

# FACULTY

## RESOURCE GUIDE

### 2019-2020



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### *Our Mission*

*Hocking College serves as a pathway to prosperity, teaching and inspiring all who seek to learn, growing careers and changing lives.*

### *Academic Affairs Committee*

*The Academic Affairs Committee provides guidance and recommendations on activities that support the academic mission of Hocking College. The Academic Affairs Committee will convene as needed and function as a consensus building advisory group whose work includes, but is not limited to, the articulation of the academic mission, enhancing the quality of academic programs, considering new academic programs and significant modifications in existing academic programs, program review evaluation, policy and procedures development/revisions, fostering faculty development and other faculty priorities.*

*Campus-wide input and involvement is encouraged. Faculty are welcome to request agenda items to be placed on the committee schedule. Forward all requests to:*

*Amy Morrison, Executive Assistant to the Vice Presidents  
Hocking College  
[3301 Hocking Parkway](#)  
Nelsonville, OH 45764  
Phone: (740) 753-7137  
Email: [morrisona30561@hocking.edu](mailto:morrisona30561@hocking.edu)*

### *Academic Grade Appeal Process*

*Academic grade appeals consist of complaints from students concerning final grades given. The Appeals Process is available only for final grades not for an individually graded assignment. When a student believes that his or her academic performance has been unfairly or improperly graded, the first recourse will be communication with the faculty member in an attempt to resolve the complaint. A student appeal of a final grade must be formally initiated within two weeks of the grade being posted. Students should understand that the burden of proof is theirs to demonstrate. Please visit the College web site for more appeal information: <https://www.hocking.edu/student-affairs>*

### *Academic Probation*

#### *Academic Probation*

*Satisfactory academic progress is maintained by meeting or exceeding the levels indicated in the table below. Academic Probation is determined by comparing the student's cumulative grade point average with the total registered credit hours.*

#### *Academic Suspension*

*Students on Academic Probation who do not show academic progress (2.25 G.P.A. for term) will be placed on Academic Suspension. Students on Academic Suspension are suspended for at least 2 semesters*

#### *Reapplying to Hocking College after Academic Suspension*

*Students seeking readmission to Hocking College after being academically suspended must: Submit a new admissions application. Participate in a hearing to determine academic readiness to return.*

*If re-admission is granted, students are re-admitted on Academic Probation and must meet the academic goals presented in re-admission process.*

*All actions related to Academic Probation and Academic Suspension will be recorded on the student's permanent academic record (Hocking College transcript).*

**Important Note: The Academic Probation/ Suspension Policy is independent of the Hocking College**

**Satisfactory Academic Progress (SAP) Policy as it pertains to financial aid. At the end of each semester, your**

**SAP status is reviewed the Financial Aid Department to determine your financial aid eligibility. The academic**

**year consists of 3 semesters Summer, Autumn and Spring.**

#### *Right of Appeal for Academic Suspension*

*Students placed on Academic Suspension for the first time have the right to appeal for extenuating circumstances such as: Medical Issues or Disability issues*



#### *Academic Success Center*

*The Academic Success Center is located in the first floor of Davidson Hall. The Academic Success Center houses the Testing Center, Library services, The Access Center, tutoring services, and guided study programs. It provides a space to form learning communities and also provides services to help students succeed.*

#### *All Hocking Learning Day*

*More Alike than Different: A Day of Unification & Respect*  
*All Hocking Learning Day occurs in Autumn and Spring semesters. Attendance and participation is mandatory for all students. Evening classes (5 p.m. or later) will still meet on that day. An agenda of events will be communicated electronically.*

#### *Attendance Policy*

*In support of preparing Hocking College students for the world of work, the following policy has been developed to model work environments they will enter upon graduation. The expectation is that students attend all classes. In the event of illness or emergency, it may be necessary for a student to miss a class. To report an absence, a student must contact their faculty member in advance and make arrangements to complete all required coursework.*

***In an 8-week course, students have 1 Unexcused Absence***  
***In a 16-week course, students have 2 Unexcused Absence***

*Unexcused absences greater than the above will result in being administratively DROPPED from the course(s). Students administratively DROPPED from a course(s) will not be re-admitted. They will be required to repeat the course to complete the program and are responsible for all associated charges.*

