



PART-TIME IVCC FACULTY HANDBOOK

2021-2022

UPDATED AUGUST 23, 2021

Table of Contents

INTRODUCTION	4
Welcome	4
Mission, Vision, Core values, Goals and objectives.....	4
Mission.....	4
Vision.....	4
Core Values.....	4
Goals and Objectives	4
Who’s Who in the College.....	5
Academic Affairs	5
Academic Divisions	6
SUPPORT AREAS ON CAMPUS.....	6
Assessment Center	6
CETLA - Center for Excellence in Teaching, Learning and Assessment	6
Counseling	6
Academic Advising.....	7
Personal Counseling Assistance Program.....	7
Transfer Services	7
Career Services	8
Center For Accessibility and Neurodiveristy (Formerly Disability Services).....	8
Mission.....	8
Accommodations at IVCC.....	8
Who is eligible for disability services at IVCC?	8
555 (Help Desk) – Information Technology Services	9
Jacobs Library.....	9
Academic Support Center (formerly Learning Commons)	10
Tutoring (in the Tutoring and Writing Center).....	10
Student Help Desk	10
Writing Center (in the Tutoring and Writing Center).....	11
BEFORE THE SEMESTER STARTS	12
Part-Time Faculty Memorandum of Teaching Assignment	12
1st and 2nd 8-Week Classes	12
Class Cancellations	12
Special Semester items	12

Course Evaluations	12
Assessment.....	12
CCSSE and Noel Levitz.....	12
Faculty Liaison Program.....	13
STARTING THE SEMESTER	13
Bookstore – Textbook and other classroom resources	13
Division Offices	13
Project Success.....	15
Online Learning	15
Dual Credit.....	15
Directory of Employees	15
Human Resources	15
Ottawa Center	16
Student IDs.....	16
Academic Dishonesty Reporting	16
Best Practices Syllabus	16
Syllabus Template.....	16
Course Outlines.....	16
WebAdvisor	16
DURING THE SEMESTER.....	17
Student Athlete Forms	17
Student Athlete Attendance Tracker (SAAT) Policy.....	17
Student Athlete Progress Report Procedures	17
Saving Gradebooks from Blackboard.....	17
Withdrawal Procedure	17
Drop Procedure	18
Student Attendance Policy	18
Retention Alert Form	18
ENDING THE SEMESTER.....	18
Final Grade Submission.....	18
Incomplete Guidelines	19
Final Exam Schedule	19
BEST PRACTICES FOR TEACHING	19
BEST PRACTICES FOR WRITING ASSIGNMENTS	20

ACADEMIC INTEGRITY POLICY	20
SAFETY AND SECURITY	21
Classroom Safety	21
Safety Concerns	21
Medical Emergencies.....	21
Behavioral Intervention	21
Campus Safety	21
Evacuation Procedures.....	21
Emergency Response Plan.....	21
Campus Violence Plan.....	21

INTRODUCTION

WELCOME

Welcome to Illinois Valley Community College! We are grateful that you chose to bring your knowledge and experience to IVCC. Each of you brings a unique set of strengths to our teaching environment. We are committed to supporting your teaching experiences and providing many resources to help you succeed. The handbook provides college policies, procedures and general information, which is intended to address questions while you are teaching at IVCC.

MISSION, VISION, CORE VALUES, GOALS AND OBJECTIVES

MISSION

Illinois Valley Community College provides a high-quality, accessible, and affordable education that inspires individuals and our community to thrive.

VISION

Illinois Valley Community College is the preferred gateway to advance individual and community success.

CORE VALUES

- **Responsibility** We will follow through on our commitments and welcome constructive assessment and suggestions for improvement. We will meet performance expectations for personal and professional conduct.
- **Caring** We will nurture a culture of mutual appreciation; cultivate empathy and a compassionate response to others.
- **Honesty** We will speak and act truthfully, without hidden agendas—admitting when we make mistakes or do not know, avoiding silence when it may be misleading, identifying and working with each other to communicate and solve problems.
- **Fairness** We will treat students and colleagues equitably, without favoritism or prejudice, giving all the benefit of the doubt and providing opportunities for individual success.
- **Respect** We will consider the talents, feelings and contributions of everyone in our interactions and behaviors; practice active listening and collaborating in our daily work; base our relationships on the essential dignity of each individual; value diverse cultures, backgrounds, lifestyle and abilities; and understand that inclusion makes us stronger and able to perform at higher levels.

GOALS AND OBJECTIVES

Goal 1: Raise community appreciation for post-secondary education and the opportunities it provides.

