



T H I N K J U S T I C E

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Adjunct Faculty Handbook

Philander Smith College
One Trudie Kibbe Reed Drive
Little Rock, AR 72202

Fall 2009

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PREFACE

The purpose of this handbook is to serve as a guide to the policies and procedures of teaching as an adjunct faculty member at Philander Smith College. This handbook contains information regarding responsibilities, assignments and behavior pertaining to adjunct faculty. Adjunct faculty at Philander Smith College are those faculty who are employed to teach less than a full-load by divisions and/or departments to cover overloads and/or to meet content needs. Adjunct faculty hold non-tenured track faculty positions. While they may have the contract renewed, they are not entitled to renewal of their appointment or to further assignments following expiration of their current appointment.

Although adjunct faculty serve in a part-time capacity, they are expected to bring knowledge, scholarship and various teaching methodologies to the classroom to support the culture of learning so that all students are able to optimize their intellectual and creative talents. To ensure a high level of success, the Vice President for Academic Affairs, Division Chairpersons, Department Chairpersons, and faculty work to guarantee that adjunct faculty are involved in all facets of Philander Smith College's culture of learning.

The rules and policies contained in this document are subject to modification and change subject to decisions properly made within the governance structure and procedures defined herein, or changes necessitated by actions of national and state legislative bodies which have relevance to governance procedures within the college.

This document, as reviewed and approved periodically by the Board of Trustees of Philander Smith College, is to be considered as binding upon all persons accepting contracts with the college, and serves as a detailed extension of responsibilities, rights, and obligations expected of all adjunct faculty at the college.

NOTICE OF COMPLIANCE

Philander Smith College, in making decisions regarding employment, student admission, and other functions and operations, adheres to a policy of nondiscrimination and complies with the Federal regulations and requirements as set forth in Title VI and VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, and Sections 504 of the Rehabilitation Act of 1973.

Persons having questions or seeking information regarding the College's compliance with the implementation of the aforementioned regulations should contact:

Dr. Frank A. James
Vice President of Academic Affairs
(501) 370-5216
fjames@philander.edu

[Dr. Annie Williams](mailto:amwilliams@philander.edu)
[Assistant Vice President for Academic Affairs](mailto:amwilliams@philander.edu)
[\(501\) 370-5311](mailto:amwilliams@philander.edu)
amwilliams@philander.edu

Philander Smith College
“Veritas Est Lux”
(The Truth is the Light)

Philander Smith College was established in 1877 as one of the early attempts to make education available to former African-American slaves. One of the basic premises on which the college was founded is that a superior education is the gateway to a quality life.

The college has had eleven presidents in its 126 year history. Dr. Trudie Kibbe Reed is the first female to be named as its president. The campus is located in the heart of downtown Little Rock in the Quapaw Historic Quarter, and comprises approximately twenty-five acres bounded by I-630 and Daisy Gaston Bates Drive on the north and south, respectively, and by Gaines and Chester on the east and west, respectively.

Students, regardless of their social, economic, or educational backgrounds, can benefit from a demanding and nurturing educational experience at the college. The academically brilliant, as well as those who may need additional support, can profit from a nearly a century and a quarter of excellence in the classroom. That tradition still thrives.

It has been said that the talent and initiative of students and the quality of faculty largely determine the strength of a college. Philander Smith, given its small size and its tradition of excellence, can point with pride to a faculty consisting of a distinguished group of scholars whose primary commitment is teaching students. Each member of the faculty shares the administration’s commitment to including globalization, technology, and values in every aspect of the curriculum. Recent accomplishments of the faculty include serving as commentators on significant current issues, delivering papers at national conventions, and conducting research, serving on national boards and commissions, writing successful grant proposals, and organizing professional meetings. The listing, which follows, indicates one level of the academic achievements of our faculty.

The Pledge

Each new year, people of vision and substance assemble to plan, organize, and implement the continuation of a mission of academic excellence requiring individual preference and reverence for the needs and rights of students as they navigate the path of enlightenment as swiftly as their industry and abilities will allow.

Each new year, Philanderians are confronted with challenges which take the measure of their skills and the sincerity of their commitment to excellence in the profound knowledge that in our world just being good is not enough.

Each new year, the tradition continues and the memories are legion. Our confidence in one another's strength and wisdom remains unshakable. As Philanderians and people of faith, we are dedicated to the proposition that we alone are the only competent guardians of our destiny; for this, we thank our Creator and those who have come before us.

From 1877 to the present, the relentless, unbridled, and unforgiving pursuit of knowledge, self-empowerment, and nation-building has been majestically enshrined in truth, beauty, goodness, and Philander Smith Pride.

We enter the new millennium with a quiet confidence based on the blessing of democratic principles, the sturdy self-reliance of experience tested by reason, the vibrant echoes of the voices of our founders, and the managerial eloquence of our current courageous and scrupulous leader.