*The College is not responsible for the student's failure to follow the official withdrawal policy. Students will be responsible for tuition and fees according to the refund policy.*

*Students will be responsible for tuition and fees according to the refund policy.*

*Instructors must load attendance through Self-Service prior to Monday at 10AM for the prior's week attendance.*

### *Book Orders*

*All books listed on the syllabi are only subject to change through approval process by the Dean of the appropriate department. Any proposals for new textbook adoption or textbook changes should be submitted to Department Chairs to be approved by the dean.*

### *Catalog in Force Policy*

*Requirements for a student to complete a degree are based initially on the Hocking College catalog/curriculum which is in force at the time of the student's first term of credit enrollment. When a student stops attending, he/she is no longer considered an active student. Once a student is inactive for one academic calendar year or two consecutive semesters, upon readmission to the College, the student will begin the program under the most current Hocking College catalog/curriculum.*

*For the purposes of this policy, an academic calendar year is considered two semesters Autumn & Spring.*

*The student must demonstrate extenuating circumstances while also explaining what has changed as a result of those circumstances that can now contribute to continued success. Failure to provide appropriate documentation will result in a denial of the appeal.*

***To appeal students must:*** Complete the Student Appeal for Academic Suspension form. Appeals must be submitted to the Director of Academic Services in Davidson Hall, Room 113 by 10 a.m. Wednesday before the term begins. Students will be scheduled for a meeting with the Student Success Committee as quickly as possible to review your appeal.

*A student who has successfully appealed an academic suspension will be continued on Academic Probation. If the student does not meet the minimum semester GPA of 2.25 during the next term of enrollment, he or she will automatically be suspended.*

### *Course Syllabus Submission Procedure*

*Please use the Course Syllabus Template (linked on the Educator Resources page) to develop, revise or edit your current Course Outline/Evaluation of the Learner document.*

*In some cases, with courses taught by multiple instructors, the syllabus will need to be developed with input from all instructors.*

**Due Date:** *Friday before the start of the term.*

**How to Submit:**

- 1. Save in .doc format.*
- 2. Check with your Dean for shared drive to submit a copy.*

**Disabilities Notice**

*In conformance with the Americans with Disabilities Act of 1990, Hocking College will make reasonable accommodations to its practices to assure nondiscrimination on the basis of disability. The Access Center/Office of Disabilities Services in **DVD 114** is dedicated to serving the various needs of individuals with documented disabilities and to promote their full participation in college life.*

**Hocking College Program Expo/QuickStart**

*Hocking College Program Expo is a comprehensive visit, designed for prospective first-year students. This one-day event is the perfect opportunity to get an in-depth look at Hocking College. This visit includes a full expo of over 50 programs, admissions presentation, campus resource information, lunch and hands-on activities within programs of interest. **All expo events will be held rain or shine.***

*Hocking College offers QuickStart as a half-day event where new incoming students can register for classes and get financial aid and housing questions answered. Complete the form below to register for an upcoming event.*

**Finding a Substitute for your Class**

*Please adhere to the following steps to help ensure that your class is covered appropriately and the substitute is paid:*

- 1. Discuss your absence with the Dean of your area to determine if a substitute is necessary.*
- 2. The Dean or Department Chair may assist in arranging the appropriate substitute for your class.*



Fill out the appropriate leave time with the correct number of hours. [Sick Leave Procedure](#)

1. Contact your Dean or Department Chair.
2. Email all students with a plan for the day and copy to the Dean and appropriate Department Chair on the email. (Add an announcement in BlueQuill/Moodle.)
3. Fill out the appropriate forms. (Sick Leave is reported through Web Advisor.)

You **MUST** claim the full 8 hours of sick time, unless you are returning to or leaving from work on the same day.

#### [Grade Change Procedure](#)

Obtain a copy of the form from the department office. Fill the form out completely. (It slows the process down if all of the information is not there.) Send the completed form to the Dean to be signed.

#### [Grade Submission](#)

Due dates for reporting grades will be communicated via email and/or Hocking Google Calendar. When due, log on to Self Service. Click on the Faculty tile. There you will find a Grading tab. For Midterm grades, please enter a letter grade unless the course is an 'S/U' course. For Final grades, please enter a grade for every student., even if they have not been attending. When entering an incomplete (ilw), please also enter an end date (commonly 8 weeks of the following term).

