

Dear Colleague:

Welcome to Capital Community College! Since part-time instructors make up approximately 40% of our instructional workforce, you are indeed an integral part of our mission.

I hope that this handbook will provide you with information that will make your teaching at the campus a rewarding experience.

My best wishes for a productive and rewarding semester. If I do not get around to your classroom, I hope you will stop by my office.

Sincerely,

Mary Ann Affleck
Academic Dean

Please review this handbook carefully and refer to it during the semester. If you have any questions, contact the appropriate college officials: the Department Chair or Program Coordinator for your teaching area; the Academic Dean, for questions about credit courses; the Division of Continuing Education for questions about non-credit courses.

The college switchboard (860-906-5000) is staffed Monday through Thursday from 8:30AM to 8:30PM and Friday from 8:30AM to 4:00PM. Our Evening Administrator is on duty Monday through Friday 5:00PM to 8:30PM and Saturday 8-9AM & 1-2PM.

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Academic Policies and Procedures

Admission of Students to Class

The Registrar's Office will place class roster(s) in your college mailbox. Admit **ONLY** those students whose names appear on your class list. Students not listed or who do not possess a registration receipt should be sent to the Registrar's Office. An unlisted student should **NOT** be allowed to remain in the class.

Revised class lists will be sent to you monthly. These lists should be reconciled with the names of students in your class. To repeat, unlisted students must be referred to the Registrar's Office immediately.

Do not wait until the end of the semester to resolve problems with your class list. Unregistered students will not be registered after the fact.

Class Meetings

Consult the Academic Calendar regarding the dates of class meetings. Official holidays and vacation periods are also listed.

In writing, room change requests should be made first to the Assistant Academic Dean's office, Room 1014, and then to the Registrar's Office.

Final examinations must be held at the time and place scheduled unless written permission is obtained from the Academic Dean.

Faculty should announce in class any pre- or co requisite required to take the course. If there are students enrolled in the class who have not met the pre- or co requisite, they should be referred to counseling immediately.

Academic Calendar

Fall Semester 2006

Friday, August 25	Semester Begins
Monday, August 28	Classes Begin Add/Drop Begins
Monday, August 28	First Day for Partial Refund
Friday, September 1	Opening Convocation
Saturday, September 2	Weekend Classes Begin
Monday, September 4	Labor Day—College Closed
Tuesday, September 5	Add/Drop Ends
Monday, September 11	Last day for Partial Refund
Friday, September 22	System-Wide Professional Day – No Classes
Monday, September 25	Last Day to Change to/from Audit Status
Monday, October 9	Columbus Day—College Closed
Monday, October 23	Last Day for Automatic Withdrawal
Monday, November 6	Last Day to Resolve Incompletes
Friday, November 11	Veteran's Day – College Open

Wednesday, November 22	Thanksgiving Recess Begins, 9:45PM
Monday, November 27	Thanksgiving Recess Ends, 8:30AM
Monday, December 11	Last Day to File for Withdrawal with Permission of Instructor
Monday, December 11	Last Day of Classes
Tuesday, December 12	Final Exams Begin
Monday, December 18	Final Exams End
Wednesday, December 20	All Final Grades Due-12 Noon
Friday, December 23	Semester Ends

Spring Semester 2007

Monday, January 15	Martin Luther King Day-College Closed
Wednesday, January 16	Semester Begins
Thursday, January 18	Convocation
Monday, January 22	Classes Begin
Monday, January 22	First Day for Partial Refund
Monday, January 27	Weekend Classes Begin
Monday, January 29	Add/Drop Ends
Monday, February 5	Last Day for Partial Refund
Monday, February 12	Lincoln's Birthday-College Open
Monday, February 19	Last Day to Change to/from Audit Status
Monday, February 19	Presidents' Day-College Closed
Thursday, February 22	Washington's Birthday - College Open
Monday, March 12	Spring/Easter Recess Begins, 8:30AM
Tuesday, March 19	Last Day for Automatic Withdrawal
Monday, March 19	Spring Recess/Easter Ends, Classes Resume, 8:30AM
Friday, April 6	Good Friday - College Closed
Saturday, April 7	College Closed
Monday, April 2	Last Day for Incompletes
Saturday, May 12	Last Day to File for Withdrawal with Permission of Instructor
Saturday, May 12	Last Day of Classes
Monday, May 14	Final Exams Begin
Saturday, May 19	Final Exams End
Wednesday, May 23	All Final Grades Due-12 Noon
Wednesday, May 23	Semester Ends
Thursday, May 31	Commencement