There is no doubt that this new millennium will be the greatest ever for Philander Smith College—academically, administratively, financially, socially, and spiritually. How do we know this? We know because you and I and all of us will make it so.

ADMINISTRATION AND SUPPORT CONTACT NUMBERS

Dr. Walter Kimbrough President	370-5275
Mr. Michael Hutchinson Executive Assistant to the President	370-5275
Mr. Terry Wallace Chief Financial Officer	370-5341
Dr. Frank A. James Vice President for Academic Affairs	370-5216
Dr. Juliana Mosley Vice President for Student Affairs	370-5354
Dr. Annie Winkler Williams Associate Vice President for Academic Affairs	370-5511
Mr. George Gray, Admissions Director	370-5221
Dr. Shannon Fleming. , Vice President of Institutional Advancement	370-5392
Rev. Ronnie Miller-Yow, Director of Campus Ministry	370-5344
Mrs. Teresa Ojezua Library Director	370-5263
Mr. David Page, Vice President of Student Financial Aid	370-5270
Mr. Eric Walker Legal Counsel	370-5274
Ms. Bertha Owens, Registrar	370-5220
Ms. Beverly Richardson, Director of Institutional Research and Assessment	370-5280

ADMINISTRATIVE AND ACADEMIC CONTACT NUMBERS

Main Switchboard Number	375-9845
Enrollment Management	370-5221

Administrative		Academic	
Athletic Department	370-5370	Academic Affairs	370-5216
Bookstore	370-5358	Business & Economics	370-5241
Business Office/Cashier Student Accounts	370-5206 370-5202	CAI Computer Lab	370-5255
Integrated Counseling Center	370-5297	Developmental Studies	370-5255
Student Affairs	370-5354	Education	370-5248
Financial Aid (Campus Work Study)	370-5350	Humanities	975-8500
Nurse	375-9845 ext. 2412	Library	370-5262
Parking	370-5370	Nat. & Phy. Sciences	370-5334
Post Office	370-5347	Social Sciences	37-5376
Registrar	370-5220	Teacher Educ. Lab	370-5282
Residential Life Center Director	975-6060	Weekend College	370-5241
Security	370-5370	PSMI	975-6066
Student Activities	370-5295	Honors Academy	370-5339
Student Support Services (SPARK)	370-5372	Documents Room	370-5311
Testing Center	370-5373	Scheduling Coordinator	370-5346
Panther Express	975-8500	Title III Director	370-5316

Philander Smith College is accredited by:

North Central Association of Colleges and Schools

30 North LaSalle St., Ste. 2400
Chicago, Illinois 60602-2504
(312) 263-0456
www.ncahigherlearningcommission.org

Association for Collegiate and Business Schools and Programs

7007 College Park Blvd., Ste. 420
Overland Park, Kansas 66211
(913) 339-9356
www.acbsp.org

National Council for the Accreditation of Teacher Education

2010 Massachusetts Ave. NW, Ste. 500
Washington, DC 20036-1023
(202) 466-7496
www.ncate.org

Council on Social Work Education

1725 Duke Street, Ste. 500
Alexandria Virginia 22314-3457
(703) 683-8080
www.cswe.org

And is approved by:

Arkansas Department of Education

#4 Capitol Mall
Little Rock, Arkansas 72202
(501) 682-4475
<http://arkedu.state.ar.us>

University Senate of the United Methodist Church

1001 Nineteenth Avenue South
P.O. Box 871
Nashville, Tennessee 37202-0871
(615) 340-7378
www.gbhem.org/gbhem/senate.html

INTRODUCTION

Welcome

The Board of Trustees, administration, faculty and staff welcome you to Philander Smith College. As an adjunct faculty member, we hope you will find your teaching experiences challenging and rewarding. We perceive you as instrumental to the success of our students at Philander.

General Information

Philander Smith College was founded in 1877 was chartered as a four-year co-educational, liberal arts college affiliated with the United Methodist Church in 1883. The college is located in Metropolitan Little Rock, the capital of Arkansas. Philander Smith College awards the Bachelor of Arts and Sciences degrees through the academic divisions of: Business and Economics, Education, Humanities, Natural and Physical Sciences, Social Sciences, and Continuing Education. Philander Smith College enrolls a diverse student body, including international students. A majority of the students are from Little Rock and other Arkansas cities. But other states and countries are also represented.

Philander Smith is a member of the forty-one United Negro Colleges and is accredited by the North Central Association of Colleges and Schools, and the University Senate, of the United Methodist Church. In summer 2003, accreditation was granted to the Department of Social Work by the Council of Social Work Educators. In October 2000, the National Council for Accreditation of Teacher Education granted accreditation to the Division of Education. In 1999, the college began a minor in Black Family Studies which is the only program of this type in the nation.

The college maintains an academic environment that fosters a love of learning, a spirit of independent inquiry, the free exchange of ideas, a broad and active spiritual life, and a concern for the world-at-large.

