



# Life Science Department News

August 20, 2003

## Orientation Issue

Here is some general information that you need to consider in preparation for the start of the new semester. Please review this information even if you are a veteran instructor here. Please let me know if anything needs clarification or review. In addition, much useful information is available online at <http://www.mc.maricopa.edu/other/employees/> Included here is the department directory, which gives you useful contact information.

To access these pages, I must provide you with access via your MCC username and password. Let me know if you have difficulty accessing these pages. Thanks for following our departmental policies and procedures.

## Emergency Procedures

- Call Campus Security at 17777 in an emergency. They have EMT's who will evaluate the situation and call for more help if necessary.
- Call 911 in extreme emergency.
- Do not treat/assist any victims yourself unless the emergency is life threatening and you have some idea what is necessary.
- If there is a student disturbance, call Campus Security at 17777.
- If there is a troubled student that needs immediate counseling, call 17100. The counseling center will respond immediately for student crisis.
- Report all emergencies to the Department Chair and the lab techs as they will need to initiate a report on the incident.
- All accidents involving students must be reported, unless it is not serious and the student declines to fill one out. Forms are available from the lab techs or department office.

## Expectations, Roles, Responsibilities

- Faculty expectations document online at <http://www.mc.maricopa.edu/dept/d22/bio/html/policies.html>
- Lab Tech/Faculty Roles and Responsibilities document also online at <http://www.mc.maricopa.edu/dept/d22/bio/html/policies.html>
- Must have mcc email account to access

## Recommendations of the Safety Committee

After attending the Safety Seminar on August 21, 2002, it was determined that the District is in the process of working out a district wide safety process. Until that is completed, the following recommendations were discussed at the meeting and were deemed satisfactory by our OSHA representative as well as the safety and legal experts present.

1. For simple cuts if it is determined that a band-aid is all that is needed, you should still fill out the incident reporting forms that the lab techs will have on hand.
2. For anything more serious, call Campus Safety at 17777. In extreme emergency call 911.

3. General safety procedures (including location of fire extinguishers, exits, eyewash, etc.) should be in every lab manual and be discussed in the first lab. Students should not be allowed to eat or drink in lab.
4. Each Lead Instructor should go through the lab manual and determine if hazardous chemicals are being used. The lab techs have the MSDS forms. A written procedure should be in place for each lab that has special hazards. (Use of hood, disposal, etc.) The students and the instructors (including the adjuncts) should be aware of the precautions.
5. If a student does not follow the precautions, they should not be allowed to do that lab.
6. If an instructor does not follow the precautions, they should not be allowed to teach that lab.
7. There should be a zero tolerance for serious breaches of safety.
8. The presence of food in the lab refrigerators is a serious violation of OSHA regulations. **We must eliminate all food from prep room and lab refrigerators.**
9. Trash and recycling bins cannot be placed in front of the eye wash and safety shower. These could impede access in an emergency.

Shirley Henderson is our on campus OSHA representative. 461-7360  
hendersons@mail.mc.Maricopa.edu

Additional health/safety issues have been pointed out by the Ms. Henderson since the committee met. The most serious is the presence of food in the prep room refrigerators. **We must eliminate all food from these refrigerators.** In addition,

## Web Server

- When you sign up for an MCC email account, you automatically are given 300 MB of space on our web server. You can use this space for webpages or for private file services. You can mount this space as a drive whenever you login to a computer on campus or you can ftp to this space from anywhere in the world.
- Every faculty member who has an MCC email account automatically has a home directory set up.
  1. To access it on campus with a Windows machine, login to a computer using your email username and password.
  2. Under My Computer, select My Network Places, then Entire Network, then view the entire contents of the network,
  3. Select Microsoft Windows Network, then select Mc and scroll down to homedirs and double click.
  4. You should see your user name in the list. This is your home directory.
  5. Once you find your way to your home directory, you can Map this Network Drive to your windows profile. Click Tools and select Map Network Drive. You will have to browse to this directory again using the same path as above. Be sure that reconnect at logon is selected.
- If you have a website, you either need to publish it to the www folder within your home directory. It MUST be in the www folder to be accessible via the web and you MUST have an index file there with a .html extension.
- Your web address will be <http://www.mc.maricopa.edu/~username>

## Administrative Requests

- Pay attention to any requests from Sandy Coates, the department secretary, who will put required paperwork in your mailbox or send requests via email.
- You must give her a copy of your syllabus at the beginning of the semester and final grades as they are turned in.