Attendance

Regular attendance is expected in all classes. Missing more than a full week of classes without an excuse is detrimental to a student's grade.

Auditors

A student may request audit status from the Registrar at the time of registration. An audited course confers no credit, grades or quality points. Auditors pay for the course at the same rate as students taking the course for credit.

A student wishing to change from credit status to audit or from audit to credit after the second week of classes has begun must first obtain and complete the appropriate form from the Registrar and seek written permission of the faculty member of the course.

Changes from credit to audit or audit to credit are not permitted after the fourth week of classes.

Although auditors customarily do not take the examinations or other academic exercises required in the course, details of the auditor's participation in class activities might be determined by prior agreement between the student and the faculty member.

Grading

CCC uses the traditional A, B, C, D, F, grades with pluses or minuses optional (no A+ nor D-). Incomplete (I) at instructor's discretion, and Withdrawal (only if the student withdraws through the Counseling Office) and "NQ" may be used if appropriate. Grade report forms are due **WITHIN 48 HOURS** after the scheduled final exam and should be delivered **IN PERSON**, to the Registrar's Office. Please check the college catalog for details.

Withdrawals

A student may withdraw up to the final day of the eighth week of class. After that, he/she may withdraw with written permission of the instructor until the last day of class. The final examination period is not considered as a class day.

The student should take the responsibility for initiating a withdrawal by using the applicable form. This form may be obtained from a Counselor, Academic Advisor or the Registrar's office. It is in the best interest of the student to discuss a withdrawal with a Counselor and/or the instructor and obtain their signature on the withdrawal form. The completed withdrawal form is turned in to the Registrar's office.

The student transcript will reflect a "W" for each course from which he/she withdraws. There is no academic penalty for withdrawing from a course. However, if the course is a graduation requirement, it must be taken and passed.

The student who does not complete a withdrawal form or who exceeds the absence limit or who is a no-show (not attending class) may be assigned a grade of "AW" at the discretion of the instructor. The student who does not initiate a withdrawal and who, in the instructor's judgment, should not be given an "AW" will be assigned a performance grade (A-For I) based on work completed.

Adding and Dropping Classes

Students may register for or add a course until the beginning of the second week of that course. Classes may be dropped (no notation of "W") through the end of the second week of classes. Check with either the Registrar's Office or the Continuing Education Office for the dates of the ADD/DROP period. A course dropped during this period will not appear on the student's permanent record.

Incomplete Grades

The grade "I" (Incomplete) should be assigned to those students whose attendance has been satisfactory but who, for reasons beyond their control, such as illness, have missed the final examination or need an extension of time to complete a paper or similar project. Students who are frequently absent (unexcused) to the point where they cannot satisfy the course requirements should not receive an "Incomplete".

"I"s automatically become "F"s after the ninth week of the subsequent fall or spring semester unless an extension is requested by the instructor. (See catalog for more details.)

Final Examination Schedule

Note the final examination period on the Academic calendar. The final exam schedule must be followed unless a specific written exception has been made in advance by the Academic Dean. Only developmental off-campus classes are permitted to have finals during the last class period.

Policies and Procedures

Mailboxes

Faculty teaching at the Campus are assigned a mail box on the 7th floor. Please pick up your mail at least once a week, preferably prior to your class.

Parking

Part-time faculty members must register their vehicles with the Human Services Department on the 2nd Floor. To receive access for the garage parking, a \$25.00 deposit is required.

