.) Click the SUBMIT button to post the grades. You will see a note in the message column stating that the “Grade has been posted” or an error message if any data was entered incorrectly. Your grade will appear for student view instantly through Campus Connect and the STARS telephone system.

Grading Tips:

Give yourself plenty of uninterrupted time to submit your grades. Your login session will expire if it sits idle for more than 60 minutes.

You do not have to enter all student grades at one sitting. You can submit a few grades at one time and then come back later to submit the remaining grades.
The grading page displays 50 students at a time. If your class has more than 50 students, you must enter grades for the first page of 50 students and hit SUBMIT. Then click the 51-100 link to access the second page of your grading roster. Enter these grades and then hit SUBMIT. Repeat until all students have been graded.

You cannot change grades after they are submitted. If you have entered a grade incorrectly, you should submit a grade change form to the Registrar.

Any special notes regarding students or enrollment status should be written in on the copy you print before submitting the final grades.

You can enter an “I” for incomplete but you cannot enter a “W” for withdrawal or change a “W” to a grade.

Dropped students will not show up on your grading roster.

Groups Studio:

Campus Connect provides an application called “Groups” that can be accessed by clicking on the groups icon located on the Campus Connect toolbar. The Groups application allows students, faculty and staff to create and manage group homepages for clubs, official student organizations, or college departments and committees. Groups fall into two categories: public and restricted. Public groups are open for anyone to join. Restricted groups are subject to approval. For example, to access a group homepage for an academic or social group, you must first be accepted as a member of that group by the group leader.

To solicit membership, each group will have two homepages: a guest view and a member view. The guest view provides general information about the group and an option to join. When you join a group, you become a member and have access to the member view, which allows you to:

- Read articles or announcements that have been posted by the group and submit articles for posting
- Access links to other Internet resources that the group deems appropriate and submit potential links
- View information about and e-mail other group members
- Post your own homepage link for other group members to access
- Access group chat rooms, message boards, and a calendar all dedicated to group members.

Requesting a Group:

Requests for group creation must be submitted under the appropriate group category utilizing the Create Group tab in Campus Connect. Requests will be evaluated based upon appropriateness for the group category and the completeness of the application, including the following information:

- Group name and title
- Description detailing the proposed group's purpose and mission
- Group category – first select your campus or “Statewide” and then select a suitable subcategory
• Type of Group—a choice may be either a public or restricted group. Public groups can be joined by any Campus Connect user. Membership to restricted groups must be requested by the end user and approved by the Group Leader.
• The Hidden and Admin Blocked options must be used in conjunction and can only be requested by employees for work related groups of a confidential manner. Hidden and Admin Blocked groups must also be restricted and will not be listed in the Groups Index. Group leaders must add group members manually.
• Admin Blocked option
• The Browse Control option is not being used at this time.
• Through check boxes, the requestor must indicate which group tools will be activated for the group and which group features can be delegated.
• The requestor will become the Group Leader and must acknowledge awareness and acceptance of not only leadership responsibility but also be aware of the Groups Policy and Membership Policy by clicking the check box.

Requests for group portal creation may not be approved for the following reasons:
• The request includes inaccurate or incomplete information
• A group portal already exists that meets the intended purpose
• The purpose is deemed to be inappropriate for the group category
• The purpose is deemed contrary to College policy

Joining a Group:

1.) Log in to Campus Connect and click on the GROUPS icon on the menu bar.
2.) To see available groups, click on the GROUPS INDEX.
3.) Under the CATEGORIES, choose the one that best describes your group, for example, the Central Office; Campus Connect Project group would be under the DEPARTMENTS category so you would click on that group. Click on the group you wish to join.
4.) After clicking on the name of the group you wish to join, click on the JOIN GROUP button to bring up the subscription form.
5.) You must first agree to the GROUP MEMBERSHIP POLICY by checking each box in the REQUIRED INFORMATION section and by clicking on the JOIN button and the OK button at the next window.

**Library Resources & Virtual Library**

Each of Ivy Tech’s 23 campuses has a library. The College’s libraries have purchased several shared on-line resources so that students around the state can have similar access, regardless of the size of the campus they attend. Each library has a core collection of reference, program-related, and general education support materials. Each library also offers reference service to assist students with research.

