

ALPENA

COMMUNITY COLLEGE

PART-TIME FACULTY HANDBOOK

REVISED 8.28.17

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BOARD OF TRUSTEES

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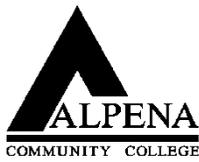
Deborah Bayer, Vice President of Instruction

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Nancy Seguin, Dean of Students

DEPARTMENT CHAIRPERSONS

<u>DEPARTMENT</u>	<u>CHAIRPERSON</u>	<u>PHONE</u>	<u>EMAIL</u>
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INTRODUCTION

WELCOME TO THE ALPENA COMMUNITY COLLEGE FACULTY! *We are pleased to have you as a member of our part-time faculty staff.*

ACC is committed to delivering high quality education to our students and we rely on our part-time teaching staff to help fulfill this commitment. You have been selected to be a part of ACC because of your skills and expertise in your field. We would like to assist you by providing this handbook of employment policies and procedures, instructional guidelines, and the ACC community in general.

If you have a question or concern that is not addressed in the handbook, please refer to the current college catalog, student handbook, or feel free to contact your department chairperson or the Vice President of Instruction.

ACC FACTS . . .

The College first opened its doors in 1952 and is one of Michigan's 28 community colleges. In 1967 ACC opened a branch campus in Oscoda, now known as the Huron Shores Campus of Alpena Community College. The Alpena campus serves residents of the college district, which includes Alpena County and Krakow and Presque Isle townships in southeast Presque Isle County, as well as a broader service area encompassing Presque Isle, Montmorency, Alcona, and Iosco counties. At the Huron Shores Campus, the counties served are Alcona, Iosco, and Arenac.

ENROLLMENT

Approximately 1,500 credit and non-credit students are enrolled each semester.

STUDENTS

Almost half of ACC's students attend classes part-time, while the rest are enrolled full-time with 12 or more hours during a semester. Many attend at least one evening class. Students are diverse in age, ranging from 18-80, with the average age being 24 years old. There is little diversity in race, economic, or cultural characteristics. Most students receive financial assistance.

CAMPUS

The 700-acre central campus is located in Alpena and the Huron Shores Campus is located 50 miles south in Oscoda. Presently, nine buildings accommodate the Alpena campus.

CURRICULUM

ACC offers a full range of undergraduate credit courses that form the first two years of most college curricula. There are more than 50 liberal arts, transfer, career and technical programs designed to help students further their education or enter the job market, with many courses offered online.

COSTS

Tuition and fees are presently \$129 per contact hour for in-district students, \$203 for in-state/out-of-state students, and \$325 for baccalaureate level courses, with a \$6 per contact hour Student Services fee, a \$6 per contact hour Facilities Maintenance fee, a \$4 per contact hour Technology fee, and a \$30 registration fee per semester. Additional fees include: an online course fee of \$30 per contact hour, an art course fee of \$75 per course, and a late fee of \$10 per contact hour.

ATHLETICS

Men and women participate in five intercollegiate sports. Men compete in basketball and cross-country, while women compete in basketball, volleyball, and softball. The campus has health and fitness facilities for aerobic and weight training.

FACULTY AND STAFF

The College has a full-time faculty and staff of about 120. Approximately 80-90 more work part-time. Most faculty have Master's degrees, and many have or are earning doctorates. ACC faculty have won various awards and are recognized as among the best in Michigan.

GOVERNANCE

The Board of Trustees at ACC is composed of seven members who are residents of the college district and are elected at large to six-year terms. Every other year, two to three seats on the board become available. The Board governs the College and sets the budget. Local control is important to the continued well-being of the College and the citizens of the service district.

UNIVERSITY CENTER

The Madeline Briggs University Center at Alpena Community College houses offices of accredited four-year institutions who are cooperating with ACC to make completion programs for selected bachelor's and master's degrees available in Northeast Michigan. It is a concept ACC is actively pursuing to bring staff, classes, and services from partner colleges to existing facilities at the main campus in Alpena and at the Huron Shores Campus in Oscoda for the purpose of offering a variety of advanced degree programs in their entirety. Northwood University is currently housed in the University Center and other schools that can deliver programs to meet identified needs of undergraduate and graduate degree seeking students in Northeast Michigan are being sought.

Mission, Goals, and Philosophy of Alpena Community College

COLLEGE MISSION

The mission of Alpena Community College is to meet lifelong learning needs by providing educational opportunities through effective stewardship of resources.

COLLEGE GOALS

Marketing

- Present and position ACC as a compelling, attractive institution of choice for all learners.

Program Development

- Achieve excellence in program areas of transfer, occupational/technical, developmental, community, and continuing education.

Community Involvement

- Serve as a primary center for regional economic development, diverse programming, recreational/wellness opportunities, and cultural enrichment.

Culture Change

- Foster an environment of learning that embraces change, cultural diversity, personal accountability, and global thinking.

Partnerships and Alliances

- Conduct college business with a view to developing partnerships and alliances to expand learning opportunities.

PHILOSOPHY

Alpena Community College is dedicated to the task of providing programs and services to all members of the community who can benefit from them. Accordingly, the College is committed to:

- Recognizing the dignity and worth of the individual.
- Providing an educational environment that promotes and facilitates lifelong learning.
- Maintaining an awareness of global issues and circumstances that influence the educational content and practices of its curriculum.
- Guaranteeing the free and open exchange of ideas.
- Providing equal opportunity for all citizens for post-secondary education.
- Helping students and staff to achieve their maximum potential.
- Striving for quality and setting standards for accountability of the development and operation of programs.
- Maintaining flexibility in establishing the institution's priorities so that the college remains prepared to meet present and future challenges.
- Assisting students to assume responsibility for their own education.
- Contributing to the economic and cultural growth and development of the community college service area.

TERMS OF EMPLOYMENT

EMPLOYMENT RECORDS

As a condition of employment, all part-time faculty are required to have on file with the Human Resources Office the following forms:

- Employment Application (completed and signed)
- I-9 Employment Eligibility form with copies of identification
- W-4 Federal
- W-4 State
- Hazard Communication Compliance/Right-To-Know Signature Page
- State of Michigan New Hire Reporting Form
- Direct Deposit
- Criminal Background Check Authorization
- MPSERS Beneficiary Nomination Form
- Employee Information Form
- Official Transcripts
- Email Request/Network Agreement

COMPENSATION

The compensation rate for part-time faculty is outlined below. A part-time instructor is defined as anyone who teaches a total of eight (8) or less contact hours per semester. There is no premium for class size.

Contact Hour Rate	Semesters
\$575	1-10
\$600	11-20
\$625	21-30
\$650	31 and up

Example: the pay rate increase to \$600 will occur with your compensation for your 11th semester.

Payroll amounts are calculated by dividing the total semester compensation by eight equal payments for full semester courses. Courses that are shorter than the full semester length will have different payroll dates dependent upon the start and end dates for the course and the number of pay dates the class spans. The final payment for all courses is contingent upon the part-time faculty member having completed his/her obligation to the College including, but not necessarily limited to, the following:

- Teaching each class as scheduled
- Completing the personnel file
- Submitting student evaluations
- Turning in any items that are college property and have been issued to the faculty member, such as keys, books, audio-visual materials or equipment
- Turning in final grades no later than the designated date and time

Example:

Instructor A is teaching one course with 3.0 contact hours. This instructor is currently teaching their 10th semester at ACC.

\$575	Rate for 10 th semester
x 3.0	Total Contact Hours (Load)
\$1,725.00	Total Semester Compensation

$\$1,725 \div 8 \text{ payments} = \$215.63 \text{ per pay amount}$

(See Semester Start-Up Information Memo for payroll schedule/dates)

Payroll Schedule/Distribution

Your individual stipend information can be accessed via WebAdvisor® under My Stipends on the Employee menu. Payroll is bi-weekly on Fridays and will begin on the first or second pay date after the drop/add deadline (determined by ACC payroll schedule). Payroll will be directly deposited to your bank account or pay card. Any payroll questions may be directed to the Business Office.

Direct Deposit

Alpena Community College payroll is paid by Direct Deposit or Chemical Bank Payroll Card. Direct Deposit is free and available to all employees and is the recommended method of payment. Pay advices (check stub information) is available via WebAdvisor. If you need to change your Direct Deposit account, you will need to complete a new Direct Deposit form which is available on the college forms website at <http://myalpenacc.sharepoint.com>.

MILEAGE

As an adjunct faculty member, you are eligible for mileage paid at the federal mileage rate for teaching a course(s) during the Fall, Spring, or Summer semester when your commute from home of residence exceeds 15 miles **one way** to your teaching site (e.g., main campus in Alpena, Huron Shores Campus, or any off-campus site). This means that each mile beyond the reasonable commuting distance of 15 miles, or 30 miles round trip, will count for mileage pay. Mileage pay is considered taxable income and will be included in your regular pay check.

Implemented August 24, 2009

*Updated for clarification December 8, 2009

Mileage will be paid following the end of the semester upon submission of a completed Mileage Log to the Office of Academic and Student Affairs, Van Lare Hall 109. The Mileage Log is available on the college forms website, <http://myalpenacc.sharepoint.com> or from the Office of Academic and Student Affairs. If you would like the form sent to your campus mailbox, please contact Jackie Witter at 989.358.7219 or witterj@alpenacc.edu. Questions regarding eligibility for mileage should be directed to the Office of Academic and Student Affairs.

EMPLOYEE INFORMATION CHANGES

If you need to change your address, name, or phone number, update your emergency contact information, or change your marital status, you will need to submit a new Employee Information form to the Human Resources office. This form, as well as other college forms, is available on the college forms website: <http://myalpenacc.sharepoint.com>. The Office of Retirement Services offers beneficiary change forms and name and address change forms on their website: michigan.gov/ors.

TERMINATION OF EMPLOYMENT

If you resign or will no longer teach at Alpena Community College for any reason, please call the Human Resources office to arrange an exit interview. An Exit Interview is a powerful tool that allows our institution to gain an understanding of why employees leave and what they liked and did not like. In addition, the exit interview will cover a laundry list of items such as final payroll information, return of keys and/or college equipment, retirement options, etc. We value the ability to learn from the past experiences of departing employees and gain an opportunity to improve management/employment practices accordingly. Exit Interviews can help us pinpoint potential action opportunities that can encourage reduction in turnover rates and improve employee morale.

BENEFITS

Following is a summary of benefits afforded part-time faculty members at Alpena Community College. For more information regarding the benefits listed below, please contact the Human Resources Office. *Note: A part-time faculty member is defined as anyone who teaches a total of eight (8) or less contact hours per semester.*

Retirement

As an employee of Alpena Community College, you will be enrolled in Michigan's Public School Employees Retirement System, which is among the best public pensions. Alpena Community College will submit employer contributions on your behalf and will submit your employee contributions based on the plan you are enrolled in. You will receive a "welcome letter" from MPSERS shortly after receiving your first payroll from the college. In the meantime, we encourage you to take a look at the MPSERS website at michigan.gov/ors, which offers a vast array of information and tools about the retirement plan. This website explains how and what percentage of employee contributions will be deducted from your compensation, how and when you will qualify for a pension and how your pension will be calculated. It includes tips for enhancing your retirement by purchasing service credit and forms for submitting a beneficiary or address change and so on. You'll also find the information you'll need if you leave public school employment, as well as an overview of the plan's disability protection, insurance, and survivor benefits.