Smoking and Eating

Smoking is not permitted in the building. Capital Community College has become a smoke-free workplace. Neither eating nor drinking is permitted in classrooms or laboratories.

Bookstore

Call 860-906-5000 or see the current course offering list for information regarding bookstore hours.

Security

Security guards are on duty from the opening of the building until 11:00PM, Monday through Friday, and 8:00AM until 4:30PM on Saturday. To contact Security, please use the emergency telephones or ask the switchboard operator to contact them.

Medical Emergency

In case of medical emergency, contact Security, the Dean of Student Services or the Evening Administrator Mike Zendan, Room 316H.

Instructor Absence

If it becomes impossible to meet with your class, contact the Faculty Secretary's office (Amy Meisterling, 906-5185) and your Department Chair as soon as possible before class time. After 4:30PM contact the appropriate Evening Administrator. When you phone, please tell the Faculty Secretary or Evening Administrator why your class must be canceled. An official notice will be posted but since adjunct faculty are not entitled to sick, personal or vacation leave, any class not met will be deducted from your pay.

Change of Address or Phone Number

Report any change of address or telephone number to the Payroll Office and the Assistant Academic Dean's Office. We would appreciate your keeping work and home telephone numbers current in the event we need to reach you.

Cancellation of Classes by the College

Whenever the college is forced to cancel classes, it will be announced over radio stations WTIC-AM 1080, WTIC-FM 96.5, WKSS-FM 95.7 and television stations WVIT 30 and WFSB 3. In the event that a storm begins during the day and evening classes are to be canceled, that decision will be made by approximately 3:00PM and the same radio stations notified. In case of delayed openings, the class schedule will pick up at the hour designated for opening: i.e., if school opens at 10:00AM, the school day will begin with the 10:00AM class. Evening classes are not automatically canceled when day classes are canceled.

Syllabi

Before the end of the second week of class, a copy of the syllabus or compendium must be submitted to the Academic Dean's office and to the Department Chair. This should include course objectives, topics and assigned timeframes, reading and attendance requirements and the evaluative and grading mechanisms. If your department has developed a standardized course outline for your course, it will be helpful to consult it.

Affirmative Action Policy Statement

Capital Community College will not discriminate against any individual on the basis of race, color, religious creed, sex, age, national origin, ancestry, political beliefs, marital status, sexual preference, mental retardation or physical disability, including but not limited to blindness, present/past history of mental disorder, veterans status, or criminal record, except as provided in Section 46a80 of the Connecticut General Statutes. Although it is recognized that there are bona fide occupational qualifications

that provide for exceptions from employment prohibitions, it is understood these exceptions are to be interpreted narrowly.

Sexual Harassment Policy

It is the policy of the College that there shall be no harassment of any employee or student on the basis of sex. Sexual harassment is a form of sex discrimination; the College will not tolerate sexual harassment of its employees or students by anyone. Solicitation, insults, comments, verbal or physical advances or other sexually offensive activity between members of the College community will not be tolerated. Sexual harassment complaints will be swiftly and thoroughly investigated and appropriate disciplinary action taken, if cause is found. Further information can be found in the Student Handbook.

Benefits

As an adjunct faculty member, you are eligible to join a retirement plan and you will receive the collective bargaining increases. You do not receive sick, vacation or personal leave.

Professional Development Funds

A limited amount of professional development funds are usually available each year for part-time lecturers and educational assistants. Part-time lecturers must have taught at least 18 credit hours in the community college system and part-time non-teaching employees must have worked at least 9 hours a week for the last three semesters. For further information, please contact the Academic Dean's office.

Violence in the Workplace Prevention Policy

This is to inform all employees that the College has adopted, in full text, and has accepted both the intent and content of the Board of Trustees of Connecticut Community-Technical Colleges Saturday, May 12' policy of Violence Prevention. Saturday, May 12. This policy is in full compliance with Governor Rowland's Executive Order No. 16 instituting a "zero tolerance" Violence in the Workplace Prevention Policy, which is applicable to all state agencies.