Mission Statement

Philander Smith College's mission is to grant access to higher education to individuals who are, or who have the potential to be academically talented, regardless of their social, economic, or educational background. This includes the holistic development of students, the goal of helping them reach their potential as human beings, and contributing members of pluralistic, complex, and technological society, and enabling students to understand other cultures. A key aspect of the College's mission is the pursuit of excellence through the provision of a quality college education for all, regardless of race, religion, sex, national origin or ethnic background.

Emerging Mission Statement

The Emerging Mission for Philander Smith College is "to graduate academically ambitious students who are grounded as advocates for social justice, intentionally changing the world for the better."

Specific Objectives

To ensure that students have an opportunity to achieve their potential, the following objectives are stressed:

1. To emphasize accreditation for all appropriate programs.
2. To continually seek opportunities for students to optimize their intellectual and creative talents through varied programs.
3. To continually assess, evaluate, review and modify, as needed, all programs of the college.
4. To provide a high quality library collection that is complimented by the highest quality of service.
5. To emphasize the employment of high quality classroom faculty.
6. To emphasize the important role of: the Human Development Center, Student Support Services, the Student Computer Learning Center (SCLC), and the Teacher Education Laboratory.
7. To encourage the concept of co-curricular activities designed to promote student activities as learning experiences.
8. To continually provide cultural activities that strengthen the cultural and global knowledge of the Philander Smith College family and the community at large.
9. To encourage research on the part of both faculty and students and the dissemination of such research findings through channels of publication or presentation at professional meetings.

FACULTY INFORMATION

Standards of Professionalism

All adjunct faculty are expected to support the institutional mission and the objectives of Philander Smith College. Additionally, adjunct faculty are expected to be the models of professional behavior. Being a member of the college faculty carries with it special responsibilities which in no way usurp the faculty's rights as a citizen. Institutions of higher education are established for the common good and not to further the interest of the individual over the institution or the institution over the individual. The common good depends upon the search for truth and its exposition. Therefore, the faculty member is responsible for seeking and stating the truth according to his/her own interpretation. The faculty member is responsible for continually improving his/her scholarship and knowledge. Fulfilling these responsibilities is essential to teaching and research. They are fundamental to the advancement of truth, scholarship and development of the intellect.

Adjunct faculty members must demonstrate respect for students as fellow human beings, adhering to humanistic and spiritual principles. They shall maintain appropriate professional relationships with students at all times, evaluate students fairly, encourage and protect the students' academic freedom, and refrain from exploiting students in any fashion for personal or professional gain or advantage.

Adjunct faculty members shall relate appropriately to their colleagues, respecting their academic freedom to research, teach and offer their opinions to the college community. Professionally, responsible faculty view themselves as partners in the college, sharing in the work/tasks necessary for the college to achieve its mission, goals and objectives. Faculty members performing as private citizens in the community and not representing the college should indicate clearly that they are not speaking as a representative of the college.

Faculty Evaluation

Philander Smith College uses the same evaluation policy for adjunct faculty as with full-time faculty. All faculty are evaluated by students, self, peers and the division/department chairperson.

Students have an opportunity to complete evaluation forms on all adjunct faculty. The results of the student evaluations are reviewed by the Division Chairperson, and then forwarded to the instructor. The forms provide feedback from students which can provide valuable data for modifying methods of instruction if necessary. The instructor is encouraged to review his/her student evaluation results.

Additionally, the appropriate division chairperson/department chairperson or Vice President of Academic Affairs may observe the adjunct instructor's class. Generally, the instructor will be notified in advance. Pre and post-visit conferences may be held to discuss teaching and evaluation methods used in the instructor's classroom.

Contracts and Paychecks

The services of adjunct faculty are contracted on a semester basis. Paychecks will be distributed through direct deposit or will be picked up by the instructor at the Business/Payroll Office. Direct deposit forms and information may be secured from the Payroll Office. If you have questions, call your division chair or the Payroll Office.

INSTRUCTIONAL POLICY AND PROCEDURES

Procedures and Guidelines

Consistent with those statements provided in the Preface to this document, the college seeks to follow those basic principles and procedures considered essential to the character of a private, church related, Liberal Arts College. Within that framework, the college defines its special mission to serve students who come to its door, and particularly those of minority status and background. We hold those responsibilities, rights and privileges inherent in the basic character of the college to be binding upon the college and its administration, faculty, and student body. As indicated in the Notice of Compliance on the initial page of this document, the college adheres to those basic acts of congress defining its basic responsibilities in stated areas of nondiscrimination and rights of its employees.

The college seeks to provide and protect the basic principle of academic freedom and right of expression for its faculty, consistent with professional standards of conduct commonly understood, and with the specific mission and purpose of the college provided in its catalog and related publications. The specific responsibilities assumed by the college as binding on itself or its faculty, full or part-time, are to be found in the statements contained

in this handbook. It is the intent of the college to provide as strong a support and as clear guidance as possible to the faculty in its mutual endeavor to serve the educational needs of our students.