There is a statewide library catalog that displays the resources of all 23 campuses. Students and faculty can also search the catalogs of several other Indiana college and university libraries. There is an inter-library loan service that enables students and faculty to borrow materials from other libraries (both inside and outside the Ivy Tech system) when they are not available locally. Tours of the library are available at each campus; see your campus librarian for more information. Hours of operation, staffing, and some services vary from campus to campus. To
access the College’s virtual library system or for a tutorial, visit the following web-site:  
www.ivytech.edu/library

**Help Desk Information:**

The Ivy Tech Help Desk is available to assist you with any on-line issues, including Campus Connect, Distance Learning, and E-mail. The Help Desk may be contacted on-line or via telephone.

1.) To contact the Help Desk on-line, go to the HELP channel on the HOME tab of Campus Connect.
2.) Click the “FAQ” link to see answers to frequently asked questions about Campus Connect.
3.) Click the “TUTORIALS AND TRAINING” link to learn more about using Campus Connect.
4.) If you need personal technical assistance, click the “CONTACT THE HELPDESK” link to create a ticket.

Also, the Help Desk is reachable by phone at 1-877-IVY TECH. The hours for the Help Desk are as follows:

- **Tuesday – Thursday:** 7:00 a.m. to 10:00 p.m.
- **Fridays:** 7:00 a.m. to 12:00 a.m.
- **Saturday – Monday:** 24 Hours
Regional Information & Resources

Absence/Substitution Procedure:

Faculty members are expected to be present for every class meeting and cannot cancel classes for any reason. **Only the Chancellor has the authority to cancel classes.** While it is understood that absences are sometimes unavoidable, unexpected/excessive absences may render it impractical for your supervisor to schedule you for future classes. Absent instructors will forfeit compensation in an amount equal to their hourly rate for class time missed; subs will be paid at an amount equal to their hourly rate for the amount of time they meet with the class. If your Program Chair allows it, you may be able to arrange for a sub yourself (Program Chairs may provide alternate methods for substitution at their discretion, with administrative approval).

If an absence is unavoidable, the faculty member is expected to directly contact his or her Program Chair well in advance. The more advance notice the better—at minimum, two hours prior to the start of the class day is expected. In the event that a Program Chair cannot be reached, the instructor must contact the appropriate Chair of the School or the Dean of Academic Affairs. If none of the aforementioned people can be reached, contact the receptionist or instructional secretary at the administrative campus for the class you will be missing.

You can pre-plan for an unexpected absence by taking the following steps:

- Always have a “sub packet” in your campus mailbox. Such a packet could include your syllabus and class roster, a pop quiz, group activity, written assignment, and/or video that would enhance your regular course curriculum.
- Make sure that your students understand that class is not canceled if you do not appear as scheduled. Provide them with instructions on what to do in event that you are unexpectedly absent.

Accidents:

You MUST report any visitor, student, or employee accident to your supervisor no later than the end of the day during which it occurs. Report the time, place, witnesses, and a description of the accident and any injury on the appropriate accident report form as soon as possible. **You must complete this report no matter how minor the accident.** Supervisors must report accidents to the designated regional staff. If you fail to report an accident which develops into a serious injury at a later date or one which results in someone losing time from work, the injured person may have difficulty receiving insurance benefits. Late injury claims may result in the claim being denied. **It is your responsibility to file the College's injury report form promptly because state laws require the College to do so.** The required forms are available in the Human Resources office. In the case of a serious or life-threatening emergency, follow emergency procedures.

Safety information is distributed to all Ivy Tech faculty and students at the beginning of each semester. In addition, emergency information is posted in each classroom. All faculty members should review and become familiar with the emergency procedures for Ivy Tech Community College Kokomo • Logansport • Peru • Wabash.

Instructors teaching off-site classes should identify the locations of phones on the first night of class and supplement with cell phones when necessary. During daytime hours, instructors may
contact their supervisor, the Dean of Academic Affairs at Kokomo, the Dean of Student Affairs at Kokomo, the Executive Dean at Logansport, the Campus Dean at Wabash, or a campus administrator. During evening hours from Monday through Thursday, contact Security at (765) 271-5502. Instructors may also contact the Receptionist at (800) 459-0561 for help in reaching administrative or security personnel. In the event of a serious or life-threatening emergency, call 911 from the nearest phone.

**Attendance Reporting:**

Students who have never attended are commonly referred to as “no-shows” or “never attends” or “NWs”; faculty are required to report these students to the Records Office after the first two weeks of the semester. Instructions on how to complete this task will be distributed during the first week of classes.

