



***Kenai Peninsula College
Part-Time Faculty
Handbook***

Fall 2008 – Spring 2009

Welcome...from the faculty and staff at Kenai Peninsula College!

We look forward to assisting you with any questions you may have. Hopefully this handbook will answer most of your questions, but if not, feel free to ask. If we do not know the answer we will direct you to the person who will have the answer.

HANDBOOK STATEMENT

This handbook has been designed to serve part-time faculty members as a reference source. It contains specific as well as general information on a number of topics relative to campus administration and instruction. The handbook is not intended to be a comprehensive statement of University Policy, but it will provide many answers to questions of immediate concern to part-time faculty members.

Supplemental information recommended for part-time faculty includes the Kenai Peninsula College Catalog and Semester Class Schedules.

If you are new to KPC, you will receive this handbook in hardcopy form. Most of the information or forms available on-line through the links will be included as hardcopies in an appendix for you. They are also available through your faculty secretary and you can access the handbook on-line and download any yourself.

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ORIENTATION TO KENAI PENINSULA COLLEGE

Kenai Peninsula College is a community campus system of the University of Alaska Anchorage. There are currently two fully functioning campuses: The Kenai River Campus (KRC) in Soldotna and the Kachemak Bay Campus (KBC) in Homer. Two extension sites now exist in the KPC system, Resurrection Bay Extension (RBES) Site in Seward and the Anchorage Extension Site.

ARTS & SCIENCE DIVISION - KRC

The Arts & Science Division of KRC offers a two-year Associate of Arts degree and a number of four year Baccalaureate degrees: Bachelor of Arts in Elementary Education, Bachelor of Arts in Liberal Studies, and Bachelor of Science in Psychology. A student can get all but two courses of the Bachelor of Fine Arts degree as well.

The Arts & Science Division has the following full-time faculty:

Celia Anderson	Art
Alan Boraas	Anthropology, Linguistics, Geology, Archaeology
Christine Gehrett	Philosophy, Education, Humanities (Co-Chair)
Janice High	Composition, Journalism, Creative Writing, Communications (Co-Chair)
Jayne Jones	Photography, Digital Art
Paul Landen	Psychology
Jane Pitcock	Elementary Education
Cheryl Siemers	Composition, Literature, Communications
Shelley Theno	Psychology
Andy Veh	Physics, Math, Astronomy
Bettie Wallace	Math (Co-Chair)
David Wartinbee	Biology, Anatomy and Physiology
Marion Yapuncich	Math

The Arts & Science Division has up to 40 part-time faculty teaching each semester. These faculty teach anywhere from one to nine credits in one semester, not to exceed fifteen credits per academic year.

In addition, the Division “borrows” instructors from other areas to teach some classes.

The full-time instructors at the college, but only part-time in the Arts & Science Division are:

Jane Fuerstenau	Library Science
Bettina Kipp	Guidance, Survival Skills
Stan Vogel	Guidance, Survival Skills

Also with the Arts & Science Division is the Learning Center Facilitator, Diane Taylor and her student workers who include the tutors and any work study students working with her during the semester.

The Arts & Science Division can also be viewed through the disciplines that are taught under the general heading of the Associate of Arts Degree. Within the AA Degree are six categories as follows:

Communication	English composition and speech courses.
Humanities	Art, dance, English, foreign languages, history (may also be social science category, but not both), humanities, journalism, linguistics, music, philosophy, speech, theatre.
Social Science	Anthropology, counseling, economics, geography, history (may also be humanities category, but not both), justice, laws, political science, psychology, sociology.
Natural Science/Math	Biology, chemistry, geology, physics, physical geography, applied statistics, algebra, calculus, trigonometry, technical math.
Applied Studies	Includes all 100 level and above courses in the Business & Industry Division, plus certain intermediate level academic courses in which students apply principles previously learned in the discipline. Anthropology, art, dance, applied statistics, education, English, guidance, early childhood, math, music, physical science, psychology, sociology, Spanish, and theatre disciplines are academic areas included in this category.
Electives	Any 100 level or above course in any field of study may count as an elective for the AA Degree

BUSINESS & INDUSTRY DIVISION - KRC

The Business & Industry Division of the College is responsible for the following certificates and degrees.

<u>Certificates</u>	<u>Degrees</u>
Business Admin/Small Business Mgmt	General Business, AAS
General Clerical	Computer Electronics, AAS
Mechanical Technology	Industrial Process Instrumentation, AAS
Petroleum Technology	Nursing, AAS
Welding Technology	Paramedical Technology, AAS
Word / Information Processing	Computer Information & Office Systems, AAS
	Process Technology, AAS

In addition, the B & I Division offers seminars, workshops, and special interest courses in response to requests from industry and identified community needs.

The Business & Industry Division has the following full-time faculty:

Thomas Dalrymple	Business Administration/Accounting
Henry Haney	Process Technology
Allen Houtz, Co-Chair	Petroleum Technology/Instrumentation
Rich Kochis	Electronics Technology
Scott Kraxberger, Chair	Business Computer Information Systems
Jeffery Laube	Process Technology
Fritz Miller	Welding
Drew O'Brien	Mechanical Technology
Paul Perry	Paramedical Technology
Lynn Senette	Nursing
Debra Sonberg	Office Management Technology
Ray Zagorski	Business Administration

This Division has up to 30 adjunct faculty teaching each semester. Each adjunct can teach from one to nine credits in a semester, not to exceed fifteen credits per academic year.

The certificate and degree programs at KPC are designed to give the students extensive hands-on experience as part of the instruction. The labs, simulators, and shops at the college are well equipped and maintained.

KACHEMAK BAY CAMPUS-Homer

WELCOME ... from the faculty and staff of Kachemak Bay Campus!

The Kachemak Bay Campus is a campus of the Kenai Peninsula College, University of Alaska Anchorage, and is fully accredited by the Commission of Colleges of the Northwest Association of Schools and Colleges. With an average semester enrollment of 400-500 students and an emphasis on small classes and individual attention, this campus provides a friendly and comfortable setting that encourages success! Whether you are a recent high school graduate or adult student, the Kachemak Bay Campus is ideal for meeting your educational, vocational, professional or personal development goals.

Full and part-time faculty offer all academic courses leading to Associate of Arts and Associate of Applied Science degrees in Nursing, Computer Information Systems, Small Business Administration, Human Services, and Accounting. Vocational certificates are available in Office Technology and Small Business Management. Many courses are available toward other two-year degrees, industry and state certifications and vocational certificates such as certification for certified nurse aides and welding. Other courses lead to several four-year baccalaureate degrees including Biology, History, Anthropology, Liberal Studies, Elementary Education, Human Services, Nursing, Psychology, Business Administration, and Art. Degrees from other UA campuses such as Social Work, Health Information Management, Environmental Technology, Radiology Technology and Business Administration are also attainable here via both classroom and distance-delivered instructional formats. A wide variety of continuing education and professional development courses are offered on a regular basis.

The Kachemak Bay Campus is located at three sites: East/Main Campus, 533 E. Pioneer Avenue, houses classrooms, student and enrollment services, administrative offices, career center, bookstore, library, distance education services and computer lab. The West Campus,

360 W. Pioneer Avenue has classrooms, nursing lab, Adult Basic Education/GED programs, tutoring services, testing and the Kachemak Bay Student Association office. The campus also provides services at the Family Learning Center, 813 East End Road, and some classes are held at Homer High School.

ADMIN, ACADEMIC & SUPPORT STAFF

Carol Swartz	Campus Director
Jennifer Booz	Science Lab Assistant
Kim Frost	St. /Enrollment Coord.
Jim Ladner	Custodian
Therese Lewandowski	Academic/Admin Coord.
David Lewis	Youth Job Training Coord.
Cindy Pelaia	Academic Supp/Test Proc
Rhoda Roedl	Info & Registration Spec.
Ken Schroeder	Computing Services
Larry Staehle	Maint. Svc. Worker
Dean Sundmark	Advising/Student Supp.
Chris Thorsrud	Library Assistant
Kyra Wagner	GED Examiner
Sue Wohlgemuth	Bus. Svcs., Bookstore

FACULTY & INSTRUCTIONAL STAFF

Lolita Brache	ABE Facilitator
Sue Coble, Ph.D	Assoc. Prof. Psychology
Stephen Gillon, Ed.D.	Assoc. Prof. Business
Beth Graber, Ph.D	Professor, English
Michael Hawfield, ABD.	Asst. Prof. History/PS
Carol Klamser	Asst. Prof. Nursing
Jan Peyton	ABE Coordinator
Sara Reinert	Assoc. Prof. Math
Deborah Tobin, Ph.D	Asst. Prof. Biology

ANCHORAGE EXTENSION SITE-University Center

(AES) 3901 Old Seward Hwy, UAA University Center, UC118 (907-786-6421)

KPC delivers classes in the Anchorage area at UAA’s University Center complex. The AES offers courses in process technology, industrial process instrumentation, and occupational safety and health.

FACULTY & INSTRUCTIONAL STAFF

Dena Bennett.....Program Assistant, Process Technology
Marianne Wood.....Occupational Programs Assistant
Holly Norwood.....Asst. Prof., Process Technology
Don Webber.....Asst. Prof., Occupational Safety & Health
Lori Haynes.Occupational Programs Assistant

RESURRECTION BAY EXTENTION SITE-Seward

(RBES) Seward High School, PO Box 1049, Seward, AK 99664 (907-224-2285)

Expert adjunct faculty in Seward offer both general education courses and community interest classes. Coordinator, Jackie Marshall, handles registration and coordinates classes.