It is to be recognized that some policies and procedures of the college are to be found in more specific documents pertaining to basic areas of college operations not covered in this document due to limitations of space (i.e., the ranks of faculty provided for at Philander Smith College shall consist of professors, associate professors, assistant professors, instructors, and adjunct faculty).

Class Roster

A preliminary class roster will be distributed by the Registrar's Office usually during the second week of class. Please follow the instructions and return the roster as soon as possible. If there are individuals present in your class who are not listed on the roster, inform them that they should report to the Registrar's Office as soon as possible. A second roster will be distributed within a week or ten days of the first. Individuals should not be attending class if they are not properly registered for the class.

Course Syllabi

Faculty members are required to prepare, at the beginning of each semester, a syllabus that adheres to the Philander Smith College Course Syllabus Guidelines. A syllabus must be prepared for each individual course that the faculty member teaches. Copies of the syllabi are required to be filed with the Division Chairperson; the Library; SPARK; and the Academic Affairs Office. Syllabi are to be passed out to all students no later than the second meeting of three-day classes; the third meeting of two-day classes; and the second meeting of one-day classes. Faculty members are expected to post their syllabi to UCompass.

The adjunct faculty must use the same format for course syllabi as full-time faculty. Therefore, the chairs and/or a designated faculty member provides assistance to adjunct faculty in writing course syllabi. This is to ensure that all courses taught use an inclusive model that utilizes content which is technological, multi cultural, non-racist, non-sexist, and global. Assistance is also provided to adjunct faculty in preparing course assignments so that they are varied enough to provide students with the information they need to successfully complete their course(s).

Textbooks

Adjunct faculty are expected to use the textbook selected by the full-time faculty or the Division Chairperson, but have the autonomy to use supplementary materials as deemed necessary.

Bookstore

Students are expected to order textbooks directly from "Textbook Brokers." Textbook selection is determined by Division's procedures.

Class Attendance

Students are expected to attend all class meetings. Faculty members should have a specific policy that complies with the attendance policy stated in the Philander Smith College Catalog, 2007-2009 Edition. The specific attendance policy should be included in the course syllabus given to each student and announced to the class at the beginning of each term.

Adjunct faculty should report class absences to the Integrated College Center and Registrar's Office and Student Affairs those students who do not show up for class or frequently miss class. Those students will then be notified, by Student Affairs that continued absence may result in a "WF" grade for the course.

Students who are absent due to illness or other legitimate excuses should be advised to contact the Integrated College Center of Student Affairs or the appropriate instructor(s) and explain the situation. When appropriate, the Integrated College Center will then contact the student's instructors regarding the absences.

Class absences due to a student's participation in athletics, club activities, or activities of another course should be cleared with all affected instructors. Coaches, advisors, or instructors who supervise such activities are **required** to file a list of participants and a semester calendar of travel dates with the Academic Affairs Office. Any classroom absence, for whatever reason, is never an excuse for not completing all work in the course.

Classrooms/Labs

Classrooms and labs should be left in an orderly manner. All equipment and supplies should be returned to their proper location and all boards should be erased.

Examinations/Evaluation

Adjunct faculty members are expected to include in the course syllabus a thorough explanation of evaluation policies. These policies should be announced to each class at the beginning of the term.

The frequency of regularly scheduled and make-up examinations is at the discretion of the faculty member. However, the following guidelines should be adhered to:

1. Faculty members should provide students with a number of examination/evaluation opportunities during the term.
2. Testing materials should be modified and updated each semester.
3. Students should be given an opportunity to review examinations after they are graded.
4. Make-up examinations and other evaluation assessments are required only for valid absences. Students who miss examinations/evaluations without valid excuses should receive a failing grade for that examination/evaluation assessment.
5. Every effort should be made to insure that mid-term grades reflect a student's standing and progress in the course.
6. The final examination period is a part of the regular semester term and adjunct faculty members are urged to view it as such. The Academic Affairs Office publishes a schedule for final examinations. Final examinations for summer terms are generally administered during the last class meeting.
7. A copy of the Adjunct Faculty's final exam must be submitted to Division Chairs and Dean of Instruction.
8. A student who misses a final examination and has a valid excuse should be given a grade of "I".

Admitting Student to Mid-Term and/or Final Examinations

Adjunct faculty shall admit to mid-term and/or final examinations only a student who presents a valid examination permit for a particular examination.

Grade Book and Records

Adjunct faculty members must adhere to Philander Smith College's grades and records policy. At the beginning of the semester, each instructor is given a grade book. An accurate daily record of student's attendance and grades must be maintained. It is the duty of the division chairperson/department chairperson to ensure that the adjunct faculty member understands the procedure for recording grades and attendance.