It is essential that faculty complete this reporting procedure. Failure to properly document students' attendance could result in overpayment of financial aid, with the result that students are required to repay monies. If they cannot do so, their credit will be negatively impacted, and they will be unable to continue their education - at any institution.

**Classroom Environment:**

It is the responsibility of each faculty member to maintain a physical and social classroom environment which is safe, free of harassment, and conducive to learning.

The instructor is expected to secure and maintain the classroom space, furniture, and equipment and to return the classroom to its original configuration at the end of class, with trash deposited in appropriate receptacles, the boards wiped clean and, when appropriate, the door locked.

If a potentially hazardous classroom situation exists, make sure that students are not placed at risk and report the problem to facilities (see facilities work order on the e-forms page). Disruptive behavior should not be allowed. Any problem with disruptive or harassing behavior should be reported to the instructional supervisor if the instructor is unable to resolve it.

**Adjunct Office Spaces, Mailboxes, Copying, and Teaching Supplies:**

Adjunct office areas have been created at the following Region 5 locations: Kokomo main building, Tech 1, KTBY II, and KHDC; Logansport main building; and Wabash. Computer and phone access, workspace, and various other amenities are available in each location.

Each building has a designated area for faculty mailboxes. You should check your mailbox on a regular basis. Information regarding upcoming professional development offerings, campus activities and events, and announcements for students will all be communicated via your mailbox.

Copy machines are located in all buildings. Some areas have student workers available to make copies for you; this requires some advance planning to ensure that materials are ready when you need them. Procedures differ at all locations, so check with your instructional secretary.
If you need supplies for classroom use, please see the instructional secretary for your school or campus.

More detailed information about these services is available in the welcome letter you received from your instructional secretary.

**Audio-Video Equipment:**

To request audio-visual equipment for your classroom, follow the procedure for the site where your class is located.

Kokomo main campus (all buildings):
- On the desktop of computers located in the adjunct faculty offices, there should be an icon that says Region 5 E-forms.
- Double-click that icon.
- If the icon is not on the desktop, open the internet browser and, in the address bar, type http://eforms/ and press enter.
- On the E-forms page, click Audio/Video Request.
- Fill in all required information. Be specific on the dates and times (begin and end) the equipment is needed.
- Choose the equipment needed from the pull down arrow on items 1, etc.
- Scroll to the bottom of the window and click on “Send this Report”
- This process works for the Kokomo main campus.

For equipment needs at KHDC, Logansport, Wabash or Peru, please contact the appropriate person at each campus
- KHDC Building, Kokomo
  Instructors request AV equipment by sending an e-mail to Jane Cloum at jcloum@ivytech.edu.
- Logansport Campus
  Instructors request AV equipment through the LRC’s front desk or by emailing Mark Camp, mcamp@ivytech.edu; or Karen Davis, kdavis@ivytech.edu.
- Peru Campus
  Instructors request AV equipment through Teresa Heirholzer, either in person or via e-mail at theirhol@ivytech.edu.
- Wabash Campus
  Instructors request AV equipment by filling out a form which is available at the reception desk or by calling Julie Coburn at 563-8828, ext. 0.
**2007-2008 Academic Calendar:**