- Promote IVCC's educational opportunities so as to optimize enrollments.
- Solicit community feedback and participation in the development and enhancement of IVCC's programs.
- Create and coordinate opportunities for community engagement in order to highlight IVCC's contributions to the community.

Goal 2: Provide resources and support systems that cultivate success for our students, employees, and community.

- Enhance the student experience by continuously improving teaching and learning both in and out of the classroom
- Develop interventions that address students' academic, social, emotional, and financial needs.
- Create and maintain a dynamic workplace that supports employees' personal and professional growth.
- Develop sustainable partnerships that contribute to the economic success of the individual and the community.
-

Goal 3: Serve as responsible stewards of college, community, state, and donor resources.

- Leverage human resources to maximize student learning, satisfaction, and safety.
- Plan and manage fiscal resources proactively to balance revenue with expenses.
- Design, supply, and maintain an environment that is conducive to student learning and community well-being.

WHO'S WHO IN THE COLLEGE

ACADEMIC AFFAIRS

www.ivcc.edu/academicaffairs/

Dr. Deborah Anderson, Vice President for Academic Affairs

815-224-0405, deborah_anderson@ivcc.edu

Administrative Assistant: Dawn Watson, 815-224-0406, dawn_watson@ivcc.edu

Bonnie Campbell, Associate Vice President for Academic Affairs

815-224-0408, bonnie_campbell@ivcc.edu

Administrative Assistant: Sandy Beard, 815-224-0409, sandy_beard@ivcc.edu

Academic Affairs is the central administrative office with responsibility for curriculum and academic policy development, implementation and evaluation. This includes:

- career and technical programs and transfer programs
- continuing education
- adult education
- developmental/remedial education
- instructional technology
- academic fiscal management
- evaluation of academic programs
- faculty development
- assessment of student learning

ACADEMIC DIVISIONS

- Nursing
VACANT
Administrative Assistant: Polly Ragazincky: 815-224-0485, polly_ragazincky@ivcc.edu
- Workforce Development
Dr. Shane Lange, Dean (815-224-0219, shane_lange@ivcc.edu)
Administrative Assistant: Kim Herout: 815-224-0233, kimberly_herout@ivcc.edu
- Humanities, Fine Arts and Social Sciences
Interim, Ron Groleau, Dean (815-224-0482, ron_groleau@ivcc.edu)
Administrative Assistant: Marlene Merkel, 815-224-0487, marlene_merkel@ivcc.edu
- Natural Sciences and Business
Ron Groleau, Dean (815-224-0482, ron_groleau@ivcc.edu)
Administrative Assistant: Vacant

SUPPORT AREAS ON CAMPUS

ASSESSMENT CENTER

The Assessment Center provides proctoring services for placement testing, IVCC course exams, Computer Aided Instruction for LPN and RN Programs, proficiency exams, CLEP testing, and community/business testing. If your student needs to make up a test, quiz, exam, or other required work, you may complete the “make-up form” and send it to the Assessment Center, who will proctor it for you, if services are available. All students must make an appointment for testing and a photo ID is required.

E-215

[815-224-0542](tel:815-224-0542)

<https://www.ivcc.edu/assessmentcenter/>

CETLA - CENTER FOR EXCELLENCE IN TEACHING, LEARNING AND ASSESSMENT

CETLA is a working, training, and support space for all IVCC faculty. The Center hosts many professional development opportunities and events through the year. CETLA is also available for training and questions about instructional technology and instructional design. CETLA computers offer a variety of instructional technology tools. Our open lab and meeting areas offer fourteen computer workstations, a copy machine with scanning option, a color printer, black and white printer, digital writing tablets, camcorder, yeti microphone, and video capturing and editing software. This equipment is available for faculty and staff to use as needed, on a first come first serve basis.

E-321

815-224-0530

www.ivcc.edu/cetla

COUNSELING

Academic and Personal Advising for students

Mark Grzybowski, Vice President of Student Services, Title IX Coordinator

(815-224-0393), mark_grzybowski@ivcc.edu

Administrative Assistant: Crystal Credi, 815-224-0361, crystal_credi@ivcc.edu

Counselors at IVCC strive for an optimum learning experience in college. Our comprehensive services are designed to:

- EDUCATE students about requirements, policies and procedures related to degree programs at IVCC and the transfer process toward a baccalaureate degree at 4-year institutions;
- ADVOCATE for student success through collaborative efforts and student support resources;
- EMPOWER students to make good decisions and accept responsibility for their academic plan.