Grading and Change of Grade

Faculty members should include in the syllabi and explain to students at the beginning of each term how the final course grade will be determined. In addition, adjunct faculty members should continually review and evaluate their own grading procedures for the purpose of maintaining academic integrity. Adjunct faculty members shall keep accurate records of student grades, evaluations and attendance. These records remain the property of Philander Smith College and are to be turned in to the Division Chairperson upon the faculty's separation from the college. See your Division Chair for grade books.

Appealing a Grade: If a student is dissatisfied with the grade recorded by an instructor, he or she must follow these steps:

1. The student and the instructor shall discuss the grade in question.
2. If a satisfactory resolution is not achieved in step one, the student may seek resolution with the chairperson of the academic division in which the course is taught.
3. If a satisfactory resolution is not achieved in step two, the student may appeal to the chief academic officer, whose decision shall be final on the matter. NOTE: At appeal steps two and three, the student shall make the appeal in writing, copies of which shall be given to the instructor, the division chairperson and the Chief Academic Officer.

Appealing Perceived Unfair Treatment: If a student has evidence that he or she has been treated unfairly by an instructor, the student shall follow steps one, two and three as given above for “Appealing a Grade.” Any instructor who needs to change a student’s grade after grades have been submitted to the Registrar’s Office must complete a change of grade form. Check with your Division Office to obtain a copy of the change of grade form.

Faculty Absences

When it is necessary for adjunct faculty members to be absent from a class, it is the responsibility of the faculty member to provide someone to cover his/her class or to otherwise make advanced arrangements for the course content to be covered during his/her absence. The faculty member must complete a Faculty Leave Form a minimum of two weeks prior to his/her absence. The faculty leave form must be filed with the Division and Academic Affairs Office.

Unexpected, extended absences of a faculty member must be processed through the Division, Academic Affairs and Personnel Office so that arrangements may be made for carrying out the faculty member’s responsibilities. However, the faculty member must provide the Division office with the necessary tools needed to fulfill his/her classroom obligations, i.e. syllabi, textbooks, keys, etc.

Office Hours

Adjunct faculty are expected to be available during a regularly scheduled time for office hours. This allows time to be available for students as well as collaborate with faculty. For those who are not available to schedule office hours during regularly scheduled times, they must find time to conference with students as the need arises.

Division Meeting

Adjunct faculty members are encouraged to attend division meetings as often as possible. This gives faculty an opportunity to collaborate with full-time faculty, share ideas, concerns, as well as become actively involved in the decision making process and overall culture of learning.

COLLEGE POLICIES

Release of Student Information

The Family Educational Rights and Privacy Act (Buckley Amendment) passed by Congress on November 19, 1974, requires educational agencies or institutions to provide eligible students access to their educational records. It also requires that no personally identifiable information be revealed from a student's educational records to unauthorized third parties without the prior consent of the student in writing.

Some of the more important aspects of the Buckley Amendment for faculty members to consider are as follows:

1. Students have the right to see their records except where the right has been waived or where the record contains confidential letters or recommendations placed there prior to January 1, 1975.
2. Information concerning a student who is a dependent can be released to parents if they so request it and the college agrees to the release of such information to the parents.
3. When returning any graded material to students, faculty members should be careful not to allow the grades to be seen by anyone other than the students receiving them.
4. Faculty members should not post grades alongside students' names or Social Security Numbers without the consent of the students. If posting is to be done at all, some acceptable code which insures privacy should be used.

ACADEMIC INTEGRITY

Dishonesty

All forms of dishonesty including but not limited to:

Cheating: Includes, but not limited to:

1. Copying from another student's test paper.
2. Using any unauthorized assistance in taking quizzes, tests, or examinations.
3. Possession during a test of materials that are not authorized by the person giving the test, such as class notes or specifically designed "crib notes".
4. Dependence upon the aid of sources beyond those authorized by the instructor in writing papers, preparing reports, solving problems, or carrying out assignments.
5. The acquisition, without permission, or tests or other academic material belonging to a member of the Philander Smith College faculty or staff.
6. **Plagiarism:** Offering the work of another as one's own without proper acknowledgment.
7. Aiding and abetting another person in committing any form of academic dishonesty.
8. Making, possessing, or using any falsified college documents or records; altering any college document or record, including identification cards.
9. Knowingly providing false information to college officials, including disciplinary hearing bodies.
10. Passing insufficient funds checks or fraudulent money orders in payment of any financial obligations to the college.

11. Falsely claiming to represent the college or a registered student organization of the college.

Cheating and Plagiarism: The following policies and procedures concerning cheating and plagiarism are printed in this form for the information of all students. The gaining of knowledge and the practice of honest go hand-in-hand. The importance of knowledge properly gained is emphasized by the grading system. The importance of honesty, fully practiced, is emphasized by these rules against cheating and plagiarism. An act of cheating or plagiarism in any degree subjects a student to disciplinary procedures listed below.