Part-time Faculty Tuition Waiver Policy

1. Part-time faculty earn 0.5 contact hour tuition waiver for each one (1) contact hour taught, NOT to exceed a maximum of eight (8) contact hours per academic year. The academic year is determined to begin with the fall semester and end after the summer session.
2. A part-time faculty member may use this benefit for him/herself, a spouse, or an unmarried dependent child, as defined by the IRS for personal income tax reporting, at a total of no more than eight (8) contact hours.
3. The part-time faculty member can use this benefit after employment during one (1) academic year with ACC. This tuition waiver benefit is earned in the year prior to the year it is used. The part-time faculty member cannot accumulate this no-cost tuition benefit beyond the subsequent academic year after the year earned.

Wellness Center Membership

As a member of the ACC Staff, part-time faculty may become members at the Alpena Community College Wellness Center free of charge in the current semester you are teaching. Spouses and dependent children (junior in high school or older) may join for only \$35.00 per semester in the semester you are teaching as well. Registration is required through the Registrar's Office located in Van Lare Hall, Room 108. If you discontinue as a part-time employee, the current Wellness Center rates will apply to you and your family. Please contact the Wellness Center for further information and hours of operation.

Bookstore Discount

Part-time faculty members may purchase clothing and supplies at the Alpena Community College Bookstore at the staff discount of 25% off and textbooks for a 10% discount. Part-time faculty members should identify themselves as such to bookstore personnel prior to purchase to receive this discount.

Office 365

Through ACC's participation in Microsoft's volume licensing program faculty and staff have free access to Office 365, with Excel, OneNote, Outlook, Word, and PowerPoint, plus:

- Cloud-based Outlook E-mail, Calendar, and Contacts, including 50 GB of storage per user
- Web Conferencing through Microsoft Lync Online
- Access to the full suite of Office ProPlus including Word, Excel, PowerPoint and OneNote
- 5 Office Desktop version downloads including both PC and Mac
- The latest versions of Office for both PC and Mac, ensuring students are up to date on their Office skills

- The ability to edit Office Documents through Office Mobile on iOS and Android devices
- Cloud storage on OneDrive

Staff Development

As a part-time faculty member at Alpena Community College, you have access to annual (January) staff development offerings and individuals may request Staff Development funds for professional development opportunities. Such requests will be evaluated by the Vice President of Instruction. The application for staff development funds can be found on the College’s internal website at <http://myalpenacc.sharepoint.com> under Staff/General. This form should be filled out in its entirety, along with a travel form, and submitted to your Department Chair for an account number and signature, then forwarded to the office of the Vice President Instruction.

ABSENCES

Class Cancellations Due to Instructor Absence

If you are ill or if an emergency arises which will prevent you from being at your assigned class, contact the Human Resources office (989.358.7351 or 989.358.7211) as early as possible so students can be notified via SchoolMessenger®. When you report an absence, your department chairperson should also be notified.

Instructors must not secure substitute teachers for their class(es) without first receiving approval from the appropriate authority. If a substitute cannot be secured for the class, make up the class at a day and time determined by you and your students. It is imperative that lost days be made up; exceptions to this policy must be approved by the Vice President of Instruction or the Director of Huron Shores.

Class Cancellations

If an instructor’s unavoidable absence requires cancellation of a class, the College will notify students utilizing the following methods of communication:

- SchoolMessenger – Students will receive a text message and/or email if they have opted into the service. To sign up, text OPTIN to 68453. Find more detailed information on the College website under the “Current Student” tab.
- ACC Website – under “Cancellation/Closure Info” link in the “Latest News” box.
- Notices will be posted as follows:
 - Alpena Campus
 - VLH – in the main lobby next to the student lounge
 - BTC – in the front lobby
 - CTR – in the hallway outside the student lounge
 - WCCT – in the lobby
 - NRC – on the first and second floors near the elevator
 - Huron Shores Campus
 - Classroom door

****STUDENT CONTACT INFORMATION****

It is the student’s responsibility to update their contact information in order to be notified of class cancellations. Contact information can be updated on WebAdvisor (Address Change link under Student Menu) or by completing a Student Information Change form available in the Registrar’s office in VLH 108 or at the Huron Shores office.

Inclement Weather Cancellations

Alpena Community College's goal is to maintain a regular schedule of classes at all possible times. If there is a need to deviate from the regular schedule due to inclement weather, the President and designated staff will make a decision prior to 5:45 am whenever possible. One of the following options will be selected:

Announcement

Definition

Classes are cancelled.....Classes for the whole day are cancelled. College offices remain open.

Delayed opening.....Classes starting before the announced time are cancelled; classes starting at or after the announced time meet as scheduled. Offices open at the announced time.

College is closed.....All classes are cancelled and all offices/services are closed.

Weather conditions are evaluated at 11:00 am and 3:00 pm each day. In the event that daytime weather conditions lead to a shutdown decision after the College is already open, one of the following announcements is relayed to staff by the Office of Public Information via voicemail and also sent to local radio and television stations.

Announcement

Definition

Classes are cancelled.....All ACC classes starting at or after an announced time are cancelled. Offices remain open until 4:30 p.m.

College closing early.....All ACC classes starting at or after an announced time are cancelled and the College is closed at an announced time.

Designated staff members including the President, Vice President of Finance and Administration, and the Director of Facilities Maintenance consider the following when formulating a decision to cancel classes or close the College: road conditions on US-23 N, US-23 S, M-32, and Werth Road; weather forecasts; and travel advisories from law enforcement officials.

If the College alters its normal operating schedule, a message is sent to the local news media and is recorded on the ACC phone system (888.468.6222). When possible, the message is included on the College's web page. A phone list is also utilized to directly notify certain employees. Staff and students are encouraged to call the College phone system to verify the College's status. A SchoolMessenger notification is sent.

Determining the Advisability of Travel When the College is Open

A. Guidelines for staff:

Staff are individually responsible for determining the advisability of travel during inclement weather conditions. Staff who elect not to report to work due to weather concerns have the opportunity to make up missed work or use personal/vacation time if available.

B. Guidelines for students:

Travel decisions are the responsibility of each student after assessing the road conditions in their respective area, the condition of their vehicle and their driving skills. The College does not encourage students to take unnecessary risks in order to attend classes. However, the College believes in training students for the workplace. If weather conditions would permit students to travel to work, students are also expected to be present for their scheduled classes.

If a student misses class because of inclement weather, the student must notify the faculty member at the earliest possible time – preferably within 24 hours. Excused absence due to inclement weather is generally a matter between the student and the instructor. The student should consult the instructor's course syllabus for specific make-up work procedures. If there is an unresolved matter after a student has sought an excused absence from an instructor, the student has the right to appeal the matter according to the Student Complaint Procedure in the Student Handbook.

The Director of the Huron Shores campus makes the decision to cancel HUSH classes or close offices. When a decision is made to alter normal operations, the HUSH director contacts the deans and the Director of Public Information and Marketing. Nursing students should refer to the Nursing Handbook regarding class absences due to cancellations and campus closing.

HOLIDAYS

Classes will not be held on the following days: Labor Day, High School Open House Day, Fall Break (November 15th), Thanksgiving, the Friday following Thanksgiving, Spring Break Week, and Easter Break. Please note that on the Wednesday before Thanksgiving Break and the Thursday before Easter Break, the College will close at 5:00 pm. Any classes starting before 5:00 pm will still be held.

EVALUATION OF FACULTY

Each part-time faculty member will be evaluated during the first semester of employment. This evaluation will include: 1) a classroom observation by the Department Chair, b) a written evaluation submitted to the Vice President of Instruction by the Department Chair, and c) a student evaluation administered according to institutional policy. All part-time faculty are required to administer student evaluations each semester. The forms and instructions will be made available to you in your mailbox after the 10th week of the semester.

STUDENT/LEARNING OUTCOMES

Alpena Community College is developing a comprehensive assessment program that includes a curriculum-embedded assessment process. This process will be used to assess achievement of general education outcomes as an institution. Curriculum-, or course-embedded, means the task is included in the course and may be an existing assignment, test, class exercise, project, lab report, etc.

SUPERVISION AND COORDINATION OF INSTRUCTION

The Vice President of Instruction, Department Chairs, and Program Directors supervise part-time faculty. Your Department Chair or Program Director will attend a session of your class for purposes of assistance and evaluation. A full-time instructor from your discipline may be assigned as a mentor to assist you in your orientation to ACC and to coordinate your instructional approach with that of your department. Mentors are compensated and should be consulted for information and guidance as needed.

CLASS RECORDS

Your course syllabus should be distributed to your students the first week of class and must be distributed by the second week. A sample can be seen in the Classroom Procedures section of this handbook. To assure continuity of course material and transferability of credit to other institutions, your syllabus must follow the master course outline. Your Department Chair can furnish you with the course outline and other syllabi as resources. Be sure to follow the provisions set forth in your course syllabus. This allows your Department Chair to support you in the event of a student complaint.

A copy of your class roster is available online at the college website through WebAdvisor at webadvisor.alpenacc.edu. You need to contact the Office of Information Technology to have a WebAdvisor account created at 989.358.7374 or clarkes@alpenacc.edu. Instruction guide for accessing your class roster on WebAdvisor will be emailed to you.

The last day students may enroll in classes is the end of the first 5 days of the semester (for a 16-week course). During the second week of the semester, no registrations for in-session courses will be allowed with the exception of course level changes (ex. MTH 113 to MTH 102) and lateral course changes (ex. ENG 111 to another section of ENG 111) with approval of the course instructor(s). After these dates, you should review your class roster to note any discrepancies (e.g., a student attending who is not on the class roster, or a student on the roster but not attending) and report any discrepancy to the Registrar at 989.358.7353.

A student may withdraw from a course any time through the 10th week of the semester (for a 16-week course). Late withdrawals, beyond 2/3 of the course, will only be considered under extenuating circumstance which

require a written request, proof of the circumstances, and the approval of the Vice President of Instruction. Students are strongly encouraged to talk to their instructor(s) during weeks 2-10 before dropping a course. After the first 10 days of the semester (or 1/10 of the semester for accelerated courses) a grade of W (Withdraw) is assigned for courses dropped during the withdrawal period, or if a student completely withdraws from college prior to the end of the semester no later than the last instructional day prior to final exams. Prior to the 10th day of the semester (or 1/10 of the semester for accelerated courses), a dropped course is not reflected on the student record.

Grades

A record of grades given by semester should be maintained for five years or turned in to the Assistant to the Vice President of Instruction at witterj@alpenacc.edu to be maintained for you.

SAFETY POLICIES AND PROCEDURES

Alpena Community College is committed to enhancing the safety and security of our campus communities. To this end, the College has adopted a series of Board of Trustees policies, designated as Series 7000 (http://discover.alpenacc.edu/safety/policies_and_procedures.php), designed to specifically address issues of safety and security and to comply with federal and state laws, including the following:

- The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (The Clery Act)
- The Violence Against Women Reauthorization Act of 2013, also known as Campus SaVE Act (Sexual Violence Elimination Act)
- The Drug-Free Schools and Campus Regulations of U.S. Department of Education

More information about these laws is available at www.alpenacc.edu under Safety, Safety Resources & Links.

ACC has a Safety Policies and Procedures Compliance Committee, appointed by the College President. The Committee meets regularly to review policies, recommend updates and amendments, and to develop procedures and programming in support of implementation of the policies. For questions, suggestions, or information, contact any committee member.

SUPPORT SERVICES

TEXTBOOK AND SUPPLIES

The ACC Bookstore is located in the Besser Technical Center. Normal operating hours are from 8:30 am to 5:00 pm, Monday through Thursday, and 8:30 am to 2:00 pm on Friday. During semester start-up and book buyback the ACC Bookstore maintains extended hours. Summer hours may vary. For more information, call the Bookstore at 989.358.7274.