INSTRUCTOR RESPONSIBILITIES

CODE of ETHICS

A copy of the Code of Ethics of the Education Profession provided by the State of Alaska has been received by all part-time faculty in the employment packet provided by Personnel. If you have not received one, please let your Human Resources Clerk know (x307 – Melanie Hagen). All members of the teaching profession are obligated to abide by these standards

FACULTY OFFICE HOURS

We understand that most adjuncts have full or other part-time jobs and your time is at a premium. However, adjuncts need to be available to students outside of class. Here is a general guideline for the number of office hours per week you should be available.

1 credits	0.5 hour/week availability or more
2 credits	1.0 hour/week availability or more
3 credits	1.25 hour/week availability or more

Room #125 has been set up for adjuncts use, where you will find desks, a computer and printer. If you would like a key for this office, please contact your faculty secretary. The key will also give you access to your classroom and cabinet where the audio visual equipment is stored. The secretary has a form for you to sign for a key and when your contract ends, this key will need to be returned.

FACULTY ABSENCES

If an emergency or illness arises that will prevent you from meeting your class, please notify Student Services at 262-0330 and give them your name and the name of the class(es). They will then post that information to the KPC Class Cancellation Hotline and Website. A notice will be posted on the door of the room where the class is held. *Also, please notify your department chair and faculty secretary when a class has to be and adhere to the KPC Adjunct Faculty Absence Policy listed below:*

KPC Adjunct Faculty Absence Policy

Adjunct faculty members are “at will” employees and have a signed contract that states they will teach their assigned class(es) the requisite number of hours and abide by the academic calendar. When a class must be missed for any reason the adjunct must make up the lost number of contact hours. KPC offers adjuncts four (4) possibilities when they must be absent from a class:

- Preferred choice: full-time faculty member volunteers to substitute for the adjunct.
- A qualified substitute adjunct faculty member who is approved by the department chair teaches the class and is paid for their time. The substitute either needs to have a University of Alaska employment application with resume on file with the director’s office or fill out the online adjunct application packet prior to teaching the class.
- Make up the lost time with extended meeting times or an arrangement for the class to meet at a different time. This can be done if all the students can meet for the extended period or different time. If the class time is extended or the class meets on another date, advance arrangements for a classroom must be made with the director’s office.

- Post an out of class assignment on Blackboard that would substitute for the class. For ELive distance courses, a prerecorded ELive session can be used in lieu of meeting the class at the regularly scheduled date and time.

Missed classes will be reviewed on a case by case basis. Unforeseen circumstances may warrant that a portion of the adjunct's salary will be adjusted.

FACULTY EVALUATION PROCESS

Student evaluations of faculty are conducted on-line each semester, utilizing the I.D.E.A. rating system. I.D.E.A.'s main purpose is to gather data for faculty self-assessment and self-improvement; only the summary data from I.D.E.A. is seen and used for administrative assessment of faculty. With good response rates, it is a great tool to help faculty improve their teaching.

I.D.E.A. stands for Individual Development and Educational Assessment. It is a student rating process used by institutions across the country, designed to solicit students' feedback on their own learning process, effort, and motivation, as well as their perceptions of the instructor's teaching method. (See www.theideacent.org for more information).

Faculty will be asked to complete a FIF (Faculty Information Form) for each of their classes each semester. The form lets the faculty prioritize their teaching objectives for the class, and allows them to add up to 19 custom questions. The FIF must be completed in advance of the date the survey goes live to the students. Instructors will receive email notifications (through their UAA email address only) about the FIF and a link to the website where they fill it out.

Once the FIF is completed, then each faculty member must add a CONTROL BUTTON to their course in Blackboard (Blackboard is the way students reach the survey) though this may be done automatically for faculty sometime by the Spring of 2009. Contact your department chair or your department secretary for more information regarding this process.

Students will have access to the survey only during particular dates, either the default dates for KPC, or through dates set by each individual instructor. Instructors can choose which approach best fits their needs.

It is important for instructors to remind students when it is time to fill out the survey. The best response rates come from classes where the instructor brings the class to a nearby computer lab or commons area with computers and provides course time for the students to fill out the survey. Instructors can contact Sue Evanson in the Director's Office, or their department secretary, to schedule a computer lab for their class for this purpose.

Help for I.D.E.A. can be found either from your department chair or from the IT Call Center at 786-4646 (menu option one) or via email at ayidea@uaa.alaska.edu. Also, see <http://www.uaa.alaska.edu/facultyservices/idea-faculty-student-evaluations.cfm> for additional information, tutorials and resources.

I.D.E.A. should not be the only evaluation process. Your Division Chair or the College Director will observe your teaching during the academic year. You will receive notice of the visit to your class in advance and a conference will be scheduled later to discuss the observations as well as

any questions or concerns you might have. You will receive a written summary of the observation and a copy will be placed in your file in the Director's Office.

COURSE SYLLABUS

Students in each course at Kenai Peninsula College will be given a written course outline and a list of expectations.

The KPC Academic Review Committee (ARC) has adopted the following guide for all KPC syllabi. Students, faculty, administrators, and accreditation teams expect our syllabi to consistently provide this set of details.

Please refer to the Syllabus Format Guide below, listing the twenty required items. Please send a copy of your syllabus via **email** as an attachment as soon as possible to your department secretary. In the subject line of your email, please indicate the name of your course, semester and year and your last name. For example: MATH A105, Spring, 2009, Wallace. (**please use MS Word NOT a PDF file**). Arts & Science faculty secretary is Jacque Hill at injah@uaa.alaska.edu. Business & Industry faculty secretary is Patty Dombovy at inpjd@uaa.alaska.edu. KPC will no longer be keeping paper copies of syllabi in either department. They will be filed electronically and archived.

Syllabus Format Guide

Please include these 20 items in the order given:

- I. **Course Identification: Department, Number, Title.**
- II. **Semester and Year**
- III. **Instructor Contact Information:** Name, office location, phone and/or e-mail.
- IV. **Office Hours**
- V. **Location of KPC Class Cancellation Postings:** 262-0302 & www.kpc.alaska.edu.
- VI. **Course Description:** As stated in KPC or UAA course catalog.
- VII. **Prerequisites:** As stated in KPC or UAA course catalog.
- VIII. **Instructional Goals:** Objectives of the teacher.
- IX. **Student Outcomes:** Activities the students do in order to achieve mastery.
- X. **Class Participation:** Student's role in class processes.
- XI. **Student Attendance:** Relationship between attendance and grading.
- XII. **Required Written Work:** Major written assignments and projects.
- XIII. **Audit Policy:** Attendance and activities required to receive an audit.
- XIV. **Plagiarism and Cheating Policy:** Definition and effect on grade.
- XV. **Grading Scale: Letter grade or Pass/No Pass.** If Pass/No Pass, state minimum standards for a passing grade
- XVI. **Evaluation Tools** (Examples)

Quizzes	=	___ % of grade	Participation	=	___ % of grade
Midterm	=	___ % of grade	Projects	=	___ % of grade
Final	=	___ % of grade	Attendance	=	___ % of grade
- XVII. **Text(s):** Complete publication information for all materials.

- XVIII. Class Atmosphere and Safety** (Issues might include: Intolerance of oral or physical violence, ridicule, cell phones, etc.)

In case of emergency! The MIR3 Emergency Notification System will allow you to be contacted in the event of an on-campus emergency or campus closure. All students wishing to receive emergency notification should go to this website: www.mir3.com/kpc/ and register. The system will not be used for routine messages, only notification of campus emergencies or closures.

- XIX. Academic Success and Support Services** (Suggested copy: If you experience a disability and would like information about support services, contact Disability Support Services, KRC, Room153, 262-0328. For your greatest academic success, we recommend that you set up your service early in the semester.)

- XX. Chronological/Topical Outline:** Objectives and/or activities for each week [15 total] each day [30 total]. Dates for major events such as quizzes, tests, written assignments, or projects.)

Updated 12/17/08

EXAMPLE SYLLABUS: ENGL A111

**ENGLISH A111 I10
Syllabus for Spring Semester, 2009**

I. COURSE IDENTIFICATION

Engl A111 Methods of Written Communication CRN 44732 3 credits Section I10
Syllabus is posted on Blackboard

II. SEMESTER AND YEAR

Spring Semester, 2009
Mon. /Wed. 8:30-9:45 a.m. January 12-May 4 Room 151

III. INSTRUCTOR CONTACT INFORMATION

Professor Janice High Office: 227—(above the commons) phone: 262-0321
Email: ifjmh@uaa.alaska.edu

IV. OFFICE HOURS

Monday and Wednesday: 9:45 a.m.-10:45 a.m. and 4 p.m.-5:30 p.m. (at my office or at other arranged location) and by appointment. Email contact (ifjmh@uaa.alaska.edu) is welcome at any time.

V. LOCATION OF KPC CLASS CANCELLATION POSTINGS

KPC website: www.kpc.alaska.edu cancellation hotline: 262-0302

VI. COURSE DESCRIPTION

Instruction in composition of academic essays with emphasis on various techniques for organization and development. Documented paper required. Course attribute: GER Written Communication Requirement.