- Sandy will arrange evaluations, which are mandatory for the first three semesters that you are here and then periodically thereafter.
- You are encouraged to use evaluations (student and peer) for self improvement at anytime.
- If you need a substitute, try to arrange one for yourself. See Sandy for paperwork and inform chair.
- Printed class rosters will be distributed to your mailboxes when available.
- Class rosters are available online at <http://www.mc.maricopa.edu> . Login to MyMCC and check Your Classes (MCC email account necessary for access)
- You must apply for your own MCC email account (necessary to access MyMCC) at <http://www.mc.maricopa.edu> and select the Create an Account link. Call 461-7217 if you need any help.

## Course Procedures

- Do NOT leave students unattended in any laboratory. Call the lab techs to deliver any needed items.
- Never use student SSN's for any grade posting, etc.
- Use MyMCC to keep current on the enrollment in your classes.
- Over-rides of students into your class are your call, but do not excessively over enroll your classes.
- Must take roll in every class - required for potential state audit.
- 45th day roster and final grades are very important - make sure you turn them in on time.
- Pay attention to copyright law and fair use guidelines. For more information, see <http://www.dist.maricopa.edu/legal/copyguides.html> and <http://www.dist.maricopa.edu/legal/fairuse.html>
- Be aware of MCCC's sexual harassment policy <http://www.dist.maricopa.edu/legal/sexhar.html>
- Final exam schedule is in the Class Schedule. Please follow the published schedule. See the department chair for exceptions.
- Use the Testing Center (17336) for makeup exams. Do NOT use the prep rooms for makeups.

## Withdrawal Policy

- All faculty are required to withdraw students (W) who stop attending before the 45th day.
- All faculty are required to record the last date of attendance for every student.
- All faculty are required to record attendance by some means sufficient to determine accurately the last date of attendance.
- When students stop coming to class, faculty must withdraw them.
- Withdrawn students must be given a W (withdrawn passing) or a Y (withdrawn failing).
- Thus, we will withdraw students who stop coming to class, give them a W or a Y, and record the last date of attendance. You can use the new drop/add forms or the final withdrawal rosters, which are due about two weeks before the end of the semester. For GPA purposes, a Y is the same as an F. However, a Y like a W clearly indicates that the student was withdrawn. Appropriate withdrawals prevent financial aid fraud. Many students have been requesting that they not be withdrawn, so they can continue to receive financial aid awards. This should never be allowed as it might jeopardize our financial aid status as an institution. When a withdrawal is clearly indicated with a last date of attendance, financial aid is prorated to the dates actually attended. A final point about attendance is that we are also required to prevent students who are NOT enrolled from attending our classes. Only enrolled students are covered by our insurance. Students who are not enrolled present a liability issue. It is not clear if we share any responsibility for allowing non-enrolled students to attend our classes. Thus, it is incumbent upon each of us to know who is attending our classes. To do this, we need some form of

attendance.

- The class schedule indicates that students who do NOT attend the first class period and who do NOT contact the instructor in advance, MAY be withdrawn. Use your discretion on this one.
- Students can be reinstated in classes using a drop/add form with your signature.

## Syllabus

- Your syllabus is a contract with your students, so deviate from it only when necessary and then very carefully and with consent.
- We recommend adding something like the following to deal with inappropriate behavior: "Any inappropriate behavior will lead to student disciplinary action and/or be considered vandalism that is subject to the student code of conduct" See the Student Handbook online at <http://www.mc.maricopa.edu/other/publications/>
- Purposefully changing the setup on any computers or otherwise tampering with them will be considered vandalism and subject to the student code of conduct.
- Please include an ADA statement in your syllabus such as "If anyone in this class has a documented disability, including a learning disability, and would like to discuss possible accommodations, please see me or contact Disability Resources and Services in Building 37 as soon as possible" OR "Reasonable accommodations will be made for any disability including learning disabilities. Please see me promptly and contact Disability Resources and Services (461-7447) to discuss your eligibility and needs." Check out their website at <http://www.mc.maricopa.edu/disability/>
- The Academic Calendar is available online at <http://www.dist.maricopa.edu/eddev/students/calendar.htm>
- Class schedules are available online at <http://www.mc.maricopa.edu/schedules/>
- The student handbook, which is useful for documentation of student rights and responsibilities as well as grievance procedures, is available online at <http://www.mc.maricopa.edu/other/publications/>
- No food or drink is allowed in the classrooms or laboratories, but most faculty allow drinks in NONSPILL containers that students can keep in their book bags.
- Visitors (unregistered individuals) are NOT permitted to attend classes. College policy does not permit course auditing. Liability issues face you and the institution when persons not registered attend your class.