The Bookstore offers new and used textbooks, supplies, ACC clothing, gift items, and software. At the Huron Shores Campus, books are normally sold on the Thursday prior to the week that classes begin. Times and dates will be posted prior to each semester for bookstore sales as well as book buyback, which is normally offered at the end of each semester. Students have the opportunity to sell books back at the end of each semester. Missouri Book Services is contracted to provide buyback services. See the Bookstore for dates and times.

Faculty are responsible for ordering instructor copies of their textbooks. The Bookstore can loan the appropriate book until the instructor's copy arrives. Forms are located online to change textbooks. Department Chairs can help with both of these procedures. Part-time faculty are allowed to charge necessary supplies to their department, provided the account has been set up. Talk to your Department Chair for details.

Part-time and full-time faculty, as well as their legal dependents, receive the same discount on personal purchases. Textbook purchases are discounted 10% and supplies/clothing/gift items (excluding food, software, and sale items) receive a 25% discount.

COMPUTER LABS

Computers are available for student use in The Learning Resource Center (CTR 111) and the Student Services Center (VLH 101) on the Alpena campus and in rooms 206 and 211 on the Oscoda campus.

LIBRARY SERVICES

The Learning Resource Center is located in CTR 111 on the Alpena campus.

Bibliographic Service: Library staff will make lists of books on subjects which faculty request.

Reserve Materials: Faculty members can have library and/or their own materials placed on reserve. Reserve materials are kept **behind the library desk for controlled use by designated classes**. The instructor determines any restrictions to be placed on these materials. Reserve materials may include books, articles, video cassettes, pictures, audio cassettes, etc. Because students must sign for these reserve materials, instructors can see how frequently and by whom these materials are used.

Extended Checkout: Faculty may check out library materials for an extended period of 90 days. You may be requested to return items sooner, if students or other faculty request them. You will receive a notice of materials checked out in your name at the end of each semester.

Customized Library Orientations: Library orientations can be developed to be directly applicable to your students' needs. Two weeks' notice and instructor participation are necessary.

Interlibrary Loan: Books and periodicals can be borrowed from other libraries. Allow 3-4 weeks for delivery.

Book Requests: Faculty can request the purchase of books or other printed materials to be placed in the library.

Facsimile Machine: A FAX is available for college-related business. Sending of non-college business is available at a minimal cost.

Audio/Visual Media:

A/V services can be arranged in the Library. A 24-hour notice is preferred for orders involving media equipment distribution to classrooms. Preparation of media equipment for operation is also available. A/V material purchase requests are ordered on a first-come, first-serve basis until library funds are depleted.

To participate in a teleconference or obtain information about teaching a two-way interactive course between the Alpena / Huron Shores campuses, contact the LRC Director at 989.358.7249 or brooksw@alpenacc.edu.

SMART ROOMS/CARTS

ACC has many smart rooms and smart carts to enhance classroom instruction. Smart rooms have a computer, VCR, DVD player, document camera, amplifier, speakers, and projector. This equipment gives the user the ability to project computer programs, transparencies, pictures, videotapes, and DVD's. Currently, smart rooms are located in the majority of classrooms in Van Lare Hall (VLH), Besser Technical Center (BTC), Newport Center Building (CTR), Electrical Power Training Center (EPTC), World Center for Concrete Technology (WCCT), and the Natural Resource Center (NRC). New classrooms are being upgraded to the technology each semester.

Smart carts have a computer, DVD player, VCR, and speakers. This equipment gives the user the ability to project computer applications and play videos in any room on campus that has a screen. There is currently one smart cart in VLH and four in CTR to cover BTC, CTR, and NRC, and one at the Oscoda campus. ACC also has access to several Cisco® Video Conferencing systems. These systems provide the instructor the capability of teaching in multiple locations at the same time. It also allows for guest lecturers, delivering instruction to a remote site, and remote academic advising. Any questions concerning information technology or to arrange for usage, should be directed to the Office of Information Technology at 989.358.7374.

BLACKBOARD ACCESS

The online learning content management tool, Blackboard®, is available for part-time and full-time faculty to use to either support and enhance classroom instruction or deliver instruction online. Blackboard includes tools for delivering lecture notes, handouts, illustrations and photos, presentations, announcements, online assessments, collaborative communication tools, and includes an online gradebook. Currently, over 60% of ACC students use Blackboard for staying connected with their coursework or taking classes online. While use of Blackboard by faculty is not mandatory, it is encouraged as it better prepares students for transfer to four-year institutions, enhances and takes learning beyond the classroom, and prepares students for the information technology environment typically found in most careers. Blackboard is supported and managed by ACC's Director of Learning Technology, Sarah Burt. Faculty may contact Sarah to learn more about Blackboard and the benefits it creates for students and learning at 989.358.7451 or burts@alpenacc.edu.

THE STUDENT SERVICES CENTER

The Student Services Center is located in Van Lare Hall 101 on the Alpena campus and in room 206 on the Huron Shores campus. The Student Services Center provides services to students and faculty. Tutoring and instructor-reserved materials are available. Alpena campus hours may change by semester and are available on the ACC Website at alpenacc.edu. The Huron Shores Student Services Center hours may vary based on class scheduling and students' needs. These hours will be posted and distributed at the beginning of each semester. For more information, contact The Student Services Center in Alpena at 989.358.7270 or in Oscoda at 989.358.7445.

ADVISING

As a member of the part-time faculty, you have no assigned responsibilities for regular students advising.

WEBADVISOR

WebAdvisor gives students, staff, alumni, and guests levels of access to Alpena Community College's information systems. Part-time faculty will need to contact the Office of Information Technology at 989.358.7374 or helpdesk@alpenacc.edu to have a WebAdvisor account created. Some of the services available to part-time faculty on WebAdvisor:

- >Search for sections
- >View your class schedule
- >View your class roster
- >View a student profile
- >View your advisees
- >View a student test summary
- >View a student schedule
- >View a student transcript/transfer information/AP credit
- >Advise a student not assigned to you as an advisee (using the Student Educational Planning link)
- >Create a student educational plan
- >Submit grades
- >Add/drop and register students
- >View your pay advices/paychecks online
- >View your stipends online

For more information about WebAdvisor or to receive assistance using WebAdvisor, please visit: alpenacc.edu/services/wahelp.htm. You may also contact the WebAdvisor help desk at wahelp@alpenacc.edu.

FINANCIAL AID

The Financial Aid office is located in Van Lare Hall 107. Students receive assistance with procurement of grants, loans, scholarships, and college work-study.

DISABILITY SERVICES

The Academic and Student Affairs office coordinates disability services for all students with identified and documented disabilities. Disability service eligibility decisions and service plans are made on an individual basis. Documentation is required before accommodation services can be provided. Students applying for accommodation services are urged to make the request early in the registration process. Adequate time is necessary to arrange for specific services.

1. Students should contact the Academic and Student Affairs office (VLH 109) to obtain paperwork to complete the disability services intake process.
2. Students must provide documentation of disability from an appropriate licensed professional to the Dean of Students. All disability documentation will be maintained by the Dean of Students.
3. Student should make an appointment to meet with the Dean of Students.
4. A decision regarding reasonable disability accommodation services is made by the Dean of Students and the student based on the documentation. Arrangements will be made to contact instructors regarding disability accommodation services, if appropriate. Students are encouraged to contact their instructors personally to discuss course expectations early in the semester.

STUDENT ACTIVITIES

*Inter-collegiate athletic sports. Alpena Community College is one of nine members of the Eastern Conference of the Michigan Community College Athletic Association. Students have the opportunity to participate in men's basketball, cross-country, women's basketball, volleyball, and softball.

*Intramurals. The spirit of this program centers itself in competitive participation for students, faculty and staff in flag football, volleyball, basketball, bowling, floor hockey, and softball.

*Publications. Publications at Alpena Community College include the weekly news bulletin, "The Splinter," which can be found on the College's website at alpenacc.edu.

*Student organizations. Social clubs, service clubs, and academically-oriented groups are among the many organizations for ACC students, such as the Student Ambassadors, Phi Theta Kappa, Student Nurse Association, and Sigma Zeta.

*The Student Leadership Commission. The Student Leadership Commission coordinates use of student funds through its board and committees, expresses students' opinions, and coordinates activities of special groups and clubs. All student appointments to College committees and boards are made by this body.

STUDENT EMPLOYMENT

Students seeking on-campus employment through the work study program should contact the Financial Aid Office in VLH 107, or the Student Services Center Technician at the Huron Shores Campus in Room 307. Students must make a formal application and be interviewed for open positions.

OFFICE SPACE

There is office space available for part-time faculty in VLH 123A and BTC 109E and available space in the Learning Resource Center (Library/CTR building) for part-time faculty to meet with students. Keys may be checked out at the switchboard in Van Lare Hall for VLH 123A or from Sally Shubert in Facilities Management (BTC 101) for BTC 109E. At the Huron Shores Campus, a faculty lounge is available in Room 208.

TYPING AND DUPLICATING SERVICE

The word processing center is located in VLH 108. Services include typing, making copies, collating, etc. Huron Shores instructors contact the campus secretary for these services. Some advanced notice is appreciated.

TESTING

Testing Centers are available on the Alpena campus in VLH 122 and on the Huron Shores campus in room 307. Test proctoring services can be arranged by contacting the appropriate Testing Center for available days and times. All online and paper/pencil testing is referred directly to the Testing Centers. Contact the Alpena Testing Coordinator at 989.358.7209 or the HUSH Testing Coordinator at 989.358.7445.

PARKING

Parking permits are required to park on the Alpena campus. They may be obtained in BTC 101, Parking Patrol Office. Faculty permits on the Alpena campus allow you to park in all lots except those designated as handicap parking. At the Huron Shores Campus, stop in the office to obtain an application for an Instructor Pass.

KEYS AND SECURITY

It is college policy that a part-time faculty member not be given classroom keys unless they are working in a classroom normally kept locked. A Maintenance/Custodial Request Form is used to request keys should a key be required for a room, and it is submitted to the Vice President of Instruction for approval before being routed to the Director of Facilities Management. If you experience repeated instances of locked classrooms, please notify your department chair (on the Alpena campus) or the Huron Shores office.

MAILBOXES AND E-MAIL

It is a requirement that you establish an ACC e-mail account. Please contact Shelly Clarke in the Office of Information Technology in CTR 108 or at 989.358.7374 for assistance in establishing the account. There is no charge for this service through ACC. The primary, and only official, everyday means of communication with part-time faculty is through e-mail. Therefore, it is imperative that you acquire an account and then check your e-mail frequently.

It is also important that you maintain a mailbox in the building you teach your course(s). Please check the mailbox before every class session for documents from students, messages from the switchboard, packages, etc. Part-time faculty teaching off-campus should check with their department chair concerning a location for a mailbox to check periodically. Huron Shores part-time faculty members receive mail in the Huron Shores office. Outgoing mail can be deposited in the designated basket located in the mail area.

MAINTENANCE/ROOM USE

Damaged college property should be reported to maintenance at 989.358.7202. If you are unable to contact someone in Facilities Management, please report the damage to the Vice President of Instruction at 989.358.7458. Damage of property in classrooms at Huron Shores campus should be reported to the Director of HUSH at 989.358.7442.