Cheating Defined: Dishonesty of any kind on examinations and written assignments, illegal possession of examinations, possessing crib notes during an examination, whether used or not, illegally obtaining information during an examination from the examination paper or from another student, assisting others to cheat, alteration of grade records and illegal entry or presence in any office are instances of cheating. Complete honesty is required of the student in the presentation of any and all phases of course work as his/her own. This applies to examinations of whatever length, as well as to final examinations, daily written reports, and term themes.

Plagiarism Defined: Offering the work of another as one's own without proper acknowledgment, or providing such work to another to plagiarize, is plagiarism. Therefore, any student who fails to give appropriate credit for ideas or material he/she takes from another, whether fellow student or a resource writer, is guilty of plagiarism.

Procedure for Discipline of Cheating and Plagiarism: The responsibility and authority of initiating discipline arising from violations of the rules against dishonesty during the process of the course are vested in the instructor of that course.

Penalty: If, in the judgment of the instructor, cheating or plagiarism has occurred, the penalty assessed could be a grade of "F" in the course. Students should understand that offenses of cheating may also subject the offenders to disciplinary action. The instructor may recommend that the disciplinary action include suspension from the college. The instructor will notify the student of his/her decision concerning the student's grade and whether further disciplinary action is recommended before filing the reports as indicated. Should the instructor recommend suspension of the student, the Vice President of Academic Affairs has the responsibility and authority to determine whether the student will be suspended.

Classroom Decorum

Discipline problems should be discussed with the Division Chair or the Dean of Instruction. The security officer should be contacted if serious altercations and/or interactions occur.

Instructors are responsible for establishing orderly procedures in the disciplining of students in matters of classroom integrity or demeanor. Physical and verbal altercations should be avoided. Any such disturbance should be reported immediately to the appropriate Division Chair.

A faculty member has the right to temporarily suspend a student from his/her classroom for the remainder of the class whenever the student is disrupting the class to a point that there is no longer a learning environment.

Immoral Conduct or Criminal Conviction

The college reserves the right to dismiss any faculty employee whose conduct it considers to be in violation of the stated moral standards and policies of the college, or of commonly accepted moral standards of the larger community. Conviction of a felony or other serious criminal behavior will be considered adequate grounds for immediate termination of employment and contract.

Sexual Harassment Policy

It is against college policy to sexually harass or to discriminate against any member of the college community on the basis of race, sex, religion, national origin or disability. Such actions are prohibited not only by college policy, but by Title VII of the Civil Rights Act of 1963 and Title IX of the Education Amendments Act of 1972. Violation of these acts may subject the college and/or individuals to disciplinary action and may have legal consequences.

Sexual harassment shall be defined as unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature where:

1. Submission to such conduct is made explicitly or implicitly a term or condition of an individual's employment or classroom evaluation;
2. Submission to or rejection of such conduct by an individual is used as the basis for employment or academic decisions affecting the status of the individual; and/or
3. Such conduct has the purpose or effect of unreasonably interfering with an individual's work or classroom performance or creating an intimidating, hostile or offensive working or academic environment.

The college seeks to encourage the prompt reporting of such harassment and its prompt resolution through either formal or informal procedures. In addition, the college will take strong steps toward and encourage the development of programs aimed at informing students and employees of their rights to be free from sexual harassment and the procedures available for reporting.

Inclement Weather Policy

In case of inclement weather, only the President of the College or his/her chosen designee can close or delay the opening of the College. When the College is closed, all classes will be cancelled and all offices will be closed.

In the event that a decision is made to close or delay the opening of the College before non-working hours, such information will be broadcast to local media (radio and television). Also, check the College web site at www.philander.edu for the latest information regarding whether or not the College will be open. If there is no announcement from a media outlet or on the College web site, every employee and student should assume that the College will remain open and all employees should report to work as usual.

The President, at his/her discretion, may specify that only day classes will close and that evening classes will proceed. If day classes are cancelled, the College will make a decision regarding evening classes, when possible, by 3:00p.m., based upon the recommendation of the Arkansas State Police and the Little Rock Police Department.

In the event that a decision is made by the President to close during the official work day, employees will receive official notification from their immediate supervisor.

In the event that the College is closed during a final examination day for all or part of the day, the Vice President for Academic Affairs in consultation with the Academic Department Chairs, will re-schedule any missed final examinations.

On occasion, essential personnel (i.e., campus security, food service, maintenance and housekeeping) will be required to attend work even when the College is closed. Essential personnel will be notified of their work status by their immediate supervisor.

Vehicle Registration

Employees and students who park vehicles on the College's campus each year register their vehicles with Campus Security or the designated office. The registration shall include the vehicle's license number, expiration date, make, model, year, and color.

The registered vehicle must display the PSC parking decal on the lower inside of the driver's side of the windshield.