#### [Graduation Applications](#)

Complete any Course Substitution or Waiver forms (found in the departmental office), and submit these along with the reviewed Grad Analyses to the dean. For more information view the information online at [www.hocking.edu/graduation](http://www.hocking.edu/graduation).

#### [Human Resources Additional Information](#)

For Human Resources information regarding any of Hocking College Employee Handbook, Professional Bargaining Union Contract, Employee Benefits, Accident Health Report, Online Leave Request Directions, or the Staff Scholarship forms, please visit [www.hocking.edu/humanresources](http://www.hocking.edu/humanresources).

For information about setting up email, BlueQuill, Moodle, Self-Service or WebAdvisor, please visit: [www.hocking.edu/technology/helpdesk](http://www.hocking.edu/technology/helpdesk)

#### **Incident Report**

*If a staff member encounters an imminent threat where bodily injury could occur to the student or any other person, Campus Police (ext. 6598) should be notified immediately. Any information received via emails, listservs, course content, Moodle postings or any other online networking sources (Facebook, Twitter, etc.) all constitute reliable sources of information that must be reported. Reporting should be made directly to the Behavioral Intervention Team by completing the report forms available on the College website: **publicdocs.maxient.com/incidentreport.php?HockingCollege***

*Other events or situations that constitute a need for an incident report include cheating/plagiarism, classroom disruption that results in dismissal from the classroom for the day, etc.*

*If you are unsure if the situation warrants an incident report, speak to your department chair or dean.*

#### **Keys, Mailboxes, and Office Space**

*For a key to a classroom or office, please fill out a Key Request Form (**Appendix D**), which can be found in Forms on the Intranet, and submit to Chair or Dean. Mailboxes will be provided. Please be sure to check them regularly for departmental information, mail, or student communication. Office space will be provided along with a computer and telephone. All office moves must be approved by the dean. No specific computer or telephone will be moved unless the new office does not have one. The department secretary will coordinate with facilities and I.T. to “move over” the phone number and any software needs.*

#### **Mileage Reimbursement**

*Please submit your Mileage (**Appendix E**) form at Midterm and at the end of the term. The form must be submitted within 60 days of the last day of travel.*

*VI.O.3. A Bargaining Unit Employee shall be reimbursed for mileage in excess of that incurred traveling to and from their residence to their home campus [The work location at which the greatest percentage of an employee’s duties are assigned.] in the performance of instructional and/or professional duties. For example: If your home*

campus is Nelsonville (20 miles from your home) and you are traveling to the Perry campus for class (35 miles from your home), you will deduct the 20 miles which is your normal commuting mileage. In this situation, you will be reimbursed for 15 miles of travel.

#### *BlueQuill/Moodle Statement*

*All Hocking College courses are delivered in conjunction with our Learning Management System (LMS) BlueQuill or Moodle. Students are expected to actively log into their BlueQuill or Moodle account and subsequent classes on a regular basis. This is done with the same username and password information used for Webadvisor.*

#### *Netiquette*

*Hocking College delivers many courses online, whether wholly or in a blended format. Online communication is expected to be professional and respectful, just as it is in a traditional classroom. However, it is often difficult to judge emotion and intent through text based communication. Please refer to a thorough description of this subject on the Office of Online Learning page located within the Hocking College website.*

#### *BlueQuill or Moodle Online Course Content*

**Directions:** Please use the BlueQuill/Moodle homepage for your course to upload .pdf files. Use the Announcements in BlueQuill for adding files.

For Moodle, do not send them through the Moodle news forum. Use the Moodle news forum to post messages and updates about attendance, deadlines, and for general communication with students.

#### *Additional Online Course Content*

*(Quality Matters) Course Technology needs, Skill Expectations, Skills from Prerequisite Courses, Online Course components, with information about how the course proceeds, and the types of evaluations, Course Policies and Guidelines (i.e., Netiquette Guidelines - a set of practices that help make the Internet experience pleasant for everyone). Student Participation Expectations BlueQuill or Moodle Features/Explanation*

**Content:** State how students access assignments and content

**Discussions:** State your policy here

**Quizzes:** State your policy here

**Dropbox:** Most of your assignments will be submitted through the Dropbox.

**Grades: In BlueQuill are at the top of the course page. Moodle** Your grades can be found in the Settings section on the left- hand sidebar, etc.