ACADEMIC ADVISING

Academic Advising helps students with course sequences, semester schedules, and academic planning. Counselors are available to facilitate the exploration of your educational goals by introducing degree guide sheets and electronic resources; suggesting learning strategies for success; helping to explore major fields of study; helping you understand general education requirements; and mapping the path, time-line, expense and personal resources needed to meet students' goals. CTC-202

815-224-0360

<https://www.ivcc.edu/counseling/>

PERSONAL COUNSELING ASSISTANCE PROGRAM

On occasion an unexpected incident can cause personal feelings of doubt, depression, pain, and loss. The IVCC Personal Counseling Assistance Program (P-CAP) provides confidential and professional counseling assistance to enrolled students in emergency situations. Counselors are professionally trained in mental health, personal development, and relationship issues and can provide immediate, short-term assistance. Referrals may be made to community agencies, medical services, or public assistance for continued services. IVCC does not provide long-term counseling services.

A student in crisis may be referred by faculty for an immediate counseling session. Contact the office and request a P-CAP and the student will be seen right away. You can also walk a student to the counseling center to help them get a P-CAP.

CTC-202

815-224-0361

<https://www.ivcc.edu/counseling/personal-counseling.php>

TRANSFER SERVICES

Transfer resources at IVCC are key to an effective transfer. For a seamless transfer, students should consult a Counselor for selecting the courses appropriate for major field of study and transferable to the chosen baccalaureate degree-granting institution.

CTC-202

815-224-0360

<https://www.ivcc.edu/transferservices/>

CAREER SERVICES

IVCC career services advisors can help students explore and clarify their understanding of personal qualities that influence their career choice. Advisors are available to aid in the career decision-making process and to select educational programs related to a chosen career direction.

Advisors assist with:

- Exploring options and opportunities in the career fields
- Identifying personal interests, skills and abilities
- Matching an educational plan with career interests
- Encouraging personal growth and development through education

CTC-

815-224-0502, lisa_witalka@ivcc.edu

https://www.ivcc.edu/careerservices/career_services_for_students.php

CENTER FOR ACCESSIBILITY AND NEURODIVERISTY (FORMERLY DISABILITY SERVICES)

Tina Hardy, Coordinator: tina_hardy@ivcc.edu, 815-224-0284

Administrative Assistant: Peggy Schneider, 815-224-0634

MISSION

- Serve the needs of qualified students with disabilities by providing equal access to quality education, services, and activities.
- Serve as a resource for faculty and staff to increase their awareness and expertise in the area of disabilities.

ACCOMMODATIONS AT IVCC

Accommodations are determined on a case-by-case basis. Common academic accommodations and supports may include, but are not limited to:

- Extended test time
- Separate testing location
- Note taking supports
- Test readers
- Assistive technology

WHO IS ELIGIBLE FOR DISABILITY SERVICES AT IVCC?

Students may be eligible for disability services and academic accommodations if they have a condition that affects their ability to learn, such as

- History of receiving special education services with an IEP or a 504 plan
- Documented learning difference, such as a learning disability like ADD or ADHD
- Sensory, physical or psychiatric condition, such as anxiety or depression, that affects their ability to learn

Services are FREE and CONFIDENTIAL!

C-211

815-224-0634 or 815-224-0284

www.ivcc.edu/can

555 (HELP DESK) – INFORMATION TECHNOLOGY SERVICES

For immediate assistance with classroom technologies or to discuss or request other types of technology support, contact the Help Desk. If you have a problem with technology during class, 555 is your best resource for immediate aid. 555 can help with:

- Blackboard
- Camtasia
- Cengage Courses
- Classroom technologies, such as LAN school, projectors, Sympodiums, etc.
- CMS Web Authoring
- Microsoft Outlook
- Online Learning
- Web Accessibility
- WebAdvisor
- And more!

Information Technology Services (ITS) and Learning Technologies also offer numerous how-to guides for technology used at IVCC, including those listed above.

C-114

815-224-0555

555@ivcc.edu

JACOBS LIBRARY

Jacobs Library provides resources to enhance the IVCC learning programs and services that enable our community to seek, evaluate, and use information. Access to worldwide information sources and culturally enriching materials is provided through standard library practices, cooperation with other libraries, and innovative uses of technology.

In addition to robust collections of physical and electronic resources, Jacobs Library also features helpful staff, interlibrary loan, an active learning space with collaboration table and movable furniture, group study rooms, quiet study space, and much more.

