



Palomar College

Behavioral Sciences Faculty Information Sheet 2016-2017

Welcome to the Behavioral Sciences Department. This informational packet is intended to assist you with some of the day-to-day questions you may have as a faculty member of our department. Much of the information provided below is available in greater detail in the following places.

- The Palomar College Catalog: <http://www.palomar.edu/catalog/>
- The Class Schedule: <http://www.palomar.edu/schedule>
- The PFF Union Contract: <http://www.palomarfacfed.org/>.



Those teaching at the Escondido Center will be provided with an informational packet for that site and can contact Tom Medel at x3351 or x8103 for more information. Those teaching at Camp Pendleton should contact Ryan Williams (760-725-6626) for more information. Please feel free to contact me at remerick@palomar.edu or 760-744-1150 x3951 at any time with questions or concerns, no matter how small.

— R. Dillon Emerick, Department Chair

Getting Started

Parking Permit – Your faculty parking permit (which must be renewed annually) will allow you to park in the staff/faculty parking lots, as well as in the student lots if faculty lots are full. For part-time faculty, a permit may be obtained at no charge at the Part-time Faculty Orientation Meeting/Plenary. Faculty may also pick them up at Campus Police or at the Escondido Center. You can also obtain the form online at: <http://www2.palomar.edu/pages/police/forms-maps/>. Parking permits are required 24/7 and only one permit violation per year will be dismissed. Faculty/Staff parking permits from other California colleges are also honored at Palomar.

Keys – You will not need classroom keys, as classrooms will be open when you arrive for class. (The exceptions are MD-124, MD-129, and MD-130 which are restricted classrooms.) If you happen to find your classroom locked, please call Campus Police at x2289 to have it opened.

Class Rosters – In order to print your class roster, please go to eServices at <http://www.palomar.edu>, click on “eServices” at the top of the page, then faculty, and then enter your employee ID# and password. If you have forgotten or do not know those

numbers, there is a prompt there to help you find them. Please note that student ID numbers are confidential. Documents that contain student ID numbers should be shredded when no longer needed.

Adding Students — In order to add students after your class has closed, you will need to assign them permission numbers. You will find these on your Permission Roster, also located within eServices. You should print out this roster for yourself **before** class. Permissions codes are usually available a week or so before the semester begins. It is your decision whether or not to add students beyond the enrollment limit.

Census Week Certification — Before the end of the second week of the semester, instructors must certify that all students who are attending their class are officially enrolled, and that students who have never attended their class are dropped. It is important that we all do this so the College can be fairly compensated by the State for the students we teach. The process is important for students too, as it will enable students no longer in the class to receive a refund and for the class not to appear on their record.

Dropping Students/Student Participation — In eServices you will find your drop rosters. You are required to drop students who have never shown up for your class by the census date. You may also later drop students for excessive absences or failure to complete assignments, if you wish. After the “Last day to drop with a ‘W’” date, instructors are required to give a letter grade. An * next to the names of students on the course roster may denote student recipient of government funding contingent on their active participation in your course. If these students stop participating in your course and you drop them, or they earn an F or FW, you will be asked to specify the last date of student contact.

Athletic Participation Roster — In eServices you will also find an athletic participation roster which lists the student athletes enrolled in each of your classes and requests information on their class attendance and performance.

Posting Grades — In eServices you will also find the grade roster to use at the end of the semester for submitting final grades. Please submit grades promptly (within 5 business days after the final exam), as students can miss out on financial aid and transfer deadlines if their grades are not available in a timely manner.

Reporting Instructor Absences — Please call Sheri, x2329 (for AODS, Psychology, or Sociology) or Rebecca, x2330 (for Anthropology, Philosophy, or Religious Studies) to report any absence or anticipated late arrival and to have your class posted (which means a sign will be put on the class door communicating either your absence or tardiness). Sheri and Rebecca are available from 7:00 am – 3:30 pm. After that time, you can call the Division Dean (x2759) until 5 pm, or the Evening Administrator (<http://www.palomar.edu/instruction/Other/EveningAdministrator.pdf>) after 5 pm to post your class. After hours for Escondido, call Pam Dratler, x8164 or Campus Police, x2289.