To request a room other than the classroom assigned, contact Facilities Management in BTC 101 or at 989.358.7360. Your cooperation in keeping classrooms clean and orderly, both on- and off-campus, is appreciated. If you remove items (e.g., chairs, maps, or AV equipment) from the classrooms, please return them immediately after use. If you are teaching in a computer lab and experience problems with any of the computers or related equipment, contact the Office of Information Technology at 989.358.7374.

POLICY ON SMOKING, EATING, AND DRINKING

In keeping with the mission, goals, and philosophy of Alpena Community College to promote a healthy culture of learning, Alpena Community College property shall be free of the use of tobacco products. To report violations, an incident report form should be filed with either the President (BTC 125), the Vice President of Administration and Finance (VLH 104) or the Vice President of Instruction (VLH 109) at the Alpena campus and Room 211B at the Huron Shores campus. Eating and drinking are prohibited in all computer labs. Snack areas are maintained for use prior to class or during breaks.

FIRE EVACUATION POLICY

In the event a fire alarm sounds while classes are in session, students and staff are to evacuate the building following the evacuation plan posted in your classroom. Proceed in an orderly manner to the nearest exit and withdraw a minimum of 100 feet from the building. Fire extinguishers are located throughout all buildings. Please familiarize yourself with their location.

CLASSROOM PROCEDURES

ACADEMIC FREEDOM

Academic freedom, subject to accepted standards of professional responsibility, will be guaranteed to instructors, and no special limitations will be placed upon study, investigation, presentation, and interpretation of facts and ideas. When the instructor makes a presentation outside the classroom setting and is not officially representing the College, but is identified as a college employee, he/she will indicate that he/she is speaking as a private citizen.

GRADING PROCEDURES

The student receives one grade in each course taken. This grade combines the results of class work, tests, and final examinations. Grades are indicated by letters, each of which is assigned a certain numerical value in honor points per hours of credit as follows:

A Excellent	4.0	C Fair	2.0
A-.....	3.7	C-.....	1.7
B+	3.3	D+.....	1.3
B Good	3.0	D.....	1.0
B-.....	2.7	D-	0.7
C+	2.3	E Failure	0.0

Other marks used on student records include: I (Incomplete), S/U (Satisfactory/Unsatisfactory), W (Withdraw).

I-Incomplete: The grade of I (Incomplete) is given only when a student is unable to complete a segment of the course because of circumstances beyond his/her control. The I grade must be removed by completing the required work before the deadlines set by the instructor (but in no case later than the end of the next regular semester) or a grade of E (Failure) will be recorded.

W-Withdrew: The grade W (Withdraw) is given in a course if a student processes a drop form for the course after the drop period, or if a student officially withdraws from college prior to the end of the semester no later than the last instructional day prior to final exams.

S/U-Satisfactory/Unsatisfactory. The satisfactory/unsatisfactory option gives students an opportunity to enroll in enrichment courses without the grade being used in the computation of the grade point average. The student either receives an S (satisfactory work) or a U (unsatisfactory work). This option may not be elected for courses required for graduation.

GRADING SYSTEM REQUIREMENTS

It is the academic policy of Alpena Community College that each section of every ACC course must have a grading system that:

- 1) Is understandable by students—All components of the grading system must be explained in detail in each course syllabus. The instructor must orally explain the grading system to each class section as part of the course introduction. The components and procedures used to determine a grade must be described clearly enough that students can understand the system.
- 2) Is relevant to the course—All components of the grading system must relate to the course objectives as stated in the department's course outline and the instructor's syllabus.
- 3) Uses a variety of evaluation methods—The grading system must employ more than one method of evaluating student performance.
- 4) Provides feedback to students—The grading system must provide opportunities throughout the course for students to monitor their progress. The instructor must return to students at least one graded assignment by mid-semester.

5) Treats students consistently and fairly—Students with identical results on each component of the grading system must receive the same course grade.

NOTE: Your grading policy must be included in your course syllabus.

Grades are to be submitted electronically via WebAdvisor by the instructor of record. Following are directions for faculty submitting grades using WebAdvisor. If you don't know the dates specific to the semester you are teaching, please contact Lori Dzieszinski, Registrar, at 989.358.7353.

GRADE ENTRY PROCESS

Grade rosters are available through WebAdvisor. Grades are due by 12:00 noon the first Monday after the course ends, and are submitted online. Any questions about this process may be directed to the Registrar, Lori Dzieszinski, at 989.358.7353. A grade reminder will be distributed prior to final exam week.

Recently agreed upon academic calendar dates give the Registrar's office very little turn-around time to process submitted grades. As such, **it is imperative that your grades be turned in on time.** If you have any questions concerning your teaching assignment, please contact your department chairperson or the Vice-President of Instruction, Deborah Bayer, at 989.358.7458.

The following is an outline for accessing grade rosters. Please retain for future use.

1. Go to www.alpenacc.edu.
2. Click on WebAdvisor icon in upper right 
3. Log in with your user name and password (Note: If you are new to WebAdvisor, click on "I'm new to WebAdvisor" to set up a new account.
4. Click on Faculty.
5. Under Faculty Information you will find Grading.
6. Click on Grading.
7. Select the term Fall Semester 2017 from drop down menu and click submit
8. Enter the date range (08/28/17-12/14/17)
9. Click submit.
10. Select "Final" in the drop down menu.
11. Choose one course ready for grade assignment.
12. The grade roster for the course will appear.
13. Enter the appropriate grade for each student.
14. **If a student is receiving an "Incomplete" grade**, enter the Expire Date you have determined (required work must be completed no later than the end of the next regular semester). Please be accurate in your date entry. The system automatically changes incomplete grades to failing grades if work is not completed by the assigned date. An Incomplete Grade form must be completed and submitted to the Registrar's office for grade completion tracking. Incomplete Grade forms are available in the Registrar's office or can be found on our internal website under secured forms. See page 36 of the ACC catalog for I grade criteria.
15. **If a student is receiving an "E" grade**, the last date of attendance or the Never Attended check is mandatory. If the grade is not based on attendance but actual course work, please use the last date of the semester (Fall 2017 – 12/14/17). See sample screen on next page.
16. Do not assign a W (withdrawal) or AU (audit) grade. Students who processed appropriate paperwork have been removed from the grading roster.
17. Click submit when grade entry has been finalized.
18. Repeat the grade entry process until all courses are graded.

For grading questions, call Lori Dzieszinski at 989.358.7353 or email dziesinl@alpenacc.edu. For technical questions or problems, contact WebAdvisor support at wahelp@alpenacc.edu or call 989.358.7374 or 989.358.7279.

Alpena Community College
[CHANGE PASSWORD](#) | [LOG OUT](#) | [MAIN MENU](#) | [FACULTY MENU](#) | [HELP](#) | [CONTACT US](#)

FACULTY Welcome Daniel!

Final Grading

Class Name: BUS-235-3449
 Title: Personnel Management
 Location: Alpena Main Campus
 Term: Spring Semester 2011

Instructor:

Student	ID	Status	Grade	Expire Date	Last Date of Attendance	Never Attended	Midterm Grade	Class Level	Credits	CEUs	Cross-Listed Section
		N				<input type="checkbox"/>		FR	3.00		
		N				<input type="checkbox"/>		FR	3.00		

FINAL EXAMINATIONS

The ACC calendar normally provides for a 15-week semester plus days designated as exam week which are scheduled differently from the regular class schedule, but during the summer session, the final exam is held during the scheduled time period. If instructors want to utilize a take home final exam, regular classroom instruction activities should be conducted during the scheduled two-hour final exam period.

As a part-time faculty member, you may find that the designated exam day/time is different from your normal class schedule. If it is not possible for you to proctor your final exam, contact your Department Chair (or the Director of Huron Shores Campus).

EARLY WARNING SYSTEM

By the fifth (5th) week of classes, instructors will receive an email notification from the Dean of Students with instructions on how to submit Early Warning Referral notification. The instructor must indicate on WebAdvisor any students performing below average or those that have other problems with the class. Jackie Witter in the Office of Academic and Student Affairs (VLH 109) will send notification to identified students via email; this correspondence will recommend steps they can take to improve their standing in the class and promote successful completion.

CLASS ROSTERS

Class rosters are available through WebAdvisor. Please call 989.358.7353 or email dziesinl@alpenacc.edu if you have questions concerning class rosters. For technical questions or problems, please contact WebAdvisor support at wahelp@alpenacc.edu or call 989.358.7374 or 989.358.7279.

ATTENDANCE

At ACC, regular class attendance is considered an essential part of the student's educational experience. However, since some absenteeism may be unavoidable, standards are established by each instructor for his/her own class(es). Absenteeism will be a matter to be resolved between the student and the instructor. Absences may not be used as criteria for lowering a student's grade. However, students may be rewarded for regular attendance.

CLASS CHANGES

Changes in location, meeting time, etc., require approval by the Vice President of Instruction at the Alpena Campus or the Campus Director at Huron Shores-Oscoda.

CLASS LENGTH

Classes should start promptly at the scheduled time and end promptly. It is critical that classes be held for the prescribed amount of time and not abbreviated.

CHILDREN IN CLASSES

Minor children may not be present in classrooms, laboratories, or other instructional or work areas during class sessions or during work hours unless authorized in an organized group.

FIELD TRIPS

An instructor who wants to take his/her class on a field trip must notify the Vice President of Instruction and their Department Chair in advance. A travel request form, field trip request, and list of students participating must be submitted.

STUDENT ACADEMIC COMPLAINT PROCEDURES

Complaints About College Operation: Students with complaints about college operations should be referred to the Dean of Students, VLH 109, who will then refer the student to the appropriate supervisor. The supervisor will handle the initial informal discussion with the intent to solve the problem. Please refer to the Student Handbook for complete guidelines.

Complaints About Grading/Instruction: Student evaluation of instructors is provided for under the terms of the faculty contract. This policy is intended to allow a student the opportunity, with certain restrictions, to voice a complaint about the grading and/or instructional practices of faculty and is not provided as a form of student evaluation. Student requests to change/appeal a grade earned in a course must be made no later than the end of the next semester (including the summer session) in which the course grade was earned. Steps for the appeal process include verbal, meeting, and written. Please refer to the Student Handbook for complete guidelines.

Complaints About Inappropriate Behavior of Faculty/Staff: Students with complaints about inappropriate behavior of ACC faculty or staff members should contact the Dean of Students. For the purpose of this policy, inappropriate behavior will include behavior that is abusive or threatening and any other inappropriate behavior that is so extreme as to cause the student(s) undue fear or embarrassment. Please refer to the Student Handbook for complete guidelines on the verbal and written steps.

DISCIPLINE

Discipline problems are rare. Difficulties arising in this category are those unexpected occurrences for which no procedures have been established. You have the right to ask a student to leave the class if he/she becomes disruptive. You must summarize the incident in memorandum form and submit it to the Dean of Students on the main campus or the Director of Huron Shores campus. Normally, a hearing will be conducted before the student is re-admitted to class.

CHEATING & PLAGIARISM

Dishonest scholarly practices include, but are not necessarily limited to taking, using, or copying another's work and submitting it as one's own; intentionally falsifying information; or taking another's ideas with the intention of passing them in class as one's own.

The judgment regarding a dishonest scholarly practice should, in most cases, be made by the individual instructor. The basic criterion that will be used in judging the dishonest scholarly practice is the intention of the student to enhance his own position within the class by employing a dishonest or unacceptable scholarly practice. A few examples would include (but are not limited to): 1) work copied verbatim from an original author, 2) work copied practically verbatim with only a few words altered from the original without proper credit being given, 3) copying answers from another's test paper, 4) evidence of a deliberate and calculated plan to engage in a dishonest academic practice such as gaining access to examinations prior to the time the exam was to be given or the extraction of information regarding an examination from other students, or 5) falsification of clinical records.