Additional faculty services include:

- customized library instruction sessions
- embedded librarian program
- reserves or e-reserves
- specialized library guides and tutorials
- purchase requests for instructional materials (books, movies, etc.)
- copyright consultations

A-201

815-224-0306

jacobs_library@ivcc.edu

www.ivcc.edu/library

ACADEMIC SUPPORT CENTER (FORMERLY LEARNING COMMONS)

The Academic Support Center (A-201) houses three important student support services: **Jacobs Library, Tutoring and Writing Center, and Student Help Desk**

The Academic Support Center offers an open computer lab with two dozen computers, two quick print stations, and two printers (B/W is \$.05 per page and color is \$.25 per page).

TUTORING (IN THE TUTORING AND WRITING CENTER)

All IVCC students qualify for free tutoring services. Whether students would like to review class material to feel more secure in their studies or they need extra help understanding course concepts, Peer Tutoring is the place to be. Generally, all subjects (except writing) can be tutored, but the tutoring is based on the ability to find a qualified tutor. Some subjects are more difficult to find tutors for than others, so it is best to request services early in the semester. Students may drop in (on campus or virtually) or make an in-person or virtual appointment. Students can call or email Peer Tutoring with questions or stop in to see when tutors are available.

815-224-0637

A-201

peer_tutoring@ivcc.edu

www.ivcc.edu/twcenter

STUDENT HELP DESK

The Student Help Desk provides students with prompt, attentive, friendly assistance and support to help students find the solutions they need to complete their coursework using information technology.

The Student Help Desk also provides students assistance with their IVCC accounts:

- WebAdvisor
- Blackboard
- Student Email
- Network/Wifi
- Log-ins/Password Resets

Classroom visits to assist students logging into computers, student email, and Blackboard are available.

If a student needs a password reset or would like to better understand a program, please have them contact the Student Help Desk. The Student Help Desk has headphones, earbuds, webcams, and calculators available for use in the Academic Support Center.

815-224-0318

A-201

shd@ivcc.edu

<https://www.ivcc.edu/shd>

WRITING CENTER (IN THE TUTORING AND WRITING CENTER)

At the Writing Center, students can receive free one-on-one or small group tutoring sessions with a qualified peer tutor or a professional tutor. In-person, virtual, and email consultations are available. The Writing Center helps students through all stages of the writing process for assignments in any class and has numerous handouts on a variety of writing topics.

815-224-0637

A-201

writingcenter@ivcc.edu

www.ivcc.edu/twcenter

The hours for the Writing Center vary each semester. Students can stop by the Writing Center desk, call the Writing Center at 815-224-0637, email the Writing Center at writingcenter@ivcc.edu, or use Accudemia to schedule an appointment.

The Writing Center is also happy to offer many services for faculty. Please visit our webpage to learn more about services provided: https://www.ivcc.edu/writingcenter/faculty_services.php

BEFORE THE SEMESTER STARTS

PART-TIME FACULTY MEMORANDUM OF TEACHING ASSIGNMENT

Please note the “Conditions of Employment” on the back of your contract. You will sign and return one copy of the assignment, keeping the other for your files. The classes listed on the contract are scheduled to run as of the day of printing; however, they may be cancelled due to insufficient enrollment prior to the start of the semester. Additional faculty responsibilities include but are not limited to the submission of syllabi to the division office; completion of student verifications, classroom and student evaluations; and reporting of student attendance and grades.

1ST AND 2ND 8-WEEK CLASSES

Classes are scheduled in either a 16-week or 8-week format. Sixteen-week classes run the length of the semester. First 8-week classes will start at the beginning of the semester and run until midterm. Second 8-week classes will start at midterm and run until the end of the general semester. Eight-week classes have a different midterm and last day to withdraw dates than 16-week classes. These dates can be found on the [Student Services website](#) and will be communicated to you by your Dean.

CLASS CANCELLATIONS

Class cancellations should be communicated to the division dean as early as possible. Follow the process specified by your Dean. This may include contacting the information desk if you need to cancel an 8 am class. Information that should be included for your Dean includes: Your name, class or classes (days and times) to be cancelled, and any work or notes for the students (such as check Blackboard for assignments or additional information).

SPECIAL SEMESTER ITEMS

During the course of the semester, there may be some items that occur that require attention by students or faculty.

COURSE EVALUATIONS

Evaluations are typically conducted around midterm for the course. Students access the survey through their IVCC email or Blackboard. Reports for instructors are only accessible through Blackboard, once grades are turned in.

ASSESSMENT

Faculty members should be assessing learning throughout the semester. Information about what and how to assess can be found on the Assessment Committee website, www.ivcc.edu/assessmentcommittee. Help with assessing is offered through CETLA.