Through this notice, all staff are advised that his policy is immediately in effect, and the College asks that each person know and understand the following elements of the Violence Prevention Policy:

Definition of Violence: "an overt act or threat of harm to a person or property, or any act that poses a substantial threat to the safety of any person or property".

Reporting Incidents: Threats and acts of violence must be reported to a supervisor, manager, or to the Human Resources Office, by any person who feels that he-she has been subjected to such threats or acts, or by any person who witnesses such threats or acts. Serious incidents or serious threats of imminent danger to the safety of persons or property should immediately be reported to proper law enforcement authorities and/or to the College's Public Safety Office.

Policy Enforcement: All incidents of violence will be taken seriously and any individual who makes a substantial threat of violence or commits an act of violence, as defined in this policy, will be immediately removed from the premises. Any weapon or dangerous instrument will be confiscated. There is no reasonable expectation of privacy with respect to such items on the College's premises.

If you would like a copy of the full text of this policy, or a copy of Executive Order No. 16, and/or if you have any questions regarding this policy, its application, or its enforcement, please do not hesitate to contact the College's Office of Human Resources: Rubin I. Fisher, Director of Human Resources, Capital Community College, 950 Main Street, Hartford, CT 06103.

Appropriate Classroom Behaviors

Self-discipline and respect for one's classmates and professor are essential if the collegiate learning experience is to be useful and harmonious. Professors encourage informal classroom discussions, but with that freedom comes responsibility, and with spontaneity comes the need for courtesy. Students play a central role in maintaining an effective learning environment.

The guidelines regarding disruptive student behavior are published in Chapter 3 of the Student Handbook. A student who displays behavioral problems will be referred to a counselor for consultation by their professor: if no resolution is achieved, a referral is made to the Office of the Dean of Student Services for appropriate action. The Capital Community College community subscribes to the following guidelines regarding classroom behavior:

- Regular attendance in class is essential for every student. If you plan to miss class, make every effort to contact the instructor. Excessive absences, as defined by each instructor at the beginning of every semester can affect your grade.
- No beepers or phones are allowed in class as they distract the other students.
- No food or drink is allowed in classrooms.
- Chronic tardiness is inconsiderate to the instructor and fellow classmates. Schedule medical appointments after class hours and consider employment and demands of family life before you register for classes.
- Courtesy is the hallmark of academic discourse. Please allow your instructor and fellow students to express their views. Side conversations intrude on other people's right to speak without interruptions when they have been recognized by the instructor.
- Once class has started, students should stay seated in the classroom. The disruptive motion of people coming and going during classroom instruction is inconsiderate. A student should leave class only for an emergency. Getting a drink of water or making a telephone call is (usually) not an emergency activity.
- Because it is difficult for you and others to concentrate when children are in the classroom, you are encouraged to arrange for regular childcare while you are in classes and the library.

Services

Duplicating Room

One photocopy machine is located on the tenth floor. Normally, the hours are as follows: Monday-Friday, 8:30AM-9:00PM and Saturday 8:30AM-noon.

It is necessary to use an assigned code to operate the copiers. Please check with your Department Chair or Amy Meisterling, Faculty Secretary. Other photocopy machines are located on the eleventh, eighth and third floors.

Media Services (Audio-Visual & Creative Services)

Room #: 1031 Telephone Number: 860-906-5033

Hours: Mon-Thu, 8:00am-5:00PM; Friday, 8:00AM-4:30PM

On-line Equipment Reservations: <http://ccc.commnet.edu/media>

The Media Services Department houses facilities to produce original instructional and promotional materials in a wide variety of formats. Professional staff work with you to create videos, overhead transparencies, 35mm slides, photographs, printed classroom materials, and internet web page material. Media Services staff coordinate and teach courses in the Visual Communication degree and certificate programs.