Blackboard – Every semester a Blackboard course will automatically be set up for each of your classes. It contains a roster of your students and has many capabilities (go to <http://www2.palomar.edu/pages/atrc/blackboard-2/faculty-information> for more information.) Making the Blackboard course available to students is your decision, as is how much you will make use of it. To get into Blackboard, go to the Palomar College home page <http://www.palomar.edu/> and click on the Blackboard link. Your user name and password are the same as what you use for eServices. For further assistance, contact Blackboard technical support at atrc@palomar.edu, x2862.



Syllabus/Course Outline of Record/SLOs –You may access the Course Outline of Record for the course you will be teaching by going to: <http://www.curricunet.com/palomar>. Under Search, click on course, and then choose your discipline, course #, and name. Or to see all courses in your discipline, just choose discipline and OK. Using this as a general guideline, develop your own Class Syllabus and provide a copy for your students and the department ADA within the first week of class. Your Syllabus should include a description of your specific course content, schedule of topics and assignments, grading system, course absence/drop policy and expectations of students. Go to <http://www.palomar.edu/admissions/Calendars.htm> for an academic calendar and check with the department chair to see sample syllabi. Please note that all syllabi must contain the Student Learning Outcomes (SLOs) for the course. Here is a link to the Palomar Outcomes Database list of all courses and their associated SLOs: <http://www2.palomar.edu/slo/courses.html> If you wish, you may disseminate your syllabus electronically (through email and/or Blackboard). Some instructors make their syllabi available online before the first class and during that first meeting bring it up on the large screen in the classroom. This reduces printing costs for the department. Finally, you may **not** grade on attendance. The California Education code (Title 5 section 55002.a.2.A) prohibits this. However, you may grade on participation.

Printing/Copying/Scanning – To keep our copying costs down, please put as much material online as possible, such as posting your syllabi (as mentioned above), study guides, articles, etc. in your Blackboard course or web site. The next best options are (a) to fill out the form available on the counter top in the MD-260 service room and put your request in the copy drawer in MD-260 to be processed at Comet Copy, or (b) submit your requests online at: cometcopy@palomar.edu. You may also use the self-serve copiers available in Comet Copy on the bottom floor of the MD building or in F-6, NS-144 or A-25. Using the copy machine in MD-260 should be the very last resort. This is only intended for making 1-2 copies of a document such as a handout. This machine serves primarily as a printer for the computers in the department and, therefore, minimal copy use is appreciated. Every instructor has his or her own individual print/copy code. Please see Rebecca or Sheri if you do not have a code.

Our service-room copiers can also **scan** documents and send the results to your email address. Scanning documents, including multiple-page documents and chapters in

books, is not at all difficult. It certainly makes it easy to post documents to Blackboard. Please let me know if you want a demonstration on this time-saving technology!

Scantron Test Scoring Machine – The Scantron machine is available on the counter in MD-260 and can be used to score multiple-choice Scantron answer sheets. There are blank answer and data analysis sheets available in the hanging folders to the right of the machine for your use, though please have students buy their own at the bookstore or snack shop. Feel free to ask Sheri, Rebecca, or a fellow faculty member for help with this machine. My office is right next door, so don't hesitate to ask me if I'm in!

Fax Machine – There is a fax machine available for your use in MD-242 The fax number is: 760-761-3516. Follow the instructions taped by the machine and be sure to dial 9 first for an outside line. But it's 2016, not 1993, so you probably won't need the fax machine.

Mail, Email, and Voice Mail – If you teach at least one class on the San Marcos campus, a mailbox will be provided for you in MD-242. If not, your mail will be sent to the satellite campus at which you are teaching. The college will automatically set up a network account and Palomar email address for you. Sheri and Rebecca will have you fill out an Instructor Information Sheet on which you will indicate whether you would also like virtual voice mail set up for you and the email address you would prefer us to use in contacting you. If you are not using the Palomar College email address, you should go the e-Service web site and arrange the settings so that email sent to your Palomar address is automatically forwarded to your preferred email address. Please notify Sheri or Rebecca if there are any changes to your current mail, email, or phone number during the course of the semester. YOU ARE EXPECTED TO CHECK YOUR EMAIL REGULARLY.

Textbooks – Textbooks are ordered through the bookstore several months prior to the start of the semester. You will be provided with the order form to do this and publisher contact information to obtain your own desk copy, if needed. Students should be encouraged to purchase their books right away, as the bookstore may run out and need to order additional copies. The bookstore hours during the first 2 weeks of class are: Mon- Thurs. 7:00 am – 7:30 pm, Friday 7:00 am – 4:00 pm, Sat. 8:30- 12:30. After that time, the regular hours are: Mon – Thurs. 7:30 am – 7:30 pm, Friday 7:30 – 1:30. Contact the bookstore at x2223 if you have any questions. Some instructors put copies of old edition of their text on the library on reserve in case a student has difficulty acquiring a text at the beginning of the semester.