Consequences for proven cases of dishonest scholarly practices will be determined by the course instructor. Minimum penalties will be: 1) the first offense may result in an equivalent grade of "E" being given for the particular test, project, paper, course, etc., on which the cheating has occurred. The instructor may require the student to demonstrate mastery of the objectives for the particular test, project, paper, etc.; however, the grade will remain as "E," 2) the second offense (two total offenses, not necessarily in one course) will result in the student being assigned a failing grade for the course in which the second offense occurred, and 3) any student involved in three total offenses (not necessarily in one course) will be immediately dismissed from the college for one full academic semester. The student has the right to appeal this disciplinary action within 10 days of the occurrence.

The instructor shall report all incidents of dishonest academic practice to the Vice President of Instruction, at the same time informing the chairperson of the department in which the course is offered as soon as possible.

WRITING A SUCCESSFUL SYLLABUS

Each instructor is required to prepare a syllabus for each course he/she teaches each semester. The syllabus document should be prepared in advance and distributed to each student on the first day of class. An electronic copy of this document is sent to the Office of Academic and Student Affairs (send to Jackie Witter at witterj@alpenacc.edu) and your department chairperson for review by the first day of class.

The syllabus is a contract between the instructor and the student; therefore, both are expected to abide by its content. If a student problem or complaint occurs, the course syllabus is often used to resolve the differences. Following are the guidelines for developing a course syllabus, as well as sample syllabi. Master course outlines are housed in the Vice President of Instruction Office for reference.

COURSE SYLLABUS PREPARATION GUIDELINES

The course syllabus is an extremely important component of the instructional delivery system at Alpena Community College. A syllabus should be viewed as the “road map” for the course. More frequently than ever, a syllabus is also being interpreted as a contract between the instructor, the student, and the institution. Each student should be given a course syllabus during the first week of class. A good comprehensive course syllabus protects the rights of the instructor, as well as the student. A syllabus should contain the following information:

SEMESTER BASED INFORMATION

Course Identification: Course number, title, current term, credit hours, section number, meeting times, days, and location.

Withdrawal: A student can withdraw from a class through the 10th week of the semester (2/3 of the semester for accelerated courses). **Be sure to specify the last date for withdrawal from your course based on this 10-week requirement. For short courses contact the Registrar’s office for the correct withdrawal date to include in your syllabus.**

Instructor Information: Instructor’s name, office location, office hours, phone number, and ACC email address. Part-time instructors who do not maintain office hours should include a statement explaining how a student can arrange for an appointment with the instructor.

Course Materials: Course texts and materials required for the course including equipment to be furnished by the student.

COURSE BASED INFORMATION (Taken from the current approved course outline on file for this course and is the same for all sections of the course.)

Course Description and Prerequisites: Include the course description and prerequisite(s) (if applicable) as stated in the current catalog.

Course Instructional Objectives: Instructional objectives define the scope of the knowledge, attitude, and skills which students are expected to acquire for successful completion of the course. The objectives should be comprehensive and cover the major topics of the course.

Topics: Include a broad description of topics.

Integration of Core Competencies: Alpena Community College’s Student Outcomes Assessment Plan obligates all faculty to assist in the development of core competencies for all students. Faculty should integrate instruction in as many of the core competencies as possible into all courses they teach. Each course syllabus should address which core competencies the course supports and the relationship between the course content and identified core competencies.

This course contributes to the development of the following core competencies basic to all associate degree students:

- I. **How to learn effectively:**
- II. **How to solve problems:**
- III. **How to use mathematical concepts:**
- IV. **How to communicate effectively:**
- V. **How to interact with the world:**

Safety Procedures: optional (lab-type courses). Include the specific safety procedures to be followed in the course.

Attendance Policy: Include the college attendance policy as stated in the catalog, “Students are expected to attend their scheduled classes according to the requirements of the instructor,” and further define instructor requirements if necessary. Attendance as a method of evaluation is an individual instructor’s decision. If the instructor chooses to use attendance as an evaluation criterion, the grading scale must contain a definitive value (points, percentage, etc.) for the attendance criteria.

Make-up and Late Paper Work Procedures: Include a statement or description on procedures for make-up work.

Grading Procedure: Include all criteria used to determine the student’s grade and the value assigned to each criterion. Multiple methods of assessment (i.e., assignments, projects, research papers, quizzes, tests, final exam etc.) are encouraged. Include the cumulative total point cut-off for each grade in the college grading system. The grading system must:

- a. **be understandable by students** – all components of the grading system must be explained in detail in each course syllabus. The instructor must orally explain the grading system to each section as part of the course introduction. The components and procedure used to determine a grade must be described clearly enough that students can understand the system.
- b. **be relevant to the course** – all components of the grading system must relate to the course objectives as stated in

the department's course outline and the instructor's syllabus.

- c. **use a variety of evaluation methods** – the grading system must employ more than one method of evaluating student performance.
- d. **provide feedback to students** – the grading system must provide opportunities throughout the course for students to monitor their progress. The instructor must return to students at least one graded assignment by mid-semester.
- e. **treat students consistently and fairly** – students with identical results on each component of the grading system must receive the same course grade.

Ethics Policy: Include any and all circumstances under which a student could be dismissed or failed in a class. This should include the statement from the Student Handbook on Disruptive Behavior: “Student behavior that is detrimental to an environment conducive to learning or to the maintenance of a reasonable level of order on the campus or in the classroom shall be considered disruptive conduct. Students involved in disruptive conduct will be subject to disciplinary action as outlined in the handbook and which includes suspension or dismissal,” and the statement on Cheating and Plagiarism: “Dishonest scholarly practices include, but are not necessarily limited to taking, using, or copying another’s work and submitting it as one’s own, intentionally falsifying information or taking another’s ideas with the intention of passing ideas in class as one’s own.”

Additional Resource Materials: Include a list of additional resources (i.e., a supplemental reading list) if applicable.

Student Work: Include your procedures/rules for keeping student work (i.e., exams, lab projects, research papers).

Non-scheduled Laboratory Work: (if applicable-optional) Include a statement of the amount of non-scheduled laboratory/practice time the student will be expected to complete to successfully finish the course.

Syllabus Revision/Instructor Prerogative: Include a statement about the instructor’s right to revise the course syllabus as appropriate throughout the semester.

Activity Schedule: Include a semester schedule of activities/material to be covered in the course with approximate due dates such as tests, text reading assignments, and other activities associated with the student’s grade.

Blackboard: Include instructions on how Blackboard will be used in this class to report grades, announce daily homework assignments, distribute projects and review handouts, solutions to selected homework problems, quizzes, midterms, copy of this syllabus, etc.

Class Rules: Spell out for your students your cell phone policy, class room etiquette, use of calculators, food and drink in the classroom, arriving late or leaving early, talking during lecture, etc.

GENERAL COLLEGE INFORMATION – this last portion contains non-course specific information that can be cut and pasted into your syllabus. You should make adjustments for sections taught on the HUSH campus.

Available Assistance: Should a student encounter difficulty with any of the concepts covered in this course or otherwise require outside resources and/or expertise, assistance is available from the following entities:

1. Student Services Center, Van Lare Hall 101:
 - a. Free tutoring is available to all students in the areas of basic composition, reading, numerical, and study skills. The Student Services Center also offers students access to computers, printers, and various resources.
 - b. Workshops are put on throughout the semester to support students with topics such as: Effective Study Habits, Conducting Research, APA & MLA formatting, Understanding your Degree Requirements, Applying for Scholarships, etc.
 - c. Contact: Yvonne White at 989.358.7270
2. Stephen H. Fletcher Library, Center Building 111:
 - a. The Library consists of books, pamphlets, periodicals, microform, reference, CD and on-line materials. Computerized local and regional library catalogs and inter-library loan facsimile service give quick access to materials anywhere in the country.
 - b. Computer access to the Internet, websites and e-mail is also available in the Library.
 - c. Research papers and projects are supported in the library through various databases and research materials.
 - d. Contact: Wendy Brooks at 989.358.7249, Kelly Jackson at 989.358.7252, or Nat Salziger at 989.358.7406
3. Testing Center, Van Lare Hall 122:
 - a. Students may be asked to take make-up tests in the ACC Testing Center. ALL students must provide Testing Center Staff with a photo ID prior to testing. Please anticipate your testing needs and allow enough time for testing. Making an appointment will ensure you have a spot reserved to take your test.
 - b. Contact: Beth Matzke at 989.358.7209

Class Cancellations: If the college alters its normal operating schedule, a message is sent to the local news media and is recorded on the ACC phone system (1.888.468.6222). When possible the message is included on the college’s homepage (www.alpenacc.edu).

Also, Alpena Community College has signed on with *SchoolMessenger*, a service that provides alert notifications of emergency broadcasts, weather delays and cancellations, and course instructor cancellations, to subscribers via SMS text messaging and/or email. Students can opt-in anytime by texting **OPTIN** to the number 68453; students who successfully enrolled in the service will receive the following message: “You are registered to receive approx 3 msg/mo. Text STOP to quit, HELP for help.”

Americans with Disabilities Act: It is the policy of Alpena Community College (ACC) to comply with Section 504 of the Rehabilitation Act of 1973, as amended, and with the Americans with Disabilities Act of 1990 (ADA). These acts provide for equal opportunity for students with disabilities in educational activities, programs, and facilities. ACC is committed to affording equal opportunity to persons with disabilities by providing access to its programs, activities, and services. *It is the responsibility of the student to make known, in a timely manner, the need for any accommodation or auxiliary aids. Please contact the Dean of Students, VLH 109. http://discover.alpenacc.edu/americans_with_disabilities_act.php*

CORE COMPETENCIES

INTRODUCTION

Student acquisition of core competencies is considered to be a necessary outcome for the two-year college-educated person. Contributions to this objective may come from a student’s experience in an individual class, a required curriculum, or a program. This outcome is not necessarily the product of pre-determined course work as much as it is a synergistic interaction of all aspects of the student’s educational experience with the college curriculum.

The concept of “*core competencies*” not only involves the cumulative effects of the college experience, but provides a shared responsibility for collective expectations of all faculty.

RATIONALE

Those competencies identified as basic to all associate degree students are directly related to the accomplishment of the following Alpena Community College goal:

“To provide a general core curriculum to enable students to perform successfully in personal, educational, occupational, and social endeavors.”

GUIDING PRINCIPLES REGARDING CORE COMPETENCIES

- Competency in the basic skills is necessary for success in collegiate-level learning.
- Core competencies should be integrated and reinforced throughout the curriculum.
- There should be a common core educational experience for all students obtaining an associate degree.

Students who receive an Associate Degree from Alpena Community College have learned the following:

- I. *How to learn effectively:*
 - They will possess effective learning skills
 - They will know how to access learning resources and information sources
 - They will understand learning as a life-long process
- II. *How to solve problems:*
 - They will be able to identify a problem, collect and analyze information, develop and apply strategies, and evaluate outcomes.
- III. *How to use mathematical concepts:*
 - They can understand and use concepts of mathematics appropriate to their chosen program of study
 - They are able to use mathematical knowledge as a component of problem solving in everyday life
- IV. *How to communicate effectively:*
 - They can read and write with sufficient skill to achieve their educational and personal goals
 - They can speak and listen with sufficient skill to achieve their educational and personal goals
- V. *How to interact with the world:*
 - They have an understanding of the rights and responsibilities of the individual in society
 - They have an understanding of historical, social, and geographical forces which shape the world
 - They have an understanding of aesthetic principles
 - They have an understanding of the nature of scientific inquiry
 - They can function effectively as individuals and as members of a group
 - They have an understanding of factors important to mental and physical health and well-being
 - They can clarify values and ethical issues

#1 HOW TO LEARN EFFECTIVELY

- They will possess effective learning skills
- They will know how to access learning resources and information sources
- They will understand learning as a *life-long process*

STANDARD

The graduate can:

1. Recognize and accommodate his/her learning style preference;
2. Utilize the services provided by a library
3. Utilize learning support when needed, including tutoring, supplemental instruction, videos, etc.;
4. Identify outdated information and acquire the most recent data.