VII. PREREQUISITES

To remain in the class, students will show evidence of course eligibility in one of the following ways:

- Official ACCUPLACER results indicating English A111 as the recommended course (sentence skills score above 95; reading comprehension score above 85). Tests are given at the KPC Learning Center.
- C or better in PRPE 108 or English 108 or English 109.
- SAT critical reading score of 530-619
- ACT English score of 22-29

VIII. INSTRUCTIONAL GOALS

- Instructor will assist students in improving their use of Standard Edited English.
- Instructor will guide students in determining appropriate tone, level of language, and ethos in order to write for various audiences and purposes.
- Instructor will explain, demonstrate, and guide students through the steps of academic essay writing (pre-writing, composing, revising) in a variety of rhetorical modes.
- Instructor will explain, demonstrate, and guide students through the steps of research.
- Instructor will guide students through the steps of documented paper writing.

IX. STUDENT OUTCOMES

- Students will make effective use of Standard Edited English.
- Students will determine appropriate tone, level of language, and ethos in order to write for various audiences and purposes.
- Students will pre-write, compose, and revise reading responses and essays in a variety of rhetorical modes.
- Students will conduct and incorporate primary and secondary research
- Students will pre-write, compose, and revise a documented paper of substantial length and detail.

X. CLASS PARTICIPATION

Some of the graded activities, such as class discussion and peer reviews, require class participation. Tardiness reduces participation effectiveness and can be disruptive to the learning experience of others.

Be sure to read the Blackboard Announcements and Class Recaps between class periods to enhance and reinforce your participation. I will communicate with you through the UAA email system, so be sure to check it regularly. You can forward your UAA to your personal account if you wish, though the transfer is not always reliable. I suggest you keep your professional email correspondence (UAA) separate from your personal account. Please note for any email you send me: Use your UAA email account. Include in the subject line your full name, English, and the topic of your email (e.g.: Mary Smith English extra credit idea). In the compose box, begin with a suitable salutation, such as Hello, Professor High. Stick with ONE topic (the one indicated in the subject line) in your discussion. End the email with your full name.

XI. STUDENT ATTENDANCE

Class begins promptly at 8:30 a.m. Class time activities missed due to tardiness or absence cannot be made up. You do have the option of initiating and completing, with my approval, part-credit alternate assignments. They are usually worth ½ the points of the assignment missed. You should contact me within one week after return from the absence if interested in this opportunity. If you don't contact me, or if you do not submit the agreed-upon alternate assignment by the time we agree upon, I'll record the missing work as a zero.

The system is different for written work: Since written work is submitted electronically, it should be submitted on time, even if you cannot personally attend class on a particular day. If a planned absence is necessary, you should meet with me ahead of time and submit written work on the schedule we agree upon. If the absence is unanticipated (such as when you are feeling ill) you should phone or email me immediately. Do not wait until you return from your absence to ask what you missed. Late written work is discounted immediately, not graded in a timely manner, and eventually not accepted. When returning to class from an absence, you are expected to be fully prepared for that class period. Blackboard Class Recap is

indispensable in this regard. If extended absences must result from extenuating circumstances, I will work with you to explore options such as course withdrawal. If you are joining this course anytime after the first class session: welcome! Please note that you are still responsible for the material that was covered prior to your joining us.

XII. REQUIRED WRITTEN WORK

This is a writing-intensive course. Assignments often overlap. Expect to be working on papers (drafts or revisions) consistently throughout the semester. Written work includes reading responses, essays (one for publication), one substantial documented paper, and occasional quizzes or short writing lessons. In most cases, you are afforded revision opportunities. Nearly all written work is handled electronically, via the Blackboard Assignments function. (Please use the Word.doc format for work you save.) It is important that you give each version of a paper the appropriate file name (e.g.: narrative draft essay.doc; narrative revised essay.doc) because I grade what is submitted. Sorry: no do-overs if you turn in a draft instead of a revision by mistake. You will need to have portability for your written work, so you can work on papers at home and on campus. The best portability device is a flash drive. The bookstore sells flash drives at a reasonable price. If cost is a factor, you should contact me the first week of class. Occasionally, printed versions of documents will be needed. I will announce this ahead of time and will make the classroom available for printing.

XIII. AUDIT POLICY

My permission is required after Week 2. You may audit the course for general information. No credit is received for audited classes. Terms for auditing include: 70% attendance, active class participation, and submission of pre-arranged written work.

XIV. PLAGIARISM AND CHEATING POLICY

As per university policy: Academic integrity is a basic principle that requires all students to take credit only for the ideas and efforts that are their own. Cheating, plagiarism, and other forms of academic dishonesty are defined as the submission of materials in assignments, exams, or other academic work that is based on sources prohibited by the faculty member. Academic dishonesty is defined further in the “Student Code of Conduct.” In addition to any adverse academic action which may result from the academically dishonest behavior, the University specifically reserves the right to address and sanction the conduct involved through student judicial review procedures and the Academic Dispute Resolution Procedure specified in the University catalog.

Academic dishonesty (notably plagiarism) can result in one or both of the following:

- Failing grade for the assignment
- Failing grade for the course and a written record forwarded to the academic dean.

It is safer to over-document than to risk plagiarism consequences. Plagiarism is intellectual dishonesty by presenting other people’s words or ideas without giving them documented credit. In this class, academic dishonesty also includes the use of your own “recycled” papers from other classes.

XV. GRADING SCALE

A=90-100% B=80-89% C=70-79% D=60-69% F=0-59%

XVI. EVALUATION TOOLS

Grades are based on total points (about 300), based generally on these categories:

Essays (5) and related work	91 points	30 %
Reading Responses (3) and related work	72 points	24 %
Documented Paper and related work	74 points	25 %
Peer Reviews (8)	20 points	7%
Class work and quizzes	43 points	14 %
Total Points:	300 points	100%

Successful completion of each category is necessary to pass the course. Expect modifications in the assignments as the semester progresses. Details on individual assignments (instructions and grading criteria) will be provided in a timely manner in lecture and/or handouts. They will also be posted on Blackboard.

You are expected to keep accurate track of your grades throughout the semester, via the Blackboard My Grades tool. Any errors or omissions in grading should be reported to me immediately—certainly within one week of the grade posting.

While there is no specific grading category for tardiness or absences, excesses of either (generally more than three) will be a factor for me to consider when computing a borderline final grade.

Extra credit opportunities will be offered throughout the semester (your ideas are also welcome), and a list will be kept of completed work. At the end of the semester, such completion may be a factor in determining a borderline final grade. There is no point value associated with extra credit, and it is never a substitute for regular class work. At the end of the semester, you will have the option of completing “grade builder” writing assignments. They carry no point value, but sometimes can be a factor in determining a borderline final grade. You may also have the option of re-writing one of your 20-pt papers in an effort to raise the score.

XVII. TEXT AND MATERIALS

Please bring these items to each class:

- Text: *From Idea to Essay: A Rhetoric, Reader, and Handbook, 11th edition*, by Jo Ray McCuen and Antony C. Winkler.
- Flash drive for backup and portability of electronic work.

Note: Blackboard is used extensively in this class. Internet-capable computers are available in the classroom, the two computer labs, the commons, the library, and the learning center. The computer labs are usually open evenings and Saturdays. Please notify me during the first week of class if Internet access will be a problem for you.

XVIII. CLASS ATMOSPHERE AND SAFETY

In terms of daily class interactions, you can expect and will contribute to a professional/respectful classroom environment. As a class, we will develop our own specific Class Code of Conduct.

It is also important that you are aware of safety and evacuation procedures. If the fire alarm sounds, our closest way out is to turn left at the door. Once outside, move to the far edge of the front parking lot. Wait there as a group until we get the all-clear to return to the classroom. The MIR 3 Emergency Notification System will allow you to be contacted in the event of an on-campus emergency or campus closure. Students wishing to receive emergency notification should register at this website: www.mir3.com/kpc This system will not be used for routine messages, only for notification of campus emergencies or closures.

XIX. ACADEMIC SUCCESS AND SUPPORT SERVICES

You are encouraged to use the KPC library, KPC campus services, and KPC Learning Center. You are invited to join the KPC Media Group. If you are taking six or more credits, you have free-of-charge access to the KPC Student Health Center, which is open Monday through Thursday. Students who experience functional impairment and would like information about support services should contact Diane Taylor at Disability Support Services, located in Room 153 (phone 262-0328). For greatest academic success, students are encouraged to set up their service early in the semester. Your privacy is protected; Disability Support Services will not provide me with any information regarding your particular functional impairment.

XX. CHRONOLOGICAL/TOPICAL OUTLINE

This outline is designed to provide a general overview of the course schedule. Schedules will change, so keep updated by accessing Blackboard regularly.