Alcohol & Drug Abuse Policy

Philander Smith College is committed to the principle of an alcohol and drug-free environment. It feels an obligation to help eradicate alcohol and other drug abuse on our campus and beyond. This section of the handbook has been developed in compliance with the National Drug Control Strategy. This measure, issued in September 1989, proposed that the Congress pass legislation requiring schools, colleges and universities to implement and enforce firm drug prevention and education programs as a condition of eligibility to receive federal financial assistance. On December 12, 1989, the President signed the Drug-Free School and Communities Act Amendments of 1989 which require that institutions of higher education implement a program to prevent the unlawful possession, use or distribution of illicit drugs and alcohol by its faculty on school premises or as part of any of its activities.

I. Policy Statement

It is the goal of Philander Smith College to protect the public health and environment of members of the campus by promoting a drug-free environment.

In accordance with the mandate of the federal legislation, the manufacture, distributes, possession, or use of illicit drugs and the unlawful possession, use, or distribution of alcohol on Philander Smith College property or as part of any of its activities is prohibited.

Violations of the policy will be handled according to existing policies and procedures covering the conduct of faculty.

Disciplinary sanctions for faculty may include oral warning, written reprimand, suspension or termination, and referral for prosecution.

II. Standards of Conduct

A. Standards of Conduct – Drugs

Illicit Drugs: The unlawful manufacture, possession, distribution, or use of illicit drugs on campus property or as part of any of its activities by faculty or their guests is prohibited.

B. Philander Smith College expects faculty to be free of the influence of controlled substances; to refrain from the use of controlled substance on University premises or related premises or at a University premises or related premises or at a University activity; and to not drink, dispense or be under the influence of alcohol or possess alcoholic beverages on the Philander Smith College premises or at functions or activities controlled by the campus.

C. Any faculty member who gives or transfers controlled substances to another person or sells or manufactures a controlled substance while on campus or related premises will be subject to discipline up to and including termination, suspension and/or referral to the authorities for prosecution.

D. Any faculty found to be in violation of federal, state or local narcotic or controlled substance laws on campus premises will be subject to discipline up to and including suspension or termination.

E. Faculty member whose behavior and/or conduct is a result of alcohol or other drug misuse/abuse on campus or as a part of any campus activity may be required to undergo, at their own expense, a pre-assessment (screening) at an appropriate agency identified by Philander Smith College. The welfare of the student comes first and discipline may be deferred or dismissed depending upon the severity of the violation.

F. Any containers of beer, wine, or distilled spirits which are being transported in a private automobile must be sealed and covered while on campus premises.

Philander Smith College has developed and adopted the drug prevention program described herein pursuant to the requirements of Public Law. This program document which includes a policy statement and educational information shall be known as the Philander Smith College Drug Prevention Program and Policy statement.

As a means of self regulation, the University adopted a set of standards that were developed by the Network of Colleges and Universities Committed to the Elimination of Drug and Alcohol Abuse. The university by adopting the standards made a commitment throughout the institution to:

- **Establish and enforce clear policies that promote an educational environment free from the abuse of alcohol and other drugs.**
- **Educate members of the campus community for the purpose of preventing alcohol and other drug abuse, as well as educate them about the use of legal drugs in ways that are not harmful to self or others.**
- **Create an environment that promotes and reinforces healthy, responsible living, respect for community/campus standards and regulations, the individual's responsibility within the community, and the intellectual, social, emotional, spiritual or ethical, and physical well-being of its community members.**
- **Provide for a reasonable level of care for alcohol and drug abusers through counseling, treatment and referral.**

FACILITIES / SERVICES / RESOURCES

Mail Boxes

All divisions have designated mail boxes for adjunct faculty members. Some are placed on the office door and others are located in other areas of the division suite.

Technology and Instructional Supplies

Adjunct faculty members have access to technology and instructional supplies which are located in each division and each division chair is responsible for ensuring that the adjunct faculty member is provided with all teaching essentials.

Donald W. Reynolds Library and Technology Center

The D.W. Reynolds Library and Technology center maintains a continuous growing collection of volumes and regularly receives many periodicals.

Special library services are provided for faculty members including the following:

- Adjunct faculty members are eligible to borrow any materials from the library, except records, which the library does not circulate.
- The regular two week loan may be extended to a semester loan for adjunct faculty members, if the need arises. Adjunct faculty members may utilize the inter library loan service by requesting materials through the head librarian.
- Copies from the microfilm collection will be reproduced for adjunct faculty members at no charge.

Adjunct faculty members are encouraged to recommend books in their own area for addition to the library's collection. Book Request Forms are distributed to adjunct faculty members upon request. All requests for books to be added to the collection shall be forwarded to the Head Librarian and shall be approved by the Department and Division Chairperson and the Vice President for Academic Affairs.

An adjunct faculty member may request that a book or books be placed on reserve by filling out the appropriate form obtainable from the librarian. Titles placed on reserve remain there for one semester or summer unless the adjunct faculty member requests the title be reserved for another term.

The college Librarian distributes bibliographies and lists of new books at regular intervals. The Library operates under open stack policy. Stacks are open to all students. Study carrels in the stack area are provided on a first come/first served basis.