<table>
<thead>
<tr>
<th>Summer 2007 (071) 10 weeks—5/21 to 7/28; 8 weeks—6/4 to 7/28</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Open Web registration for Fall, 2007</strong></td>
</tr>
<tr>
<td><strong>Faculty Contract Begins/Faculty Return</strong></td>
</tr>
<tr>
<td><strong>Last Day to Register Summer</strong></td>
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<tr>
<td><strong>Last Day to Register without late fee</strong></td>
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<tr>
<td><strong>Non-instructional Days</strong></td>
</tr>
<tr>
<td><strong>Class Cancellation</strong></td>
</tr>
<tr>
<td><strong>Classes Begin</strong></td>
</tr>
<tr>
<td><strong>Memorial Day – No Classes</strong></td>
</tr>
<tr>
<td><strong>Independence Day – No Classes</strong></td>
</tr>
<tr>
<td><strong>Last Day to Withdraw from 10 Weeks</strong></td>
</tr>
<tr>
<td><strong>Last Day to Withdraw from 8 Weeks</strong></td>
</tr>
<tr>
<td><strong>Classes End</strong></td>
</tr>
<tr>
<td><strong>Faculty Off Campus</strong></td>
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</tbody>
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<table>
<thead>
<tr>
<th>Fall 2007 (072)</th>
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</thead>
<tbody>
<tr>
<td><strong>Open Web registration for Spring, 2008</strong></td>
</tr>
<tr>
<td><strong>Faculty Contract Begins/Faculty Return</strong></td>
</tr>
<tr>
<td><strong>Last Day to Register Fall</strong></td>
</tr>
<tr>
<td><strong>Faculty Meeting</strong></td>
</tr>
<tr>
<td><strong>Non-instructional Days</strong></td>
</tr>
<tr>
<td><strong>Class Cancellation</strong></td>
</tr>
<tr>
<td><strong>Adjunct Orientation Meeting</strong></td>
</tr>
<tr>
<td><strong>Classes Begin</strong></td>
</tr>
<tr>
<td><strong>Full-time Faculty Meetings</strong></td>
</tr>
<tr>
<td><strong>Labor Day Holiday</strong></td>
</tr>
<tr>
<td><strong>Last Day to Withdraw</strong></td>
</tr>
<tr>
<td><strong>Thanksgiving Holiday</strong></td>
</tr>
<tr>
<td><strong>Classes End</strong></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Spring 2008 (073)</th>
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</thead>
<tbody>
<tr>
<td><strong>Open Web registration for Summer/Fall 2008</strong></td>
</tr>
<tr>
<td><strong>Faculty Contract Begins/Faculty Return</strong></td>
</tr>
<tr>
<td><strong>Last Day to Register Spring</strong></td>
</tr>
<tr>
<td><strong>Full-time Faculty Meeting</strong></td>
</tr>
<tr>
<td><strong>Non-instructional Days</strong></td>
</tr>
<tr>
<td><strong>Class Cancellation</strong></td>
</tr>
<tr>
<td><strong>Adjunct Orientation Meeting</strong></td>
</tr>
<tr>
<td><strong>Classes Begin</strong></td>
</tr>
<tr>
<td><strong>Martin Luther King Holiday</strong></td>
</tr>
<tr>
<td><strong>Full-time Faculty Meetings</strong></td>
</tr>
<tr>
<td><strong>Spring Break</strong></td>
</tr>
<tr>
<td><strong>Last Day to Withdraw</strong></td>
</tr>
<tr>
<td><strong>Classes End</strong></td>
</tr>
</tbody>
</table>

*Calendar is subject to change without prior notification June 11, 2007*
**Academic Dishonesty Procedure:**

The following is the procedure to be followed in dealing with cases of academic dishonesty:

1. Instructor notifies supervisor (Program Chair, who notifies Division Chair) within 1 working day of discovering incident of academic dishonesty.
2. Instructor initiates form (below) after conferring with supervisor to determine appropriate penalty, and attaches documentation of academic dishonesty.
3. Instructor schedules conference with student and non-involved third party (a faculty or staff member not otherwise involved in the disciplinary process) to discuss incident and possible penalty. [If student cannot or will not meet with instructor, continue with step 4.]
   a. Instructor meets with student and non-involved third party, explains incident with documentation.
   b. Student is provided opportunity to respond, orally and/or in writing. In addition, student indicates one of three responses on the form:
      i. I do not dispute the charge or penalty.
      ii. I dispute the penalty, but not the charge.
      iii. I dispute the charge.
   c. Instructor does one of the following:
      i. Accepts the student’s explanation for the alleged violation and does not complete the Report of Academic Dishonesty.
      ii. Does not accept the student’s explanation, provides the student with copy of Student Rights & Responsibilities [pages 18-24 of the College Catalog], and proposes a penalty.
   d. Instructor, student and non-involved third party sign form.
4. Instructor forwards completed original form to supervisor within one week of conference [if student cannot or will not attend conference, form is forwarded after failed attempt to hold conference].
5. Chair reviews form, signs, and forwards original form to Dean of Student Affairs for review.
6. Dean of Student Affairs reviews student’s file for previous incidents of academic dishonesty and forwards original form to Dean of Academic Affairs for review.
7. Dean of Academic Affairs reviews form and approves or disapproves proposed penalty. Original form is returned to Dean of Student Affairs.
8. Dean of Student Affairs copies form with final decision to all parties and keeps original on file. Student is offered the option of waiving right to appeal.
9. The student retains the right to appeal, unless a waiver is signed.
IVY TECH COMMUNITY COLLEGE  
KOKOMO-LOGANSPORT-WABASH-PERU  
ACADEMIC DISHONESTY REPORT

- A non-involved third party must be present when discussing incident and penalty with student.
- If student is unavailable for conference, a copy of this report will be mailed to the student by the supervisor.
- The student may continue to attend class while awaiting final decision, with appropriate decorum.