WEEK ONE Jan 12, 14	Writing for Publication essay (Chapter 5, pages 78-98) Course overview, technology skills (using Blackboard; KPC website, etc), eligibility documentation due
WEEK TWO Jan 21	Critical Thinking and Reading (Chapter 2, pages 13-21)
WEEK THREE Jan 26, 28 537)	Narrative reading response Elements of the Essay (Chapter 3, pages 33-50; Chapter 17, pages 535- 537)
WEEK FOUR Feb 2, 4	Narrative/Descriptive essay (Chapter 8, pages 163-172)
WEEK FIVE Feb 9, 11	Research Methods (Chapter 18, pages 549-560) (Chapter 19, pages 561-562; 577-586; 589; 601-611) APA exercises; plagiarism prevention
WEEK SIX Feb 16, 18	Causal Analysis essay (Chapter 15, 436-444) Research techniques
WEEK SEVEN Feb 23, 25	Comparison-Contrast reading response
WEEK EIGHT March 2, 4	Comparison-Contrast essay (Chapter 12, pages 314-319) Summarizing, paraphrasing, quoting secondary sources
WEEK NINE March 9, 11	Argument reading response
	SPRING BREAK
WEEK TEN March 23-25	Argument essay (Chapter 16, pages 483-493)
WEEK ELEVEN 5) March 30, April 1	Documented Paper thesis and outline (Review chapters 18-19 as noted in Week 5) Guided in-class research
WEEK TWELVE April 6, 8	Documented Paper oral presentations Guided in-class research
	--Note: April 14 is last day for withdrawal from a course with a "W"—
WEEK THIRTEEN April 13, 15	Documented Paper draft due, followed by conferences/peer reviews
WEEK FOURTEEN April 20, 22	Documented Paper revised version due Conferences/ peer reviews
WEEK FIFTEEN April 27, 29	Documented Paper final due Critical Seeing (Chapter Two, pages 21-32)
WEEK SIXTEEN May 4	Grade Builders

COPYING / BIZHUB

It is urged that each instructor minimize copying when possible. There is legislation requiring the use of recycled paper and of duplexing or two-sided materials when copying. This is very strongly encouraged. Please ask your department chair or faculty secretary about copying materials if in doubt. Each instructor will be assigned their own copy code which will be assigned to you by your faculty secretary.

A Synopsis of the Copyright Laws' Affect on Classroom Use of Copyrighted Material

YOU MAY: The criteria for fair use of copyrighted works, together with the owner-user jointly developed guidelines, delimit the exclusive right to copyright owners, especially in the area of reproduction for classroom use.

1. Make a single copy of the following:
 - . A chapter from a book
 - . An article from a periodical or newspaper
 - . A short story, short essay, or short poem
 - . A chart, diagram, drawing, cartoon, or picture from a book, periodical, or newspaper
 - . A short excerpt (<11%) from a performable unit of music (song, movement, section) for study purposes.
2. Make multiple copies (not to exceed one per student) for classroom use of the following:
 - . A complete poem if less than 250 words
 - . A poetic excerpt if less than 250 words
 - . A story, essay, or article if less than 2,500 words (Numerical limits may be expanded to permit completion of a line or unfinished prose paragraph.)
 - . One illustration (chart, diagram, drawing, cartoon, or picture) per book or issue
 - . An excerpt of up to two pages of "special works" containing words or pictures
 - . <11% of a performable unit of music (song, movement) for academic purposes other than performance.
3. Make a single recording of student performance for evaluation, rehearsal, or archival purposes.
4. Make a single recording of oral exercises or examination questions using excerpts from recorded copyrighted materials.
5. Make an emergency replacement copy of substitute for a purchased copy that is not available for an imminent musical performance.

You may also display a school-owned (or personal) copy of a copyrighted work to those in the presence of the copy. Section 109b of the law makes it clear that this includes casting an image of the copy on a screen through the use of an opaque projector. The law does not allow a teacher to make a transparency (beyond the fair use limitations) because this involves making a copy, which is exclusive right of the proprietor.

YOU MAY NOT: The guidelines also list some prohibitions that were agreed to reasonable interpretations of the "four" fair use criteria.

1. Copy to make anthologies or compilations or to replace or substitute for them.
2. Copy from works intended to be consumable (workbooks, exercises, standardized test booklets, and answer sheets).
3. Copy to substitute for purchase of books, periodicals, music, or recordings.

4. Copy on direction from higher authority (supervisor, coordinating teacher, or principal). It was the thought of the members of Congress that the need to copy should result from the teachers' own spontaneous inspiration and the lack of time to get permission. The privilege that they granted exists to encourage creative teaching on the part of individuals and to allow them to catch the "teachable moment."
5. Copy the same item from term-to-term without securing permission.
6. Utilize more than nine instances of multiple copying per course, per term.
7. Copy more than one short work or two excerpts from one author's work in any one term.
8. Employ a successful use of multiple copying developed by another teacher without securing permission from the copyright owner.
9. Copy-protected materials without inclusion of a notice of copyright.
10. Charge students more than the actual cost of the authorized copies.

3389ES Wp11A Rev. 9/89

HOW TO REQUEST COPYRIGHT PERMISSIONS

A federal court ruling reaffirmed the need to obtain permission to use copyrighted materials in college course anthologies. Publishers want to make these materials available to you quickly and inexpensively but they need your cooperation. Whether you request permissions yourself or through a college store or copy service, these suggestions will speed the process. PLEASE:

1. Request permission at the same time you order textbooks. The earlier the better in the event your request cannot be granted and you need to substitute other materials. Publishers do not always control rights and need time to research the extent to which permission may be granted.
2. Direct your request to the publisher's Copyrights and Permissions Dept, not the author. If publishers do not control the rights, they will inform you whom to contact.
3. Include all of the following information in your request:
 - a. author's, editor's, translator's full name(s)
 - b. title, edition and volume number of book or journal
 - c. copyright date
 - d. ISBN for books, ISSN for magazines and journals
 - e. numbers of the exact pages, figures and illustrations
 - f. if you are requesting a chapter or more: both exact chapter(s) and exact page numbers
 - g. number of copies to be made
 - h. whether material will be used alone or combined with other photocopies materials
 - i. name of college or university
 - j. course name and number
 - k. semester and year in which material will be used
 - l. instructor's full name
4. Request permission whether or not works are in print.
5. Provide your complete address and the name of a contact person and telephone number in case there are any questions.

In many cases your college store or other service can assist you and/or provide appropriate forms. The publisher's response form will provide the information about payment and fees which

are determined by the individual publishers. A booklet, Questions & Answers on Copyright for the Campus Community, is available through most college stores or on request from AAP.

THANK YOU.

ASSOCIATION OF AMERICAN PUBLISHERS

220 East 23rd Street, New York City, NY 10010 PHONE (212) 689-8920

For more information on copyright laws see: www.umuc.edu/library/copy/.shtml

NEW COURSE APPROVAL PROCESS

If there are new courses you would like to teach or see offered at Kenai Peninsula College, please talk with your Department Chair. The process begins with the submission of a Course Action Request (CAR) form and completed Course Content Guide (CCG) to the Department Chair. It is then submitted to the Academic Review Committee for review and approval.

FIELD TRIP PROCEDURES

Handout from Administrative Services: The following procedures are to be followed for all field trips. This includes trips that are part of any course or college sponsored activity. These requirements are for the protection of students, faculty and the University Of Alaska.

1. All students must fill out the latest version of the risk and release form called the Acknowledgement of Risks and Release of Liability. This form is necessary regardless of whether the students are traveling in a University of Alaska vehicle or not.
2. All drivers transporting other students must obtain a copy of their driving records from DMV. The cost is \$10 at the DMV on K-Beach Road, or \$15 at the DMV Express in Soldotna. Drivers with moving violations may not transport other students.
3. All drivers transporting other students need to fill out Travel Authorization (TA) forms and file in the business office. Non-students may not attend field trips. A list of students riding with each driver should be attached or noted on the TA.
4. All students driving their own vehicles must provide proof of insurance in accordance with Alaska statutes including coverage for other student participants voluntarily transported to, from and during the field trip.
5. Report accidents, no matter how trivial, at the end of the trip.
6. Change of dates must be noted with the travel office.
7. Submit Travel Expense Reports at the end of the trip.

The responsibility for completion of these forms is that of the instructor in charge rather than the student. However, if a student doesn't turn in an *Acknowledgement of Risks and Release of Liability* form to the instructor, that student should not be allowed to join the field trip. A liability exists for the student, the instructor and the University of Alaska and the intent here is to lessen that liability. TA and Liability Forms are available in the Appendix and may be obtained from the faculty secretary and in the business office. Students are eligible for Student Health Insurance. Forms may be obtained from Student Services.

The business office (travel) has a copy of the University Of Alaska's Environmental Health and Safety Procedures Manual for field trips. This is a comprehensive guide to safety in Alaska's outdoors and contains tips on everything from frostbite to Giardiasis symptoms. Anyone who would like a copy is welcome to one."

KPC Field Trip Website: <http://www.kpc.alaska.edu/administration/travel.html#top>

Form for student - 18 years or older: <http://www.alaska.edu/swrisk/download/roac.pdf>

Form for under-age students (under 18 years old):

<http://www.kpc.alaska.edu/academics/forms/Field%20Trip%20Liability%20Form%20-%20Under%2018.pdf>

WRITING ACROSS THE CURRICULUM

Demonstrated proficiency in composition is needed across all disciplines. Instructors can help students produce quality documents by clearly establishing guidelines for written assignments and expecting college-level competence. For examples, see the following:

Writing Across the Curriculum (p. 30), What Students Need to Know About Writing Assignments (p. 31), Guidelines for Final Grades in English A111 (p. 32). In addition, students may utilize KPC's Online Writing Lab (OWL) located on the KPC homepage (www.kpc.alaska.edu) under Student Services.