Minimum Class Size – Classes must have at least **20** students enrolled to avoid being cancelled according to our PFF contract. However, there are exceptions and minimums as low as 15 may be set for a given semester, but these exceptions are becoming increasingly rare. You can check your own course enrollment via eServices. If your class has 15 or fewer students enrolled around two weeks before the first day of class you should contact me at x3951 or at remerick@palomar.edu, or you can contact your discipline scheduler.

Make-Up Tests – Since space is limited and our department ADAs cannot be responsible for administering make-up exams, you may arrange to have students take make-up tests at the Tutoring Center. Go to <http://www.palomar.edu/tutoring/> for a Proctoring Request Form and take it and the exams to the back desk of the first floor of the library, LL-105. Proctoring Request Forms are also available there at the desk. There are other options available for having students make up missed exams, such as take home exams or online exams. Feel free to ask other instructors (or me!) if you need solutions. Please note that it is not acceptable to have a student take an exam in the Part-Time Faculty Office.

Classroom AV Equipment – For information on AV equipment available on campus and how to access it, go to: <http://www.palomar.edu/av/>. Most classrooms are equipped with Data Projectors/Computers and instruction sheets on how to use them. For information on the equipment available in specific classrooms and instructions on how to use it, you can go to “Services Offered” at the AV website above. Contact Information Services at x2140 with questions regarding classroom (or office) computers. There are phones in all MD classrooms with speed dial numbers set for campus police, Information Services, and Audio-Visual Services. The department also has some teaching tools and technology available (laptops, clickers, etc.), please don’t hesitate to ask me about what’s available.



Library Services - To order videos from the County Consortium, place books or articles on reserve, or arrange a customized library instruction session for your class, you can go to: <http://www.palomar.edu/library/FacultyServices.htm> , or call 760-744-1150, x2612. Don’t overlook the very substantial online database collection our library subscribes to – with many excellent full-text journal articles and other research tools for student papers and research efforts (<http://www.palomar.edu/library/OnlineDatabases/databases.htm>).

Classroom Temperature – If you are having trouble with the temperature in a classroom without an adjustable thermostat, call Donna Renner or Dayna Schwab in Facilities at x2629 (or after 4:30, Campus Police at x 2289) to have someone sent to your classroom to make adjustments. Also, windows and doors must be completely closed in order for the heating and air-conditioning to work. The system shuts down if a door or window is left open.

Medical Emergencies – In case of a medical emergency in your class you can call Health Services at x2380, Campus Police at x2289, and/or send a student to Health Services to request assistance.

Part-time Faculty Workroom – The Behavioral Sciences Department tries to maintain an office for part-time faculty in the MD building, but that space is very limited. Please be mindful of the needs of the many part-time faculty members in our Department by courteously sharing the limited space available. If you leave for a class or a meeting, please log off the computer and remove your items from the desk so that others can use

the office. We have locked cabinets for those that would like to secure valuable items while they are out of the office. Please see Rebecca or Sheri for the key to the cabinet.

In addition to space available in our department, there is a workroom for part-time faculty in NS-153 located on the first floor of the Natural Science Building. It has computers, printers, scantron machines, and small conference rooms available for your use. Hours: M-TH: 7:30 am – 6 pm and Friday 8-11 am. For more information you may call Terri Wallace x3987 or go to <http://www.palomar.edu/instruction/Other/part-time-workroom.pdf>

Student Issues

Student Misconduct – Students exhibiting disruptive or threatening behavior are in violation of the Student Code of Conduct and are handled through the Office of Student Affairs. Depending on the nature of the behavior, it may be appropriate to give a verbal warning, or to temporarily remove the student from class and notify the Director of Student Affairs who may ultimately suspend or terminate the student from the college. To document student misconduct, instructors should obtain and complete the incident report form at <http://www2.palomar.edu/pages/studentaffairs/home/forms/>.