CCSSE AND NOEL LEVITZ

IVCC administers the Community College Survey of Student Engagement (CCSSE) and the Noel-Levitz Student Satisfaction Survey every three years, but not the same year. The CCSSE helps institutions focus on good educational practice and identify areas in which they can improve their programs and services for students. The Noel-Levitz measures student

satisfaction and priorities, showing how satisfied students are, as well as what issues are important to them.

FACULTY LIAISON PROGRAM

During the semester, part-time faculty may be matched with full-time IVCC faculty members who are participating in IVCC's Liaison Program. The program helps orient part-time faculty to their role at IVCC. The full-time faculty member will meet with the part-time faculty, perform a syllabus review, and observe one class. Part-time faculty will be observed on a regular cycle.

STARTING THE SEMESTER

BOOKSTORE – TEXTBOOK AND OTHER CLASSROOM RESOURCES

The IVCC Bookstore is located in Building C on the IVCC Main Campus. The IVCC Bookstore is a self-supporting operation owned and operated by Illinois Valley Community College. The IVCC Bookstore is committed to serving students, faculty, staff, and visitors to our campus with the products and services necessary for their success within the college environment. These products and services will be delivered with courtesy, professionalism and an understanding of our financial responsibility to the college as a whole.

Contact Info

C-224 815-224-0311 [phone]
815-224-3294 [fax]
<https://www.ivccbookstore.com/>

DIVISION OFFICES – Contact with Deans and Division Administrative Assistants

Nursing

Director: VACANT 815-224-0481, located in A 217

Administrative Assistant: Polly Ragazincky, polly_ragazincky@ivcc.edu 815-224-0485

The following programs are part of this division:

Allied Health, CAN, Medical Assisting, Nursing, Phlebotomy

Humanities, Fine Arts and Social Sciences

Dean: Interim, Ron Groleau, 815-224-0482, located in A 216

Administrative Assistant: marlene_merkel@ivcc.edu 815-224-0487

The following departments and programs are part of this division:

Anthropology, Art, Early Childhood Education, English, Film, Gender Studies, History, Honors, International Education, Journalism, Literature, Music, Philosophy, Political Science, Psychology, Reading, Sociology, Speech, Theatre, World Languages

Natural Sciences, Business, and Math

Dean: ron_groleau@ivcc.edu, 815-224-0482, located in A 216

Administrative Assistant: Interim, Marlene Merkel, marlene_merkel@ivcc.edu 815-224-0487

The following departments, programs and labs are part of this division:

Agriculture, Accounting, Biology, Business Administration, Chemistry, Criminal Justice,
Economics, Geography, Geology, Fitness Center, Geology, Health and Physical Education,
Marketing, Mathematics, Physics
Life Science Lab - A-101
Physical Science Lab - E-101

Workforce Development Division

Dean: shane_lange@ivcc.edu, 815-224-0219, located in C 317

Administrative Assistant: kimberly_herout@ivcc.edu 815-224-0233

The following programs of study are available in this division:

Automotive Technology; Certified Production/Engineering Technology; Computer Aided Engineering and Design; Computerized Numerical Control; Computer Network Administration; Cybersecurity; Dental Assisting; Electronics and Electricity; Heating, Ventilation and Air Conditioning; Industrial Maintenance, Manufacturing Technology, Paramedic, Renewable Energy, Truck Driver Training, Welding

PROJECT SUCCESS

Project Success is a federally-funded TRiO Program. TRiO is a collection of educational opportunity programs funded by the United States Department of Education. The “TRiO” name for Project Success is Student Support Services.

CTC-204

815-224-0594

<https://www.ivcc.edu/projectsuccess/index.php>

ONLINE LEARNING – Resources for online classes for students and staff

<https://www.ivcc.edu/onlinelearning/>

For more information, contact someone in the Online Learning office, 815-224-0462.

IVCC's online programs and classes require the same application and enrollment procedures and online students are strongly encouraged to work with a counselor on academic planning and enrollment in classes.

DUAL CREDIT – Support for Dual Credit Instructors and High Schools Offering Dual Credit

<https://www.ivcc.edu/dualcredit/index.php>

Contact: Susan_Monroe@ivcc.edu- 815-224-0598

E2C (Early Entry College) is an opportunity for students to earn college credit while enrolled as a junior or senior in high school. Qualified students, with permission from their high school principal or designee, are eligible to enroll in IVCC courses offered on-site at their local high schools during the day.

DIRECTORY OF EMPLOYEES– Contact Information for faculty and staff

<https://www.ivcc.edu/directory/>

HUMAN RESOURCES – Employment and EEOC Enforcement

<https://www.ivcc.edu/humanresources/>

Contact: leslie_hofer@ivcc.edu – 815-224-0230

The Human Resources Office is committed to promoting diversity and inclusion, ensuring employee health and safety, recognizing and rewarding employees and working to guarantee nondiscriminatory employment through fair compensation and equal employment opportunities.