<table>
<thead>
<tr>
<th>Student Name: _________________________________</th>
<th>Course #: _______________</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student ID #: ___________________________________</td>
<td>Date: _________________</td>
</tr>
<tr>
<td>Faculty Completing Form:</td>
<td></td>
</tr>
</tbody>
</table>

**Description of Incident:**

(Use additional pages as needed; attach documentation)

**Recommended Penalty:**

- ☐ Verbal Reprimand
- ☐ Zero on assignment
- ☐ F in course
- ☐Suspension:  ☐ One semester  ☐ One calendar year
- ☐ Expulsion
- ☐ Other (describe):

**Student Conference:**
Student received copy of due process procedures (College Catalog pg. 30-39).  ☐ Yes  ☐ No

**Student Comments:** (check one)

- ☐ I do not dispute the charge or penalty.
- ☐ I dispute the penalty, but not the charge.
- ☐ I dispute the charge.

(Use additional pages as needed)

**Signatures:**

Student ___________________________________ Date ___________ Third-Party Observer ___________ Date ___________

Faculty ___________________________________ Date ___________ Program/Division Chair ___________ Date ___________

**Reviewed by Student Affairs:**

Previous History:  ☐ Yes (See attached) ___________________________ Date ___________
- ☐ No ___________________________ Date ___________

Dean of Student Affairs  Date ___________

**Reviewed by Academic Affairs:**

Approved ☐ Verbal Reprimand
Penalty:  ☐ Zero on assignment
- ☐ F in course
- ☐Suspension:  ☐ One semester  ☐ One calendar year
- ☐ Expulsion
- ☐ Other (describe):

____________________________ Date ___________
Administrative Campuses & Instructional Secretaries:

Schools of Liberal Arts & Sciences, Fine Arts & Design - Kokomo Main Building
Bev Ringeisen
bringei@ivytech.edu
1815 E. Morgan
Kokomo, IN 46901
(765) 459-0561 x319
(800) 459-0561 x 319

Schools of Public Service, Education, and Business - Kokomo Main Building
Megan Norris
mnorris@ivytech.edu
1815 East Morgan
Kokomo, IN 46901
(765) 459-0561 x457
(800) 459-0561 x457

School of Health Sciences - Kokomo KHDC Building
Sherra Strahan
sstrahan@ivytech.edu
700 E. Firmin
Kokomo, IN 46902
(765) 457-0858 x100
(866) 457-0891 x100

Schools of Applied Science & Engineering, Technology - Kokomo KTBY2 Building
Marcia Miller
mimiller@ivytech.edu
1912 Trialon Ct.
Kokomo, IN 46901
(765) 459-0561 x543
(800) 459-0561 x543

Logansport Campus
Susan Eagan
seagan1@ivytech.edu
2815 East Market
Logansport, IN 46947
(574) 753-5101 x317
(866) 753-5102 x317

Wabash Campus
Beth Watson
ewatson@ivytech.edu
277 North Thorne
Wabash, IN 46992
(260) 563-8828 x300

Peru Campus
Teresa Hierholzer
thierhol@ivytech.edu
425 West Main
Peru, IN 46970
(765) 473-7281 x301
**Bookstore Information:**

Campus Connection bookstores are open 24/7 at: [http://campusconnection.ivytech.edu](http://campusconnection.ivytech.edu).

The ensuing are the normal hours of operation for the brick and mortar stores:

- **Campus Connection - Kokomo**
  - Mon & Thurs 8:30am - 6:30pm
  - Tues, Wed & Friday 8:30am - 5:00pm

- **Campus Connection II - Logansport**
  - Mon & Tues 8:30am - 1:00pm
  - Wed & Thurs 1:30pm - 6:00pm
  - Friday closed

- **Campus Connection III - Wabash**
  - Set by the Wabash campus – check with Beth Watson or Clark Shearer.

Students only have the first two weeks of the semester to make returns. If you do not intend to use all of the texts your department has requested, please notify the students of this during the first week of classes.

**Services To Students With Disabilities or Special Needs:**

In accordance with the Americans with Disabilities Act, support is available to assist any student with a disability in achieving his/her goals. Any student with a documented physical, mental, or emotional disability may utilize this support, which may include any of the following: registration assistance, testing accommodations, books on tape, tutoring services, counseling, adaptive equipment, classroom accommodations, or other services needed by the student. Visit the Learning Resource Center at the Kokomo, Logansport, or Wabash campus for further information.