#2 HOW TO SOLVE PROBLEMS

- They will be able to identify a problem, to collect and analyze information, to develop and apply strategies, and to evaluate outcomes

STANDARD

The graduate can:

1. Identify and define problems;
2. Select approaches to solve problems;
3. Generate possible solutions, hypotheses, or propositions;
4. Collect information regarding proposed solutions;
5. Propose procedures to evaluate the appropriateness of the solution;
6. Recognize steps or factors overlooked, faults in logic, and information not used in the problem-solving process.

#3 HOW TO USE MATHEMATICAL CONCEPTS

- They can understand and use concepts of mathematics appropriate to their chosen program of study
- They are able to use mathematical knowledge as a component of problem-solving in everyday life

STANDARD

The graduate can:

1. Accurately perform arithmetic operations;
2. Utilize fractions, decimals, and percentages;
3. Convert basic units of measurements;
4. Interpret bar, line, and circle graph data;
5. Perform basic algebraic operations.

#4 HOW TO COMMUNICATE EFFECTIVELY

- They can read and write with sufficient skill to achieve their educational and personal goals
- They can speak and listen with sufficient skill to achieve their educational and personal goals
- They can communicate in a variety of modes: oral, written, symbolic, numeric, and graphic, and within a variety of settings: one-on-one, and small or large group

STANDARD

The graduate can:

1. Obtain information from oral and written presentations and non-verbal cues;
2. Send information through oral and written materials and non-verbal presentations;
3. Send and interpret information from numeric and graphic presentations.

#5 HOW TO INTERACT WITH THE WORLD

- A. They have an understanding of the rights and responsibilities of the individual in society.

STANDARD

The graduate can:

1. Identify the reciprocal relationships between society, social institutions, and individuals;
2. Identify restraints and freedoms within social institutions.

B. They have an understanding of historical, economic, political, social, and geographical forces, which shape the world.

STANDARD

The graduate can:

1. Identify social institutions and describe their structure and functions;
2. Identify the principles of development and change of social institutions, nations, and society.

C. They have an understanding of aesthetic principles.

STANDARD

The graduate can:

1. Identify activities and products which constitute the artistic/humanistic aspects of a culture;
2. Identify the impact of artistic/humanistic expressions;
3. Judge which artistic/humanistic expressions would be most congruent with the characteristics of a given culture.

D. They have an understanding of the nature of scientific inquiry and its technological application.

STANDARD

The graduate can:

1. Identify activities and products which constitute the scientific/technological aspects of the world;
2. Describe and utilize scientific concepts and principles that underlie scientific/technological activities and products.

E. They have an understanding of the effect of technology on their lives.

STANDARD

The graduate can:

1. Explain the impact of technology on the natural environment, the individual, and society.

F. They can function effectively as an individual and as a member of a group.

STANDARD

The graduate can:

1. Explain the importance and impact of self-respect for others in the workplace and society;
2. Distinguish between opportunities to lead and to follow others' leadership;
3. Understand how the skills of others contribute to the success of team projects;
4. Demonstrate acceptable work standards;
5. Complete tasks cooperatively and efficiently.

G. They have an understanding of factors important to mental and physical health and well-being.

STANDARD

The graduate can

1. Identify the life-long practices related to good health and fitness;
2. Understand the relationship between physical and mental health.

H. They can clarify values and ethical issues.

STANDARD

The graduate can

1. Identify major values and ethical issues faced in adult life in one's own culture and other cultures;
2. Distinguish values in contrast to faces;
3. Understand biological, environmental, and economic influences on values;
4. Identify reasons and/or circumstances people use to justify value choices;
5. Recognize the complexity of situations that bring values into conflict.

Fall, 2016

ALPENA COMMUNITY COLLEGE
Professional Occupations Department

COURSE SYLLABUS

Year: FALL, 2016

Course Identification: BUS 115 - Foundations in Personal Finance (Mastering the Basics)
Section: 1330 and 6051 (HUSH Campus)
Credits: 1 credit/1 contact hour
Location/Times: CTR, Rm: 115 - Tuesdays and Thursdays, 3:15 p.m. to 4:30 p.m.

Instructor: Matthew G. Bedard, MBA, BSOE, AAS, AS
Phone: 989-358-7242 (If no answer, leave a voice message)
Office Location: BTC, 109B
Internet address: bedardm@alpenacc.edu
Office hours: Mondays and Wednesdays 10:00 a.m. – 12:00 p.m.
Tuesdays and Thursdays 4:30 p.m. – 5:30 p.m., (by appointment only)

Course Materials:

Required Text: Foundations in Personal Finance, College Edition; Ramsey, Dave 2011 Lampo *Press* (ISBN-13: 978-1-936948-00-0)

Course Description:

The Foundations in Personal Finance (Mastering the Basics) course provides students with strategies for managing money. The financial strategies are divided into five areas of study including savings, budget, debt, college student essentials and philanthropy. This course will challenge the way students view money and empower them to graduate on a solid financial foundation.

Course Prerequisites: None

Course Objectives:

Foundations in Personal Finance (Mastering the Basics) will discuss the topics of savings, budgets, debt, financing a college education and philanthropy. The course will explain how to get control of your money and give students a step-by-step process for getting out of debt and staying out of debt. The student will put together a monthly spending plan that really works and learn lifelong strategies for dealing with money.

Core Competencies:

This course contributes to the development of the following **core competencies** basic to all associate degree students:

- 1) How to learn effectively: Students will be challenged to acquire the knowledge of using a multi-media approach with teaching strategies that incorporate lecture, video presentations, accessing learning resources and case studies that will assist the student in demonstrating comprehension of money management principles.
- 2) How to Problem Solve: The class will examine decision making processes used to identify, evaluate and solve personal money management challenges the student can expect to experience and provides strategies the student can use to meet these challenges in money management.
- 3) How to use mathematical concepts: The mathematical concept of *Interest Rate* and *Compound Interest* will be discussed in relation to personal debt and personal saving and their importance in money management.
- 4) How to communicate effectively: The group interaction and communication, research writing, correspondence, and in-class discussion will help the student understand language of financial management, including advertising, debt management, and budgeting communication.
- 5) How to interact with the world: In the world of Personal Finance the student must learn to interact with the commercial world that is trying to sell the individual products, services, and debt. Therefore, the student must be able to decode the messages sent by the merchants and lenders to understand what their legal responsibilities are.

Topics:

1. Savings
2. Understanding, creating and using a budget
3. Ways to get out and stay out of debt
4. Ways to get through college with minimal debt
5. How to integrate healthy communication about money with family and friends
6. Learn ways to be philanthropic

Attendance Policy:

Students are expected to attend their scheduled classes according to the requirements of the instructor (*Student Handbook*). I will take attendance in class. Missing a class is your choice. However, as you can see from the attached schedule of events, this semester is fast-paced and information-filled. The indirect penalty of missing even one class is that in-class activities and weekly tests cannot be made up without Instructor approval for bona fide emergencies. This makes up a significant percentage of your final grade. In short, missing classes places your earned grade in grave jeopardy.

Makeup and Late Paper Work Procedures:

There is no makeup for missed tests without acceptable verification of illness or emergency. If you miss a test **and** I excused you, you must complete a makeup test before the next class meets. If you know you must miss a test, you may make arrangements to take the test early.

I collect assignments at the beginning of class on the date they are due. I don't accept late work unless you have my granted approval and I may require verification of emergencies or illnesses. If you're absent, you can send in your assignment with a classmate or email it to me.

Homework and Research Paper Format:

Your course work is to be typed using Times New Roman 12 font. Line spacing is to be 1.5 to 2 with 1 in margins top, bottom and sides. All homework will have identification of the homework assignment by title, your name, course title and number, Instructor's name, and date. Each assignment should have this cover page in APA format and spacing.

Many collegiate schools of business use the APA writing style. In this course, the proper application of the APA writing style will be assessed for all of your written assignments. Note: Reference the *Publication Manual of the American Psychological Association* (APA), 6th Edition.

All homework and research papers require proper citing of references used in the preparation of the paper.

Grading Procedures:

Grades will be determined in the following manner:

Unit tests (4)	40%
Homework/Assignments	20%
Participation in-class	15%
Final exam	25%

Homework assignments: Homework assignments are due as indicated in the schedule.

Unit tests: There will be four unit tests given during the semester. There is no makeup for missed tests without instructor approval and acceptable verification of illness or emergency.

Participation in in-class assignments: Students are responsible for all materials presented in class. If you must miss a class session, it is your responsibility to arrange to get the information from a classmate.

Final Exam: A comprehensive final exam will be given during final exam week.

Final grades are determined using the following scale:

A	93-100	C	73-76
A-	90-92	C-	70-72
B+	87-89	D+	67-69
B	83-86	D	63-66
B-	80-82	D-	60-62
C+	77-79	E	59 - below

Ethics Policy:

Students are subject to immediate failure and, or dismissal from this course for cheating and, or plagiarism. Review and adhere to the policies and procedures regarding cheating and plagiarism as detailed in your *ACC Student Handbook*.

Students are to make every attempt to complete assignments independently unless you have specifically been given a group assignment. If you need help on an assignment, your first source is your instructor, during class hours. Your second source of help should be your instructor during an office appointment. A third source of help is a tutor arranged for with The Student Services Center. If you do confer with another person on homework assignments, limit the collaboration to discussion only.

Taking content directly from a source, such as books, magazine articles, or information posted on the Internet, without citation is cheating and a form of plagiarism. For this lecture course, a research paper is required where proper citations for source content reference are a MUST. Finally, think and solve problems independently in order to enhance your own learning achievement. Independent reasoning is required in the workforce, and building good critical thinking skills will definitely help you in the future.

Disruptive Behavior:

Student behavior that is detrimental to an environment conducive to learning or to the maintenance of a reasonable level of order on the campus or in the classroom shall be considered disruptive conduct. The following are examples of disruptive behavior:

- 1) Cell Phone usage, in class, is distracting for the student using it, disruptive for surrounding students, and disrespectful to the instructor. Cell phones must be placed on silent/vibrate and only used when the instructor permits. At no time will cell phones be visible or immediately available during exams.
- 2) Students monopolizing the instructor's time and/or peer discussions are counterproductive to the learning environment and disruptive to cohesive instruction. Meaningful and engaging dialogue is critically important to learning but bullying the discussion sabotages it.
- 3) Side-bar conversations to other students, when the instructor is speaking, is also disruptive to the learning atmosphere. When the instructor is speaking or when a student is appropriately speaking to the instructor or another student, it is discourteous to everyone, to over talk the speaker or conduct separate conversations with others.

Students involved in disruptive conduct will be subject to disciplinary action as outlined in the handbook and which includes suspension or dismissal.

BLACKBOARD:

I will use Blackboard Online to send the class messages, post grades, establish discussion among students, and to have students upload research papers in Safe Assignment. This program checks for possible plagiarism, and quote usage for comparison to reference citations. Students may also obtain copies of the course syllabus, chapter PowerPoint slides, and support handouts.