The Human Resources staff will lead by providing integrity and excellence in service and programs that will grow and nurture IVCC's most valuable resources – its employees.

OTTAWA CENTER

<https://www.ivcc.edu/ottawacenter>

Contact: jeannette_frahm@ivcc.edu - 815-224-0801

IVCC is now serving the eastern region of the district with a full-service center in downtown Ottawa.

IVCC Ottawa Center is located at 321 West Main Street, Ottawa IL 61350

STUDENT IDS

<https://www.ivcc.edu/admissions>

Contact: Admissions and Records – 815 224 0447

All students must have an IVCC photo ID. ID photos are taken in the Admissions & Records Office in room CTC 101. Students must provide a photo ID (driver's license, state ID card, etc.) and current student schedule in order to receive an IVCC photo ID. IDs are required at many offices on campus. A few examples are:

- The Jacobs Library
- Cashier's Office
- Assessment Center
- Admittance to cultural or intercollegiate sporting event

ACADEMIC DISHONESTY REPORTING

<https://www.ivcc.edu/academicaffairs/college-forms.php>

Instances of Academic Dishonesty should be reported to the Vice President of Academic Affairs.

BEST PRACTICES SYLLABUS

<https://www.ivcc.edu/cetla/BestpracticesFacultySyllabi.php>

Information for constructing a syllabus for IVCC classes.

SYLLABUS TEMPLATE (coming soon!)

A fillable template for those getting started building a syllabus.

COURSE OUTLINES

<https://www.ivcc.edu/courseoutlines/>

The most current course outlines at IVCC, which detail course objectives and other important information.

WEBADVISOR

<https://www.ivcc.edu/webadvisor>

The location of class rosters, class registrations, and faculty and staff pay information. Where you also enter 10th day verifications, midterm, and final grades.

Step-by-step instructions for using WebAdvisor can be found here:

<https://www.ivcc.edu/cetla/WebAdvisor.pdf>

DURING THE SEMESTER

STUDENT ATHLETE FORMS

STUDENT ATHLETE ATTENDANCE TRACKER (SAAT) POLICY

All student-athletes will be required to use the SAAT (Student-Athlete Attendance Tracker) during the fall and spring semesters. The student-athlete will write in their class schedule during the first week of the semester and the coach/advisor will photocopy the SAAT for the remainder of the term. SAAT's are to be picked up from their respective coach/advisor weekly. Student-athletes will take the SAAT to each class and the instructor will initial that the student-athlete was in attendance for that class before or after class based on the instructor's instructions. They are to be signed on the day of class, not before that day's class period. During the season, at the end of the day the student-athlete will take the SAAT sheet to their respective coach for the coach's signature to verify they were in attendance in each of that day's classes. This is done on a weekly basis during the off-season. All excused absences must be notified to their coach and instructor by the student-athlete by either e-mail or by phone. If class was cancelled, student-athlete will write "cancelled" in that day's section and coach/advisor will double check to make sure it was indeed cancelled.

STUDENT ATHLETE PROGRESS REPORT PROCEDURES

At regular intervals, student athletes are evaluated for classroom performance and participation. The first progress report goes directly from the athletic department to the instructor and is returned the same way. Subsequent reports are brought to the instructor by the student-athletes for completion. The instructor may recommend tutoring or other support services, which the coach will follow up on. If a tutor is recommended, the student must go to see a tutor (the document requesting and verifying a tutoring visit will be given to the Student Athlete from the coach), or must cooperatively find an alternative action with his/her coach. This must be confirmed with the Athletic Academic Coordinator and documented on the student athlete's progress report. In each case, violations of the policy will be documented. Multiple violations will lead to disciplinary action, up to and including dismissal from the team and forfeiture of the athletic tuition waiver.

SAVING GRADEBOOKS FROM BLACKBOARD

Gradebooks in Blackboard should periodically be downloaded to an Excel spreadsheet. The resulting excel spreadsheet can be submitted to the Admissions and Records office at the end of the semester. Saving your gradebook in this way would allow you to recreate it in the event that the Blackboard server should fail. To download the gradebook, from the full grade center view, select the Work Offline button at the right, and then the Download option. The Download grade center option page will then appear and you should select your choices from the following choices: Select Full Grade Center, Select Tab Delimiter, No to Include Hidden Information. The file should be saved to your computer for future reference. Select the My Computer option and left click on the Submit button at the bottom right hand corner of the screen. Left click on the download button and choose to save or open the file. Please keep in mind that if you opt to open it right away you will have to save it before closing the file.