## Communication

- Check mailbox in workroom regularly.
- Check MCC voicemail system regularly. Sandy and the student workers give out your voicemail whenever anyone calls the department for you.
- If you are new, you need to set up your voicemail. Call 731-8866 and enter your extension and password (initially, this is your extension + 00). Follow the voice prompts.
- Get MCC email address and check it regularly (if you have an alternate email address that you check more regularly, please give us that one too, but still check MCC email).
- Phones in labs and classrooms are not for student use.
- Use phones to summon lab techs to provide supplies, etc. - do not leave you class unattended.
- Emergency and lab tech numbers are posted on phones in each lab/classroom.
- Call AV to report any problems (17687).
- Inform others of any problems with anything in the building - especially lab techs, lead instructors, other instructors in your class, etc.
- Please inform the lab techs and your lead instructor if you are substituting any lab activities. The lab techs especially need as much lead time as possible even if you are setting everything up yourself.

- Do NOT give out the lab tech phone numbers to your students. However, you can and should give their number to family members who might need to contact you when you are working in the building.

## Teaching Supplies

- Most available in LS Department workroom.
- Some supplies available in instructor station of each lab.
- Other common supplies are kept in drawers near hood in each lab.
- Markers are available from lab techs in stockroom. Please try to conserve markers as they are a major expense for the department.
- Request other supplies from Sandy.
- Scantron machine located in department workroom.
- Blank answer sheets for your students are available in the bookstore (we do NOT provide Scantron answer sheets for students).
- Blank answer sheets for your use are available in the workroom.
- Shredder located in department workroom for tests, etc. Help yourself.

## Copying Instructional Materials

- The LS Department will certainly support production of instructional materials for all of our courses and instructors. Copy machines are available in the department workroom, LS 104 and the copy center, which also operates an efficient pickup and delivery service. However, we ask that everyone follow these guidelines for copying those materials for distribution.
- Please use the department machines in the workroom and LS 104 for small (<50 pages) and/or emergency jobs. These machines are not designed for heavy production copying and can breakdown under stress.
- Please use the copy center for larger jobs especially if they require collation or stapling and for any job that does not require immediate turnaround.

## Copying Class Notes or Outlines

- Many of us are providing our students with class notes or extensive syllabi that in my case is approaching 150 pages. It is NOT a good practice to copy these extensive notes and provide them to the students at department expense. Many faculty have long had the practice of publishing these notes with Organ Pipe Publishers or even Kinkos. Thus, the students purchase these large documents.
- An alternative that many others have adopted is to publish these notes on a website. Thus, the students can print these documents at home. It has the added advantage that one can update them before they are printed by week.
- Please consider one of these alternatives rather than printing these extensive documents at department expense. Please note that this does not apply to any regular syllabi, quizzes, emergency production jobs, etc.

## Storage

- Use files cabinets in PT Office for most storage.
- Use file drawer in prep rooms for some storage.
- Nothing will be stored in the laboratory instructor desk except common supplies.
- No personal items should be left on counters in the prep rooms (other than temporarily).
- The drawers and cabinets in the prep rooms are NOT for storage of books or personal items. They are for storage of equipment and supplies in support of our lab instruction. Please use

ONLY the file drawers in the prep room for personal storage, which can be allocated by the lead instructors.

## Doors, locks and keys

- Pay attention to operation of door locks to avoid damage to locks. Do not use key to open door -- use key to unlock door, then use handle to open.
- Relock doors after opening -- especially offices, workroom, conference room, ...
- Everyone will receive a key. See Sandy in the LS department office if you have not received your key. Please take extra care with your key. We are one of the few departments on campus who give out keys.
- Make sure you lock the lab doors after class. Do not allow students from next class to enter lab unless their instructor is present.
- OK to leave classrooms (not labs) open during day, but lock if you are last at night
- Prep room doors are fire exits, so must always remain unlocked.
- No students are allowed unsupervised access to the prep rooms.
- Student access to prep rooms is prohibited unless accompanied by an instructor.
- Do not unnecessarily prop any door open in the Life Science Building (including the prep room doors!). These are fire doors that must not be propped open.
- Outside doors are locked at about 10 p.m. If you are in building after that, make sure that doors lock behind you when you leave.

## LS Labs and classrooms

- Never leave students in lab unsupervised
- Use phones to summon lab techs to provide supplies, etc.
- Nothing should ever be tacked or taped on the walls in the classrooms or labs.
- Make sure students clean (and disinfect if appropriate) table tops at beginning and end of class.
- Make sure students return any reusable materials/supplies to their original location.
- When your students use any glassware, they are responsible for washing, drying, and replacing that glassware unless otherwise instructed.
- Make sure your students clean and replace the microscopes correctly!
- Use broken glass disposal container appropriately.
- Inform lab techs of any material shortage, equipment malfunction, broken glassware, etc. so that it can be corrected for the next instructor.
- Notice recycling bins and inform your students regarding recyclable materials.
- No food can be stored in any refrigerator except the one designated for food in the stockroom or the department workroom.

## Transitions Between Classes

The transitions between classes are a problem everywhere on campus, but this seems to have been exacerbated by our increased use of technology. Please end your class on time and allow the next instructor to enter the classroom to setup for his or her class. If you need to talk to students, please do so outside the classroom.

## AV system

- Practice with AV system before your class.
- Always blank projector screen when not actively using to prolong bulb life (\$450 each).
- Logout of computer system every time you are finished using the system.
- Shut down computer system if you are last one in room at night.

- Shut down AV system every time you are finished using the system.
- If you have a problem with the AV system, call the Media number (17687). This number is listed on each phone in the building.
- Shut down student computers after your class.
- Carefully wipe down white boards after your class.
- Please do not leave notices on white boards unless it is particularly relevant to the lab or class for that week. This depletes valuable board area that other instructors may need to use.
- Never use any cleaner on the white boards -- let the custodians do it. If the boards get really bad, you can try a damp paper towel, but make sure it is dry before you use the board.
- Please take care in 'borrowing' AV or other equipment from other labs and classrooms. Promptly return the items or notify the lab techs.
- If AV equipment needs repair, promptly notify Media Services -- their number is on every phone in the LS building. The technology is great when it works, but can be very frustrating when it breaks down. We have had some problems with our AV systems in our classrooms and labs. One issue is keeping track of the status of all the systems. Whenever you encounter a problem, please call Media Services at 17687 to report it. If the problem is not immediately resolved, please also notify Brad of the problem.
- If there is a computer problem in a lab or classroom, send Brad an email so he can report it. The IT staff is overwhelmed right now, but seem to respond quicker if the request comes from the department chair.

## Resources

- The LS Department Study Lab will be open about 60 hours per week. Schedule TBA. The students working in the lab will do limited tutoring.
- There is a new technology resource for students that leads them through setting up email and accessing/using MyMCC. You can access these tutorials at <http://dltutorials.mc.maricopa.edu/>
- CTL is a good source of support for pedagogical and instructional technology help.
- The Technology Resource Center is a web site with lots of instructional technology information. <http://www.mc.maricopa.edu/trc/index.htm>
- WebCT training is available. Many textbooks are coming out with WebCT support. Look for announcements from the CTL regarding upcoming workshops.
- Instructional Technologies and Learning Communities course - CTL - Tuesdays January 30 - May 8 - 4:45 - 6:45 p.m. (Or Online).
- You can set up WebCT or a Webboard discussion group for your course at <http://public.mc.maricopa.edu/ntools.html>
- Tutoring resources are available in the Learning Enhancement Center in the Library.
- Disability Resources and Services are available for help in dealing with any disabled students (461-7447).
- The Counseling Center can help with troubled or difficult students (461-7100).