For a more detailed discussion of the Student Code of Conduct contact Sherry Titus, the Director of Student Affairs, at x2596 or examine the Student Code of Conduct at <http://www2.palomar.edu/pages/studentaffairs/home/student-discipline/>

Cheating and Plagiarism — are also violations of the Student Code of conduct. It's recommended that you report incidents of plagiarism/cheating to the Director of Student Affairs, so that more serious steps may be taken for repeat offenders. Contact the Director of Student Affairs at x2596 for more information. It is also **strongly** suggested that your syllabus includes a description of cheating/plagiarism and the consequences for it in your course. Some students seem surprised, for example, to hear that after being allowed to work with others on some parts of an assignment, they cannot turn in identical write-ups, even though an individual paper was clearly specified. Palomar College has developed online modules, entitled "A Student Guide to Using Information Ethically and Accurately," available at <http://www2.palomar.edu/dashboard/>. You may want to consider assigning these short lessons to your students. Additional information for students about plagiarism is also available at: <http://library.csusm.edu/plagiarism/index.htm>.

Student Complaints – If a student has a problem with an instructor, that student should speak with the instructor, then the department chair, and then the Division Dean, if necessary, in that order, to try to resolve the issue through this informal process. Then, depending on the nature of the student complaint, the Dean may refer the student to the Director of Student Affairs (<http://www2.palomar.edu/pages/studentaffairs/files/2011/10/AP-5530.pdf>). In cases of **grade disputes**, the same informal procedure would be followed prior to the initiation of formal grade dispute procedures. The determination of a student's grade is the prerogative of the instructor. Only if the Dean finds evidence of a mistake, fraud, bad faith or incompetence on the part of the

instructor would the student be able to request the VP of Instruction to pursue the formal grade dispute process. (For more information, see <http://www.palomar.edu/instruction/Front%20Desk/Student%20Grade%20Dispute%20Policy%20and%20Procedures.pdf>)

Resources for Students - Financial Aid & Scholarships – Students in need of financial assistance may be directed to the Financial Aid & Scholarships Office for short term or long term financial assistance in SSC-50, 760-891-7510, or go to: <http://www.palomar.edu/fa>.

Extended Opportunity Programs & Services (EOPS) – This State program provides academic support and financial assistance for economically, socially and educationally disadvantaged students. Located in TCAI, X2447, see: <http://www.palomar.edu/eops/>



Disability Resource Center (DRC) – The Disability Resource Center (DRC) offers eligibility assessment and provides or facilitates support services for students with various documented disabilities which include physical, visual, auditory, communication, learning, psychological, and other. x2375; <http://www.palomar.edu/dsps/>

Tutoring – The STAR Tutoring Center is located on the first floor of the library where free tutoring and test proctoring is available on a walk-in basis. Call x2448 on the San Marcos campus, or x8128 (Room #10) at the Escondido Center. For more information go to: www.palomar.edu/tutoring.

Reading Center - Reading Services and reading improvement courses are available at the Reading Center, RC-1. Contact Melinda Carrillo, x2570. <http://www.palomar.edu/reading/lab.htm>

Counseling – Both academic and short-term personal counseling are available in the Counseling Department, located in the Student Services Center, SSC. Students should call 760-891-7511 for an appointment. You may also contact Karan Huskey, x3138 or PJ DeMaris, x3140 to arrange for a counselor to speak to your class about the services available.

The Career Center, x2194 and Transfer Center, x2552, also located in SSC provide resources, support and coursework to help students make important career and transfer decisions. Go to www.palomar.edu/counseling/careercenter/ or www.palomar.edu/counseling/transfercenter/

Student Transfer Information – ASSIST is a student transfer information system that shows how courses in one public California College or University articulate to others...a very informative site. Go to: <http://www.assist.org>.

Physical and Mental Health Services – First-aid, immunizations, health screenings, birth control, and nurse & physician care are available to students in Health Services. Call x2380 for more information or to arrange for a class speaker, or go to: <http://www.palomar.edu/healthservices/#> Palomar College also offers Behavioral Health Counseling Services for crisis intervention, referral services outside of campus, developmental issues, and mental health counseling, x2197 <https://www2.palomar.edu/pages/counseling/counseling-services/behavioral/>

Faculty Issues

Salary Schedule – For Salary Placement information and the current Salary Schedule, go to the Salary Schedules link found in Human Resources at: www.palomar.edu/HR/ or x2200.