WITHDRAWAL PROCEDURE

Withdrawals may be completed by the student (Student Initiated Withdrawal) or by the faculty member after the drop period but before the published withdraw date (75% point of the course).

A student cannot withdraw from a course to escape the consequences of academic dishonesty. In the event that a faculty member deems it necessary, he or she can withdraw students after the withdrawal date with a dean's approval.

Withdrawal forms are to be turned in to the Admissions and Records Office promptly following the initiation of withdrawal by the student or decision made by the faculty member. Instructors can submit an electronic withdrawal request through the <https://www4.ivcc.edu/withdrawal/>.

DROP PROCEDURE

Official **drops** from course sections are allowed and processed in the Admissions and Records Office during the drop period (up to 12.5% of the course length). The typical drop period for a 16-week class will be 10 days, although the drop period will vary for sections that begin after the first day of the semester or for sections that are short-term.

Students may complete drops through WebAdvisor or by completing the drop section of the registration form and returning it to the Admissions and Records Office. Once processed, the dropped course section is not recorded on an official transcript. Students dropping from a course may receive a refund.

STUDENT ATTENDANCE POLICY

Students are expected to attend all classes regularly. Faculty should develop their own attendance policies and publish them in their course syllabi. Each instructor should keep an accurate grade and attendance record for each student and provide this information upon request to appropriate administrators. If absence from class is unavoidable, it is the student's responsibility to explain the absence to their instructor(s) and arrange to complete any work missed. Faculty submit copies of their attendance records to the Admissions and Records Office at the end of each semester with their gradebooks for proper record keeping.

If an instructor feels the number of accumulated absences is interfering with the student's progress and ability to successfully complete the course, the student may be dropped from the course without notice.

In open entry/open exit courses taught in a non-traditional manner, steady progress completion of course objectives is required of all students. Students not making normal progress in fulfilling course objectives may be withdrawn from the course without notice, again, subject to faculty policy.

RETENTION ALERT FORM

During the course of the semester, faculty can alert specific offices on campus of students for whom academic and non-academic issues impede their ability to be successful. The "Retention Alert Form" is available on IVCC's internet and asks faculty to record what the particular issue is. The form then gets routed to the appropriate office on campus for follow up.

<https://www.ivcc.edu/retentionalert>

ENDING THE SEMESTER

FINAL GRADE SUBMISSION

Faculty members are to enter their grades into WebAdvisor within the stated deadlines that will be communicated by the Director of Admissions and Records and aligned with posted deadlines within the [official college calendar](#). After entering and verifying grades, the instructors are to turn in their grade book (or copies of grade records) and their final grade roster, signed at the bottom to the Admissions and Records Office, with a copy submitted to the part-time faculty's Division Office.

Step-by-step instructions for submitting grades can be found here:
<https://www.ivcc.edu/cetla/WebAdvisor.pdf>

Letter grades --“A,” “B,” “C,” “D,” or “F”-- should be awarded based on student performance as defined in the instructor's syllabus. Instructors may also assign an incomplete with an “I,” and a date to complete the coursework by, dependent upon faculty policy, and in accordance with the dates specified by the Director of Admissions and Records. In some instances, a course might be taken as Pass/Fail, in which case a “P” or “F” should be given.

Grade books or copies of grade records and final grade rosters (signed by the faculty member and verified) must be turned in to the Admissions and Records Office as a class is graded out and finalized. Ideally, attendance records will be included with the grade records submitted at the close of the term for possible future audits by the Department of Education, Illinois Community College Board (ICCB), or any other governing body.

INCOMPLETE GUIDELINES

The IVCC Board Policy on incomplete grades states, in part:

Incomplete is a temporary grade assigned when illness, unavoidable absence, or other reasons satisfactory to the instructor prevent completion of the course requirements by the end of the semester. A grade of "I" must be removed as designated by the instructor, but not later than the last class day of the semester following the issuance of the incomplete.

If the Incomplete is not made up by the last class day of the semester following the issuance of the "Incomplete", the grade will revert to an "F." Summer session will not be considered a semester for this policy.

FINAL EXAM SCHEDULE

All instructors are to give their final exams or other instruction during the assigned examination period. Any exceptions must be approved in advance by the appropriate Dean. Classes beginning at or after 4:00 p.m. are considered evening classes. Examinations for those classes should be given during the evening exam period as indicated on the [final exam schedule](#) and the college calendar. Students scheduled for more than two exams on any one day should contact their instructors to facilitate an alternate exam schedule.