Available Assistance:

I invite and encourage you to contact me to discuss the course, clarify any questions you may have, and receive additional detail or explanation of assignments, or any other matter that impacts your participation in the course. I am available after class and by

appointment. You can reach me through the number provided on the first page of the syllabus. If I am not immediately available to take your call please leave a message, I will get back to you as soon as possible. You can also use my e-mail address (front of syllabus) to contact me, I check it several times per day.

Should a student encounter difficulty with any of the concepts covered in this course or otherwise require outside resources and/or expertise, assistance is available from the following:

3. Student Services Center, Van Lare Hall 101: Contact Yvonne White at 989.358.7270.
 - a. Free tutoring is available to all students in the areas of basic composition, reading, numerical, and study skills. The Student Services Center also offers students access to computers, printers, and various resources.
 - b. Workshops are put on throughout the semester to support students with topics such as: Effective Study Habits, Conducting Research, APA & MLA formatting, Understanding your Degree Requirements, Applying for Scholarships, etc.
 4. Stephen H. Fletcher Library, Center Building 111: Contact Wendy Brooks at 989.358.7249, Kelly Jackson at 989.358.7252, or Nat Salziger at 989.358.7406.
 - a. The Library consists of books, pamphlets, periodicals, microform, reference, CD and on-line materials. Computerized local and regional library catalogs and inter-library loan facsimile service give quick access to materials anywhere in the country.
 - b. Computer access to the Internet, websites and e-mail is also available in the Library.
 - c. Research papers and projects are supported in the library through various databases and research materials.
 5. Testing Center, Van Lare Hall 122: Contact Kim Montague at 989.358.7209.
 - a. Students may be asked to take make-up tests in the ACC Testing Center. ALL students must provide Testing Center Staff with a photo ID prior to testing. Please anticipate your testing needs and allow enough time for testing. Making an appointment will ensure you have a spot reserved to take your test.
- **Class Cancellations:** If the College alters its normal operating schedule, a message is sent to the local news media and is recorded on the ACC phone system (1-888-468-6222). When possible the message is included on the college's homepage (www.alpenacc.edu).
 - **SchoolMessenger** Alpena Community College has signed on with *SchoolMessenger*, a service that provides alert notifications of emergency broadcasts, weather delays and cancellations, and course instructor cancellations, to subscribers via SMS text messaging and/or email. Students can opt-in anytime by texting **OPTIN** to the number 68453; students who successfully enrolled in the service will receive the following message: "You are registered to receive approx 3 msg/mo. Text STOP to quit, HELP for help."
 - **myacc.alpenacc.edu** E-mail accounts are provided to every student. **Official correspondence from the College will be sent to this account. Students are responsible for the information received and will need to monitor their account on a regular basis.** If you need help or have questions regarding your account, please contact the ACC help desk at 989.358.7374 or helpdesk@alpenacc.edu. You will no longer be able to change your email address in Web Advisor.
 - **Office 365 is free for all ACC students.** Learn more on the College's website at www.alpenacc.edu.
 - **Americans with Disabilities Act:** It is the policy of Alpena Community College (ACC) to comply with Section 504 of the Rehabilitation Act of 1973, as amended, and with the Americans with Disabilities Act of 1990 (ADA). These acts provide for equal opportunity for students with disabilities in educational activities, programs, and facilities. ACC is committed to affording equal opportunity to persons with disabilities by providing access to its programs, activities, and services. *It is the responsibility of the student to make known, in a timely manner, the need for any accommodation or auxiliary aids. Please contact the Dean of Students, VLH 109. http://discover.alpenacc.edu/americans_with_disabilities_act.php*

Campus Safety Policies and Procedures:

Alpena Community College is committed to enhancing the safety and security of our campus communities. To this end, the College has adopted a series of Board of Trustees policies, designated as Series 7000 (http://discover.alpenacc.edu/safety/policies_and_procedures.php) designed to specifically address issues of safety and security and to comply with federal and state laws, including the following:

- The Jeanne Clery Disclosures of Campus Security Policy and Campus Crime Statistics Act (The Clery Act)

- The Violence Against Women Reauthorization Act of 2013, also known as Campus SAVE Act (Sexual Violence Elimination Act)

Alpena Community College is firmly committed to maintaining a campus environment free from sexual harassment and sexual violence, including domestic violence, dating violence, sexual assault, stalking, and sexual exploitation, which are collectively referred to as 'Sexual Misconduct.' All students should refer to the College's Sexual Misconduct Policy – 7009 for complete definitions, policy provisions, and procedures. Policy 7009 and other important resources can be found on the College website at http://discover.alpenacc.edu/safety/sexual_misconduct.php .

Students who experience or have information regarding Sexual Misconduct are encouraged, but not required, to report it to Carolyn Daoust, Title IX Coordinator, or Nancy Seguin, Dean of Students.

- **The Drug-Free Schools and Campus Regulations of U.S. Department of Education** More information about these laws are available at www.alpenacc.edu under the Safety Resources & Links tab. ACC has a Safety Policies and Procedures Compliance Committee, appointed by the College President. The Committee meets regularly to review policies, recommend updates and amendments, and to develop procedures and programming in support of implementation of the policies. For questions, or information, contact any committee member.

TOBACCO FREE CAMPUS:

Alpena Community College has adopted a tobacco free environment on the main campus and at the Huron Shores campus. Effective August 24, 2009, all tobacco use is prohibited on any Alpena Community College properties.

- **Computers** are available at the Library and the Student Services Center (VLH101) during their scheduled hours.
- **Tutors** are available through the Student Services Center, but are not usually specific for this course. Tutors may be students who have previously taken this course, students who are currently taking this course, and students who have competence in the areas covered in this class. Their offer to assist is **NOT** an offer to do your work for you. However, they may guide you through doing the work.

Student Course Work:

Students who would like any previously unreturned assignment mailed to them should bring a self-addressed, stamped envelope of the necessary size to the last class. I will hold any unreturned papers for two weeks after the end of the semester, at which time they will be destroyed.

Syllabus Revision/Instructor Prerogative:

This syllabus is subject to modifications, as needed, at my discretion. I will announce any changes to course content, and/or scheduling in a timely manner so that you may adequately adjust.

Course Withdrawal:

Students should call the Registrar's Office at 989.358.7223 for more information. Withdrawal is allowed until the end of 10th week of this course, unless you are withdrawing from all classes.

DROP/WITHDRAWAL PROCEDURE:

Students may drop a course for a 100% refund during the enrollment period. For 16-week courses the enrollment period is Monday, August 29, through Friday, September 09, 2016. For courses that meet less than 16 weeks, the refund period is 1/10th of the duration of the course. After the enrollment period there is no refund except under extenuating circumstances which require the requesting student to complete the Refund Appeal Form in the Registrar's Office.

After the enrollment period, students may withdraw from a course through the tenth week of the semester. For 16-week courses the withdrawal period is Monday, September 12, through Friday, November 04, 2016. For courses that meet less than 16 weeks, the withdrawal period is 2/3 of the duration of the course. No refund will be given for withdrawals and a grade of W will be assigned. Late withdrawals, after March 18th or beyond 2/3 of the course, will only be considered under extenuating circumstances which require a written request, proof of circumstance, and approval of the Vice President of Instruction.

A student may process a complete withdrawal prior to the end of the semester. A complete withdrawal can be processed up until 4:30 pm on Friday, 09 December, 2016. Grades earned in courses completed prior to processing the withdrawal will remain on the

student's transcripts.

COURSE SCHEDULE AND ASSIGNMENTS – FALL 2016

Week	DATES	ACTIVITIES AND ASSIGNMENT	DUE
1 Tues/ Thurs	8/30/16 9/1/16	Activities: Introduction to Course/Review of Syllabus Chapter 1– Chapter 1: Savings Chapter 1 Continued	
2 Tues/ Thurs	9/06/16 9/08/16	Chapter 1 Quiz Chapter 2 – Budgets Chapter 2 Continued <i>Project Assignment: – Create your monthly budget- see work- sheet handout. Due: 09/13/16</i>	
3 Tues/ Thurs	9/13/16 9/15/16	Chapter 2 Quiz Chapter 3 – Debt Discussion on Chapters 2 & 3 Chapter 3 Continued	9/13/16 Monthly Budget Due
4 Tues/ Thurs	9/20/16 9/22/16	Chapter 3 Quiz Chapters 4 – College Student Essentials Chapters 4 Continued	
5 Tues/ Thurs	9/27/16 9/29/16	Chapter 4 Quiz Chapters 5 – Family, Friends and Philanthropy <i>Discussion on Chapters 5 & 6</i> Final Exam <i>Course review and reflection</i>	
Friday	9/30/16	<i>You Did It! You've Completed the first segment in Personal Finance. The 2nd segment, BUS-116, will begin on Tuesday, 04 October, 2016.</i>	10/04/16 BUS-116 Begins

In the event of an EMERGENCY:

**EMERGENCY CONTACTS
Alpena Community College**

If you are a staff member, individual, or group who utilizes the College facilities before or after office hours and are in need of immediate assistance, the College has various contact numbers capable of reaching appropriate personnel. Depending on the nature of the situation, the contacts stated below will be able to assist you with your situation and, if necessary, continue any emergency procedures per our campus emergency plan.

SITUATION	DAY/TIME	CONTACT
EMERGENCY Medical emergencies, major disturbances, or facility emergencies, such as a violent or criminal behavior, fire, bomb threat, contamination, gas leak, suspicious packages, etc. See the ACC Emergency Procedures Manual for further information and instructions found in each office or on the ACC website (at the bottom of the homepage).	ANYTIME	CALL 911 FIRST! Then call 464-1184 or 464-0099
NON-EMERGENCY Unlocking a room that you have reserved or need access to, water leak or spill that requires immediate attention, power outage, etc.	Mon-Fri 6:00 a.m. – 7:30 a.m.	Rich 766-0202 or Bob 766-0192
	Mon-Fri 7:30 a.m. – 8:00 a.m.	Switchboard 356-9021, then dial 0
	Mon-Fri 8:00 a.m. – 4:30 p.m. (normal office hours)	Sally 358-7360 or Nick 358-7202 or Switchboard 356-9021, then dial 0
	Mon-Fri 4:30 p.m. – 10:00 p.m.	Charlie 766-0196
	Sat-Sun - Anytime	Nick 464-1184 or Dick 464-0099

In the event of an EMERGENCY:

- ✓ **DIAL 911!**
- ✓ State the nature of the emergency and remain on the line until instructed to hang up.
- ✓ Do not leave the scene.
- ✓ Immediately report the incident to a member of the emergency management team. Phone numbers are printed below.
- ✓ Remain available until released by emergency personnel and the emergency management team.
- ✓ Follow up by completing an Incident Report form and submitting it to the business office.