The department is responsible for classroom audio-visual equipment on the Campus, which includes:

- TV/VCRs in classrooms.
- Overhead projectors and screens in every classroom.
- Computer projection devices and screens in computer labs.
- Other equipment, including a PC with projector, is located in Media Services and is available on a daily-sign out basis. Please reserve as far in advance as possible. Report any equipment problems to Media Services as soon as possible.
- Media Services staff do not normally deliver equipment. However, the staff will assist persons with special needs.
- Outside of regular office hours, Media staff will leave *reserved equipment only* in the outer Media office. Contact the Evening Administrator or Security to open the door to the Media office to pick up and return equipment.
- Computer projection devices and screens are located in every computer lab. For special requests call Media Services well in advance of date needed.

Library – Telephone 906-5020

Services

Instruction – Professors assigning research papers can request instruction designed specifically to assist students with the assignment. Please call Claire O'Connor or use the form on our Web page.

Interlibrary Loan – To obtain books or journal articles from another library, please call Greg Kloten at 906-5024 or use the form on our Web page.

Use of Other Academic Libraries – CC Library has reciprocal borrowing privileges with other academic libraries. Please see the Circulation Librarian for a card.

Requests to Purchase Materials – Please send a memo to Karen DeLoatch or fill out the form on our Web page if you wish the Library to purchase materials for the collection.

Reserve Materials – Please see Claire O'Connor to put materials on reserve in traditional or electronic formats.

Catalog and Databases – The Library catalog and databases are accessible through our website at: <http://ccc.commnet.edu>

Staff

Director	Carl Antonucci	(cantonucci@ccc.commnet.edu)
LTA Coordinator	Karen DeLoatch	kdeloatch@commnet.edu
Reference/Instruction Librarian	Claire O'Connor	cconnor@commnet.edu
Technical Services Librarian	Gregory Kloten	gkloten@commnet.edu
Library Assistant	Lein Tran	ltran@commnet.edu
Reference/Technical Service Librarian	Meg Smith	msmith@commnet.edu

Hours

Monday – Thursday	8:30AM until 8:00PM
Friday	8:30AM until 4:30PM
Saturday	10:00AM until 2:00PM

Please check our Website for vacation or summer hours.

Counseling

Please refer to any student you believe needs academic, personal or career counseling to the College Counseling Center. All students must see a counselor or academic advisor.

Counseling Office staff can be reached by calling 906-5000 and entering the correct extension or call 906-5040 and listen to the menu.

Margaret Abraham	Extension 5044
Virginia Foley	Extension 5042
Michael Kriscenski	Extension 5045
Renee Wilder	Extension 5043

Emma Colon provides counseling to English-as-a-Second Language (ESL) students and can be reached at 906-5204.

Career Counseling is provided by Linda Domenitz and her telephone number is 906-5108.

Secretarial Assistance

Limited secretarial assistance is available to part-time faculty teaching General Fund classes. Please contact Amy Meisterling or Carol Gagliardi, Monday through Friday 9:00AM to 4:00PM.

Payment Schedule

Payment schedule for part-time faculty is as follows:

[section will be completed once Rubin approves timeframe of Mary Lynn Labonty]

Fall 2006

<i>Friday,</i>	<i>Friday,</i>
<i>Friday,</i>	<i>Friday,</i>
<i>Friday,</i>	<i>Friday,</i>
<i>Friday,</i>	<i>Friday,</i>
	<i>Friday,</i>

Spring 2006

<i>Friday,</i>	<i>Friday,</i>
<i>Friday,</i>	<i>Friday,</i>
<i>Friday,</i>	<i>Friday,</i>
<i>Friday,</i>	<i>Friday,</i>

Payment can be made only after the faculty members credentials (application, resume, transcripts and references) and course syllabi are received in the Academic Dean's Office. The college payroll information, Form W4 (Withholding Allowance Certificate), Dual Employment Form, signed contract and CO 931 (Retirement Form) must also be provided to the Business Office Personnel Department. New state employees must provide all data at least three weeks in advance of the above dates. Payment for non-credit courses will occur as near to pay schedule as possible, depending on submission of forms and beginning and ending dates of course.