If a faculty member has questions or concerns about the appropriate accommodations, he or she should contact Disability Services:

- **Kokomo** Cheryl Locke
  - 800-459-0561 or 765-459-0561 ext. 504
  - clocke@ivytech.edu
- **Logansport** Karen Davis
  - 866-753-5102 or 574-753-5101 ext. 344
  - kDavis@ivytech.edu
- **Wabash** Clark Shearer
  - 260-563-8828 ext. 305
  - cshearer@ivytech.edu

On the first day of class, students with a verified disability that requires classroom accommodations should present a form identifying the disability and outlining the accommodations. Students who do not present a signed accommodation form are **not** entitled to special accommodations; refer these students to Disability Services.
All syllabi should contain the following statement:

*Ivy Tech Community College seeks to provide reasonable accommodations for qualified individuals with documented disabilities. If you need an accommodation because of a documented disability, please contact the Office of Disability Support Services.*

*If you will require assistance during an emergency evacuation, notify your instructor immediately. Look for evacuation procedures posted in your classroom.*

**Emergencies:**

In an actual life-threatening emergency situation, act promptly. To summon emergency medical or fire response, contact local emergency response systems (911). If you need to know how to access an outside line to call for emergency assistance, instructions are located near the phone in each Ivy Tech classroom. Contact the main office of your facility as needed for assistance.

After reading this material, if you have any safety/security questions, please call:

<table>
<thead>
<tr>
<th>Name</th>
<th>Phone Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mike Karickhoff, Kokomo</td>
<td>(765) 459-0561 x 738</td>
</tr>
<tr>
<td>Dir. of Facilities, Toll free</td>
<td>(866) 459-0561 x 738</td>
</tr>
<tr>
<td></td>
<td>(765) 860-7160</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Campus</th>
<th>Emergency Calling Procedures</th>
</tr>
</thead>
<tbody>
<tr>
<td>Kokomo</td>
<td>Medical Emergencies, Press “Outside” button &amp; 911</td>
</tr>
<tr>
<td>Kokomo</td>
<td>Security/Maintenance Emergencies, Press “DIAL” &amp; 077</td>
</tr>
<tr>
<td>Logansport</td>
<td>Medical Emergencies, Press “L1” then dial 911</td>
</tr>
<tr>
<td>Logansport</td>
<td>Security/Maintenance Emergencies, Press “DIAL” &amp; 031</td>
</tr>
<tr>
<td>Peru &amp; Wabash</td>
<td>Site information will be delivered to faculty mailboxes</td>
</tr>
</tbody>
</table>

At both on and off campus locations:
- Keep a copy of the safety information with you whenever you are teaching (this will be distributed to your mailbox on the first night of class).
- Inform your students of the safety instructions on the first night of class and make sure that these are posted in your classroom.
- Note the locations of available phones or cell phones and emergency instructions on the first night of each class.
- If an emergency occurs, take care of the emergency needs first and then contact a site administrator or custodian.
- Contact Human Resources the same day to complete required forms.

When you assist or have knowledge of an incident that requires a response from emergency personnel, a record needs to be made of that incident. The person that makes the call is responsible for filling out the report. Non-emergency incidents and accidents must also be reported.

**Emergency Weather Procedures:**

Instructors should be aware and inform students of Ivy Tech’s class cancellation policy. Listen for emergency weather information on the following radio stations:
Specific instructions for severe weather conditions are posted in each classroom.

General Information for all campuses:
1. Personnel should NOT be placed in or near any areas with exterior windows or doors.
2. All areas with a South or West wall should be avoided. Rooms with only interior walls, especially in the Northeast sections of the building are most desirable.
3. Where possible, persons should seek shelter under desks, tables, or strong protective cover.
4. If possible, utilize a radio to tune in to local radio stations for updated information.
5. Except in case of fire or chemical hazard, people SHOULD NOT GO OUTSIDE.