ACC Emergency Management Team

Director of Facilities Management	(C) 989.464.1184	(H) 989.254.2885	(O) 989.358.7202
V.P. of Administration & Finance	(C) 989.464.0099	(H) 989.358.1134	(O) 989.358.7368
Director of Public Information	(C) 989.464.5566		(O) 989.358.7215
Dean of Students	(C) 989.916.6528		(O) 989.358.7212
President	(C) 989.464.5396		(O) 989.358.7246
<i>Alternates:</i>			
V.P. of Instruction	(C) 989.590.2831		(O) 989.358.7458
Director of Nursing & Allied Health	(C) 989.657.3214		(O) 989.358.7426

MEDICAL EMERGENCY PROCEDURES

At the time the accident/injury occurs, the following action will take place:

I. Administer First Aid

First Aid Kits are located in:

BESSER TECHNICAL CENTER **Automotive Lab, Room 113**
Lab, Room 111
Physics Lab, Room 120
Machine Tool & Welding Lab, Room 103/105
Custodian's Office
Dining Services, Room 107
Facilities Management/Parking, Room 101

THE CENTER BUILDING **Volunteer Center, Room 108**
Library, Room 111
Wellness Center, Room 101
Auto Body, Room 124

FINE ARTS CENTER **Art Room Office**

NATURAL RESOURCES CENTER **Nursing Lab, Room 215**
Chemistry Lab, Room 109
Botany Lab, Room 110
Microbiology Lab, Room 108
Anatomy Lab, Room 112

UNIVERSITY CENTER BUILDING **Conference Room**

VAN LARE HALL **Registrar's Office, Room 108**
Switchboard, Room 109
Custodian's Office
Copy Room, Room 103

HUSH **Main Office – Room 206**
Student Services Center – Room 307
Science Lab – Room 111

II. If further medical attention is necessary: **CALL 911**

- A. Give 911 operator the location of victim (building, room, etc.) and any information as instructed by the operator.
- B. If possible, send someone to meet and guide the ambulance.
- C. Have someone stay with injured person (should not be left alone) - Call loudly for help if necessary. If unable to obtain help, make the judgment as to whether it is safe to leave victim long enough to get help.

III. If or when no further attention is necessary:

Complete the incident/accident report form and send it to Administrative Services, Room 104, Van Lare Hall, Attention: Dick Sutherland. Incident report forms are available in all administrative offices and college laboratories.

At Huron Shores Campus:

At the time the incident/accident or injury occurs, take the following action:

I. Administer first aid - first aid kits are located in the following rooms:

- 307 The Student Services Center
- 111 Science Lab
- 211 Huron Shores Campus Office

II. If further medical or emergency help is needed:

A. Notification

1. Report emergency to: Public Safety Department – 989.739.9793
2. Provide the department with location and extent of injury or damage
3. Send someone (if possible) to meet and guide emergency personnel
4. Stay with victim (victim should not be left alone). Call loudly for help if necessary

III. Complete the incident/accident report form (available in the Huron Shores Administrative Office) and turn it in to the Director of the Huron Shores Campus.

TELEPHONE OPERATOR WHO RECEIVES REPORT OF MEDICAL EMERGENCY:

The Operator will:

- A. **Call 911**
- B. Notify appropriate building personnel (contact the first person listed - if not available, proceed down the list in order indicated):

Van Lare Hall

1. Deborah Bayer, ext. 7458
2. Dick Sutherland, ext. 7368
3. Nancy Seguin, ext. 7212

Besser Technical Center

1. Dr. Don MacMaster, ext. 7246
2. Nick Brege, ext. 7202

Natural Resource Center

1. Deborah Bayer, ext. 7458
2. Dick Sutherland, ext. 7368

University Center Building

1. Northwood Rep, ext. 7302
2. Deborah Bayer, ext. 7458

Fine Arts Center

1. Laurie Wade, ext. 7343
2. Deborah Bayer, ext. 7458

HURON SHORES

1. Nancy Seguin ext. 7442
2. Chris Young ext. 7295

BUILDING PERSONNEL ANSWERING EMERGENCY CALL:

- A. Proceed immediately to scene of accident/incident
- B. Ask victim which next of kin should be contacted
- C. Contact next of kin as directed
- D. Complete accident/incident report
- E. Send report to Administrative Services – Attn: Dick Sutherland, Van Lare Hall room 104

EYE INJURIES:

Foreign Body: Wash with tepid water: Seek medical attention.
If shattered glass strikes eye, seek medical attention immediately.
Blunt hits - seek medical attention.
Lacerated Cornea - seek medical attention (avoid infection).

EAR INJURIES: Seek medical attention, but:

- (a) Outside part of ear, apply ice.
- (b) Bleeding from inside ear: cover ear with gauze pad to soak up blood but:
Do not put anything inside ear.

NOSE:

Nosebleed due to trauma:
(a) ice pack
(b) if bleeding lasts more than five minutes, go to Emergency Room
(c) if blood is gushing, go to Emergency Room immediately
(d) if high power hit to nose and no bleeding, go to Emergency Room

SPRAINS: seek medical attention.

CUTS, SCRAPES, BRUISES:

Clean with soap and water
Apply Band-Aid
For bruise - apply ice: if under fingernail, may need medical attention

BLISTERS:

Do not break. Cover with a dressing (Band-Aid). If blisters are a result of a burn, or if person is diabetic, advise to seek medical attention.

FAINTING AND DIZZINESS:

Feeling faint: sit down and lower head between legs.
If feeling lasts beyond 1 - 2 minutes, or)
If feeling is followed by confusion) Call 911
If accompanied by chest pain)
Loss of bladder/bowel control)

STUBBED TOES, SMASHED FINGERS:

Try ice, rest, elevation, and seek medical attention.

SEIZURES:

Protect person from injury
Clear the area, keep as quiet as possible
Turn on side to prevent person from swallowing tongue

POISON:

Call 911

**INSTRUCTION AND STUDENT SERVICES
STANDING COMMITTEES
2017-2018 ACADEMIC YEAR**

ACADEMIC STANDARDS COMMITTEE

Deborah Bayer
Deb Hautau
Nancy Seguin
Dan Rothe
Shawn Sexton
Matthew Bedard

CURRICULUM COMMITTEE

Deborah Bayer/Nancy Seguin
Sven Pearsall
Jim Berles
David Cummins
Kimberly Salziger
Tim Kuehnlein

DEPARTMENT CHAIRPERSONS

Nicholas Bancroft (Language, Arts and Humanities)
Kendall Sumerix (Math/Science)
Matthew Dunckel (Social Sciences)
Matt Gallarno (Professional Occupations)
Roy Smith (Industrial Technology)
Diane O'Connor (Health and Human Services)
Nancy Seguin (Huron Shores Campus)
Melissa Fournier (Nursing)

COLLEGIAL CONSULTANTS

NEED TO KNOW ABOUT . . . ,

CALL . . . , OR ASK FOR . . . ,

Academic and Student Affairs Office	Deborah Bayer, Vice President of Instruction	VLH 109D	358.7458
Instructional Support/Student Testing	Nancy Seguin, Dean of Students	VLH 109C	358.7212
	Jackie Witter, Assistant to the VP	VLH 109	358.7219
	Beth Matzke, Testing Coordinator	VLH 122	358.7209
Admissions/Recruiting	Mike Kollien, Director	VLH 111B	358.7339
	Sue Geiersbach, Assistant to the Director	VLH 111B	358.7234
Advertising	Jay Walterreit, Director	BTC 125F	358.7215
AV Equipment	Wendy Brooks, LRC Director	CTR 111	358.7249
	Kelly Jackson, LRC Technician	CTR 111	358.7252
	Nat Salziger, LRC Technician	CTR 111	358.7406
Blackboard/Instructional Development	Sarah Burt, Director of Learning Technology	BTC 126B	358.7279
Board of Trustees	Jay Walterreit, Board Secretary	BTC 125	358.7215
Bookstore	William Matzke, Manager	BTC 104	358.7259
	Denise Tobias, Secretary/Buyer	BTC 104	358.7274
Business Office/Requisitions/Travel/Purchasing/ Cashier	Richard Sutherland, V.P. of Admin. & Finance	VLH 104	358.7368
	Lyn Kowalewsky, Controller	VLH 110	358.7280
	Anna Soik, Assistant Controller	VLH 110	358.7235
	Lorie Cadieux-Lawrence, Accounts Receivable Secretary	VLH 110	358.7281
	Kasey Kowalski, Accounts Payable Secretary	VLH 110	358.7213
Career Planning/Placement	Office of Academic & Student Affairs	VLH 109	358.7212
Community Education	Cathy Gutierrez-Abraham, Director	CTR 108	358.7335
Duplicating/Typing Services	Connie Kaczorowski, Word Processor	VLH 108	358.7361
Facilities/Maintenance	Nick Brege, Director	BTC 101	358.7201
	Sally Shubert, Secretary	BTC 101	358.7360
Financial Aid/Veterans	Robert Roose, Director	VLH 107B	358.7229
	Amanda Belusar, Financial Aid Tech.	VLH 107C	358.7205
	Marlene Vanderwyst, Secretary	VLH 107	358.7286
Food Service	Ray Bock, Director	BTC 121A	358.7216
Foundation Office	Penny Boldrey, Director of Dev/ACC Foundation Executive Director	BTC 125	358.7297
	Barb Szczesniak, Assistant to Director	BTC 125	358.7359
Honor Societies	Phi Theta Kappa, Lisa Schultz, Adj. Instructor (Social Science)	VLH 122A	
	Sigma Zeta, Daniel Rothe, Instructor (Math)	VLH 121D	358.7305

Huron Shores Campus	Nancy Seguin, Director	HUSH 211	358.7442
	Chris Young, Secretary	HUSH 211	358.7295
	Patrice Billiel, Student Services Center	HUSH 307	358.7444
Intramurals	Bobby Allen	CTR 105A	358.7218
IT (Data Center/Computer Labs/Phone)	Jeff Blumenthal, Director Info. Systems	VLH 116	358.7231
	Mark Grunder, Director Info. Technology	VLH 116	358.7376
	Randy Repke, Telephone, Data	VLH 116	358.7266
	Yuko Fellows, Computer Technician	BTC 111	358.7204
	Lisa Snyder, Programmer	VLH 116	358.7358
	Shelly Clarke, Clerical/Operator Assistant	VLH 116	358.7374
Library	Wendy Brooks, Director	CTR 111	358.7249
	Nat Salziger, Technician	CTR 111	358.7406
	Kelly Jackson, Technician	CTR 111	358.7252
Maintenance/Parking/Room Utilization	Sally Shubert, Secretary	BTC 101	358.7360
	James Chapman, Parking Attendant	BTC 101	358.7323
Nursing/Allied Health	Melissa Fournier, Director	NRC 206	358.7426
	Lisa Brege, Secretary	NRC 202	358.7217
Personnel/Benefits	Carolyn Daoust, Director	VLH 102	358.7211
	Melissa Guy, Assistant to Director	VLH 102	358.7351
Public Relations/Publications/Marketing	Jay Walterreit, Director	BTC 125	358.7215
President	Dr. Don MacMaster	BTC 125	358.7246
Registration/Transcripts	Lori Dziesinski, Registrar	VLH 109C	358.7353
	Kathy Vought-Skuse, Assistant to Registrar	VLH 108	358.7228
Student Leadership Commission	Meghan Cameron, Advisor	VLH 121B	358.7307
Student Nursing Association	Beverly Banks, Advisor	NRC 215A	358.7384
Student Services Center	Nancy Seguin, Director	VLH 109	358.7212
	Yvonne White, Tutoring	VLH 101	358.7270
	Jennifer Watson, Workshops	VLH 101	358.7408
Talent Search	Robert Newton, Director	BTC 108	358.7283
	Julie Nowak, Secretary	BTC 108	358.7300
	Kristin Schnell, Secretary	BTC 108	358.7380
Tutoring	Yvonne White, Technician	VLH 101	358.7270
Wellness Center	Noel Hall	CTR 101	358.7391
Workforce Development	Dawn Stone, Director of Workforce Dev.	BTC 126A	358.7293
	Kerrie Kamyszek, Workforce Dev. Secretary	WCCT 110A	358.7296