REGISTRATION, RECORDS AND GRADES

Registration or Grading Option Changes:

<http://www.kpc.alaska.edu/academics/forms/Registration%20Changes.pdf>

WAIT LIST PROCEDURE/ADDING STUDENTS LATE

Kenai Peninsula College does not have an official wait list policy. Some faculty may wish to maintain a wait list for high demand classes. You may ask your faculty secretary to initiate and maintain a wait list. If you have special policies regarding adding late students to your class, please see your Department Chair.

CLASS LISTS

Faculty can expect computer-printed class lists of the registered students distributed weekly for the first three weeks of the semester. Alternately, faculty may access real-time class rosters via the Faculty Services Tab on the UAOnline website. These lists should be checked for accuracy each time they are received and returned to Admissions/Registration personnel for correction when necessary. Please notice the "status" section. If a student has dropped the class, it will appear here. It is the student's responsibility to drop courses if he/she is not attending. However, if the student has not done so within the first week and has not contacted the instructor, the instructor is encouraged to initiate their withdrawal. This will ensure accuracy of the grade roster and generate a 100% refund for the student. If a student's name does not appear on the printout, please direct that student to the Admissions/Registration personnel to correct the error. A student should not be allowed to attend class if his/her name does not appear on the list by the third week of class. Also, if a student stops attending class, you should notify Student Services, who will attempt to contact the student to determine their status and see if they require any additional assistance from the college. However, being properly registered ultimately remains the student's responsibility.

Each class list should be checked carefully to verify the accuracy of the class meeting information (course number, meeting time, room location). If any of this information is incorrect, contact the Admissions/Registration personnel to have it corrected.

Under no circumstances should copies of class lists be given to students. These lists/rosters are confidential documents covered by FERPA. This Act provides for access to student records and confidentiality of those records on a need-to-know basis providing no information is released to a third party. All requests for access to students' records must be made to the Student Records Office.

ADD / WITHDRAW POLICY

After registration students may add a course during the first two weeks of the semester by submitting an Add/Drop form with the instructor's approval signature and paying the appropriate fees. Students may not add a course two weeks after it has started. The add period is prorated for less-than-semester length courses.

A student may withdraw from a class at any time prior to the beginning of the class or during the first week without having the class appear on the transcript. After the first week of a class, the student may withdraw or change to an audit at any time during the first 4/5's of the class length. The grade of "W" will appear on the transcript. Withdrawals are subject to all Add/Drop and late fees. A student wishing to withdraw from all courses should follow the procedure for "Withdrawal from the College" as defined in the College Bulletin. Faculty may also initiate withdrawal of a student at their discretion through week 12 of the semester, such as for failure to attend class or failure to meet prerequisites. If a faculty member wishes to initiate the withdrawal of a student, they should send an email to the Registrar, Shelly Blatchford, with a CC to Bill Howell, Student Services Director, listing the student's name and the CRN of the class from which they are to be removed.

ATTENDANCE POLICY

Regular attendance and active participation are expected in all classes. Students are responsible for class work even if there are legitimate reasons for their absence. A faculty member may initiate a drop/withdrawal for students who fail to meet attendance requirements. For semester-length classes, a faculty member may drop a student from a course if the student fails to attend class by the first class meeting of the second full week of classes. Forms are available at the Peer Desk. Faculty-initiated drops/withdrawals are permitted through week 12 of the semester. For classes other than semester length, the faculty option to drop/withdraw a student for non-attendance is prorated. A faculty member is requested to notify a counselor when a student is not attending a course so that an attempt may be made to notify the student; however, there is no duty on the part of the faculty member to do so. In addition, faculty members may require attendance, and attendance may be reflected in the final grade

AUDITING CLASSES

Students may audit a course for general information only. No credit is received for audited courses. The faculty member and student will agree upon terms for auditing the course. The faculty member may request that the course be removed from the student's transcript if the student fails to comply with the agreed-upon terms. Submission of papers for correcting and grading, and participation in laboratory experience are at the discretion of the faculty member. AUDIT TERMS ARE INCLUDED IN THE CLASS SYLLABUS. FACULTY THAT DO NOT PERMIT AUDIT SHOULD NOTIFY THE DEPARTMENT CHAIR SO THE COURSE CAN BE SET-UP THAT WAY.

Students who audit classes are required to register and pay tuition and/or fees by the deadlines published in the semester Class Schedule. A student may change a course registration from Audit-to-Credit during the first two weeks of the semester. Students may change from Credit-to-Audit status through the 12th week in the semester. Students who wish to change Credit-to-Audit status after the second week of the semester must get the instructor's signature.

Audited courses are not included in the computation of study load for full-time, part-time, or overload status. In addition, students may not request local Credit-by-Exam for an audited course until the following academic year.

GRADING SYSTEM

The University's grading system is described in the academic regulations section of the current bulletin. Criteria for grading should be clearly explained in your class syllabus.

All faculty have until week twelve (12) of the semester to initiate withdrawals to remove students from their class rosters. This is the last chance to remove students who have stopped attending class, if the faculty member chooses to do so. Students who are still listed on the class roster after that date must be assigned a grade for the course.

Please make sure you assign grades based on how the course was approved.

Grade Roster Guidelines

1. Credit / No Credit – This grade is computer generated when the student registers for this option. You may not assign “CR” or “NC” as a final grade.
2. Pass / No Pass – These grades must be assigned to the whole class (not individual students). Do not mix P/NP with academic letter grades.
3. Audit – This grade is computer generated when selected by the student at registration. May not be assigned as a final grade.
4. Withdraw – This grade is computer generated if the student officially withdraws, but may not be assigned as a final grade.

INCOMPLETE GRADE

An incomplete grade (I) is assigned only at the discretion of the instructor. It is used to indicate that a student has made satisfactory progress in the majority of the work in a course, but for unavoidable absences or other conditions beyond the control of the student, has not been able to complete the course. The Incomplete Grade Contract, a contract form between the student and the faculty member that stipulates the assignment(s) required to finish the course, is required and must be completed and filed with the department office before an “I” grade is assigned. Course work must be completed by a date specified in the contract, not to exceed one year. Upon completion of the required course work, the faculty member must submit a change of grade form to the Registrar, Shelly Blatchford. If course work is not completed within one year or if the terms specified on the Incomplete Contract are not met, the student may be assigned a failing grade (F or NP, depending on the grading basis of the course). If course work is not completed within one year and the faculty member does not submit a change of grade at that time, the “I” will become a permanent grade and it will be necessary for the student to re-register to obtain credit for the course. An Incomplete Grade Contract form is available from your faculty secretary or online.

PASS / NO PASS

Students in some courses are graded Pass/No Pass only. This grading system is established at the time the course is approved and must apply to the class as a whole. Pass/No Pass grading is not a student option. When a course will be graded Pass/No Pass, the faculty member must clearly explain this fact to the students at the beginning of the class.

For performance comparison only, a grade of P (Pass) is considered equivalent to a grade of C or higher in undergraduate courses and a grade of B or higher in graduate courses. Pass/No Pass grades will be used to determine satisfactory academic progress. However, P/NP grades do not carry grade points and will not be used in GPA calculations.

GRADE CHANGES

Grades submitted by the faculty, other than incomplete (I), are assumed to be final grades. A grade may not be changed unless a legitimate error has been made on the part of the faculty member. Corrections of grading errors must be made by the end of the semester following the one in which the grade was originally assigned. A Change of Grade form must be submitted to the Student Records Office by the appropriate faculty member, not by the student. A Change of Grade form is available through your faculty secretary or online.

END-OF-SEMESTER GRADING

Late grades are considered to be any grades not posted to the web by the due date. All grades not posted by 5:00 p.m. on the deadline date will be considered late grades. Late grades can affect the student's financial aid, if applicable.

Please see Department Chair or faculty secretary for instructions on submitting final online grades.

SUPPORT SERVICES

SECRETARIAL HELP

Each department has one permanent full-time faculty secretary available to assist you. Their priority is to assist full-time faculty and help part-time faculty on a time-available basis. They often have a student worker available to help with their workload. Please have any copy work, typing, requisitioning, etc., to the faculty secretary in a timely manner so that your requirements have a better chance of being met. Sending any copy work electronically rather than hard copy, will expedite your request(s).

Arts & Sciences.....Jacque Hill 262-0359 or on campus x 359

Business & Industry.....Patty Dombovy 262-0344 or on campus x 344

ROOM USE

Please contact your department secretary to schedule a special room use or to change scheduled rooms.

Information needed:

Your name and number where you can be reached. Room preferred. Date & Time.

What the event is. How many people expected. Any special arrangements needed.

Your department secretary will get back to you to confirm the reservation.

FOOD SERVICE

The Food Service is provided through a contract service by a bidding process with the Purchasing Department. Normal operation usually begins with the Orientation/Registration date scheduled for the semester and runs through the last day of class. The Food Service is located in the Commons Area in the McLane Building.

BOOKSTORE

Required textbooks, supplies and gift items may be purchased from the Kenai Peninsula College Bookstore located in the McLane Building on the Soldotna Campus and at the Kachemak Bay Branch.