End-of-Semester Checklist:

1. Complete as much grading as possible before the last week of the semester so that your final course grades are ready within 24 hours of last class meeting. Make sure grade book and attendance records are legible and comprehensible.
2. If a student has a legitimate end-of-semester emergency, he or she may be eligible for an Incomplete, or an “I” grade, which provides a 30-day extension. This option is available only to students who
   • have made steady progress and attended regularly all semester,
   • miss the final exam and/or last assignment deadline (approximately 10%-20% of course grade) due to extreme and unforeseeable circumstances,
   • and request Incomplete status.
   The student must complete and sign the Incomplete Form, which is then submitted for signatures (instructor, Program Chair, and Academic Dean). Completed, approved forms are to be turned in to the instructional secretary at your administrative campus, attached to the copy of your online grades. As the instructor, you are responsible for grading the incomplete work and completing a Change of Grade form, as warranted. Contact your Program Chair if you are unable to meet this obligation.
3. Once your grade book and daily attendance records are complete and accurate:
   • make copies of your actual grade book and attendance records (either photocopy or email attachment), and
   • deliver these copied documents to the instructional secretary at your administrative campus.
4. Final course grades are expected to be posted online within 24 hours of your last class meeting (see Online Grading Instructions). Friday and Saturday class grades may be posted on Monday after the last class meeting. If you try, but are unable to post your grades online, contact your instructional secretary immediately.
5. After your grades are posted online:
   • print a copy of your grades,
   • verify that all students have received a grade by checking that the number of students in the course and the number of grades match (this statement is found next to the yellow yield sign),
• circle or highlight the course and section number on first page,
• sign and date the copy,
• make a copy for your own records, and
• turn the printed copy in to the instructional secretary at your administrative campus, along with the grade book and attendance records and incomplete forms, if used.

Faculty 2007 Fall:

School of Business - Chair  
ACC (Accounting) Prog Chair  
BUA (Business Administration) Prog Chair  

Jean Koch
David Baty
Jim Fitzgerald
Steve Groves (Logansport)
Tom Moorman (Wabash)
Kenneth Steele
Jerry Perkins
Julie Byrd (Logansport)
Ben Crouch (Wabash)
Dennis Gordon
Tonya Pierce
Phylliss Harris
Barbara McFarland (Logansport)

School of Education - Chair  
ECE (Early Childhood Education) Prog Chair  
EDU (Education) Prog Chair  

Connie Morgan
Jane Hildenbrand
Jane Horner (Logansport)
Jerry Miller

School of Public & Social Services - Chair  
CRJ (Criminal Justice) Prog Chair  
HMS (Human Services) Prog Chair  
LEG (Paralegal) Prog Chair  
Public Safety Prog Chair  

Connie Morgan
Michael Holsapple (Logansport)
Chris Johnson
Ruth Kozienki
Marianne Wilson
David Betzner

School of Liberal Arts & Sciences Chair  
Math Prog Chair  
Science Prog Chair  
Social Sciences Prog Chair  
Political Science and Humanities Prog Chair  
Communication Prog Chair  
English Prog Chair  

Kimberly King
Alan Kunkle
Kim Caldwell
Gretchen Jordan (Logansport)
Fran Hardin
Don Anderson
Sally Vyain
Kenneth Ferries
Joshua Rockey
Thomas Ghering
Greg Borse (Wabash)
Amy McCauley
Elizabeth Siemens (Logansport)

School of Fine Arts & Design Chair  
VIS (Visual Communications) Prog Chair  

Kimberly King
Kyle Wiley
Luke Ward
The Learning Resource Centers (LRC) at the Kokomo, Logansport, and Wabash campuses of Ivy Tech Region 5 offer a number of services to the student:

- the Library offers research opportunities, on-site and through the Virtual Library
- COMPASS assessments are administered to all new students
- students enrolled in programmatic courses can receive tutoring from LRC personnel or can arrange tutoring assistance through the Peer Tutoring Coordinator
- quiet study areas and computer access are available.
Hours of operation for the Kokomo LRC are:
  Monday – Thursday 8:00 a.m. to 9:00 p.m.
  Friday 8:00 a.m. to 5:00 p.m.
  Saturday 9:00 a.m. to 1:00 p.m. (in the summer the LRC is closed on Saturdays)
When classes are not in session, the LRC is open Monday-Friday 8:00 a.m.-5:00 p.m.

Hours of operation for the Logansport LRC are:
  Monday & Thursday 8:00 a.m. to 8:00 p.m.
  Tuesday and Wednesday 8:00 a.m. to 6:00 p.m.
  Friday 8:00 a.m. to 4:30 p.m.
  Saturday 8:30 a.m.-1:00 p.m. (in the summer the LRC is closed on Saturdays)

Hours of operation for the Wabash LRC are:
  Monday-Wednesday 7:30 a.m. to 10:00 p.m.
  Thursday 7:30 a.m. to 9:30 p.m.
  Friday 7:30 a.m. to 5:00 p.m.
  Saturday 8:30 a.m. to 12:30 p.m.