**Email:** State your policy here

**Calendar:** In the top left corner of your screen you'll notice a Calendar link. All course lessons and their due dates may be posted in your calendar. Support Services, Other Academic Support Services

The following support services are provided for students:

- Peer Tutoring
- Hocking College Library is located in Davidson Hall, first floor.

Visit **library.hocking.edu** for more information about hours of operation, database access, circulation policies, and more.

#### Technical Support Services

For a technical problem with your computer or a technology-related questions, contact the **Helpdesk JL 181** or **740-753-6113** for assistance. **Email: [helpdesk@hocking.edu](mailto:helpdesk@hocking.edu)**  
**Web: [www.hocking.edu/technology/helpdesk](http://www.hocking.edu/technology/helpdesk)**

#### Online and On-Campus Instructor Responsibilities

Respond immediately to student questions during virtual or on-campus office hours. Otherwise, respond to email or discussion messages within 24 hours. Send weekly communication to students through the BlueQuill Announcements or Moodle forum. Check to make sure all links, quizzes, assignments, etc. are working properly prior to the start of the course. Keep track of attendance.

#### Policy Regarding Honesty

Honesty and integrity are major elements in professional behavior and are expected of each student. This is part of the Success Skill "Maintains a Code of Ethics." All work is assumed to be your own unless special permission is granted from the instructor or sources are appropriately cited. It is expected that you will be honest in all endeavors related to the completion of this course, just as you must be in all activities at work. The

*definition of academic misconduct that is provided in the Hocking College Student Guide applies to this course and all other courses that you are taking at the College.*

*It is a Code I Offense:*

*Academic Misconduct refers to dishonesty in examinations (cheating); presenting the ideas or writing of someone else's as one's own (plagiarism); knowingly furnishing false information to the college by forgery, alteration, or misuse of college documents, records or identification. Academic dishonesty includes but is not limited to:*

- 1. Permitting another student to plagiarize or cheat from your work,*
- 2. Submitting an academic exercise, written work, project, or computer program that has been prepared totally or in part by another,*
- 3. Improperly acquiring knowledge of the contents of an exam,*
- 4. Using unauthorized material during an exam, to include notes, information, calculators, or other electronic devices or programs during exams or for assignments from which they have been expressly or implicitly prohibited,*
- 5. Submitting the same paper in two different courses without knowledge and consent of all faculty members involved,*
- 6. Obtaining academic material through stealing or other unauthorized means,*
- 7. Falsification of research findings and methodology.*

*Academic Misconduct is unacceptable behavior in all Hocking College courses. A student observed or found to be engaged in academic misconduct on a test or assignment in this course will receive will be held accountable as described by the academic school policy in addition to the Hocking College student code of conduct. A written report of the incident, signed by the instructor and the student, will be submitted to the Campus Judiciaries Office. The Office of Student Rights and Responsibilities and Judicial Affairs will conduct a judicial proceeding with the accused student, resulting in a finding of "In Violation" or "Not In Violation" of the Hocking College Code of Conduct. The outcome of the judicial process will not be used to modify or validate the specific consequence as decided by the individual faculty/program or academic unit, but may be used to determine future Judicial consequences, in demonstrating a pattern of behavior on the part of the student.*

*Further information pertaining to Academic Misconduct can be found by contacting the Office of Student Rights and Responsibilities and Judicial Affairs, JL 269, or by referring*



to the Student Code of Conduct found on the Hocking College website, [www.hocking.edu](http://www.hocking.edu).

#### *Purchasing Materials*

*Before requesting a purchase, discuss with the appropriate Department Chair the need for the item(s). Fill out the Purchase Request form completely. Attach any quotes appropriate for the purchase. Once approved by the dean, work with the Department Secretary or Office Coordinator to complete the order.*

#### *Schedule Submission Procedure*

*Enter weekly schedule into Google Calendar by the Friday prior to the 1st day of each semester. Please clearly label each block of work time appropriately. Any personal appointments may be marked as private.*

#### *Information Needed on Calendar*

*Course names Course numbers, including section numbers (ENGL 1510 011) t Room numbers (JL 252) t Office hours (6 for full time faculty) Virtual office hours for online courses. (One virtual hour for each three-hour class per week)*

#### *Student Evaluations*

*Check if course has an Evaluation in BlueQuill already for students to complete their evaluation automatically. If not there or not using BlueQuill at this time, have a class completes the hard copy Student Evaluation before the end of the term.*

*Designate a student to collect Evaluations in a labeled manila envelope and submit to the department secretary or office coordinator.*

*Instructor should not be present while students are completing the Evaluation.*

#### *Student Grievance Due Process Procedures*

*Due process procedures for the College are located in the current Student Code of Conduct listed as Hocking College Student Grievance Procedures available online under the current student link on the Hocking College website.*

### Technology and Facility Concerns

Faculty report technical or facility issues to the appropriate Department Chair via email;

- Technical issues include problems with computers, phones, software, etc.
- Facility problems include building maintenance such as heating, grounds, leaks, damaged furniture, etc.

The Dean reviews the issue and instructs the administrative assistant to generate a ticket. Faculty must include the following when reporting an issue:

- Your name
- Office number
- Extension number
- Email
- Specific, detailed description of problem
- If specific software is requested, note the edition/version that is needed

### Timesheets

Substitutes, please be aware of the following to avoid delay in pay:

1. Complete timesheets with the correct number of hours. Also indicate the faculty member for whom you are subbing.
2. Timesheets are due every Monday by 10 a.m. Please submit timesheets to the dean by 9 a.m. on Monday.

### Appendix A:

#### SSLI Campus Completion Plan

*Challenge One: Connecting and Engaging New Students*

**Institutional Goal:** Our goals are to broaden opportunities for students. First, we hope to form early and meaningful connections with new students so that they get off to a strong start that will help ensure a rich educational experience and set the stage for their long-term success. We also believe in our mission to provide meaningful educational services to adult populations who may be looking for new opportunities. To meet our goal we have identified two areas of focus: providing tools and support for students to understand and manage their educational path and increase the number of adult learners ages twenty-five and older.

## Challenge Two: Student Persistence and Completion

**Institutional Goal:** While creating strong connections to the institution and engaging students is an important part of our strategic plan, we also recognize that student progress and completion is the other side of the coin in terms of institutional success. We have identified barriers that prevent students from reaching their goals. In this section, we identified some of those barriers and developed action plans to address how we can help to remove those and allow students to focus on gaining the knowledge they need and getting to the finish line.

### Appendix B

#### Course Syllabus Template

Please find the Course Syllabus Template on the Educator Resources webpage at [www.hocking.edu/online-resources-for-educators](http://www.hocking.edu/online-resources-for-educators).

### Appendix C

#### Change of Grade Request Form

Please complete this form entirely. There must be a clearly stated reason supporting the change of a grade. The Dean must approve any grade changes beyond one academic term.

- Student Last Name
- Student First Name
- ID Number
- Course Number
- Course Name
- Section Term/Year
- Previous/Old Grade
- New Grade
- Instructor Name (Printed)
- Instructor Signature Date
- Dean Signature Date
- Please explain the reason for the grade change

### Appendix D

#### Key Request

Please submit this completed form to **Andy Freeman, Director of Physical Plant Operations**. You must also submit a Facility Work Ticket at [support.hocking.edu](https://support.hocking.edu) referencing the information on this form.

- Key(s) being requested for:
- Employee Last Name First Name Department
- Employee ID Extension
- List the room number of each room for which a key is being requested
- List the key number of any key request that is not for a room door (example, file cabinet, key number 014)

#### Approval

By signing below, employee accepts responsibility for the key(s) and agrees to promptly return it to his/her department dean or director when he/ she is no longer employed at Hocking College or when he/she leaves the department. Director, VP or dean accepts responsibility for promptly returning keys to the Director of Physical Plant Operations.

- Signature Date
- Signature of Employee to whom the key(s) will be issued Date
- Approval of Department Director Date
- Approval of Vice President or Dean Date
- Key(s) issued by Date