Final grades are due in the Admissions and Records Office by 10:00 a.m. on the date communicated by the Admissions and Records office.

BEST PRACTICES FOR TEACHING

- Develop curriculum that follows course Master Course Outline expectations.
<http://www.ivcc.edu/courseoutlines/>

- Participate in Institutional Learning Outcome Assessment at IVCC.
https://www.ivcc.edu/assessmentcommittee/IVCC_ILOS.php
- Distribute a syllabus that follows best practices the first day of class.
- Fill the entire class period.
- Notify your Dean by email as soon as possible if you must miss a class period.
- Provide students with a clear syllabus policy, assignment expectations, and opportunities to communicate questions and concerns with you.
- Use multiple measures of assessment as is possible within your course.
- Follow FERPA and Academic Integrity policy expectations.
- Make students aware of campus resources and involvement opportunities.
- Maintain professional working relationships with students.

BEST PRACTICES FOR WRITING ASSIGNMENTS

- Provide an assignment sheet with a clear writing prompt and expectations.
- Provide and maintain clear expectations for the following by means of the assignment sheet, your course syllabus, or your Blackboard shell:
 - Type of document formatting required (e.g. MLA or APA) and whether to include a title page.
 - Type of source documentation required (e.g. MLA or APA).
 - Minimum and maximum essay length requirement (word limit or page number).
 - Type of and number of outside sources to use as evidence, if any.
 - Due date and time.
 - Submission format (e.g. typed/printed or Blackboard assignment link).
 - Policy for accepting late writing.
- Include a plagiarism policy in syllabus and maintain its expectations.
- Provide a rubric that outlines the grading criteria you will use.
- Make assignment models available as either former student writing or published examples.
- Clarify whether the assignment is formal, such as an essay or article summary, or informal, such as a reflection or journal response.
- For English composition and developmental composition instructors, review and maintain English department grading standards criteria: <https://www.ivcc.edu/writingcenter/stylebook-1.pdf>
- Make students aware of campus resources, such as IVCC Writing Center <https://www.ivcc.edu/writingcenter/> and Jacobs Library www.ivcc.edu/library

ACADEMIC INTEGRITY POLICY

<http://catalog.ivcc.edu/student-services/student-handbook/student-rights-and-responsibilities/>

- Academic Integrity is directly linked to the Core Values of Illinois Valley Community College, three of which are RESPONSIBILITY, RESPECT, and HONESTY. It is the RESPONSIBILITY of each student to RESPECT the academic integrity of each class/course by doing their own work and by refusing to assist others in deception. Academic dishonesty violates the academic integrity expected of all students. The Office of the Vice President for Academic Affairs will keep a file of these submissions. When a student has been identified as committing an act of academic dishonesty twice, the Vice

President for Academic Affairs will conduct an investigation, which may include a formal hearing, and will recommend or impose appropriate discipline.

- The purpose of this provision is to identify students who commit multiple acts of academic dishonesty in different courses, which the student might otherwise avoid. The assumption is that multiple acts constitute a more grievous offense than a single incident, which would constitute a learning experience for the student.
- Each time a faculty member documents an incident of academic dishonesty, he/she will submit to the Vice President for Academic Affairs office the following information (in hard copy to protect student confidentiality): student name, class, date, description of incident and action by faculty and/or student, faculty signature. The faculty member will retain the documentation.

SAFETY AND SECURITY

Campus Security is available at all times, 24/7/365.

- Office: C-103, near the cafeteria; walk down the large wooden stairs by the bookstore and turn right
- Phone: 815-224-0314 (on campus ext. 314).
- Cell: 815-739-1290
- <https://www.ivcc.edu/businessservices/campus-security.php>

CLASSROOM SAFETY

SAFETY CONCERNS: if concerned for student or personal safety, dial ext. 314 from any campus phone or dial 815-224-0314 from a cell phone.

MEDICAL EMERGENCIES: dial 911 from any phone. Campus Security will be notified.

BEHAVIORAL INTERVENTION: Please report behavior concerns by filing out a “Behavior Incident Report Form.” The Intervention Team may review and take action

CAMPUS SAFETY

EVACUATION PROCEDURES: Evacuation routes are posted in all classrooms, offices, etc. Familiarize yourself with them.

EMERGENCY RESPONSE PLAN

https://www.ivcc.edu/businessservices/emergency_response_plan.php

CAMPUS VIOLENCE PLAN

https://www.ivcc.edu/businessservices/Campus_Violence_Prevention_Plan.php