The Soldotna Campus Bookstore Hours are:

<u>During Registration</u>	Open during walk-in registration hours	
<u>First Two Weeks of Class</u>	8:30 am - 7:00 pm	Monday through Thursday
	8:30 am - 4:30 pm	Friday
<u>Regular Semester Hours</u>	8:30 am - 4:30 pm	Monday through Friday

Textbook requisition forms will be distributed by the bookstore. This form will have the due date listed on it as well as course information. If you do not receive a printout, check with the Bookstore for a generic form. The deadlines are very important and should be met so as to avoid additional charges from division funds for shipping of the textbooks. Students will not pay for special shipping charges.

A TEXTBOOK REQUISITION FORM NEEDS TO BE TURNED IN TO THE BOOKSTORE APPROXIMATELY 2.5 MONTHS PRIOR TO THE CLASS STARTING.

The bookstore in Soldotna is a licensed Adobe and Microsoft Reseller and can special order software for current students, faculty and staff. Specific course supplies can also be ordered if notified in a timely matter. The bookstore does not receive teacher, desk/examination copies but you may contact your department secretary who can assist you in obtaining your copies.

REGENTS' POLICY 10.10.01 -- TEXTBOOKS AND EDUCATIONAL MATERIALS

Nondiscrimination in Textbooks and Educational Materials. In recognition of the University of Alaska's commitment to providing equal educational opportunity, all members of the university community responsible for the selection of textbooks and educational materials are expected, in the absence of an explicit educational objective to the contrary, to avoid the use of textbooks and educational materials which reflect bias toward or against any person or group of persons based on their sex or minority status.

LIBRARY / MEDIA CENTER

The Library collection consists of more than 25,000 volumes, 175 magazine subscriptions and other materials in various formats. Most materials are organized according to the Library of Congress classification system. Items may be checked out for four weeks. Material may be put on RESERVE for in-library use only or for a limited circulation time. Orientation tours may be arranged through the Librarian. Hours are posted and in the semester class schedule. Media Services (classroom equipment, tape copying, film orders) are available to faculty -- consult library staff for additional information.

Library hours during the semester:

Monday through Thursday	8am – 7:30pm
Friday	8am – 5pm

Hours when classes are not in session:

Monday through Friday	8am – 5pm
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CONSIDERATIONS FROM THE MEDIA CENTER

Copyright Considerations

<http://www.kpc.alaska.edu/academics/forms/Copyright%20Considerations.pdf>

THE LEARNING CENTER

The Learning Center offers students a relaxed and friendly atmosphere in which to study, read, prepare for classes, or receive supplemental assistance in academic courses and college survival skills. It provides services such as free peer tutoring, computers, audiovisual materials, coffee, tea, and newspapers. Many faculty members place exams in the LC for students who need to make up a test or desire an alternative testing environment. The Learning Center is located in Room 153 of the Brockel Building. The following is from the LC pamphlet:

Adult Basic Education (ABE). Basic skills refresher courses are free and participants can register anytime. Our sites include KPC, Kenai, Ninilchik, and Tyonek. Students can upgrade skills for personal or employment needs. Traditional subjects include math, reading, writing, social studies, and science. Life-coping skills are also offered.

English as a Second Language (ESL). English as a Second Language (ESL) instruction is for both non-speakers of English and for those who do not speak English well. Students learn English for daily communication and work. Reading skills are not a requirement for these classes. These courses are free, and participants can register any time.

The Family Reading Center. The center was established in 1994 and is staffed by AmeriCorps to promote family literacy. It provides services such as "Read to Your Baby" project and "Toddler Story Time" (Kenai Community Library).

General Education Development (GED). Instruction and testing are provided for students who wish to earn a high school equivalency diploma (GED) from the Alaska State Department of Labor & Workforce Development. Students may prepare for the test by: (1) individual tutoring, (2) joining a GED study group, (3) borrowing GED study material, and (4) receiving home-based instruction through our VISTA member. Some computerized instruction is available.

Peer Tutoring. Tutor training includes Beginning, Advanced and Master Certification from the College Reading and Learning Associations (CRLA). On-campus tutors may assist their peers in academic courses, Adult Basic Education, or English as a Second Language, and they may also tutor in the public schools.

Literacy Program. The KPC literacy program (which includes ABE, GED, and ESL programs) is an affiliate of ProLiteracy Worldwide. We provide free tutoring to individuals wanting to improve their reading and writing. Community volunteers are training as volunteer tutors.

<p><u>Testing, Distance Education, and Correspondence</u>. The Learning Center supports many of the testing needs of the University and also serves the community as a testing site for many national tests, which are used for admission, gaining college credit, and professional certification. Distance Education (offered through UAA) offers an option to students who cannot attend regularly scheduled on-campus classes. They follow the same curriculum requirements as on-campus courses. The Learning Center has copies of the videos for current telecourses, as well as information on other correspondence or distance delivery programs. Other testing services include CISCO, MAT, CLEP, ACCUPLACER, and a variety of state and national licensing and certification exams.</p>
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STUDENT SERVICES

TESTING AND PLACEMENT

Assessment ACCUPLACER testing focuses on the basic skill areas of reading, writing, and math. These tests are not graded; the score is used solely to assist the student in selecting appropriate courses. Test sections (3) take approximately 25 minutes each. The Learning Center coordinates all activity on the Soldotna campus; Student Services in Homer. Student assessment is available prior to new student orientation to identify appropriate math, reading, and English levels and to pinpoint other academic areas where special attention or assistance may be helpful. From that assessment, guidance is given on programs which may promote a student's success.

assessment is required for all students (1) entering degree/certificate programs; (2) taking math or English courses for the first time; or (3) taking courses with math or English prerequisites.

FINANCIAL AID

The financial aid program helps students and prospective students obtain the funds necessary to attend KPC. State and federal governments, the college, and many private organizations offer grants, scholarships, loans, and employment opportunities to students who demonstrate need for such assistance. Each student's financial situation is carefully assessed. The type and amount of financial aid varies depending on student need, availability of funds, and the number of credit hours the student is taking.

Eligibility requirements and application forms are available in the KPC Financial Aid Office. Students receiving financial aid may occasionally ask an instructor to sign a satisfactory progress report that is required by their financial aid program. If a student is having a problem in a class, the instructor should not sign indicating satisfactory progress without discussing the problem with the student and making arrangement to correct the unsatisfactory progress.

Instructors should also be aware that students cannot receive their financial aid checks for spring semester until grades are recorded for the fall semester. We ask cooperation of instructors to turn grades in when they are due to avoid holding up student's financial aid for spring semester.

KRC STUDENT HEALTH CLINIC

KPC's Kenai River Campus is the only community campus in the UA system with an on-site health clinic. Staffed by Kathy Becher, an advanced nurse practitioner, the clinic provides services to students taking six or more credits. Services are limited to students only; spouses, family members, staff and faculty are not eligible to receive clinic services.

COUNSELING

Professional counselors are available at Student Services to assist students of all ages and backgrounds to be successful in the college environment. Individual and group sessions are available to help students determine their self-direction and to support them in overcoming obstacles that may prevent their academic success. Counselors aid students with program planning, transfer coordination, personal crisis intervention, stress reduction, and other concerns related to their college experience. They also advise undecided and undeclared students. Referral to other community services is available for students needing assistance beyond the scope provided at KPC. All services are free to enrolled and prospective students, faculty and staff, on a drop-in or appointment basis.

PEER ADVISORS

The peer advising, students-helping-students, program is an opportunity to provide leadership and work experience for students, to relieve counselors and student services personnel of routine responsibilities, and to increase visibility of guidance and counseling services.

This program has been an effective means of expanding the outreach efforts of student services personnel while allowing the peer advisors the rewarding experience of helping other students become more successful.

Peer advisors are highly visible at the front counter at Student Services. They welcome students to stop by with questions or concerns or just to say "Hello." Peer advising is a process in which non-certified, trained, and supervised individuals offer listening, support, alternatives, and verbal assistance to students. KPC is always watching for talented students interested in serving as Peer Advisors. Faculty recommendations of students are welcome and encouraged.

APPLYING FOR GRADUATION

The responsibility for meeting all graduation requirements rests with the student. A student must apply for graduation the semester prior to the expected date of his/her graduation. The application deadline is announced in the academic calendar. A student should obtain the Application for Graduation form from Student Services. This application should be completed as well as the worksheet for the program the student is completing. Both of these forms are to be returned to the Admissions/Records Office. If you have advisees, please remind them to apply and turn in the necessary paperwork. This is especially important for the vocational certificate people.

PERSONNEL AND PAYROLL

YOUR PERSONNEL FILE

The academic files of adjunct instructors are located in the office of the College Director. Your file should contain the following:

- Resume
- Three professional references
- Completed University of Alaska Anchorage application form
- Transcripts (after high school; copies are fine)

It is your responsibility to make sure these materials are on file before you begin instruction at Kenai Peninsula College. If you would like to update or add to your file at any time, contact Eileen Reemtsma, Assistant to the College Director, in Room 152, or by calling 262-0317.

The new employee hire forms, such as IRS W-4, Personal Demographics Data, I-9, Previous Injury or Illness, Auto Direct Deposit Request, and United Academic – Adjuncts Dues or Agency Fee Deduction Forms are kept in your official personnel file located in Human Resources in the Business Office. Changes, corrections, and questions regarding your hire paperwork should be directed to the Melanie Hagen.