Teacher Education Laboratory

The Teacher Education Laboratory, located on the second floor of Reynolds Library and Technology Center, is designed to support the existing teaching training program as well as the multimedia needs of the entire college community. As part of the lab's design and purpose, its director works collaboratively with the CAI (Computer Assisted Instruction) lab, SPARK (Student Support Services), and the Philander Smith College Library to provide both students and faculty with access to facilities and materials in these three areas:

- Graphics Center
- Media Center
- Resource Center

Its primary uses range from the students in the teacher education program to students who seek information in education related areas. The lab director also assists students who are preparing for such standardized tests as the **PRAXIS I: Academic Skills Assessment**, and the **PRAXIS II: Subject Assessment**. The Teacher Education Laboratory provides facilities that include current technologies.

Student Support Services Program (SPARK)

Initiated in 1978, Special Services for Underdeveloped Students (SPARK) has five clearly defined objectives: 1) to create a desire for motivation; 2) to inspire love of learning; 3) to promote the free exchange of ideas; 4) to encourage high scholastic achievement; and 5) to instill a concern for the world in which we live.

SPARK provides courses in Reading and Study Skills. Tutorial assistance is provided for all students in Communication, Developmental English, Reading, Foreign Languages, Accounting, Science and other courses. **SPARK** provides counseling in social, personal and career components on both an individual and group basis; and it administers a battery of tests in English to freshmen. SPARK services are available to all of the College's students.

Student Computer Learning Center (SCLC)

The Student Computer Learning Center (also known as the CAI - Computers Assisted Instruction Lab) focuses on student needs in reading, writing and mathematics. Developmental courses are offered in reading, writing mathematics with emphasis on improving basic skills so that students will be prepared to manage college level work. These courses are one semester courses, unless it is proven necessary for a student to enroll for a second semester.

The Developmental Studies Program also includes tutorials and laboratory experiences to develop skills. These tutorials and laboratory experiences assist and prepare students needing additional assistance in developmental course work as well as upper-level college course work. Tutorials are also provided for students preparing to take any one of the national exams, such as the **PRAXIS or LSAT**.

Mini-workshops are offered to assist students in personal skills development. These mini-workshops focus on such areas as familiarity with testing procedures, problem solving, preparing term papers, etc.

COURSE SYLLABUS
Philander Smith College
Division of _____

Course Prefix and Number:

Course Title:

Semester:

Credit Hours:

Instructor:

Classroom:

Office Location:

Office Hours:

Telephone Number:

Email:

Prerequisites:

Textbook(s):

Course Description: (Quote from College Catalog)

Course Objectives:

Course Indicators: Upon completion this course, the candidate will:

(List all indicators here. ***Ensure that your indicators address diversity issues and the use of technology in the course.*** If the indicator originated from the Conceptual Framework, please indicate this on the syllabus as follows: "(CF - component cited)".

Course Content/Outline:

Assignments, Evaluation Procedures, and Grading Policy:

Assignments: (Assignments must be varied enough to provide students with opportunities to think analytically a critically as well as demonstrate oral and written communication skills.)

Evaluation Procedures: (Evaluation strategies should be aligned with learning indicators and include various formats as deemed appropriate – tests, observation, portfolios, etc.)

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

I - This course adheres to the incomplete grade policy outlined in the 2000-2001 Philander Smith College Catalog.

Teaching Strategies:

- | | |
|---|---|
| <input type="checkbox"/> Lecture | <input type="checkbox"/> Discovery Learning |
| <input type="checkbox"/> Discussion/Questioning | <input type="checkbox"/> Small Group Activities |
| <input type="checkbox"/> Cooperative Learning | <input type="checkbox"/> Demonstrations/Modeling/Models |
| <input type="checkbox"/> Role Playing/Simulations | <input type="checkbox"/> Technology/Media Presentations |
| <input type="checkbox"/> Problem Solving | <input type="checkbox"/> Team Teaching |
| <input type="checkbox"/> Individualized Instruction | <input type="checkbox"/> Other(s) _____ |

Teaching Models:

- | | |
|---|---|
| <input type="checkbox"/> Direct Instruction Model | <input type="checkbox"/> General Inquiry Model |
| <input type="checkbox"/> Inductive Model | <input type="checkbox"/> Deductive Model |
| | <input type="checkbox"/> Other(s) _____
(List) |

Laboratory Experiences:

Instructional Resources:

Bibliography: (Unless they are classics for your course/discipline, references should not be more than five years old.)

Websites:

Students with Disabilities Policy: It is the policy of Philander Smith College to accommodate students with disabilities pursuant to federal and state laws; as well as the College's commitment to equal opportunity for all students. Any student with a disability who needs accommodation, for example, in a seating placement, arrangements for examinations, or class location, etc., should contact the SPARK program to complete a registration form.

Attendance Policy: This course adheres to the attendance policy outlined in the 2000-2001 Philander Smith College catalog.