Office Hours – Although Part-Time faculty are not required to maintain office hours, Part-Time are eligible to be paid for one office hour per semester, per 3 unit course taught (maximum of 3 hours per semester.) To download the Office Hours Verification Form go to: <http://www2.palomar.edu/pages/hr/employees/personnel/ptfaculty/>

Identification Card – You may get an employee picture identification card (PIC), which will at least get you discounted coffee and soda drinks on campus, by going to SU-201 (above the cafeteria) with your employee ID #. Hours: M-Th: 8:00- 2:30, Friday 8:00-1:00, x2796.

Department Meetings – Department meetings are held approximately 1-2 times per semester, with individual disciplines having additional meetings if needed. All part-time faculty members are invited and welcome to attend, but please feel no pressure to do so. The first fall semester department meeting will be held in late September or early October and an advance notice and agenda will be sent to everyone.

Student Papers/Reports – Please make arrangements with students to drop off their papers and reports to you personally. There have been occasions where students have attempted to get into the faculty mailroom to drop off something to one of us. Make sure students know that you will provide a drop box of some sort outside your office. There is a grey bin outside of the part-time faculty work office, and that bin can be used for this purpose.



Professional Development – Part-Time faculty are entitled to be paid the equivalent of 1 week of class time for professional development (typically 3 hours per course, per semester.) This may consist of attendance at the Orientation/Plenary Meeting or other scheduled workshops, conducting original research, taking coursework in your field or attendance at Professional Meetings. Go to: www.palomar.edu/pd for more information on the types of activities which qualify and help in filling out your PD contract which can be

found at eServices. Proposed professional contracts are due by September 15 for the fall semester and February 15 for the spring semester. Completed Professional Development contracts are due by December 1 by the fall semester and May 1 for the spring semester. Please note that **completed** Professional Development contract must be turned in by the due dates or you may not be paid for the work you have completed.

Part-Time Evaluations & Seniority – Part-Time Faculty will be evaluated (including a classroom observation and written student evaluations) within the first year of your employment and then again at least once every 6 semesters. This evaluation will be arranged with you ahead of time. After the observation, a meeting will be set up to discuss the findings and give you an Evaluation Report. After grades have been submitted, you will also be provided with a copy of the student evaluations. You may go to: <http://www2.palomar.edu/pages/tenureandevaluations/> to view the evaluation forms and guidelines. After teaching for 6 semesters within 6 consecutive years at Palomar and receiving satisfactory evaluations on two

consecutive evaluations, you will have preferential consideration in the scheduling of classes. This means that you will be offered at least one course before any courses are offered to a part-time faculty member without preferential consideration. All those with preferential consideration within a discipline will have equal standing.



Important Dates — You can go to: <http://www2.palomar.edu/pages/enrollmentservices/calendars/> for important dates such as each semester’s add/drop deadlines, Final Exam schedule, and the academic calendar to use in developing your class syllabus. Many of these important dates are also listed on your roster in eservices (click on “detail” in the roster menu).

Important Contacts

Department ADAs:

- **Rebecca Clements**, rclements@palomar.edu x2330 (Anthropology, Philosophy, Religious Studies & copying needs)
- **Sheri Frankfurth**, sfrankfurth@palomar.edu x2329 (AODS, Psychology, Sociology & budget/purchasing needs)

Department Chair:

- **R. Dillon Emerick** x3951 remerick@palomar.edu

Division Dean:

- **Jack Kahn**, x2759, jkahn1@palomar.edu

Other Contacts:

- Evening Administrator: <http://www.palomar.edu/instruction/Other/EveningAdministrator.pdf> (evening absences and questions)
- Campus Police, x2289 (security, medical emergencies, escort services)
- Human Resources x 2200, (employment, salary, benefits) www.palomar.edu/HR/
- Information Services x2140, (computer, phone services) <http://infoservices.palomar.edu/>

- Disability Resource Center x2375, (assessment, support) www.palomar.edu/dsps/
- Counseling Center, SSC, PJ DeMaris, x3140, www.palomar.edu/counseling/
- Career Center, SSC, Lisa Romain, x 2195 www.palomar.edu/counseling/careercenter/
- Transfer Center, SSC, Karan Huskey x3138 www.palomar.edu/counseling/transfcenter/
- Health Services, x2380, <http://www.palomar.edu/healthservices/#>
- Library, x2612, <http://www.palomar.edu/library/>
- Behavioral Health Counseling Services x2197 <https://www2.palomar.edu/pages/counseling/counseling-services/behavioral/>

A Note from the Chairperson:

My office is MD-259; please feel free to visit anytime. Best wishes for a great semester!