HUMAN RESOURCES / PAYROLL

Hire Paperwork: If you are a new adjunct instructor, you must complete the hire paperwork prior to the start of your first class. You will receive this packet with your appointment letter. Return the signed appointment letter and completed hire packet to Human Resources.

If you are a returning adjunct instructor, it may be necessary for you to update information such as address change, number of exemptions claimed on the W-4, Auto Deposit, etc. Forms are

available in Human Resources or online at: www.uaa.alaska.edu/humanresources. If you have not taught for one calendar year, you will need to complete new paperwork.

Timesheets: Credit hour instructors (teaching regular semester courses) do not complete timesheets *unless* funded through a restricted fund or grant. If a substitute was hired to teach a course you missed, however, a timesheet is required. Timesheets are distributed by Karen Hakala in the Grants & Contracts/Payroll Office, and are due back in payroll every other Friday (payday Friday) as applicable. If you need to change your timesheet after submitting it, contact your Division Chairperson immediately.

Paydays: Payrolls run bi-weekly and takes two weeks to process. That means there can be a delay of up to four weeks from your first day of work to receive your first paycheck. Thereafter, you will receive your paycheck every two weeks (every other Friday) with your final paycheck received two weeks after the end of the semester.

Paychecks/Auto Deposit: Auto deposit is highly recommended. If you elect auto deposit, the University no longer issues pay stubs. This change began 8/7/04 and has been successful in reducing operational costs while creating little impact to employees. You may contact Karen Hakala in the Grants/Payroll office at 262-0305 for assistance and to file your auto deposit request.

All of your pay information and pay history are available on UA Online, the University's secured web site at: <http://www.uaonline.alaska.edu>. Select "Login to Secured Area", enter your employee ID and PIN, and click on the "Login" button. Next, select "Employee Services" from the main menu. For login assistance, please contact Human Resources at 262-0307 or to reset your PIN, Shelly Blatchford at 262-0311.

If however, you need to receive a paper copy of your auto deposit pay stub via the mail each pay period, you may submit an Auto Deposit Pay Stub Option Form to Human Resources. To locate that form, login to UA Online, select "Employee Service", "Pay Information", and the "Direct Deposit Breakdown".

SALARY SCHEDULE

The salary schedule approved as of July 1, 2007.

Credit Hours	Semesters		
	0-5	6-11 (Taught 5)	12+ (Taught 11)
1 credit	\$ 975.56	\$1,056.92	\$1,138.70
2 credits	\$1,951.12	\$2,113.84	\$2,277.40
3 credits	\$2,926.68	\$3,170.76	\$3,416.10

COMPENSATION FOR CANCELLED CLASSES

Faculty who have signed and returned a written letter of appointment shall receive compensation for cancelled courses.

Please refer to Article 9.5 of the United Academic-Adjuncts Collective Bargaining Agreement for compensation due for cancelled courses.

UNION MATTERS

If you have questions concerning the Union Agreement and dues, please contact the Adjunct Union Representative, Bob Watts, at 1-800-478-9993.

If you have questions concerning administrative and contract issues, please contact the Anchorage Labor Relations Coordinator at 907- 786-4729.

The Dues/Fees forms should be sent directly to the Juneau address provided on the form. Juneau will verify and process the forms in their office and then forward them to Kenai Peninsula College for entry into the system. Until these forms are returned from Juneau, the information cannot be entered. If there are questions concerning the tardiness of the form to/from a certain location, please contact the Adjunct Union Representative.

Labor Relations web page is at: <http://www.alaska.edu/labor>. There are computers in the KPC library for public use.

ADMINISTRATIVE SUPPORT/BUSINESS OFFICE

PURCHASING: Please contact your faculty secretary for preparation and submission of purchase requisitions.

IMPORTANT!

The purchase requisition is an internal document only and does not authorize an individual to commit University funds. Nor does sending your PR to the Business Office constitute authority for employees to make purchases. ONLY THE KPC PURCHASING DEPARTMENT CAN COMMIT UNIVERSITY FUNDS THROUGH THE ISSUANCE OF A PURCHASE ORDER. Employees may make inquiries, obtain information or make recommendations for proposed items or services; however, binding purchase commitments may only be made by KPC Purchasing. If an employee commits the University to an expenditure, this commitment is unauthorized. Unauthorized purchases may become the personal financial responsibility of the person making the transaction and could result in dismissal, civil, or criminal penalties.

RECEIVING: Please notify your faculty secretary if you have received items from an outstanding purchase order. If you have the original invoice, please submit this to your faculty secretary, indicating on the invoice that your order was 'complete and approved for payment. The secretary will close out your Purchase Order and submit to the Accounts Payable clerk for payment.

TRAVEL FORMS: Forms are available on-line. Travel Forms, as well as many other downloadable forms can be found on the KPC web site, select 'Administration' and then 'KPC Electronic Forms.' If you need assistance with this, please contact your faculty secretary.

PETTY CASH: Instructors who have a lab fee connected to their course, can also be reimbursed via Petty Cash for items or materials they purchase for use in their class. Before making this type of purchase, please see your faculty secretary to explain how this process works.

POLICY AND PROCEDURES

PROPERTY: College Property -- Personal Use: Employees removing property from campus must obtain written approval from their Department Chair and from the College Director on the "Authorization of Off-Campus Use of University Property" form available in the Business Office. Copies of written authorizations are to be kept by the Department Chair as well as the Business Office. The written authorization for off-campus use of property shall include a complete description of the property, the property tag number, the location of the property while it is off

campus, summary justification for that use and date when the item is to be returned to the campus. That date will not be longer than the time required to complete the University project but in no circumstance longer than one year.

Any loss occurring to University equipment which is taken home by an employee is to be covered first by the employee's homeowner's or renter's insurance.

Personal Property on Campus: University property insurance covers personal property used in employment and physically located on University premises or used in the field under the same conditions as it covers University owned property. However, property valued in excess of \$1,000 must be documented and approved for use in University employment by the employee's supervisor. This documentation must show the owner of the equipment, list the equipment and corresponding serial numbers and show the current market value of the equipment. The period of time for which equipment will be in use in the employment must be indicated and the employee supervisor's signature of approval must be affixed. The document is to be kept in the department files.

In the event of property loss, notify your supervisor at once. All claims must be processed through the business office.

IMPORTANT!

Personal equipment is subject to the same deductible as University equipment which is \$1,000. The employee's department may agree to cover the deductible out of departmental funds should a loss occur. It is suggested that this be determined prior to bringing personal equipment to the premises.

Property Transfers Between Departments: All University property is verified by an annual physical inventory. It is imperative that location of equipment be documented. All transfers of existing property from one department to another must be reported to the Business Office property coordinator. The department transferring the property will be responsible for completing the "Property Trade In/Transfer Report" prior to the transfer. The department receiving the property will complete the "transfer to" portion of the report when the transfer occurs. The department transferring the property is responsible for the property until this report has been completed and submitted to the Business Office. This form is very important when transferring equipment to the Homer campus. When loaning property to other University sites, please see the department chair as well as the property clerk.

Property Disposal/Trade In: University departments may not sell, trade in or otherwise dispose of property owned by the University without prior written authorization from the Business Office. The Business Office will first make the property available to other University departments or units. Property for sale will be offered to the public through competitive sealed bids or through auction with the Kenai Peninsula Borough School District.

DO NOT DISPOSE OF ANY UNIVERSITY PROPERTY. Notify the property clerk of the location of the property and the problem. **DO NOT TAKE ITEMS TO THE ELECTRONICS LAB OR COMPUTER TECH OFFICE WITHOUT NOTIFYING THE PROPERTY CLERK.**

KPC RECYCLING PROGRAM:
RECYCLED PRODUCTS / WASTE REDUCTION LEGISLATION

Alaska State Law requires:

- 25% of all paper purchase to be recycled paper (after 07/01/94)
- 5% bid preference over non-recycled products
- Use of both sides of paper when feasible
- The Business Office is researching sources, quality standards, and cost of recycled paper. Major printing jobs of bulletins, schedules, etc., may have to be done at state print-shops to assure the use of recycled paper.

All of our copiers have DUPLEX capabilities for automatically copying to both sides of the paper. Ask your department secretary or the Business Office if you need assistance. Please be conservative! Excess usage charges on the copies and copy paper are getting extremely expensive for all departments. If faculty members need multiple page in-class handouts, they must use both sides of the paper. You might consider doing in-class transparencies instead and let the students copy the information in their notebooks.

Please take note of the various containers placed around campus and in the classrooms for the purpose of recycling. Please encourage all staff and students to use these containers. Everyone's help is requested to make this program successful.

NO-SMOKING POLICY

Effective July 1, 1989, Kenai Peninsula College is designated as non-smoking. This means there will be no smoking in any of the buildings. The areas formerly designated for smoking are not in compliance with state law regarding smoking in a public building. The no-smoking in any part of the building applies to public, students, faculty, and staff. All smoking will be done outside the building and ashtrays have been provided for that purpose.