The Academic Skills Advancement (ASA) Tutor Center, on the Kokomo campus, offers services to students enrolled in ASA classes.
- tutoring for MAT 040, 044, 050, ENG 031, 032, 024, 025 is available at all times the Center is open
- students enrolled in ASA mathematics classes can receive assistance with MyMathLab
- quiet study areas and computer access are available

Hours of operation for the ASA Tutor Center are:
  Monday-Thursday 9:00 a.m. to 8:00 p.m.
  Friday 9:00 a.m. to 1:00 p.m.

**Mentoring Program:**

Ivy Tech Region 5 will be implementing a faculty mentoring program beginning spring 2008. This program will match adjunct faculty who are new to the College or new to the teaching environment with an experienced instructor.

More information, as well as an opportunity to apply for the program, will be coming your way during the fall semester. Please check your Ivy Tech e-mail and your campus mailbox for updates.

**Online Grading Instructions:**

Faculty are required to submit final course grades online through Campus Connect. Campus Connect can be accessed from any computer with an Internet connection and a web browser.

Go to the login page for Campus Connect at [https://cc.ivytech.edu](https://cc.ivytech.edu). If this is your first time using Campus Connect, click on the “First time users” link, which is located on the left-hand side of the screen about mid-way down the page. If you have logged on before, but have forgotten your username or password, click on the appropriate links on the login page to find the forgotten information. Tutorials and other helpful links are also found on this page.
The grading function is accessible during normal business and class hours at Ivy Tech. Hours of availability are every day from 5:00 a.m. until 10:00 p.m. EDST. The system may occasionally be unavailable during brief periods when SIS is down. Availability will be indicated on Campus Connect when the grading function is accessed.

Once you have entered your grades online, print a copy of the grade roster page, sign it, and date it. (Make sure the first page is printed since this page gives the course name and number.) This copy should be turned in to the instructional secretary at your administrative campus.

Notify the instructional secretary at the administrative campus for your classes if you fail to submit grades by the deadlines. Grades posted after that time are seriously delinquent and impede the registration process for affected students.

**Parking:**

Free parking is provided for all Ivy Tech employees, students, and visitors. Please observe the areas set aside for vehicles with handicapped designated license plates, motorcycle parking, and other reserved parking as indicated by signage. Violators may be subject to towing or other penalties and related costs.

Common Sense Tips:
At night, park in well-lighted areas adjacent to entrances. Use caution when entering and leaving buildings and vehicles; keep keys in hand. Whenever possible, enter or exit with groups to ensure safety. Avoid arriving to campus very early (before the building is open) or leaving very late (after all others have departed), as this increases personal risk.

**Pay Dates:**

Pay dates for the fall semester are as follows:

- 09/15 and 28
- 10/15 and 31
- 11/15 and 30
- 12/15 and 31

For other employment-related questions, contact the Human Resources Office.

Mail:
Human Resources
Ivy Tech Community College of Indiana
PO Box 1373
1815 East Morgan Street
Kokomo, IN 46903-1373

Phone:
Local: 459-0561
Toll-Free: 1-800-459-0561
Fax: 765-454-5111
**Professional Development:**

Ivy Tech Community College believes in offering faculty and staff opportunities for development of their skills and interests, through a series of presentations and workshops. The Region 5 Professional Development Committee is currently finalizing the schedule of offerings for the 2007/2008 academic year.

More information, along with instructions on how to sign up for each of the offerings, will be coming your way very soon. Please check your Ivy Tech e-mail and your campus mailbox for updates.

**Smoking Policy:**

Our campus-wide no smoking policy has been in effect since the City of Kokomo initiated a city-wide no smoking ordinance in October 2006. We as employees of the College have a responsibility to set the standard. When faculty and staff ignore the policy, students do also. The policy is stated below. Your compliance is appreciated for the good of the College.

*The Kokomo City Council recently passed an ordinance that mandates no smoking in and around public buildings in the community. This ordinance became effective on Friday, October 6, 2006. The Ivy Tech Kokomo Campus will comply with this new legislation. Smokers may not smoke in or near the campus buildings, but may move to the asphalt parking area, designated smoking area, or to their vehicles.*