EQUAL EDUCATION OPPORTUNITY / AFFIRMATIVE ACTION PROGRAM

It is the policy of the University of Alaska Anchorage to offer equal education and employment opportunities to all regardless of race, creed, color, religion, national origin, sex, age, or physical handicap. Further, the University of Alaska Anchorage is committed to taking positive, affirmative steps to eliminate any disparate treatment, based on the above factors, that may have occurred in the past or that may presently exist.

Through the assistance of the designated campus or unit Affirmative Action Officer and the Statewide Equal Employment Office/Affirmative Action Officer, it is the ultimate responsibility of the University president, in coordination with the chancellors, campus directors, and all supervisory personnel, to ensure that compliance with both University policy and applicable Federal and State regulations is carried out. These responsibilities include, but are not limited to, ensuring that:

- All employment decisions are in compliance with EEO/AA guidelines.
- All facilities are either available for use by all, or that sex-segregated facilities are comparable in quality and quantity.
- All educational and personnel policies are evaluated for possible adverse impact and revised where necessary.
- All privileges and conditions of employment, including leave, educational benefits, insurance, etc., are applied without regard to race, sex, age, or physical disability.
- All required reports, data collections, etc., are completed accurately and submitted on a timely basis.

- All University publications, such as bulletins, purchase orders, or other descriptive literature, include a statement of non-discrimination.
- Any employee who chooses to exercise his/her right to file a grievance is protected from harassment, reprisal, or retaliation of any kind. Karen Dorcas is the Affirmative Action Officer for Kenai Peninsula College.

POWER OUTAGE

In the event of a power outage, the maintenance department or Director of Administrative Services will attempt to reach Homer Electric Association to determine how long it will be until power can be restored. If necessary, classes will be cancelled by time-block depending on the information available. If the power is expected to be out for an extended time the College may have to be shut down for a half-day or an appropriate period of time. A reduced staff will remain to handle inquiries and the security of the building.

If we cannot immediately obtain information on the expected length of the power outage, the classes in session at the time will be cancelled after the power has been out for 15 minutes.

All announcements of cancellations will be made in the main commons area in the McLane Building, the entrance between the McLane Building and the Brockel Building, and the open area near the elevator in the downstairs portion of the Ward Building.

Any time the power is off for more than 10 minutes, all computer labs, science labs, and shop areas are to be vacated and the doors locked.

CLOSURES

The College will not always close when the School District does. Unless you have been told otherwise, your response to all inquiries about whether the College is open or not should be: "Yes, KPC is open." Individual instructors are not at liberty to cancel classes at will. Please call the Division Chair or the Director's Office at 262-0317 if you are unable to make it to class because of weather conditions.

In the event of an emergency closure, KPC is required to announce that closure. The decision is made by the Gary Turner.

Closure may include any one of the following: (a) complete closure; (b) cancellation of classes only (students are excused from attending class; employees are asked to report to work; employees may take leave if conditions prevent them from coming to campus); or (c) early release from work (supervisors may stagger the release of employees at intervals; supervisors are expected to keep offices open until the close of regular business hours.)

In the event that options (a) or (b) are invoked, KPC Community Relations will notify the media. Notification will be through the following radio stations:

KSRM (920AM); KSLD (1140AM); KKIS (96.5FM); KDLL (91.9FM); KBAY (93.3FM); KPEN (102RM)

Under option (c) above, the Director's Office will notify the Division Chairs and Departments.

In the event a complete closure has been announced before regular business hours, a "phone tree" will be used to contact as many full-time staff members as possible. The college director will contact division chairs and department supervisors who will in turn call those in their divisions or departments. It is recommended that chairs and supervisors maintain an up-to-date list of home phone numbers at their home.

DRUG FREE SCHOOLS

<http://edit.uaa.alaska.edu/students/upload/Drug-Free-Schools-Report-2.pdf>

WRITING ACROSS THE CURRICULUM

Writing across the curriculum (WAC)

Solidarity is important. Students will perform better if all of us insist upon quality work.

Easy Methods to Encourage Quality Homework

- State your standard on the syllabus. Describe your interpretation of "college-level writing." Note the standards within your discipline. (The grading norms for UAA composition courses are attached.)
- Provide a written description of the assignment. In addition to length and topics, let students know what the paper is to accomplish, how it mimics the type of writing done within the discipline, what level of research or discussion you expect, what kind of documentation you desire, and how many errors you will tolerate.
- Provide a written description of how the paper will be graded.
- Provide models of a good assignment. Students respond well to high quality work produced by previous students. They also need to see professional work from journals, business reports, lab manuals, etc.
- Reject unacceptable work. Refuse to score a paper that is shallow or laden with errors. Insist on revision. Rejection is most effective if the revised paper suffers a late penalty.
- Read or display high quality work produced by members of the class.
- Support the Writing Center. Students can receive help as soon as they know the assignment. If you have provided the writing center with a copy of the assignment and/or a good model, they can help your students more effectively.

Easy Methods to Encourage Quality Essay Tests

- Provide a couple dictionaries on test days.
- Allow students to bring a list of correctly spelled terms to the test site.
- Teach students to start each answer with a main point or a summary of the answer.
- Give a take-home exam and insist upon the same quality you would for written homework.

Options for Guidance and Editing

- Establish graded checkpoints:
 1. Thesis question. A clear, manageable question to guide their research
 2. Working bibliography. Numerous, varied, knowledgeable sources
 3. Outline. Logical, balanced plan for the paper
 - 4+ Rough draft(s). Adequate, ethical development of the topic

NOTE: Asking to see the paper as it develops may prevent students from submitting "recycled" papers.

- Write general comments on outlines and drafts. Based on these documents, will the final paper meet the standard set in the assignment description?
- Line edit on outlines and drafts. NOTE: To avoid doing students' writing for them, line edit only a small portion of the document to show them the types of errors you won't tolerate.
- Line edit on finished papers. Show students the errors they make so they may avoid them in the future.

- Use a score sheet. Demonstrate the relative importance of content, reasoning, documentation, and mechanics.
- Require students to keep a journal about what they are learning. Daily practice improves writing.

What Students Need to Know about Writing Assignment

Purpose of the paper

Papers fall into three main categories. Identify the type you want:

informational--facts such as historical background or biography

analytical--discussions of interrelationships, comparisons, case studies

evaluative--efforts to persuade, reaction papers, defense of opinion

Preferred appearance of the paper

Length

Setting the number of words instead of the number of pages will give a better measure. There are about 250 words on a page of standard type.

Attachments

List supplementary material such as cover, title page, outline, table of contents, reference list, illustrations, and appendix.

Preferred style of documentation (See Attachments B-)

Name a particular style manual such as the American Psychological Association (APA), Modern Language Association (MLA), Chicago, Council of Biology Educators (CBE), or other preferred manual. If the bookstore doesn't carry the manual, make essential information available to the students.

Clarify your stand on plagiarism (the use of words, graphics, or ideas without giving proper credit to the originator). Even when students have restated information in their own words, they must give credit to the source.

Method of evaluation (See Attachments -)

In percentages or points, establish the relative importance of content, mechanics of writing, documentation, and other considerations?

If credit will be assigned for steps in the writing process (thesis statement, working bibliography, outline, rough draft, final draft), establish the dates and amount of credit.

Ways to get started (See Attachment)

Students often need help getting an idea and narrowing it to a manageable size. If the instructor can steer a student toward a clear, focused question, the student is more likely to do efficient thinking and research. The answer to this research question becomes the thesis statement of the paper.

Students also need help determining where and how they can find the most authoritative sources.

What to avoid

What errors in grammar, structure, spelling, documentation, reasoning, etc. are particularly irritating to you? Show the students the way to avoid the errors.

Guidelines for Final Grades in English 111

Grades:		A	B	C
C R I T E R I A	Length of Paper	500-750 words; documented paper of 1500+ words	500-750 words; documented paper of 1500+ words	500-750 words; documented paper of 1500+ words
	Thesis Statement	compelling	clear	broad
	Supporting Details	concrete substantial relevant	concrete substantial relevant	concrete
	Organization	effective coherent dynamic balanced	clear coherent	apparent mostly coherent
	Transitions	original compelling	effective	might be mechanical or abrupt
	Sentences	conform to the standard	almost always conform to the standard	usually conform to the standard
	Word Choice	fresh, precise, economical	appropriate, clear	appropriate, clear
	Documentation	appropriate and accurate; quotations are introduced	appropriate and accurate; most quotations are introduced	appropriate; quotations might not be introduced

Criteria for Final Grades in 200-Level English Composition Courses

Grades:		A	B	C
C R I T E R I A	Length of Paper	750-1000 words; analytical documented paper of 2000+ words	750-1000 words; analytical documented paper of 2000+ words	750-1000 words; analytical documented paper of 2000+ words
	Thesis Statement	compelling	clear	broad
	Supporting Details	concrete substantial relevant	concrete substantial relevant	concrete
	Organization and Development	effective coherent dynamic balanced	clear coherent	apparent mostly coherent
	Transitions	original compelling	effective	might be mechanical or abrupt
	Sentences	conform to the standard	almost always conform to the standard	usually conform to the standard
	Word Choice	fresh, precise, economical	appropriate, clear	appropriate, clear
	Documentation	appropriate and accurate; quotations are introduced; primary and secondary sources used	appropriate and accurate; most quotations are introduced; primary and secondary sources used	appropriate; quotations might not be introduced; primary and secondary sources used

NOTES: