FACULTY
HANDBOOK

ACADEMIC YEAR
2019-20

ARTS DIVISION

MT. SAC
Mt. San Antonio College

Table of Contents

Welcome to Mt. SAC - Arts Division

The **Mt. SAC Arts Division** offers outstanding fine and performing arts programs that have received local, state, national and international recognition. Degrees and courses are offered in a wide range of disciplines, including Fine Art, Theater Arts, Commercial & Entertainment Arts and Music. Classes, events, rehearsals and performances take place in the College's **Sophia B. Clarke Theater, Feddersen Recital Hall**, state of the art **Design Technology Center**, **Fine Art Gallery** and **Fine Arts studios**.

Mt. SAC Mission Statement

The mission of Mt. San Antonio College is to support all students in achieving their educational goals in an environment of academic excellence. Specifically, the College is committed to providing quality education, services, and workforce training so that students become productive members of a diverse, sustainable, global society. The College pledges to prepare students for lifelong learning through the mastery of basic skills, the achievement of associate degrees and certificates, and the completion of career and transfer pathways.   The College will carry out this commitment by providing an engaging and supportive teaching and learning environment for students of diverse origins, experiences, needs, abilities, and goals.   The College is dedicated to serving our community through improving economic achievement, advancing civic engagement, enhancing personal well-being, promoting critical thinking, and enriching aesthetic and cultural experiences.

Mt. SAC Vision Statement

Mt. San Antonio College strives to be regarded as one of the premier community colleges in the nation. We will be viewed as a leader in community college teaching, programs, and services. As a premier community college, we will provide access to quality educational programs and services, focusing on student success within a climate of integrity and respect. We will earn this reputation by consistently exceeding the expectations of our students, our staff, and our community.

CORE VALUES

- **Integrity**
  We treat each other honestly, ethically, and respectfully in an atmosphere of trust.

- **Equity and Diversity**
  We respect and welcome all differences, and we foster equal opportunity to succeed throughout the campus community.

- **Community Building**
  We work in responsible partnerships through open communication, caring, and a cooperative spirit.

- **Student Focus**
  We address the needs of students and the community both in our planning and in our actions.

- **Lifelong Learning**
  We promote the continuing pursuit of high educational goals through equal access to excellence in both teaching and support services.

- **Positive Spirit**
  We work harmoniously, show compassion, and take pride in our work.

- **Effective Stewardship**
  We sustain and improve the institution and environment by effectively using resources of time, talent, facilities, and funding.

Mt. SAC Board Policies and Administrative Procedures:

http://www.mtsac.edu/governance/trustees/apbp/

ARTS DIVISION CONTACTS

Arts Division Office is located in Building 12, Suite 1210

General email: artsdivision@mtsac.edu

		Ext.*	Email	Core Duties**
Dean	Mark Lowentrout	5201	mlowentrout@mtsac.edu	
Associate Dean				
Administrative Specialist IV	Elizabeth Callahan	5116	ecallahan@mtsac.edu	Assistant to Dean, budget, class schedule oversight, faculty loads, grants, board items, meeting minutes posting, conference & travel.
Administrative Specialist III	Rebecca Cabrera	5295	rcabrera3@mtsac.edu	Assistant to Dean, faculty evaluations, classified absences and timesheets. Fine Art class schedules, high school outreach, student workers.
Administrative Specialist III	Annmarie Marin	4135	amarin28@mtsac.edu	Music & Theater support, class schedules, events, travel/field trips, PAC calendar, performance scheduling. Guest parking permit requests.
Administrative Specialist III	Susan Lee	4922	slee492@mtsac.edu	CEA support, class schedules and field trips. Faculty attendance, hourly timesheets, Fine Art models. Arts Division front desk.

*From an outside line, dial (909) 274+ extension

** Any Administrative Specialist may assist in any area if one is unavailable, please ask.

DEPARTMENT CONTACTS

Dept./Unit	Contact	Ext.*	Email	Office
CEA *Photography* *Graphic Design* *Animation* *Gaming* *Radio* *Television*	**Chair** Steve Burgoon Sunil Thankamushy Hector Rivas Jason Shiff Stillman Kelly	5332 4451 4769 4619 6821	sburgoon@mtsac.edu sthankamushy@mtsac.edu hrivas@mtsac.edu jshiff@mtsac.edu skelly12@mtsac.edu	13–2454 13–2453 13–2455 13–2456 13–1471
Fine Art	**Chair** Carolyn Alexander	4317	calexander@mtsac.edu	1A–6A
Music *Audio Arts*	**Chair** Robert Bowen Nathan Tharp	4320 4336	rbowen@mtsac.edu ntharp@mtsac.edu	2–M116 2–M115
Theater	**Chair** Matthew Burgos	4337	mburgos14@mtsac.edu	2–T125

*From an outside line, dial (909) 274+ extension

CAMPUS CONTACTS

Department		
Mt. SAC Campus Police (Security)	**Bldg. 23**	**Ext. 4555**
Payroll	4	Ext. 4240
Human Resources)	4-1460	Ext. 4225
Professional & Organizational Development (POD) (Training)	6-140	Ext. 4504
Student Services	9C	Ext. 6909
Printing Services	4-1802	Ext. 4255
Library	6	Ext. 4260
Media Services	6	Ext. 4270
Presentation Services	6-170	Ext. 4273
Information Technology (Help Desk)	23	Ext. 4357 (HELP)
Faculty Association	23	Ext. 4531
Mail Services	4	Ext. 4212

*From an outside line, dial (909) 274+ extension

Online Campus Directory: http://www.mtsac.edu/directory/index.html
Campus Map: http://www.mtsac.edu/maps/
Academic Calendar: http://www.mtsac.edu/schedule/calendar.html
POD Training Calendar: http://www.mtsac.edu/pod/
Emergency Plan: http://www.mtsac.edu/emergency/

Mt. San Antonio College

1100 N. Grand Ave. Walnut, CA 91789 | **(909) 274–7500**

Campus Police & Safety: **(909) 274 – 4555** | Text-A-Tip: **(909) 610 – 9139**
Security Escort: (Mon.–Thurs. 6:30 p.m. – 10:15 p.m.)
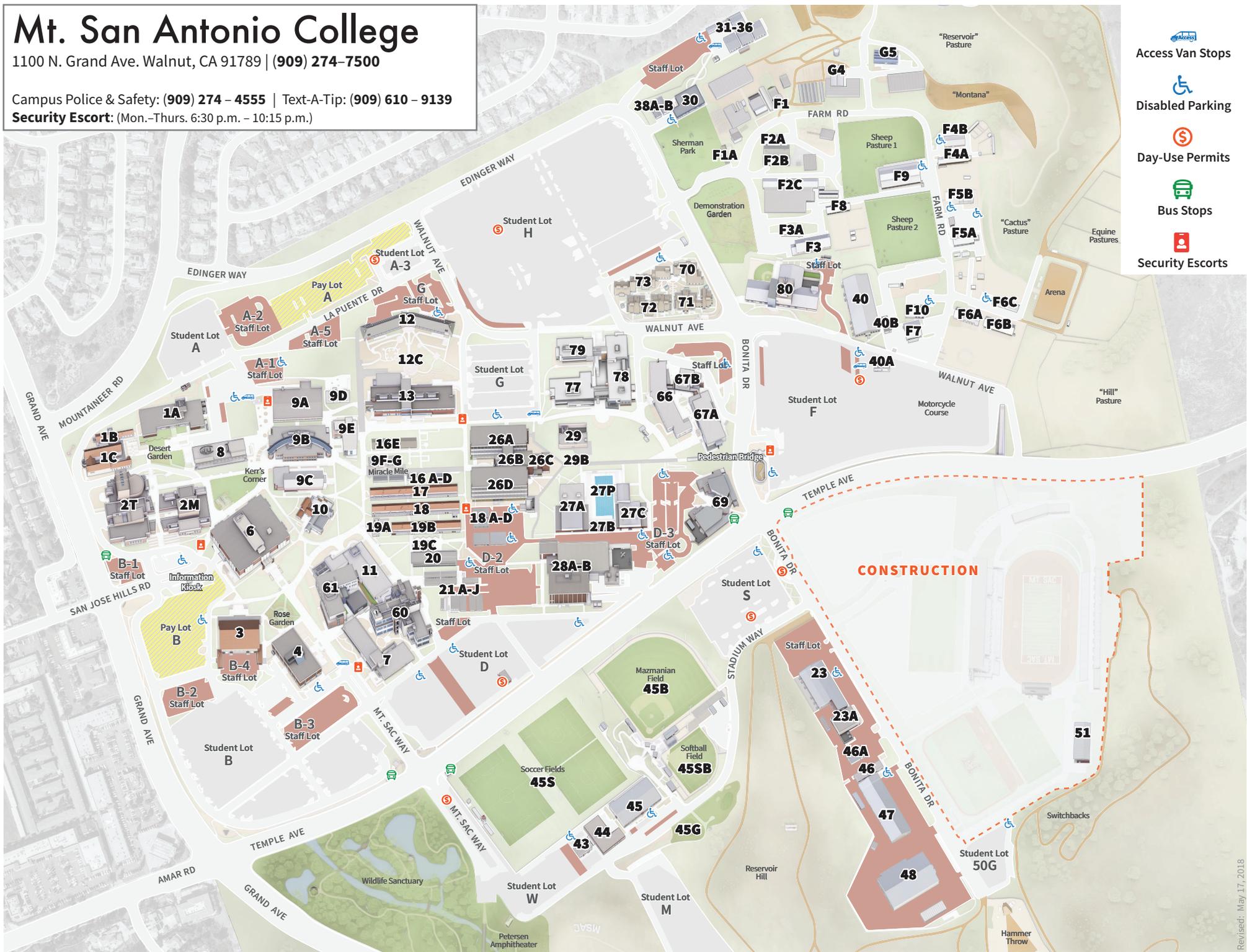
Legend

- Access Van Stops
- Disabled Parking
- Day-Use Permits
- Bus Stops
- Security Escorts

Map Labels

Edinger Way · Walnut Ave · La Puente Dr · Farm Rd · Bonita Dr · Temple Ave · Walnut Ave · Grand Ave · Mountaineer Rd · San Jose Hills Rd · Mt. Sac Way · Stadium Way · Amar Rd

Reservoir Pasture, **Montana**, **Cactus Pasture**, **Hill Pasture**, Equine Pastures, Arena, Sheep Pasture 1, Sheep Pasture 2, Demonstration Garden, Sherman Park, Desert Garden, Kerr's Corner, Rose Garden, Information Kiosk, Wildlife Sanctuary, Petersen Amphitheater, Reservoir Hill, Switchbacks, Hammer Throw, Motorcycle Course, Pedestrian Bridge, Miracle Mile

Parking Lots:
Student Lot H · Student Lot A-3 · Pay Lot A · Student Lot A · Student Lot G · Student Lot F · Student Lot S · Student Lot D · Student Lot B · Pay Lot B · Student Lot W · Student Lot M · Student Lot 50G

Staff Lot · A-2 Staff Lot · A-5 Staff Lot · A-1 Staff Lot · B-1 Staff Lot · B-2 Staff Lot · B-3 Staff Lot · B-4 Staff Lot · D-2 Staff Lot · D-3 Staff Lot

Buildings:
31-36 · G5 · G4 · F1 · 38A-B · 30 · F2A · F2B · F2C · F1A · F9 · F4B · F4A · F5B · F8 · F5A · F3A · F3 · 80 · 40 · 40B · F10 · F7 · F6C · F6A · F6B · 70 · 73 · 72 · 71 · 40A · 12 · 79 · 77 · 78 · 67B · 66 · 67A · 12C · G · 13 · 9A · 9D · 9E · 9B · 9C · 16E · 9F-G · 16 A-D · 17 · 18 · 19A · 19B · 19C · 20 · 26A · 26B · 26C · 26D · 29 · 29B · 27P · 27A · 27B · 27C · 69 · 18 A-D · 28A-B · 21 A-J · 1A · 1B · 1C · 8 · 2T · 2M · 10 · 6 · 11 · 61 · 60 · 3 · 4 · 7 · 23 · 23A · 46A · 46 · 47 · 48 · 51 · 45B · 45SB · 45S · 45 · 45G · 43 · 44

Mazmanian Field 45B · Softball Field 45SB · Soccer Fields 45S

CONSTRUCTION

Revised: May 17, 2018

CAMPUS MAP LEGEND

Location   *Building Number*

A

Academic Senate	4
Accessible Technology Center (DSPS)	9E
ACES	9E
Adult Basic Education Center	30
Admissions & Records	9B
Administration	4
Agricultural Sciences	80
Animation Drawing Lab	13
Art Center	1A/B/C
Art Computer Graphics Lab	13
Art Gallery/Classrooms	1B/C
Arts Division Office	12
ARISE (Asian American Pacific Islander Program)	16E
ASPIRE	16E
Assessment	9B
Athletics Modular	44
Auxiliary Services	9A

B

Biological Services	7, 11, 60 & 61
Bookstore (SacBookRac) Photo ID	9A
Box Office	2T
Bursar's Office/Permits	4
Business Division Office	17
Business Faculty Offices	18A, B
Bridge/Learning Communities	9E

C

Campus Events	6
Campus Police (Public Safety)	23
Career & Transfer Services	9B
Center for Deaf and Hard of Hearing Services (DHH)	9A
Center of Excellence	21D
Central Plant	29
Central Plant Office	29B
Chemistry Department	7
Child Development Administration	70
Child Development Classes	73
Child Development Complex	70-73
Child Development Faculty Offices	73
Clarke Theater	2T
Communication Department	26D
School of Continuing Education Division Office	40
Counseling Department	9B

D

Dance Studio	2T
Design Technology	13
Disabled Student Programs & Services	9B
Document Storage/Facilities Planning	46A
DREAM	16E

E

English Department Office	26D

EOPS/CARE/CalWORKs	9B
Emergency Operations Center/ Facilities Construction Offices	46
ESL Classrooms	31A & B, 32, 35-36 & 66
Exercise Science/Wellness Center	27A
Express Stop *(Food & Supplies)*	16A

F

Facilities, Planning + Management / Maintenance + Operations	47
Farm (Agriculture/Horticulture/VetTech)	
48th District Agricultural Association	F10
Agricultural Sciences	80
Equine Unit	F6A-B-C
Equipment Barn	F3
Equipment Technology	F7
Farm Offices	F2A
Horticulture Storage	F2B
Horticulture Unit	F1
Irrigation & Landscape Construction	F2C
Livestock Pavilion	F9
Small Animal Care Unit	F5B
Swine Unit	F4A & F4B
Vivarium	F5A
Fashion	13
Feddersen Recital Hall	2M
Field House	50G
Financial Aid	9B
Fiscal Services	4
Foreign Languages	66
Forensics	26D
Foundation Office	12
Founders Hall	10

G

Grants	4
Gym	3

H

Health Careers Center	67A & B
Health Careers Resource Center	67B
Heating/Air Conditioning	69
High School Outreach	9B
High School Referral/ Adult Diploma Programs	32, 33 & 38A-B
History/Geography/Political Science	26D
Honors Program	26A
Hospitality & Restaurant Management	19B
Human Resources	4
Humanities & Social Sciences Division Office	66
Humanities/Social Sciences	26A, B & D

I

Information Technology	23 & 23A
Instruction Office	4
Interior Design	13

J

Journalism	26D

K

KSAK Radio	6

Kinesiology, Athletics & Dance	45
Kinesiology, Athletics & Dance Division Office	45

L

Language Center	66
Library / Learning Technology Center	6
Library & Learning Resources Division Office	6
Locker Rooms	27C

M

Mail Center	4
Maintenance & Operations/Facilities Planning & Management	47
Marketing & Communication	4
Math & Science	61
Math Tutoring	61
Media Services	6
Mental Health Faculty Offices	67A
Mountie Café *(Food)*	8
Mountie Grill - WOW *(Food)*	19C
Music/Dance/Theater Classes	2M & 2T

N

Natural Sciences Division Office	61
Natural Sciences Complex	7, 11, 60 & 61
Nutrition	19B

O

Older Adult Programs	36

P

Parking Office (Violations)	23
Payroll & Purchasing	4
Performing Arts Center	2M & 2T
Photographics	13
Planetarium	26C
Pool	27P
President's Office/Board Room	10
Printing Services	4
Professional & Organizational Development	6
Prime Stop *(Food & Supplies)*	61
Public Affairs & Media Relations	4
Public Safety	23

R

REACH	16E
Receiving/Transportation	48
Regional Health Occupations Resource Center (RHORC)	35
Research & Institutional Effectiveness	4
Risk Management	4

S

School of Continuing Education Division Office	40
Science Laboratories	60
Science - North	11
Science - South	7
Sherman Park	F1A

Short Stop *(Food & Supplies)*	67A
Starbucks	8
Student Health	67B
Student Health (Satellite Office)	9E
Student Life Center	9C
Student Services Center	9B
Student Services Annex	9D
Student Success Center	9E
Studio Theater	2T

T

Teacher Preparation Institute	26A
Technology Center	28A/B
Technology & Health Division Office	28A
Technical Education Resource Ctr (TERC)	18C
Technical Services	6
Telecommunications	23
Tutorial Services/ Supervised Tutoring (LAC)	6
TV Production/Broadcasting	6

U

Upward Bound	9B

V

Veterans Resource Center	9E
Vocational Technical Ed. Act (VTEA)	40

W

Welding/Air Conditioning	69
Wellness Center	27A
WIN (Student Athlete Tutorial Center)	45
Writing Center	26B

🔍 Search Campus Map

www.mtsac.edu/**maps**
or the **MountieApp**

Services:
ATMs, Food & Supplies, Coffee, Book Store, Bursar's Office, Library, Health Services

Parking:
Day Use Permit, Disabled, Short-Team, Metered, Student Lots, Staff Lots

Getting Around:
Access Van Service, Accessible Routes, Shuttle Bus (Lot M), Public Transit Bus Stops, Driving Directions, Water Bottle Filling Stations, Smoking Zones

Safety:
Emergency Phones, Campus Police & Security, Security Escort Locations, Assembly Areas

Events:
Art Gallery, Athletics, Farm, Performing Arts, Observatory, Planetarium, Wildlife Sanctuary

May 17, 2018

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GETTING STARTED

Faculty ID

Your employee number (A-number) will be assigned by Human Resources once all employment documents are processed. The Arts Division office will give you a memo to obtain your Mt. SAC photo ID badge. The photo ID badge is available from the window adjacent to the Mt. SAC bookstore.

Keys

The Arts Division will issue a key requisition for keys and a key fob, as applicable (for electronic locks). To receive your key(s), you must present the signed requisition to the key request desk at the Facilities Office across Temple Street (Bldg. 47, located off Bonita, Ext. 4850). **Faculty should carry their keys at all times while on campus**. Use only **your assigned** key or key fob for security reasons. *Never loan your keys to anyone.* If you lose your keys, report it to the Arts Division office immediately. <u>Always</u> lock classroom doors when your class ends.

Parking

Permits are issued on an annual basis. The Arts Division administrative specialist will assist you in obtaining your staff permit. A Mt. SAC ID and driver's license is required when you pick up the permit at the Parking Office located in Building. 23. (Ext. 4233). Refer to the campus map for the most convenient staff parking locations. You may NOT park in metered parking, 30 minute parking, or student parking. Please leave ample time to secure parking before your scheduled class time.

Portal / Web Access / Email

You are required to claim and use Mt. SAC as your **primary email** for all college correspondence. Link to portal log in: https://inside.mtsac.edu/

1. Your Mt. SAC email address should be your primary source of contact for all college correspondence.

2. Mt. SAC email is accessible via the portal.

3. Check your email regularly.

4. The Mt. SAC email platform is Microsoft 365/ Outlook. If you need Outlook training, check the Professional & Organizational Development (POD) calendar for upcoming training dates, links below.

Link to POD (training)   http://www.mtsac.edu/pod/
Link to Microsoft 365 log in   https://inside.mtsac.edu/
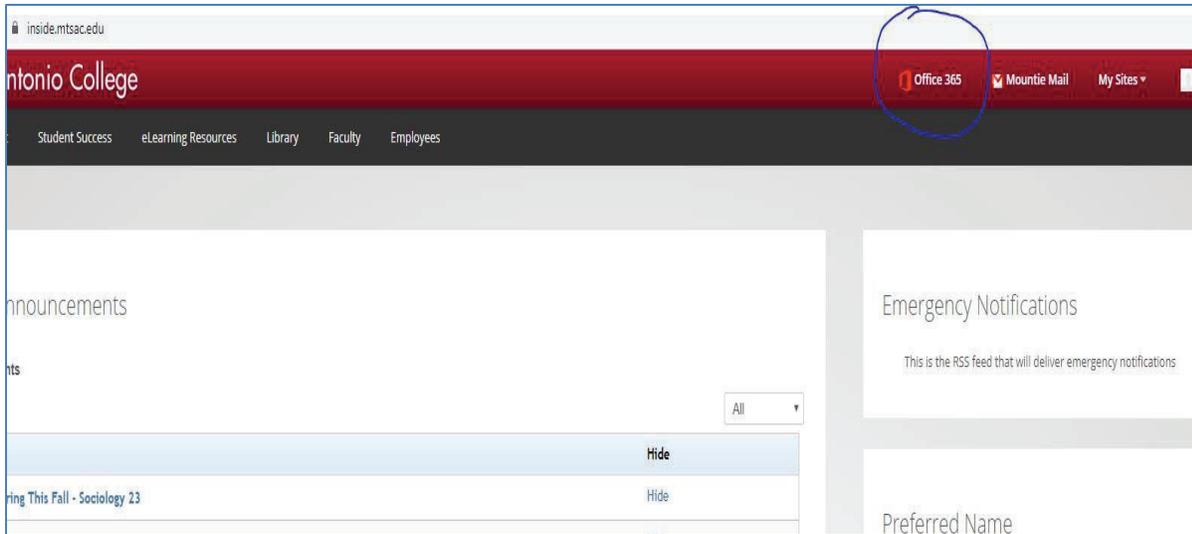
Accessing the portal is essential to access class rosters, roll sheets, add codes, course information, to facilitate student adds and drops, and for grade submission. (more on grade submission in "Record Keeping" section)

If you have trouble claiming your account and/or logging on, or any other issues with your portal, email, or web access, contact the IT Help Desk Help Desk. Technicians are available extended hours to assist you.

IT Help Desk

Monday- Thursday 7:30 AM – 10:00 PM and Friday 7:30 AM- 7:00 PM

From Mt. SAC phones: Ext. 4357 or H E L P

From outside line: (909) 274- 4357

Mailbox

It is essential that you check your physical mailbox regularly to avoid missing important communications. Notify your Department Chair if you do not receive a mailbox assignment by the first day of classes. You will receive critical mail in your mailbox, including:

- ACCESS Accommodation Notices
- Departmental mail/memos
- U.S. Mail and student correspondence
- Campus Mail and U.S. Mail

Mail drop off locations are located at department mailboxes (below) and in Building 4- Upper Level

Department Mailbox Locations

CEA	Bldg. 13-1240
Music/Theater	Bldg. 2- M103
Fine Arts	Bldg. 1A

EMPLOYMENT BASICS

Human Resources

For questions or information regarding benefits, pay rates or Equal Employment Opportunity (EEO) issues, contact Human Resources direct at Ext. 4225. Human Resources personnel are available to assist you Monday through Friday 7:30 AM- 4:30 PM. The office is located in Building 4 lower level, Suite 1460.

Benefits information is available on the **Human Resources** website: http://www.mtsac.edu/hr/
or by contacting a Benefits representative at **Ext. 4225**.

Payroll

Paychecks are issued monthly and mailed to the home address on file unless arrangements have been made for direct deposit. Payroll can answer questions related to paychecks, deductions, taxes, and pay schedules. Payroll Technicians are assigned to Faculty by last name. **Ext. 4516**.

A full list of **Payroll** contacts and functions is available on the website:
http://www.mtsac.edu/payroll/

Faculty Performance Expectancies

Upon employment at Mt. San Antonio College, on the premise that the College exists for the educational welfare of the students, a member of the faculty unequivocally accepts the following professional responsibilities.

Please refer to the most current [Faculty Contract](#) to view the Faculty Performance Expectancies. Link to Faculty Contract: https://www.mtsac.edu/hr/resources/2017-2019_Year_2_of_2_Faculty_Contract.pdf

FULL TIME FACULTY

Faculty should refer to **Article 18** of the Faculty Contract.
Link: https://www.mtsac.edu/hr/resources/2017-2019_Year_2_of_2_Faculty_Contract.pdf

ADJUNCT FACULTY

Adjunct faculty should refer to **Article 18.L.2**:
Evaluation shall be reported in accordance with the performance expectancies listed in Section 18.B. which are observable by the various evaluators and which are appropriate to the assignment as an adjunct professor, particularly items 18.B.1, 18.B.3, 18.B.5, 18.B.6, 18.B.7, 18.B.9, 18.B.10, 18.B.13, 8.B.14, and 18.B.15.)

18.B.1.   To be thorough in preparation for all class assignments.

18.B.2.   To be regularly involved in staff and professional development activities in order to increase personal expertise in both subject matter and teaching techniques.

18.B.3.   To develop and utilize effective pedagogical techniques in order to enhance the communication of ideas and promote optimal student learning, critical thinking, and performance skills.

18.B.4.   To cooperate with the department and colleagues in planning and implementing curricular and other educational projects.

18.B.5.   To teach information that is accurate and in compliance with the current course outline of record.

18.B.6.   To adhere to ethical principles governing interactions with students and colleagues.

18.B.7.   To be prompt and regular in attendance at all class meetings and adhere to scheduled dismissal times.

18.B.8.　　　　To be prompt and regular in attendance at all department, committee, and College-wide meetings.

18.B.9.　　　　To prepare all records and reports accurately and completely.

18.B.10.　　　　To submit records and reports to the proper offices within established deadlines.

18.B.11.　　　　To be involved reasonably in the total program of the College, (for example, College-wide committees, meetings, and student activities)

18.B.12.　　　　To keep scheduled office hours and to fulfill obligations as to presence on campus.

18.B.13.　　　　To cultivate a supportive inclusive environment that promotes success of a diverse student body.

18.B.14.　　　　To be reasonably accessible to students.

18.B.15.　　　　To adhere to all faculty evaluation procedures and timelines.

18.B.16.　　　　To maintain current knowledge of department goals, planning agenda, assessment activities, and curriculum development.

For more detailed information and descriptions of the items presented in this section, refer to the current Faculty Contract: https://www.mtsac.edu/hr/resources/2017-2019_Year_2_of_2_Faculty_Contract.pdf

You may request a Faculty Contract in booklet form by contacting Human Resources or the Arts Division. Link to the Mt. SAC Faculty Association website: http://msac-fa.org/

Office Hours

FULL TIME FACULTY

Each full time faculty must schedule office hours according to the current Faculty Contract, see below. Office hours must be on file with the Arts Division office. Submit your office hours each semester using the link: https://www.mtsac.edu/arts/officehours/index.html

Office Hours obligation Article 10.B.4 of the Faculty Contract:

Office Hours Obligation: Each unit member who is a full-time classroom credit professor shall devote four (4) regularly scheduled student office hours per assigned week. Faculty with reassigned time or partial teaching assignments shall adjust their office hours proportionate to their classroom teaching load (rounded to the nearest half hour). The following chart indicates the 'student office hour' obligation for full-time faculty (counselors and librarians included). Please note that Department Chairs are required to schedule hours that would have been spent teaching on campus for the purpose of providing service to students, adjunct and full-time faculty, and staff. Unit members on partial contract shall maintain such office hours as are a pro-ration of contract held.

ADJUNCT FACULTY

Adjunct professors are required to provide the equivalent of 1 hour (60 minutes) weekly for student contact outside of regularly scheduled class hours during Fall and Spring semesters. Be sure to include your office hours on your syllabi, including location. Each department will provide an office space with computer for your use. Consult with your Department Chair regarding location. Office hours should be on file with the Arts Division office. Submit your planned office hours each semester using the link: https://www.mtsac.edu/arts/officehours/index.html

Adjunct faculty refer to Article 7B of the Faculty Contract:

Adjunct Faculty Office Hours: Adjunct professors (except those on partial, post-retirement contracts) with teaching assignments shall be paid for one office hour per week for fall and spring terms at a rate of twenty-seven dollars ($27) per hour. This office hour shall be conducted in a synchronous mode and communicated to division offices and students via the course syllabus. If the office hour is held on campus, appropriate space with computer access will be made available for adjuncts to meet with their students.

For more detailed information and descriptions of the items presented in this section, refer to the current Faculty Contract: https://www.mtsac.edu/hr/resources/2017-2019_Year_2_of_2_Faculty_Contract.pdf

Leaves and Absences

Unplanned/Emergency Absence/Late for class

As soon as it becomes evident you will need to cancel your class, or that you will not arrive on time, you must phone in to the Arts Division following the guidelines below. Students may travel far to attend class, therefore it's a good practice to inform the class as early as possible. If you can, notify students via the portal and email. (Your preferred method of communication should be clear on the syllabus.)

The following information must be given when calling to report your absence or late arrival.

- Your Name
- Class Name and CRN (Course Record Number)
- Date(s) of absence
- Reason for absence
- Personal Necessity
- Illness

Before 4:30 PM

1. Call the **Arts Division (909) 274-5200** with the information above.

After 4:30 PM

1. Call and leave a voicemail message at the **Arts Division** and provide the information above. Upon the office opening, staff will report your absence and post a notice on the classroom door.

2. Call **Campus Police & Safet**y if you need an evening class posted after hours. (909) 274- 4555

Mt. SAC Police & Campus Safety will post your class to notify students who arrived to class. This is important if you are cancelling class close to start time. In either case, upon your return contact the Arts Division to complete absence paperwork for reporting.

Planned Absence, with substitute

Prior authorization from your Department Chair and the Dean must be secured before a substitute is approved. A substitute will only be authorized according to the following guidelines. Try to arrange for internal coverage or swap a class with a fellow faculty member. The following circumstances represent situations which would necessitate a substitute.

- Class cancellation would result in students missing an entire week's instruction

- A final exam is scheduled for that day

- The extended absence of a faculty member is imminent

- The minimum hours required for the class over the course of the semester would not be met

- An extended jury duty obligation

- A campus-sponsored activity that authorizes substitutes (such as VTEA or a conference)

1. Complete and Submit a **Request for Class Coverage Form** to your Department Chair

2. Submit to Arts Division office for Dean's approval

With prior approval, it may be possible to allow students to work in the lab with supervision by qualified Mt. SAC staff is available. (contact the Arts Division or consult with your Department Chair)

Sick Leave, Bereavement Leave, FMLA (Family Medical Leave Act)

For extended sick-leave, bereavement, or FMLA leaves / absences and other extended leaves of absence, contact the Human Resources office at **(909) 274-4225**. A human resources technician will be able to assist you for your particular circumstance.

For more detailed information and descriptions of the items presented in this section, refer to the current Faculty Contract: https://www.mtsac.edu/hr/resources/2017-2019_Year_2_of_2_Faculty_Contract.pdf

Evaluations

A specific Faculty and Adjunct Faculty evaluation process is in place to assist you and provide appropriate feedback regarding established performance expectations. The following information is intended to be a general guide for how the process works. Contact your Department Chair for details, or refer to the current Faculty Contract.

Link to Faculty Contract: https://www.mtsac.edu/hr/resources/2017-2019_Year_2_of_2_Faculty_Contract.pdf

The following pages detail the Faculty Evaluation schedule and process for the 2019-20 academic year for both Full-Time and Adjunct Faculty.

2019-20 REGULAR (TENURED) FACULTY EVALUATION PROCESS

> The Regular (Tenured) Faculty Evaluation is a three-year process, conducted in the spring semester, and the responsibility of the individual faculty member. A reminder from the division office will be sent to each faculty at the beginning of the spring semester. Following are the evaluation requirements obtained from the faculty contract. Please refer to the 2017-2019 Faculty Contract (Year 2 of 2-Year Contract), Article 18.J: Evaluation of Regular Faculty, for more detailed information.

YEAR 1

- **Student Evaluation (H.2.a)** - Faculty member will administer at least one student evaluation for each prep by the **end of the 11th week of the semester**. Evaluations will be **conducted online unless otherwise requested**. The **evaluations, including a tally of ratings & a file of scanned written comments**, will be **submitted as part of the Self-Evaluation Report** to the Division Dean.

- ***Self-Evaluation Report (H.6.a)** - Includes goals/objectives

- ***Yearly Report of Service to the College (H.11)**

YEAR 2

- **Classroom Visitation (H.4.a) by Peers** - Faculty member will select a peer evaluation team with a minimum of two faculty members. A **summary will be prepared** by the faculty member and **submitted as part of the Self-Evaluation Report** to the Division Dean.

- ***Self-Evaluation Report (H.6.a)** - Includes goals/objectives

- ***Yearly Report of Service to the College (H.11)**

YEAR 3

- **Summary of Evaluation (H.9)** - Faculty member will **summarize evaluation activities and findings of Years 1 & 2**. Report will be submitted to the Division Dean **by end of the 6th week of the spring semester.**

- **Administrative Evaluation** - Faculty member will meet w/Division Dean **by end of the 14th week of the spring semester.**

- ***Yearly Report of Service to the College (H.11)**

*Due within two weeks following the end of the spring semester

> Adjunct faculty will be evaluated on a four-year evaluation process and conducted in the fall or spring semesters. Your department chair will inform you which term you will be evaluated.   Following are the adjunct faculty, with and without rehire rights, evaluation requirements obtained from the faculty contract. Please refer to the 2017-2019 Faculty Contract (Year 2 of 2-Year Contract), Article 18.L: Adjunct and Partial Contract Professors Evaluation, for more detailed information.

WITH REHIRE RIGHTS

YEARS 1 THROUGH 4

➢ *Student Evaluations (H.2.a)* - *For **each prep in either the fall or spring semester**, conducted by adjunct faculty member and **ONLINE unless otherwise requested**. Adjunct member **shall submit** the student evaluations, including a tally of ratings & a file of scanned written comments to the Department Chair **by the end of the 11th week of the semester.***

➢ *Adjunct Faculty Summary (H.8)* - *Department Chair, in consultation with the appropriate manager, shall prepare an H.8 form to summarize findings of any appropriate evaluation activities for the year. If **rating is #1 or #2**, Department Chair shall either hold a summary meeting or send the H.8 form via email **no later than the 14th week of the semester**. The adjunct faculty member shall return a printed, signed copy to the evaluator within two (2) weeks. If **rating is #3 or #4**, a summary meeting shall be held with the adjunct faculty member **no later than the 15th week of the semester** to provide feedback and specific suggestions for improvement of teaching or professional performance.*

YEAR 2 ONLY

➢ *Classroom Visitation (H.4.a)* - ***Single visitation**, conducted by a designated evaluator,* *shall occur **by the end of the 12th week of the semester**, and meeting will be held within two (2) weeks of the visitation with the adjunct faculty member to review the evaluation, teaching materials, and provide feedback regarding teaching performance.*

WITHOUT REHIRE RIGHTS

Classroom Visitation (H.4.a)

➢ *Year 1* - ***First semester of employment and for each prep**, conducted by a designated evaluator, meeting will be held within two (2) weeks of the visitation with adjunct faculty member to review the evaluation, teaching materials, and provide feedback regarding teaching performance*

➢ *Year 2* - ***Each prep in either the fall or spring semester**, conducted by a designated evaluator, meeting will be held within two (2) weeks of the visitation with adjunct faculty member to review the evaluation, teaching materials, and provide feedback regarding teaching performance*

➢ *Years 3 & 4* - ***Single classroom visitation**, conducted by a designated evaluator, meeting will be held within two (2) weeks of the visitation with adjunct faculty member to review the evaluation, teaching materials, and provide feedback regarding teaching performance*

Student Evaluation (H.2.a)

➢ *Years 1 through 4* - *For **each prep in either the fall or spring semester**, adjunct faculty shall **either conduct evaluations ONLINE or request that a designated evaluator conduct in-class evaluations**. The department chair, appropriate manager, and professor **shall receive** the student evaluations, including a tally of ratings & a file of scanned written comments **by the end of the 11th week of the semester.***

Adjunct Faculty Summary (H.8)

➢ *Years 1 through 4* - *Department Chair, in consultation with the appropriate manager, shall prepare an H.8 form to summarize findings of any appropriate evaluation activities for the year. If **rating is #1 or #2**, Department Chair shall either hold a summary meeting or send the H.8 form via email **no later than the 14th week of the semester**. The adjunct faculty member shall return a printed, signed copy to the evaluator within two (2) weeks. If **rating is #3 or #4**, a summary meeting shall be held, **no later than the 15th week of the semester**, with the adjunct faculty member to provide feedback and specific suggestions for improvement of teaching or professional performance.*

Please note: A Self-Evaluation form (H.6.a) may be submitted each year.

ADJUNCT FACULTY

Rehire Rights

The text, below, from the faculty contract describes in detail Adjunct rehire rights. If you have any questions regarding your status, contact the Arts Division.

From Faculty Contract:

10.R. Adjunct Faculty Rehire Rights: Adjunct faculty who have been employed for eight (8) semesters or more, three of which occurred in the most recent three (3) years, and whose two most recent evaluations exhibit an overall summary in classroom visitation and Department Chair summary of "meets the standard" shall be granted rehire rights. Any adjunct faculty with rehire rights shall have priority of assignment based on the priority lists established in Article 10.R.1. for one (1) class in their discipline, within the department in which rehire rights were earned. This priority of assignment shall be honored during all primary and intersession terms. A class is defined as a CRN (course reference number) except in cases of lecture/lab classes that are scheduled independent of one another. In those cases, the priority of assignment may include only one portion of the class. This class will generally be assigned from those that the professor has taught during the four (4) years or more time period and/or that the chair, dean, and professor mutually agree that the professor is qualified to teach. The class assignment shall be made within the time period the adjunct faculty member has designated as preferable if appropriate classes are scheduled in that time period. The adjunct faculty with rehire rights shall be assigned a class in order of priority provided that the professor is available to teach the class. The District is not limited to offering only one class to adjunct faculty. For counseling adjunct faculty, the priority of assignment for one (1) class shall be equivalent to six (6) hours of counseling per week.

For more detailed information and descriptions of the items presented in this section, refer to the current Faculty Contract: https://www.mtsac.edu/hr/resources/2017-2019_Year_2_of_2_Faculty_Contract.pdf

Course Outline of Record

It is required that ALL courses in the Arts Division be taught according to the Course Outline of Record (COR). Use the information in the COR to build your syllabi.
Access published CORs for all Mt. SAC courses at the following link:
http://webcms.mtsac.edu/

1.   Select "Public Access"
2.   From the pull-down menu, enter the
3.   Course Prefix (i.e. MUS, THTR)
4.   Course Number

Syllabi

A printed syllabus must be provided to each student on the first day of class. A pdf of each syllabus is to be submitted to the Arts Division via the following link no later than the <u>first week</u> of the semester. http://www.mtsac.edu/arts/syllabus/index.html

Syllabus Basic Guidelines

- Every class (each unique CRN) must have its own syllabus even if they are for the same course. In this case, the time and day of each one will vary.

- The COR (Course Outline of Record- see previous section) provides the basis for designing each individual syllabus, class outline and/or class activities.

- Adhere to the Syllabus Checklist format and content

- Naming Convention: Name your syllabus file(s) using the course ID number and the CRN. Example: "MUS10B-43770"

- CRN is the unique 5-digit number assigned to every class

- Submit your syllabi no later than the second week of the semester via the Arts Division Smartsheet (image below) link: http://www.mtsac.edu/arts/syllabus/index.html

Syllabus Item Guide

The following matrix contains detailed descriptions of each required and some optional syllabus items. Use this guide to help build your class syllabi.

Basic Course Information	College Name	The college name must appear clearly on the syllabi as Mt. SAC or Mt. San Antonio College	
	Term and Year	The current term and year should be clearly evident	
	Course Title	The course name must match the official course name in the schedule and catalog	
	Course ID #	Course identification, ie. MUS 15, THTR 9	
	CRN	The 5-digit identification number for the class	
	Course Location	Building and room number for the class	
	Course Days and Times	List all the days and times the class meets	
Instructor Information	Instructor Name	Your name	
	Instructor Office Location	Building and room number of your office, or shared office space	
	Instructor email	Mt. SAC email should be used for all college correspondence	
	Instructor Office Phone # or VM #	The best phone number for the student to reach you	
	Office Hours	List your office hours	
	Method of Communication	How you will communicate with students, and how you prefer to be contacted by the students	
Course Information	Course Description	From catalog: http://www.mtsac.edu/catalog/	
	Course Measurable Objectives (CMOs)	Should match the outline in the WebCMS course description: https://webcms.mtsac.edu	
	Course Content	Include what the course will cover	

Course Information (cont'd)	Course Advisories Prerequisites and/or Corequisites	List any pre or corequsites for this course	
	Course Procedures	Explain classroom rules, practices, assignment procedures and basic daily classroom activities	
	Student Learning Outcomes (SLOs)	SLOs describe knowledge/skills that a student will have after successfully completing the course. **You must list each SLO**. A link to the complete list can be added but not substituted for detailed SLOs for the course. To view the entire list of SLOs, by subject/ department, go to http://slo.mtsac.edu	
Course Section Information	Required/Recommended textbooks	List textbook(s) required for the class and ISBN #s	
	Required/Recommended materials	List all the materials needed to complete the class	
Course Methods	Methods of Presentation	Describe how you will present the class material and information. Be sure to describe if lecture, lab or both.	
	Assessment Methods	List the ways the students will be assessed, including assignments, exams, quizzes, etc. Include the point/and or percentage system you will be utilizing.	
	Assignment Grading Methods	Clearly state the process for determining student grades for assignments	
	Tentative Schedule of Semester, including Finals Date & field trips	Include a calendar or list all dates for the entire class. Include what topics will be covered, dates of exams and quizzes, holiday/campus closures, scheduled field trip dates and locations, and any other pertinent events. Include the scheduled date(s) for the final exams	
Policies	Academic Honesty	Clearly communicate your expectations and sanctions for violations of academic integrity. Refer to the college official statement on Plagiarism. It may be included in its entirety.	

Policies (cont'd)	Grading Policy	Clearly state grading rationale. May include rubric, or any other detailed method	
	Add/ Drop Policy	Clearly state college policy and how you will enforce it for adding and dropping students	
	Attendance Policy	Clearly state your expectations for student attendance in the class. Remember, instructors are prohibited from grading on attendance, but may grade on class participation.	
	Accommodations (ACCESS)	Include contact information for the ACCESS (Accessibility Resource Center for Students) office: https://www.mtsac.edu/access/ (909)274-4290	
Optional Information	Late Work	If accepted, detail the terms	
	Extra Credit	If offered, detail the terms	
	Applicable course websites, links and resources	Include useful information for student success in the course	
	Standards of Conduct	May include the link to the Student Standards of Conduct document www.mtsac.edu/studentlife	

Syllabus Checklist

The **Syllabus Checklist** (sample follows) is used by the Department Chair and the Arts Division to verify each submitted syllabus for content according to Accreditation specifications. A syllabus template which follows the content and the order of the checklist is available for your convenience in the forms section of the appendix.

Syllabus Checklist CRN: _____ Course Name: _____ Professor: _____

Basic Course Identification	Y	N	N/A
College Name			
Term & Year			
Course Title			
Course ID			
CRN			
Course Location			
Course Days and Times			

Instructor Information			
Instructor Name			
Instructor Office Location			
Instructor Email			
Instructor Office Ph # or Voicemail #			
Office Hours			
Methods of Communication to/from student			

Course Information			
Course Description (from catalog: http://www.mtsac.edu/catalog/)			
Course Measurable Objectives (CMOs)			
Course Content			
Course Advisories, Pre/Corequisites			
Course Procedures			
Student Learning Outcomes http://www.mtsac.edu/slo/			

Course Section Information			
Required/Recommended Textbooks			
Required/Recommended Materials and			

Course Methods			
Methods of Presentation (lecture/lab)			
Assessment Methods			
Assignment Grading Methods			
Tentative Schedule of Semester: finals date &			

Policies			
Academic Honesty			
Grading Policy			
Add/Drop Policy			
Attendance Policy			
Accommodations (ACCESS)			

Optional Information			
Late Work			
Extra Credit			
Applicable Course Websites, Links and Resources			
Standards of Conduct			

Online and Hybrid Courses (DL= Distance Learning)

Instructors must be SPOT certified to teach online courses. SPOT (Skills and Pedagogy for Online Teaching) training for teaching distance learning courses at Mt. SAC. SPOT is fully online and is self-paced. Sign up for SPOT in the POD Calendar. POD Training Calendar: http://www.mtsac.edu/pod/

SPOT is an ongoing, self-paced course. The start and end date is up to you.
SPOT training is conducted in Canvas.
Must have and use a Mt. SAC email account.

To Register for SPOT:

- Sign up through the Mt. SAC POD Calendar.
- The signup is usually near the first or last day of each month, but enrollment is ongoing and does not have a start or end date. Start when you like.
- Click on the link in POD to register; you will be required to log in using your Mt. SAC login credentials. YOU MUST DO THIS STEP!
- Follow the SPOT link on POD to register with the SPOT facilitators (using the link in the POD entry)
- You will be enrolled as a student in the course **"Skills & Pedagogy for Online Teaching (SPOT)"** - where you will read and submit all tasks.
- You will be enrolled as an instructor in your own personal Canvas course with **"CERT"** in the title. This is where you will create tasks and communicate with your SPOT verifier during the SPOT course.
- A SPOT Faculty Verifier will be assigned to you for the duration of the SPOT process.

CANVAS
Canvas is Mt. SAC's Learning Management System (LMS). Every course is hosted in Canvas, whether a traditional, face-to-face, hybrid, or a fully online class. Mt. SAC's Faculty Center for Leaning Technology (FLCT) has the resources to assist you. Link below.
https://www.mtsac.edu/fclt/canvas.html

Semester Class Schedules

Department Chairs typically complete the department schedule for upcoming terms based on the information you supply to them regarding your availability. Be sure to communicate with your Department Chair early and often regarding your availability. Every effort will be made to accommodate varying schedules while maintaining schedules that accommodate students' needs. Each department has a process in place to create a schedule. Communicate with your Department Chair so you know how the chair prefers to receive the information from you.

Textbooks

Textbooks are ordered through the Department Chair(s). Prior to the bookstore's deadline for textbook orders, you will receive a Textbook Requisition Form to fill out. Your Department Chair will let you know the due date for the orders. It is imperative that you get your textbook order in by that due date. ADA requires the offering of textbooks in alternative formats, which requires adequate lead-time to ensure the production of these texts.

Please communicate to your Department Chair at the time of scheduling if you are NOT using a textbook, or if you will using a "no cost" textbook, as Mt. SAC is required to have this information noted on the course it applies to in the printed and online schedules.

Review Copies / Placing Textbooks on reserve

To receive textbooks for review prior to selecting a textbook for class, you must contact the textbook publisher representative. You may do this by accessing the publishers' websites, finding your representative, and then calling and/or emailing him or her. Please see the Department Chair for assistance.

Link to Library resources

Additionally, the book may be placed on reserve in the Library-Bldg. 6. Provide a copy of the book to the library reservations desk, and complete the request form. Typically the waiting period is a 2-3 days for processing it before students can access. Once the request is processed, students are able to check out the book(s) for up to 2 hours. This is a helpful service for students who may otherwise not be able to afford the textbook.

Library Information Desk : Ext. 4289

Link to library Resources: http://mtsac.libguides.com/faculty/home

Classroom Technology & Equipment

It's a good idea to visit the classroom where you will be teaching prior to your first class to ensure the equipment you need is in place.

Classroom Audio-Visual equipment is managed by **Presentation Services**.   Every classroom on Mt. SAC's campus should be equipped with an overhead projector (most are installed on the ceiling). In addition, there should be a screen, a computer with CD-ROM and USB drives, and VCR/DVD player.

Equipment requiring advanced booking: video projectors, slide projectors, laptop computers, CD/Audiocassette players, laser disk players, camcorders (VHS and digital), PCs or MACs with data presentation projectors, digital cameras, camcorders/VCR/Monitor on a cart set-ups.
If you require technical equipment other than what is provided in the room, or if you have problems with the installed equipment contact **Presentation Services** by 10:00 AM at least one day prior to your class:

Presentation Services Ext. 4273

Ensure that you have the login information for the faculty computer and student computers. Check with your Department Chair for current passwords. If you have a problem with either, contact:

IT Help Desk, Ext. 4357 (H E L P)

Logging on to classroom computer

All Mt. SAC computers in the classroom can be accessed by the instructor. Follow the instructions below to log in. Be certain to log off when you are finished.

If you have any problems logging on, call the IT Help Desk. **IT Help Desk, Ext. 4357 (H E L P)**

LOGGING ONTO MT. SAC COMPUTERS

CLICK ON SWITCH USER   CLICK ON OTHER USER

YOU MUST TYPE msac\ BEFORE YOUR USERNAME

USERNAME = YOUR EMAIL LOG IN NAME

PASSWORD = YOUR EMAIL PASSWORD

YOU SHOULD LOG OFF EVERY TIME

Instructional supplies

Basic classroom instructional supplies, such as pens, index cards, erasers, paper, folders, pencils, etc. may be ordered from the Warehouse. You may request an order through your Department Chair Any supplies not available in the Warehouse, such as dry erase markers, Scantron sheets, etc., will be purchased by your department.

Should you need more specialized supplies, such as electronic licenses, subscriptions, sheet music, art supplies, etc., the process requires approximately 2-3 weeks. Please inform your Department Chair.

Classroom Repairs

If the repair needed is essential to the safety and comfort of your class, for example, major lighting, heating/cooling issues, or leaks, contact Facilities from the classroom phone: **Ext. 4850** to report the problem. For classroom maintenance or repairs (e.g., non-essential lights, squeaky doors, custodial issues, etc.) contact your Department Chair(s) and/or Arts Division to have a work order submitted**.** Facilities will schedule a technician during non-class hours for classroom work that is not urgent.

For urgent matters which may present hazardous conditions, call the Arts Division at Ext. 5200 or Mt SAC Police and Campus Safety (after-hours) at Ext. 4555.

Class Hours

All faculty are responsible to be present during all hours of their teaching assignment. Breaks must be taken according to the Class Meeting Times and Breaks chart (chart follows). Travel time has been built into the schedule. There is no need to dismiss class early to allow students time to get from one class to another. All classes must begin and end promptly at the scheduled time. Refer to the Class Meeting Times and Breaks Table.

Final Exam Schedule

The final exam schedule is published online and in print in the Schedule of Classes in Spring and Fall. The schedule is created to ensure that every class campus wide has a unique date and time. All faculty must submit their final exam date confirmation to the Arts Division for Spring and Fall terms no later than 2 weeks prior to the exam dates.

- Intersession (Winter and Summer) final exams are scheduled the last day of class.

- Lab Parity classes must have a separate final for the lecture and lab component of the course. Consult with the Arts Division to ensure final exams are scheduled appropriately.

- All faculty must submit their final exam date confirmation to the Arts Division for Spring and Fall terms no later than 2 weeks prior to the exam dates. Link: http://www.mtsac.edu/arts/finalexam/index.html

The published final exam schedule **cannot be changed from the published schedule without prior authorization from the Dean**.

For extenuating circumstances, you may submit a petition to change your exam from published final exam date to the Dean of Arts. Your request should be submitted with as much advance notice as possible. The proposed date must not occur prior to the date which is published in the schedule. The following information must be included with your request.

- ✓ Proposal including reason for the request
- ✓ The class roster
- ✓ Signature of every enrolled student in the class agreeing to the change

Class Meeting Times & Breaks

Classes begin and end promptly at the scheduled time. Breaks are included (10 minutes for every 1 hour 40 minutes of scheduled class time) and MUST be taken during class time and not at the end of class.

Refer to the **Class Meeting Times & Breaks Table,** below, and on the following page.

16 Week Semester					
Hours per Term Per Week	1 Day	2 Days	3 Days	4 Days	5 days
18	No Break	N/A	N/A	N/A	N/A
36	10 Minutes	No Break	N/A	N/A	N/A
54	20 Minutes	No Break	N/A	N/A	N/A
72	30 Minutes	10 Minutes	No Break	N/A	N/A
90	40 minutes	10 minutes	No Break	No break	N/A
108	50 Minutes	20 Minutes	10 Minutes	No Break	N/A

Class Meeting Times & Breaks Tables

6 Week Intersession					
Hours per Term per week	1 Day	2 Days	3 Days	4 Days	5 days
18	10 Minutes	N/A	N/A	N/A	N/A
36	40 Minutes	10 Minutes	No Break	No Break	N/A
54	70 Minutes	30 minutes	10 minutes	10 minutes	No break
72	N/A	40 minutes	20 minutes	10 minutes	10 minutes
90	N/A	60 minutes	30 minutes	20 minutes	10 minutes
108	N/A	70 minutes	40 minutes	30 minutes	20 minutes

8 Week Short Term					
Hours per Term Per Week	1 Day	2 Days	3 Days	4 Days	5 days
18	10 minutes	N/A	N/A	N/A	N/A
36	30 Minutes	10 minutes	N/A	N/A	N/A
54	50 Minutes	20 minutes	10 minutes	No Break	N/A
72	70 minutes	30 minutes	10 minutes	10 minutes	No Break
90	N/A	40 minutes	20 minutes	10 minutes	10 minutes
108	N/A	50 minutes	30 minutes	20 minutes	10 minutes

Field Trips and Off-Campus Meetings

ANY change in classroom meeting place must be cleared by the Arts Division. If you are temporarily meeting somewhere other than the classroom listed on the published Schedule of Classes and syllabus, notify the Arts Division at once and so a notice may be placed on the regular classroom door to notify students.

Mt. San Antonio College-sanctioned travel require supervision by a full- or part-time permanent College employee who will be responsible for ensuring safety precautions and enforcing the Mt. SAC Standards of Conduct.

Link to Field Trip form:
http://www.mtsac.edu/employees/forms/administrative/field_trip_authorization.pdf

Follow these guidelines:

- Advance authorization is required for field trips or off-campus meetings, whether or not District transportation is needed.

- In-State under 150 miles r/t must be approved/signed by the Dean or Associate Dean

- Out of state travel / over 150 miles r/t must also be approved by the VP of Instruction

- Out of the country must have Board approval **in addition to the above**

- If campus transportation (bus, van, chartered bus) is required, request must be submitted to the Arts Division a minimum of **1 month prior** to the scheduled trip.

- An advisor must accompany students on the travel activity and maintain in their possession a copy of all completed and signed Student Travel Agreement and Medical Release forms until the conclusion of the trip. The supervising Dean, Director, or Vice President will designate a manager as an emergency contact for each field trip and make available to the advisor a 24-hour contact phone number.

- "Student Agreement and Medical Release for Classroom-Related Travel" form must be completed and signed on BOTH SIDES by each student and submitted to the Arts Division office prior to the trip.

Link to Student Medical Authorization form:
http://www.mtsac.edu/employees/forms/administrative/student_travel_medical_release.pdf

Link to APs regarding student travel:
http://www.mtsac.edu/governance/trustees/apbp/AP4300.pdf
http://www.mtsac.edu/governance/trustees/apbp/AP4350.pdf

Required forms for Field
Trips/ Off Campus Class
Meetings (use copies
provided in Appendix)

MT. SAC
Mt. San Antonio College

A. Field Trip Authorization

1100 North Grand Avenue
Walnut, California 91789-1399
www.mtsac.edu

Requested by: _____ Today's Date: _____

Department: _____ Division: ___ARTS___

Phone: _____ Cell Phone: _____ E-mail: _____

Course Title: _____ CRN #: _____

Departure Date: _____ Time: _____ Return Date: _____ Time: _____

Destination: _____ Address: _____

City: _____ State: _____ Round trip miles: _____

*Trips over 150 miles (one way), 300 miles (round trip) or out of state require additional approval.

Purpose of trip: _____

☐ Off campus class meeting   **OR**   ☐ College Transportation Requested**   Number of participants _____ (please attach class roster)

First Aid Kits: Instructors may sign out first aid kits at the Student Health Center when taking students on a field trip where they may not have immediate access to emergency supplies/services.

B. Request and Agreement for Use of College Vehicle

**Requests for college vehicles are made through Facilities Planning and Management at least two weeks prior to the field trip.

Type of Vehicle Requested: _____ Number of Vehicles: _____

Special Instructions: _____ Number of passengers (including driver): _____

For vans: Vans cannot be picked up any earlier than departure time indicated without prior approval from Transportation Office
For buses & charters –
Desired pickup location: _____
Regular bus pick-up location is in front of Performing Arts Center

Drivers of College Vehicles: Please list the names of all potential drivers for this trip, including alternate drivers. Check box if a new driver.

_____ ☐ , _____ ☐ , _____ ☐
_____ ☐ , _____ ☐ , _____ ☐

MT. SAC Mt. San Antonio College
1100 North Grand Avenue
Walnut, California 91789-1399
www.mtsac.edu

CONSENT TO VERIFY DRIVING RECORD
(MUST be received in the Transportation Office at least two weeks prior to departure)

Today's date _____

Name of College employee accompanying trip _____

Department/Division _____

Driver is a: ☐ Mt. Sac employee   ☐ Mt. Sac student   ☐ Mt. Sac volunteer

Driver's name_____ Date of Birth_____

Phone # (___) _____ Cell phone # (___) _____

E-mail _____ @ _____

Residence Address _____ City _____

Driver's License # _____ State _____

Submit this form with a copy of driver's license to Transportation Office.

Driver's signature below provides consent for Mt. San Antonio College to obtain his/her DMV driving record and also acknowledges understanding of the *ADMINISTRATIVE PROCEDURES* regarding College vehicles and that failure to comply with the College transportation policies may result in loss of future College vehicle driving privileges. The driving record information obtained by the College will only be used to approve or deny driving privileges and will be kept on file and updated annually as long as the individual is an active driver for the College. The driving record and other driver information will be destroyed when the individual is no longer an active driver of a College vehicle.

Student Agreement and Medical Release for Classroom-Related Travel

MT. SAC Mt. San Antonio College
1100 North Grand Avenue
Walnut, California 91789-1399
www.mtsac.edu

Student Name: _____ Student I.D. # _____
Last: _____ First: _____
Address: _____ City: _____ Zip: _____
Home Phone: (___) _____ Cell Phone: (___) _____ E-mail: _____@student.mtsac.edu
Class Name: _____ Class Reference # _____
Faculty/Staff/Advisor Name: _____ Telephone # (___) _____
Department: _____ Semester/Session: ☐Fall ☐Winter Year: ☐Spring ☐Summer
Travel Destination(s) and Date(s): _____
General Description of Activities: _____

A. Waiver: All persons making the field trip or excursion shall be deemed to have waived all claims against the District or the State of California for injury, accident, illness, or death occurring during, or by reason of, the field trip or excursion. (Reference: Title 5 Section 55220)

B. Medical Authorization: In the event of illness or injury while participating in the above referenced activity, I hereby consent to whatever x-ray, examination, anesthetic, medical, surgical, dental diagnosis or treatment, hospital care and emergency transportation from a licensed physician, surgeon, and/or dentist as deemed necessary for my safety and welfare.

Participant's Private Medical Insurance Carrier _____ Policy # _____ Insurance Carrier Phone _____

☐ **Medical Condition:** Check here if you have a special needs or medical condition(s) and attach a description to this sheet.

In the event of an illness, accident, or other emergency, please notify:
Name _____ Relationship _____ Phone (___) _____ Cell Phone (___) _____

C. Transportation
FIELD TRIPS: I will use transportation provided by Mt. San Antonio College for field trips.
OFF-CAMPUS MEETINGS: If an off-campus meeting requires me to use personal transportation, I understand that Mt. San Antonio College (its Board of Trustees, officers, employees, agents, representatives or volunteers) is in no way responsible, nor assumes liability, for any injuries, losses, claims or actions resulting from, arising out of or incident to, the non-District transportation. I understand that although the District may recommend travel time and/or routes to and/or from this event, such recommendations are not mandatory and do not in any way constitute District sponsorship of, or responsibility for, my transportation. I further acknowledge that the District does not provide any type of insurance, including liability, collision, or comprehensive, for students who provide their own transportation or provide transportation for other individuals in connection with an excursion/field trip activity.

My signature below acknowledges that I have carefully read these provisions and I fully understand and willingly agree to abide by these terms.

Student Signature _____ Date _____

If student is under 18, Parent/Guardian Signature _____ Parent/Guardian Printed Name _____

STANDARDS OF BEHAVIOR FOR ON-CAMPUS AND OFF-CAMPUS ACTIVITIES

MT. SAC Mt. San Antonio College
1100 North Grand Avenue
Walnut, California 91789-1399
www.mtsac.edu

Mt. San Antonio College students are expected to conduct themselves in a respectable manner, as the actions of one individual can affect the reputation of the College. While participating in activities, students are serving as a representative of Mt. San Antonio College and must uphold the College Standards of Conduct.

Some violations may include:
1. Causing, attempting to cause, or threatening to cause physical injury to another person.
2. Possession, sale, or otherwise furnishing any firearm, knife, explosive or other dangerous object, including but not limited to, any facsimile firearm, knife, or explosive, unless, in the case of possession of any object of this type, the student has obtained written permission to possess the item from a College employee, which is concurred by the College President/CEO.
3. Unlawful possession, use, sale, offer to sell, or furnishing, or being under the influence of, any controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the California Health and Safety Code, an alcoholic beverage, or an intoxicant of any kind; or unlawful possession of, or offering, arranging or negotiating the sale of any drug paraphernalia, as defined in California Health and Safety Code Section 11014.5.
4. Engaging in harassing or discriminatory behavior based on national origin, religion, age, sex (gender), race, color, medical condition, ancestry, sexual orientation, marital status, physical or mental disability, or because a person is perceived to have one or more of the foregoing characteristics.
5. Willful misconduct which results in injury or death to a student or to College personnel, or which results in cutting, defacing, or other injury to any real or personal property owned by the College or on campus.
6. Disruptive behavior, willful disobedience, habitual profanity or vulgarity, or the open and persistent defiance of the authority of, or persistent abuse of, College personnel.
7. Harassment of students and/or College employees that creates an intimidating, hostile, or offensive environment.
8. Lewd, indecent, or obscene conduct on College-owned or controlled property, or at College-sponsored or supervised functions.
9. The rules pertaining to the activity or event must be followed.

I further understand that I must adhere to the complete Standards of Conduct Policy and, if violated, I am subject to appropriate disciplinary procedures which could lead to suspension and/or expulsion determined by the severity of the incident.

Student's Name – Please Print _____ Student ID # _____

Student's Signature (If under 18 – Parent/Guardian signature is also required) _____ Date _____

Rev. 9/07; 10/07
Risk Mgmt

Visitors and Guest Speakers

Classroom activities are intended to benefit only those students officially registered for the class. Others are permitted to attend a regularly scheduled class meeting only in the following situations.

- **Visitor:** The professor assigned to teach the class meeting may grant permission to any person to visit the class. The professor need not include visitors in class activities. Visitors shall not attend class on a regular basis. Visitors shall not audit the class. Guest speakers, young children, potential students, and parents of students are all examples of visitors.

  Parking permits are available for approved visitors of the college with a minimum of 2 weeks notice. Submit a Parking Permit Request Form through the Arts Division website. Link: https://www.mtsac.edu/arts/faculty-resources/index.html

- **Personal Care Attendant:** ACCESS may authorize a person to be a Personal Care Attendant (PCA) when the need for such accommodation is authorized for an officially registered student. PCAs must follow the College's PCA guidelines and be authorized by DSPS prior to beginning service as a PCA.

- **Educational Project:** The professor assigned to teach the class may, with prior approval of the Dean, authorize a person to attend multiple class meetings for the purpose of an approved research study, student teaching, an internship, or other similar educational projects.

- **Employee Aides:** Includes technicians, interpreters, and other employees of the college may be assigned as needed to class meetings unless such assignment is prohibited by law or contract. Unauthorized classroom visitors and other attendees to a regularly scheduled class meeting are not allowed to stay in the classroom or facilities.

Special note: Any person not enrolled in the class may not audit a class (attend or be in the classroom). Unauthorized visitors and other attendees in a regularly scheduled class meeting is not be allowed.

Per Administrative Procedures: AP 4700 Classroom Visitors and Other Attendees, refer to link: https://www.mtsac.edu/governance/trustees/apbp/BP4700.pdf

Classroom Security and Safety
General Safety Guidelines

- Students must never be left in a classroom without an instructor present.

- Lock doors at the conclusion of class unless the next instructor is present. Due to valuable equipment and technology in classrooms, lost keys can result in substantial costs and liability to the College.

- In the event of anyone sustaining injury or becoming ill and requiring medical assistance while at Mt. SAC, **Mt. SAC Campus Police (Ext. 4555)** must be notified.

- Once the situation becomes non-emergent, the Arts Division must be notified of the incident. **Any injury sustained on campus MUST be reported, even if thought to be minor.** Complete and submit Manager's Report of Employee Injury/Incident" form as soon as it is safe to do so, and after the injured person is being assisted by professional personnel.

  - ✓ Be familiar with the Mt SAC Medical Aid Flip Chart. This chart is posted in every classroom and office.
  - ✓ Call **Police & Campus Safety (909) 274-4555 or 9-9-1-1** from a campus phone.
  - ✓ Do not approach or move the victim unless it is safe to do so.
  - ✓ Send someone to meet and direct emergency responder.
  - ✓ If it is safe to do so, stay with the victim until help arrives.
  - ✓ Provide aid if you are trained and if it is safe to do so.

  - Individuals who are ill or injured but are able to walk or drive may be directed to one of two Health Center locations- Building 67B or Building 9E. Call Ext. 4440

    - ✓ Link to **Student Health Center**: http://www.mtsac.edu/healthcenter/
    - ✓ **Student Health Services*** - 67B - Map Hours 67B: Monday - Thursday 8:30am - 6:00pm, Friday 8:00am - 4:30pm. Closed weekends and holidays.
    - ✓ **Student Health Services*** - 9E (Satellite Office, second floor) - Map Hours 9E: Monday - Thursday 8:00am - 4:30pm, Friday 8:00am 12:00pm. Closed weekends and holidays.

Persons with mobility challenges may call Dispatch (909) 274-4555 and request assistance.
For a guide for all emergency procedures: https://www.mtsac.edu/emergency/emergency-procedures.html

Local Emergency Services

Local Medical Facilities – **Hospital Emergency Rooms**

Inter-Community Medical Center
210 W. San Bernardino Rd.
Covina, CA 91723
(626) 331-7331
www.cvhp.org

Queen of the Valley Hospital
1115 S. Sunset Avenue
West Covina, CA 91790
(626) 962- 4011
www.cvhp.org

Pomona Valley Hospital Medical Center
1798 N. Garey Avenue
Pomona, CA 91767
(909) 865- 9500
www.pvhmc.org

Mt. SAC Police & Public Safety is on campus 24 hours a day 7 days a week.

Non-Emergency

- Ext. **4555** or **(909) 274-4555** from outside line.
- **Blue Kiosks** found around campus will connect the caller directly to Mt. SAC Campus Police 24/7.

Emergency

- In the event of an emergency, **Dial 911 ***

  (from campus phone: 9-911) *

Be prepared to give your exact campus location, including building number and room number. ****Any call to the 911 operator should be immediately followed up with a call to Mt. SAC Campus Police at Ext. 4555 or from a Blue Kiosk.****

Emergency Notification

The Mt. SAC Emergency Notification System will inform staff and students via text message and voicemail of such events such as campus closures, evacuations and other emergency situations. **Add your emergency contact information on the portal.**

Emergency Preparedness

In the event of a fire alarm activation, an actual fire, a gas leak, or circumstances that require a building to be evacuated, everyone in the affected building must evacuate to a safe area and wait for the building to be cleared. **EACH BUILDING ON CAMPUS HAS A DESIGNATED Team Captain** to direct the evacuation. Building occupants will be directed to wait in an assembly area until the building is declared safe to reoccupy. Unaffected areas of campus will continue to operate normally.

In the event of a campus-wide evacuation, all buildings will be evacuated in the same orderly manner as would be used if only one building was being evacuated. The increased volume of people leaving campus all at once will have a significant negative impact on traffic conditions on and around campus. Unlike a school with on-campus housing where many students walk or ride bikes to class, most Mt. SAC students drive here and park in student lots. In addition, most faculty and staff members drive to campus and park in staff lots. As a result, the parking lots are usually filled to capacity throughout the day. Emptying every parking lot at the same time represents a significant challenge and it will take much longer to leave campus in your car than it normally does.

For a guide for all emergency procedures: https://www.mtsac.edu/emergency/emergency-procedures.html

Evening Services and After-Hours Safety

Limited services are available for evening classes. The Division offices and Office of Instruction close at 4:30 pm except the first week of Fall and Spring semester, when extended office hours are in effect (contact the Arts Division office for details).

If you have a minor emergency, need assistance with building or room entry after hours, or need assistance in the parking lot, contact **Mt. SAC Police & Campus Safety** from any phone, or the blue kiosks on campus.

Ext. 4555 or 909-274-4555

Evening classes, study, research, or work may keep you on campus late at night. Unless you are walking in a group we encourage you to contact **Mt. SAC Police & Campus Safety** at (909) 274-4555 (Ext. 4555) to be escorted to your vehicle.

RECORD KEEPING

Portal Basics

In order to complete important faculty functions, you will need to claim your Banner account and use it to access the portal.

For more detailed assistance, contact **IT Help Desk**

Ext. 4357 (HELP) or (909) 274- 4357 (HELP)

Logging in to your portal and email account

From the Mt. SAC Home page, click on "Portal Login"

Log in with your Mt. SAC username and password
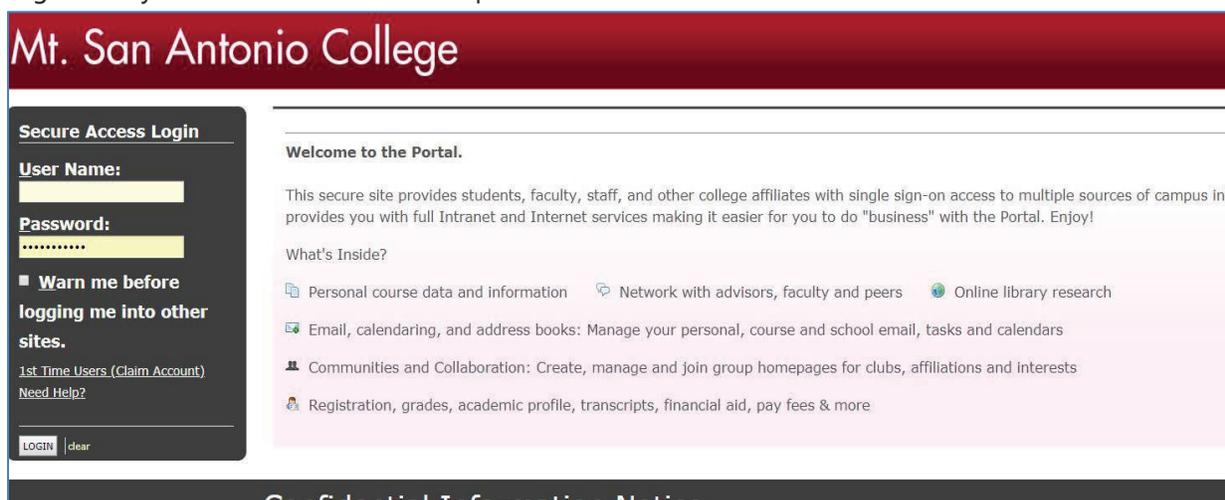
From faculty landing page, you can sign in to **Microsoft Outlook 365** Email, view rosters, and perform all faculty functions including grading, drops, add codes through the portal.
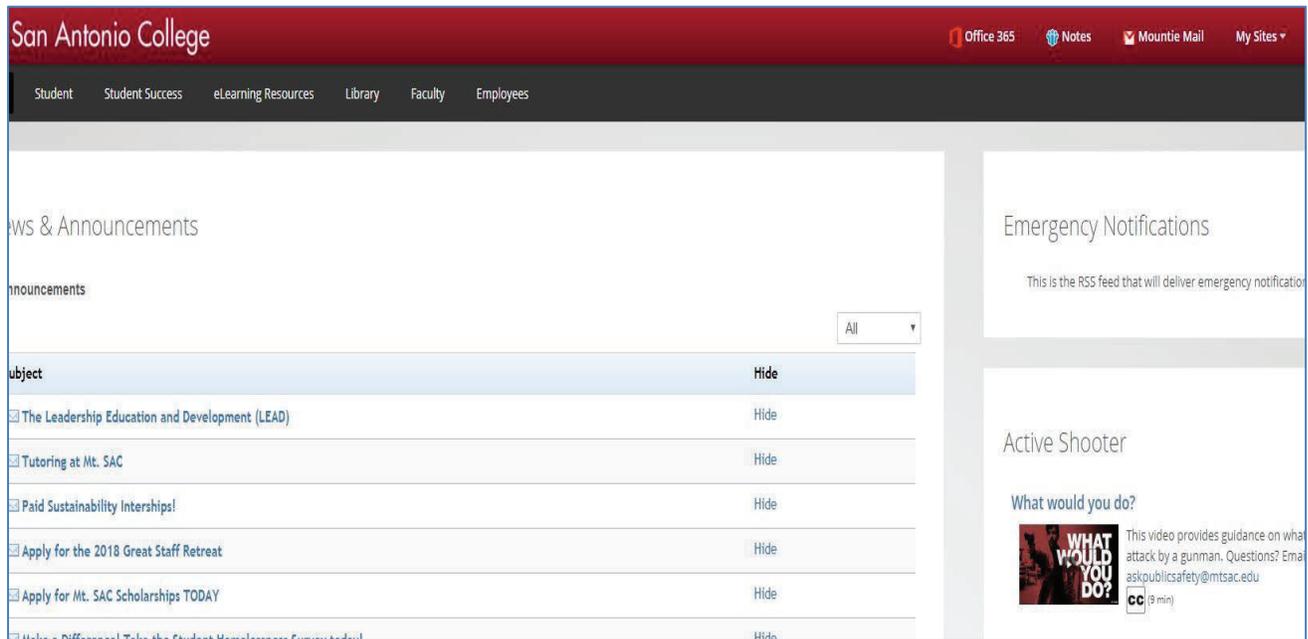
Attendance Posting & Guidelines

Attendance posting is **mandatory**. Be sure to post daily attendance after each class. Any student class absences must be indicated in the permanent record. Students are expected to regularly attend class. Professors are responsible for informing students of their attendance and absence policy on the class syllabus. **Please remember you may NOT grade on attendance**. However, you may grade on class participation which requires regular attendance. (see: Grades and Grade Submission)

Arranged Hours

For classes with Arranged Hours (TBA), it is mandatory to report arranged hours detail for every student via the Arts Division website. Plan to submit completed arranged hours after each session, do not wait until the last week of class. Note all hours submitted must detail what was covered, and the corresponding Student Learning Outcomes (SLO).

- Be sure to have all the information ready. IN addition to the above information, you will need each student's full name and A# (ID).

- Submit arranged hours records to the Arts Division. Contact your department chair for the link.

Class Rosters

Rosters contain key information about deadlines for adds, drops, and refunds, as well as real time enrollment information.   Rosters viewed through the portal will update daily as students add and drop your classes. The best time to print your 'starting roster' is immediately before the first day of class. This will provide the most up to date information on the students enrolled in your classes.

1. Login to the portal using the procedure outlined above and click on the Faculty tab to view the channels created especially for faculty use.

2. In the Faculty Self Service Menu click on Print Your Class Rosters.

3. Select the current term and click the Select Term button and then select the CRNs (course reference numbers) and click the Create Roster(s) button at the top of the page.)

4. Once you have selected the rosters you want to print, use your browser's print function to print your class rosters.

Excel Download

Mt. San Antonio CCD
Spring 2019
Full Term

CRN	SUBJ	CRSE	CREDITS	COURSE TITLE
43902	MUSA	160	3.00	LIVE SOUND ENGINEERING

INSTRUCTOR(S) - (P)rimary	TYPE	DAYS	TIME	BLDG.	ROOM
Foreman, Max (P)	Lecture/Lab	T	0415-0735pm	2	M200
	Lecture/Lab	TR	0300-0405pm	2	M117

CRITICAL DATES

Start Date: 25-FEB-2019
End Date: 16-JUN-2019
Last Date to add class: 08-MAR-2019
Last Date to drop with a refund: 08-MAR-2019

Last Date to drop without a "W": 10-MAR-2019
Last Date to drop with a "W": 03-MAY-2019
Last Date to change grading option: 28-MAR-19
Census Date: 11-MAR-2019
Add Auth Expiration: 10-MAR-2019

Seats	Taken	Available	
25	18	7	0

As of: 20-AUG-2019 10:01:56

	Student Name	ID	Minor	Reg	Cr
1	Bolanos, Lucie	A02899690		RW	3.00
2	██████, George	A020████4		RW	3.00
3	██████, Christopher	A0297██1		RW	3.00
4	██████	A02█		RW	3.00
5	Covarrubias, Nieger	A0██████1		RW	3.00
6	██████, David			RW	3.00
7	Guzman, Steven			RW	3.00
8	██████	A02██1██		RW	3.00
9	Lassaire, Federico	██████3		RW	3.00
10	Lee, Shawn	A02██5961		RW	3.00
11	██████, Mark David	██96723		RW	3.00
12	██████	A0██████		RW	3.00
13	██████, ████	A02█████8		RW	3.00
14	██████, River	A02900025		RW	3.00
15	Rodriguez, ██	A0075████1		RW	3.00
16	██████, Mac█	A0█████3		RW	3.00
17	██████	████2		RW	3.00
18	Wyman,	A02███886		RW	3.00
19					
20					

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ENROLLMENT MANAGEMENT

Low Enrollment

At the beginning of each semester, the Division Dean and Associate Dean will monitor your class counts to determine whether a sufficient number of students are enrolled. If the number is insufficient, the class will be cancelled. To maintain a full teaching load for all full-time professors, the department or division makes reassignments as needed. Many instructors find that posting flyers for classes where enrollment tends to be low can help a class to "make" minimum enrollment. Other options are portal announcements, and informing students to see if anyone they know want to enroll. Please contact the Arts Division for assistance.

Adding Students to Credit Courses

Credit students should be added to classes according to their position on the wait list, if there are remaining seats (according to the official class size for the course). You are allowed to add up to 20% of the maximum enrollment if the class is full.

Guidelines

- Faculty should wait 30 minutes after the class start time to take roll and to fill any vacant seats with students wishing to add.

- After reviewing the wait list, students should be added according to their priority registration date/time.

- Students wishing to add a class must show evidence of enrollment using one of the two forms "Student Schedule/Bill" and the "Registration Status" form.

- The priority registration date/time is on the upper right hand corner of the Student Schedule/Receipt form and is on the top left hand corner of the Registration Status form.

- Each roster specifies the CRN-specific "last date to add" for the class. Faculty should advise students of the need to process the add authorization by this date in order to successfully add the class.

- To add a student after registration closes, available seats are managed through distribution of add authorization codes (Add Codes, see below).

- To add students after the Add Code period has expired, see Late Adds, below.

Add Codes

Add codes are included within each online class rosters sheet (scroll down past the roster to view) If more are needed, or if no add codes appear, contact the IT Help Desk directly, and they will add more upon your request. **(Ext. 4357 HELP)**

- Each add code can only be once, and they expire after 48 hours.   Be sure you are giving students a correct add code, and they are aware when it expires. The expiration date, which often differs for each course, will appear on the roster.

- **The distribution of an add code does not guarantee enrollment.** The student must qualify to take the course by meeting all the established prerequisites and corequisites. (see section **Prerequisites and Course Eligibility**).

- As students use the add authorizations to enroll, your rosters will reflect their entries. The student's name appear next to the add authorization code on the online roster confirming enrollment in the class.

Mt. San Antonio CCD
Spring 2019
Full Term

CRN	SUBJ	CRSE	CREDITS	COURSE TITLE
43097	PHOT	20	3.00	COLOR PHOTOGRAPHY

INSTRUCTOR(S) - (P)rimary	TYPE	DAYS	TIME	BLDG.	ROOM
Benoe, Christopher (P)	Lecture/Lab	R	0800-1110am	13	2425
	Lecture/Lab	T	0800-1005am	13	2425

CRITICAL DATES

Start Date: 25-FEB-2019
End Date: 16-JUN-2019
Last Date to add class: 08-MAR-2019
Last Date to drop with a refund: 08-MAR-2019

Last Date to drop without a "W": 10-MAR-2019
Last Date to drop with a "W": 03-MAY-2019
Last Date to change grading option: N/A
Census Date: 11-MAR-2019
Add Auth Expiration: 10-MAR-2019

Add Authorization Codes

Auth#	ID#	Student Name	Date
1L6992			
ZZ79C3			
66TKV8	~~643502~~	~~Mcclain Kirk~~	26-FEB-19
6BCKYS	~~024300~~	~~Threckmorton Shawn~~	05-MAR-19
8F4KMS			
8FKDWT			
8MPH3O			
A7FSM8			
AFIUT4			
AH2AUZ			
C4OP97			
C9Y8V5			
G5DM95			
HP0WTA			
IRWGPF			

Late Adds

After the add code period is over, students may still be able to add the class for a certain period of time, typically 10 days after the class begins in Fall /Spring, shorter for intersession. They will need a Late Add form, available in the Arts Division office or at Admissions & Records.

- Late Add form must be completed by the student, and signed by the professor.

- Student must bring the completed / signed form to Admissions & Records.

- Admissions & Records makes the final decision regarding whether the student will be added.

After the Late Add Form period is over, Admission & Records can add a student via Petition for Exception Action request. These forms are available in the Division or in Admission & Records. Contact the Arts Division for more information.

For more detailed information, refer to AP 5075 Course Adds and Drops, refer to link.
https://www.mtsac.edu/governance/trustees/apbp/AP5075.pdf

Dropping Students

Because the drop dates and add codes are COURSE-SPECIFIC, critical dates for one CRN may be different than those for others. Please be aware of the specific drop dates for your classes. These dates appear at the top portion of each class roster.

Guidelines

- An instructor may drop a student who has not arrived within the first thirty minutes of the first class meeting.

- An instructor may drop a student who has excessive absences as defined in the instructor's syllabus.

- It is the student's responsibility to officially drop a class whenever they determine that they can no longer attend the class. Failure to drop a class may result in a failing grade and an obligation of fee payment.

- Drops are permissible if the course has not yet met 61% of its total minutes (end of tenth week for sixteen-week courses.)

- A notation of a "W" shall become part of a student's permanent record for any drop taking place after the course has met for 20% of a short-term course or the end of the second week for sixteen-week courses - prior to the collection of census for apportionment purposes. If a drop occurs before the deadline, no notation shall be made on the student's permanent record.

- Instructors shall clear their rolls of inactive enrollment. Inactive enrollment is defined as of each census day, any student who has:

- Been determined by the instructor to be a "no show;" or officially dropped the course; or been dropped from the course.

- A student shall be dropped if, in the opinion of the instructor, the student is no longer participating in the course, except if there are extenuating circumstances. "No longer participating" includes, but is not limited to, the student having excessive unexcused absences. "Extenuating circumstances" are verified cases of accidents, illness, other circumstances beyond the control of the student, and other conditions defined by the Board of Trustees and published in regulations. Link: http://www.mtsac.edu/governance/trustees/apbp/

- The College shall maintain a record of the date each student drops or is dropped from a course.

Drop Codes, No Shows, and Withdrawals

Faculty must submit No Shows for each course by the established deadline. Faculty may also initiate the Last date to drop with a "W".

- To initiate a drop, select the Faculty Drop Roster on the Faculty Self-Service Menu. Select the current term and click the Select Term button and click Submit.

- No show (NS) – you may enter no shows up until the 'last day to drop with a refund', but the NS code should be used only for students who never attended the class.

Drop codes key
NS = no show – never attended
FF = drop with full refund (early drop period)
FG = Faculty drop without refund prior to census
FR = Faculty drop after census and before W
FW = Faculty drop with W

Community Education Student Enrollment (VOC)

Certain courses have concurrent seats for Community Education students. Community Education is no- cost, no unit option. Contact the Arts Division for details, or if you have questions about enrolling these students.

Students complete Community Education paper application (hard copy only in the printed Schedule of Classes) and brings to first day of class.

1. Instructor signs completed form if approved for enrollment.

2. The student drops off the form at the Community Ed office for processing.

4. Instructor checks to the roster at next class meeting to ensure student has been enrolled.

Community Education enrollment should be limited to no more than 25% of your total class enrollment.

Prerequisites and Course Eligibility

Students must meet all established prerequisites and / or corequisites in order to enroll in a class. Requirements are clearly noted in the description for each course listed in the catalog and in the Schedule of Classes (both online and print versions). All students officially enrolled, or on the waitlist for each course are screened by Admissions & Records prior to enrollment and have met eligibility requirements.

The instructor should inform walk-in students wishing to add the class that possession of an add code does not guarantee admission if a student fails to meet the required prerequisites, and such a student may be blocked from registering for the class.

Challenging Prerequisites

A student may challenge their eligibility for a course if they can produce evidence meeting the established prerequisites. Students must complete and have a Department Chair sign a Petition to Challenge Prerequisite form (available in the Arts Division office) and submit with the required paperwork to the Arts Division.

For detailed information, refer to AP 4260 Prerequisites, Corequisites, and Advisories, link:
https://www.mtsac.edu/governance/trustees/apbp/BP4260.pdf

GRADING

Grade Requirements

Sufficient grades and examinations should be administered to provide a fair basis for evaluating the work of each student. The college requires a minimum of three grades in addition to the final examination as the basis for a course grade. Additionally, if you teach a lecture/lab parity course, class must meet on both the lecture and lab days during final exam week, and there must be finals for both the lecture and lab portions of the course. Your department may have additional requirements. Contact the Arts Division for more details.

Guidelines

- Progress Reports – Professors should communicate with students who appear to be having difficulty in the class and refer them to Tutorial Services, ACCESS, Learning Assistance Center, Extended Opportunity Programs and Services, or other available services.

- In planning your syllabus, the course grade must include a MINIMUM of three graded assignments plus a final exam. Instructors must record ALL scores used in calculating a final course grade, not just averages. The scores may be recorded by hand on the grade sheets downloaded from the portal, or managed in a standard spreadsheet format, such as Excel. These records must be kept by the instructor for 3 years minimum.

- **Please remember you cannot grade on attendance. However, you can grade on class participation which requires regular attendance.**

- Final course grades must be input by the Tuesday following the end of the class.

Grading Types

Credit courses may evaluate students on a letter grade (A, B, C, D, F) basis only, on a Pass/No Pass (Pass = A, B, or C; No Pass = D, F) basis only, or so as to allow students to elect either option.

The decision as to evaluation method is made by the academic department as part of educational review with students subject to the restrictions listed below.

- Courses used to meet General Education requirements must be taken for a letter grade; and courses used to meet major requirements must be taken for a letter grade.

- For courses offering a grading option, students are automatically registered on a letter grade basis at the time of registration. If a change is desired, the student must select the Pass/No Pass option either:

  - ✓ Online if the course has not yet met 20% of its total minutes (end of the third week for sixteen week courses), or

✓ In person with a picture ID at the Admissions & Records Office in the Student Services Center if the course has not met 30% of its total minutes (end of the fourth week for sixteen week courses).

- No more than sixteen (16) units of credit with a Pass (P) grade may be applied towards graduation from Mt. SAC.

- Courses taken on a Pass/No Pass basis are neither counted in calculating grade point averages nor in determining eligibility for the Dean's List, but such courses are considered in "progress probation" and dismissal procedures.

- When the final course grades are submitted electronically, a copy of the grades submitted and a complete rationale explaining grade calculation should be maintained by the Instructor. Whatever standards you apply in determining the final grade should be consistent with your course syllabus and must be applied uniformly to every student.

- All grades used in the calculation of the final grade must be recorded in the back-up documentation. Final course grades must be submitted online.

Final Grade Submission

Final course grades must be input by the Tuesday following the end of the class.
Follow the steps for final grade entry and submission:

1. Click on the Final Grades on the Menu

2. Select a Term and click Submit

3. Select a CRN and click Submit

4. Use the drop down box next to each student's name

5. Enter the student's final course grade. If your course requires reporting of credit positive attendance, enter the total hours for each student (including hours for students who have dropped prior to course completion).

6. Be sure to click the Submit button when you have finished the entry for all students.

Please refer to AP 4232 Pass/No Pass Grading for details on grading policy. Link:
https://www.mtsac.edu/governance/trustees/apbp/AP4232.pdf

Grade Change

If you discover an error in recording or calculating a student's submitted grade, a Grade Change form must be completed, signed, and approved by the Dean and then by Admissions & Records. Grade Change forms are available in the Arts Division office.

> **IMPORTANT**: Grade Change forms may not be handled by or delivered by students.

Upon Dean's approval, the form is submitted to Admissions & Records by Arts Division staff or the instructor. Final approval is contingent on the final decision of Admissions & Records.

Link to AP 4231 Grade Changes, refer to link:

http://www.mtsac.edu/governance/trustees/apbp/AP4231.pdf

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I.T. / Computer Services

Most departments have computer resources available to adjunct faculty for preparing instructional materials and to access the portal. In addition, the Staff Development Resource Center, Bldg 6, Rm. 140, is equipped with computers, printers, scanners, and standard software for your use during regular College hours. If you need assistance with departmental computers, please check first with your Department Chair and/or department Lab Technicians.

For basic assistance or to request assistance with roll sheets, grade sheets, or add codes, call

I.T. Help Desk (Ext. 4357 or H E L P)

Copy and Printing Services

All requests for copies (for class-size quantities) are to be processed through Mt. SAC Printing Services. Submit your print job online. Please note all printing and copying are for Mt. SAC course materials only.

Log in with your Mt. SAC portal user name and password. Printing Services submission: http://printingservices.mtsac.edu

Most jobs are completed within 24 hours. Printing Services will email you when job is ready for pick-up. Printing Services is located in Bldg. 4, Suite 1810 (entrance on the west side of the building). Hours of operation are 6:30 AM – 10:30 PM, Mon. – Fri., Ext. 4255.

For small jobs only (under 50 copies) self-service copiers are available in Bldg. 4 Mailroom, Bldg. 13 break room and Bldg. 2M 103.

Shared office space

Each department has a designated shared office space with phones, computers, and copier for full-time and adjunct faculty use. Some departments have support staff during peak hours. For more information, contact your Department Chair or the Arts Division office at Ext. 5200, Building 12-1210.

In addition, the POD office in Building 6 has a fully equipped independent work room containing 5 PC stations, printer/scanner, and dry erase board. Call for hours: **Ext. 4504**

Library/ Media services

Media Services has over 5,000 videos that can be checked out by faculty to show to students. You can get more information on these and other services at link:
Link: http://www.mtsac.edu/library/

In addition, the library subscribes to numerous online databases, including Films on Demand. You can access the library resources via the "Library" tab on the portal.

Information desk: **Ext. 4289**
Check out desk: **Ext. 4260**

Flex Day

A full day of instructional classes are made available for both full-time and adjunct Faculty on Flex Day, which occurs 2 times per year, in Fall and Spring.

- Adjunct faculty may attend Flex Day classes and be paid for up to 2 hours. Fall Flex Day participation is mandatory, Spring Flex Day is optional.

    o You must sign in to the class you choose and submit a certificated timesheet to the Arts Division office in order to be paid for Flex Day attendance. Contact the Arts Division for more information.

- Find out more and view the full schedule at this link: http://www.mtsac.edu/pod/

Professional and Organizational Development (POD)

The College has invested in campus-wide professional development for all employees and has committed resources to support its success. The POD office is staffed with a full-time manager and administrative support staff to provide open access to services. In addition, the POD office includes state-of-the-art technology, a computer learning lab, and a business center for faculty. Located in Bldg. 6, Room 140.

POD offers a myriad of training classes. Please check their website: http://www.mtsac.edu/pod

In addition, POD offers online courses through **Lynda.com**. Log on through the link on the portal.

FULL-TIME FACULTY SEMINAR

The New Faculty Seminar provides foundations in areas such as evidence-based teaching, curriculum, course design, improving student success, and reducing achievement gaps. Simultaneously, the seminar fosters connection between faculty across disciplines and builds awareness of opportunities for involvement in campus-wide activities and governance. There is a myriad of resources for new faculty members. Be sure to check out their website. https://www.mtsac.edu/pod/programs/new-faculty-seminar.html

ADJUNCT FACULTY SUPPORT

POD has created a landing pad for Adjunct support and training. Be sure and check out their website. https://www.mtsac.edu/pod/resources/adjunctfaculty/index.html

Faculty Organizations (Shared Governance)

Academic Senate

The Academic Senate is responsible for making recommendations to the administration and for communicating with the Board of Trustees on policy development and implementation with respect to academic and professional issues. The Board of Trustees primarily relies on the Academic Senate for curriculum, including establishing prerequisites and placing courses within disciplines, degree requirements, grading policies, educational program development, and standards and polices for student preparation and success, and policies for faculty professional development.

The Academic Senate and the College President/CEO reach mutual agreement for district and governance structures as related to faculty roles, processes for program review, processes for institutional planning and budget development, and other issues recognized as academic and professional in nature.

For more information visit link: http://www.mtsac.edu/governance/academicsenate/

Faculty Association

The Mt. San Antonio College Faculty Association, Inc., CTA/NEA is an affiliate of the California Teachers Association and the National Education Association. The Faculty Association is the exclusive representative for the unit of employees at Mt. San Antonio College known as professors. Included in this unit are Full-Time Regular, Contract, and Temporary Instructors, Counselors, Librarians, Department Chairpersons, Instructional Specialists (ACCESS), and other faculty on reassigned time.

If you would like more information visit link: http://fa.mtsac.edu/ or contact the Faculty Association at **Ext. 4351**

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STUDENT SUPPORT AND RESOURCES

Student Support Services

Many services and specialized departments exist on campus to help students achieve success at Mt. SAC. Student Life is a good starting point for students seeking support and assistance.
The Student Life Office may be reached at Ext. 4525. Link to Student Services:
http://www.mtsac.edu/studentservices/

Following is a list of a few of the support services students may benefit from. Most of these services are free of charge.

Department	Phone	Location
Advising Center	909–274–4293	Student Services Center (9B)
ARISE Program	909–274–6622	Bldg. 16B
ASPIRE Program	909–274–6396	Bldg. 9F
Counseling Center	909–274–4380	Student Services Center (9B)
DREAM Program	909–274–5596	Bldg. 16C
ACCESS (formerly DSPS)	909–274–4290	Student Services Center (9B)
Educational Opportunity Programs and Services (EOPS)	909–274–4500	Student Services Center (9B)
Financial Aid	909–274–4450	Student Services Center (9B)
Health Services	909–274–4400	Student Health (67B, 9E)
Learning Lab	909–274–5666	Bldg. 6, Room 122
Pride Center	909–274–6549	Bldg. 26A–1630
Testing Services / LAC	909–274–4300	Bldg. 6, Room 101
Transfer Center	909–274–5660	Student Services Center (9B)
Tutoring Services	909–274–6605	Bldg. 6, Room 104
Veteran's Service Center	909–274–4520	Bldg. 9E
Writing Center	909–274–5325	Bldg. 26B, Room 1561A

Student Labs and Tutoring

The Arts Division has several student resource centers which provide options for student assistance and study. These centers offer a variety of study aids ranging from study materials and hands on learning tools to tutorial assistance and specialized computer programs.

Lab/Resource	Extension	Location
Music Lab	4235	2– M106
Design (Shared) Lab		13–1225
Radio Production Studio		13–1454
Photography	4431	13–1425
Studio 13	6890	13–2465

Operational hours for these areas will be posted on the door at the beginning of each semester or intersession. Only currently enrolled students can utilize the labs.   For more information, contact your Department Chair or the Arts Division at Ext. 5200.

Link to details of tutoring services offered by the college:
http://www.mtsac.edu/students/academic-resources.html

For a brochure of all the tutoring centers around campus, refer to link:
http://www.mtsac.edu/lac/docs/tutoringcenters.pdf

Learning Assistance Center (LAC)

The Learning Assistance Center (located in 6-101, Ext. 4300) helps students succeed in their classes. Tutorial Services offers one-on-one tutoring in multiple subjects, either drop-in or by appointment, as well as study groups and supplemental instruction. The Learning Lab computer lab has all the standard software that students need for class-related work. LAC also offers the Testing Center (located in 6-102) which is useful for make-up exams.

Learning Resources (Library)

The Library (located in Building 6) offers assistance in research methods by appointment. Study space is available as well. Refer to the website, link: http://www.mtsac.edu/library/

Reference desk **Ext. 4289**
Main desk **Ext. 4260**

Mt. SAC Mountie Makerspace

A makerspace is a physical location where people gather to share resources and knowledge, work on projects, network, and build. Makerspaces are community centers that combine manufacturing equipment, community, and education for the purpose of enabling members to design, prototype and create items that wouldn't be possible to create with the resources available to most individuals.

Mt. SAC, with a $250,000 California Community College Maker Grant from California Community College Chancellor's Office, created the **Mountie Makerspace** in 2017. Mountie Makerspace, which is part of a statewide effort to development community makerspace programs, is a 4,000-square-foot building outfitted for collaborative and innovative projects in woodworking, metalworking, and digital fabrication. Equipped with a wide variety of machinery, the facility is open to students, staff, and the community to use on their do-it-yourself and hobbyist projects. Just some of the equipment includes mills, a lathe, a laser cutter, 3D printers, oscilloscopes, MIG/TIG welders, a logic analyzer, along with a complete tool room and much more.

The **Mountie Makerspace** is free for students and is a place for students and community members to work on projects, explore their inner artists, make cool gadgets, and interact with a community of like-minded individuals and get inspired. Many Arts Division faculty have taken their classes to the Makerspace to work on class projects.

The Writing Center

The Writing Center and the College Library offer free workshops and tutoring to help students properly quote, paraphrase, and document sources. Students can sign up for these and many other workshops at the Writing Center (26B-1561A, behind the clock tower). For more information about these workshops refer to the Writing Center's website.

Link: http://writingcenter.mtsac.edu

Student Behavior and Wellness

Students who need help dealing with relationships, family issues, feeling sad, anxious, grief, etc. should be referred to the Student Health Center, Building 67B for personal counseling. You may also wish to make a confidential referral to the Behavior & Wellness Team. For more information refer to the website.

Link: https://www.mtsac.edu/behavior-and-wellness/

About Us ▾   How to Respond   Crisis   Conduct   Care

When the Student is...

- An immediate danger to self or others
- Violent, dangerous behavior
- Carrying a weapon that can cause imminent harm
- Aggressive, using threatening behavior

Call the Department of Police and Campus Safety at 909-274-4555 or Call 911

When the Student is...

- Failing class, has a disheveled appearance
- Making threats that are not imminent
- Behaving oddly or being disruptive
- Withdrawn and exhibits behavior that causes concern
- Changing behavior

Complete the Behavior & Wellness Team Referral Form

Access the online behavior & wellness form [↗]

When the Student is...

- Violating the Student Code of Conduct
- Plagiarizing
- Disrupting classroom learning
- Violating classroom rules

Complete the Student Misconduct Report Form

Access the online student misconduct report form [↗]

Student Discipline and Misconduct

Professors are expected to enforce acceptable standards of behavior in the classroom. The following resources will help you. The college has clear guidelines governing student conduct. For example, professors have the right to remove students from a classroom for a limited period of time for disruptive behavior.

Guidelines for dealing with disruptive students

- Professors are expected to enforce acceptable standards of behavior in the classroom.

- If you are faced with a situation with a difficult or challenging student, report it to the Director of Student Life, Bldg. 9C-1, Ext. 4525, the Dean or Associate Dean, Ext. 5200, and your Department Chair.
- Student Standards of Conduct can be found at the following link.

https://www.mtsac.edu/studentlife/standardsofconduct.html

  - **Student Misconduct** form is located online in Student Services forms, link:

http://www.mtsac.edu/employees/forms/

- A professor may remove a disruptive student from his/her class for the day of the removal and next class meeting.

  - Immediately report to the Director of Student Life, Bldg. 9C-1, Ext. 4525, and your Dean or Associate Dean, Ext. 5200

If a student is asked to leave and refuses, contact Mt. SAC Police & Campus Safety for assistance:

Ext. 4555 or (909) 274-4555

Mt. SAC Police & Campus Safety will assist in removing the student.

You may find the diagram on the following page helpful in dealing with managing challenging students.

Managing Challenging Students Chart

MT. SAN ANTONIO COLLEGE
MANAGING CHALLENGING STUDENTS

- Violent or Threatening Behavior
  - Public Safety x4555
- Disruptive Campus Behavior
  - Public Safety x4555
- Disruptive Classroom Behavior
  - Classroom Instructor Consultation
- Physical or Mental Health Crisis or Concern
  - Health Crisis Public Safety X4555
  - Health Concern Health Services x4400
  - Behavior and Wellness Referral, employee portal

Instructor may choose from the following options as needed:

- Option: Remove student from that class and the next class*
- Option: Fill out Student Misconduct Report Form and submit to Student Life*
- Option: Division Dean Intervention/ Consultation

Director, Student Life, Disciplinary Action x4525

About Removing Students:

*Education Code 76032
Any instructor may remove a student from his/her class for the day of the removal and the next class meeting.

The instructor shall immediately report the removal to the Director, Student Life X4525

Public Safety
Ext. 4555 – Emergencies, Evenings & Weekends
Ext. 4299 – Non-Emergency Concerns & Questions
When making 911 calls, follow-up immediately with a call to Public Safety, ext. 4555

Revised 9/26/14. Reviewed by Ema Burman and Michelle Sampat, Dept. Chairs, LAC; Meghan Chen, Dean, Library & Learning Resources; Grace Hanson, Director, DSP&S; Art De La Cruz, Interim Director, Public Safety; Marti Whitford, Director, Student Health Services.; Carolyn Keys, Dean, Student Services

Student Rights and Responsibilities

Mt. San Antonio College is committed to assisting students to attain their educational and career goals, clarifying the College's expectations of behaviors, and ensuring their rights as students enrolled at the College.

The College agrees to the following:
- Assess your skills, educational and career goals;
- Orient you to the College's programs, services and policies;
- Provide counseling and advisement;
- Provide quality instruction;
- Offer services to support your education;
- Follow up on your progress toward your goal; Keep you informed of your rights and responsibilities.

Students are expected to:
- Attend or participate in new student orientation;
- Declare an educational goal;
- Arrange counseling and/or advising appointments to develop an educational plan;
- Work hard to complete assignments and courses;
- Abide by all College policies and procedures;
- Seek out support services and get help when needed;
- Show continuing satisfactory progress toward your goal

Student Complaints and Grievances

The College has specific policies and procedures in place for student complaints and grievances. Inform your Department Chair immediately if a student wishes to make a complaint or file a grievance.
Refer to Board Policies and Administrative Procedures for detailed information:
www.mtsac.edu/governance/trustees/apbp/AP5530.pdf

Student Grievance form link: http://www.mtsac.edu/studentlife/studentgrievances.html

Student Life contacts link: http://www.mtsac.edu/studentlife/as/contacts.html

Academic Honesty

Mt. San Antonio College is an institution of learning and scholarship predicated on the existence of honesty and integrity. As members of the academic community, faculty, students, administrative officials, staff, and governing board members all share responsibility for maintaining this environment. It is essential that all members of the academic community subscribe to the ideal of academic honesty and integrity and accept individual responsibility for their work.

Academic dishonesty is unacceptable and will not be tolerated at Mt. San Antonio College. Cheating, forgery, dishonest conduct, plagiarism, and collusion in dishonest activities erode the College's educational and social roles. They devalue the learning experience and its legitimacy, not only for the perpetrators, but also for the entire community.

Refer to the BP and AP on Academic Honesty
https://www.mtsac.edu/governance/trustees/apbp/BP4290.pdf

If you or one of your students have information regarding cheating on an exam or an assignment, contact the Student Life Office, **Ext. 4525**, inform your Department Chair, Arts Division Dean or Associate Dean, and complete a **Student Misconduct Form**. The form is available online in the Student Services section of the Forms section of the Mt. SAC website. Link to Administrative forms site: http://www.mtsac.edu/employees/forms/
at link: http://www.mtsac.edu/studentlife/standardsofconduct.html

Plagiarism

A professor who determines that a student has cheated may give the student a failing grade for the assignment. The professor should also recommend that appropriate action be taken under the provisions of AP 5520 - Student Discipline Procedures.
Link: https://www.mtsac.edu/governance/trustees/apbp/AP5520.pdf
The following statement may be included in your syllabus:

> *"Plagiarism is a direct violation of intellectual and academic honesty. Although it exists in many forms, all plagiarism refers to the same act: representing somebody else's words or ideas as one's own. The most extreme forms of plagiarism are the use of material authored by another person or obtained from a commercial source, or the use of passages copied word for word without acknowledgment. Paraphrasing an author's idea or quoting even limited portions of his or her text without proper citation is also an act of plagiarism. Even putting someone else's ideas into one's own words without acknowledgment may be plagiarism. In none of its forms can plagiarism be tolerated in an academic community. It may constitute grounds for a failing grade, probation, suspension, or expulsion."*

The term "cheating" includes but is not limited to:

- Plagiarism

- Receiving or knowingly supplying unauthorized information

- Using unauthorized material or sources

- Changing an answer after work has been graded and presenting it as improperly graded

- Illegally accessing confidential information through a computer

- Taking an examination for another student or having another student take an examination for you

- Presenting another person's work as your own

- Forging or altering registration or grade documents

- Submitting collectively developed work as your own, unless specifically allowed by the professor

Grade Based on Demonstrated Proficiency

Since grading policies must reflect the measurement of student performance in terms of the stated course objectives, professors may not fail a student for a single act of cheating or plagiarism if the student can meet, or has already met, the preponderant balance of course objectives as specified in the course outline of record. In addition, students are entitled to a formal, administrative process of review and appeal since allegations of dishonesty are serious and can lead to disciplinary sanctions including suspension and expulsion.

The overall grade for a course should indicate the student's demonstrated proficiency in the subject matter. Students can be given a failing grade on a particular assignment or exam in which dishonesty occurred, and the failing grade for dishonesty would then be reflected in the student's overall grade for the course.

Useful Links

Arts Division
http://www.mtsac.edu/arts/

Campus Forms
http://www.mtsac.edu/employees/forms/

Directory
https://www.mtsac.edu/directory/

Faculty Contract
https://www.mtsac.edu/hr/resources/2017-2019_Year_2_of_2_Faculty_Contract.pdf

IT Help Desk and FAQs
http://www.mtsac.edu/it/resources/helpdesk.html

Library
http://mtsac.libguides.com/faculty/home

MAP
http://www.mtsac.edu/maps/

Microsoft /Outlook 365 web mail via portal
https://inside.mtsac.edu/

POD (Professional & Organizational Development)
http://www.mtsac.edu/pod/

Outlook 365 FAQs
http://www.mtsac.edu/it/o365/faqs.html

Student Life
https://www.mtsac.edu/studentlife/

Student Services
https://www.mtsac.edu/studentservices/

FORMS
Please note a complete selection of forms are available
through the Arts Division Administrative Specialists

FIELD TRIP AUTHORIZATION
## AND/OR
TRANSPORTATION REQUEST

Mt. San Antonio College
1100 North Grand Avenue
Walnut, California 91789-1399
www.mtsac.edu
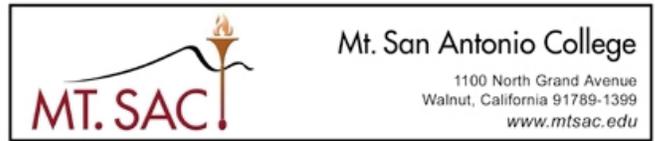
A. Field Trip Authorization

Requested by: _____ Today's Date: _____

Department: _____ Division: _____

Phone: _____ Cell Phone: _____ E-mail: _____

Course Title: _____ Ref. #: _____

Departure Date: _____ Time: _____ Return Date: _____ Time: _____

Destination: _____ Address: _____

City: _____ State: _____ * Round trip miles: _____ *

*Trips over 150 miles (radius) or out of the country require additional approval.

Purpose of trip: _____

☐ Off campus class meeting **OR** ☐ College Transportation Requested** ☐ Number of participants (please attach class roster)

First Aid Kits: *Instructors may sign out fanny-pack style first aid kits at Student Health when taking students on a field trip where they may not have immediate access to emergency supplies/services.*

B. Request and Agreement for Use of College Vehicle

**Requests for college vehicles are made through Facilities Planning and Management <u>at least two weeks</u> prior to the field trip.

Type of Vehicle Requested: _____ Number of Vehicles: _____

Special Instructions: _____ Number of passengers (including driver: _____

For vans: Vans cannot be picked up any earlier than departure time indicated without prior approval from Transportation Office

For buses & charters –
Desired pickup location: _____

Regular bus pick-up location is in front of Performing Arts Center

Drivers of College Vehicles: Please list the names of all potential drivers for this trip, including alternate drivers. Check box if a new driver.

_____ ☐ ; _____ ; ☐ _____ ☐

_____ ☐ ; _____ ; ☐ _____ ☐

All new potential drivers must file a CONSENT TO VERIFY DRIVING RECORD form with the Transportation office and show proof of insurance. Requests must be received in the Transportation Office at least **two weeks** prior to the date the vehicle is needed.

Employee's signature below acknowledges the understanding of the Administrative Procedures regarding College vehicles. Failure to comply with the College transportation policies may result in refusal of future College vehicle use.

C. Signatures (applicable to Section A and/or Section B above).

_____ _____ _____ _____
Employee/Instructor Date Vice President (over 150 miles from Mt. SAC) Date

_____ _____ _____ _____
Division Dean/Department Director Date Board of Trustees (over 500 miles from Mt. SAC or out of the country – per AP 4350) Date

Routing:
☐ Originator ☐ Division Office (until trip has occurred) ☐ Transportation Office (only if college transportation is requested) ☐ Public Safety

- -

Transportation Office use only:

Date received in Transportation Office: _____ Vehicle Assigned: _____

Name: _____   **Sub For:** _____
               (Print or Type)

Banner ID.:_____   Additional Hours: _____

MT. SAN ANTONIO COLLEGE
CERTIFICATED TIME SHEET

School Month: _____   Name: _____

Pay Period: Instructor's Signature

From: _____ to: _____ , 20___

Mo/Day	Class #/Description	Hours	Mo/Day	Class #/Description	Hours

Rate Per Hour: $_____   **Total Hours:** _____   **Amount Earned: $**_____

Approved: _____   **Account Classification:** _____
          (Manager's Signature)

Student Agreement and Medical Release
for Classroom-Related Travel

Mt. San Antonio College
1100 North Grand Avenue
Walnut, California 91789-1399
www.mtsac.edu

MT. SAC

Student Name:	Student I.D. #
Last: First:	

Address: City: Zip:

Home Phone: Cell Phone: E-mail:
(   )   (   )   @student.mtsac.edu

Class Name: Class Reference #

Faculty/Staff/Advisor Name: Telephone #
(   )

Department: Semester/Session: ◉ Fall   ○ Winter   Year:
○ Spring   ○ Summer

Travel Destination(s) and Date(s):

General Description of Activities:

A. Waiver: All persons making the field trip or excursion shall be deemed to have waived all claims against the District or the State of California for injury, accident, illness, or death occurring during, or by reason of, the field trip or excursion. (Reference: Title 5 Section 55220)

B. Medical Authorization: In the event of illness or injury while participating in the above referenced activity, I hereby consent to whatever x-ray, examination, anesthetic, medical, surgical, dental diagnosis or treatment, hospital care and emergency transportation from a licensed physician, surgeon, and/or dentist as deemed necessary for my safety and welfare.

_____   _____   (_____)_____
Participant's Private Medical Insurance Carrier   Policy #   Insurance Carrier Phone

☐   **Medical Condition**: Check here if you have a special needs or medical condition(s) and attach a description to this sheet.

> **_In the event of an illness, accident, or other emergency, please notify:_**
>
> _____   (___)_____   (___)_____
> *Name*   *Relationship*   *Phone*   *Cell Phone*

C. Transportation

     FIELD TRIPS: I will use transportation provided by Mt. San Antonio College for field trips.
     OFF-CAMPUS MEETINGS: If an off-campus meeting requires me to use personal transportation, I understand that Mt. San Antonio College (its Board of Trustees, officers, employees, agents, representatives or volunteers) is in no way responsible, nor assumes liability, for any injuries, losses, claims or actions resulting from, arising out of or incident to, the non-District transportation. I understand that although the District may recommend travel time and/or routes to and/or from this event, such recommendations are not mandatory and do not in any way constitute District sponsorship of, or responsibility for, my transportation. I further acknowledge that the District does not provide any type of insurance, including liability, collision, or comprehensive, for students who provide their own transportation or provide transportation for other individuals in connection with an excursion/field trip activity.

My signature below acknowledges that I have carefully read these provisions and I fully understand and willingly agree to abide by these terms.

_____   _____
Student Signature   Date

_____   _____
If student is under 18, Parent/Guardian Signature   Parent/Guardian Printed Name

STANDARDS OF BEHAVIOR FOR
ON-CAMPUS AND OFF-CAMPUS ACTIVITIES

Mt. San Antonio College
1100 North Grand Avenue
Walnut, California 91789-1399
www.mtsac.edu

Mt. San Antonio College students are expected to conduct themselves in a respectable manner, as the actions of one individual can affect the reputation of the College. While participating in activities, students are serving as a representative of Mt. San Antonio College and must uphold the College Standards of Conduct.

Some violations may include:

1. Causing, attempting to cause, or threatening to cause physical injury to another person.

2. Possession, sale, or otherwise furnishing any firearm, knife, explosive or other dangerous object, including but not limited to, any facsimile firearm, knife, or explosive, unless, in the case of possession of any object of this type, the student has obtained written permission to possess the item from a College employee, which is concurred by the College President/CEO.

3. Unlawful possession, use, sale, offer to sell, or furnishing, or being under the influence of, any controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the California Health and Safety Code, an alcoholic beverage, or an intoxicant of any kind; or unlawful possession of, or offering, arranging or negotiating the sale of any drug paraphernalia, as defined in California Health and Safety Code Section 11014.5.

4. Engaging in harassing or discriminatory behavior based on national origin, religion, age, sex (gender), race, color, medical condition, ancestry, sexual orientation, marital status, physical or mental disability, or because a person is perceived to have one or more of the foregoing characteristics.

5. Willful misconduct which results in injury or death to a student or to College personnel, or which results in cutting, defacing, or other injury to any real or personal property owned by the College or on campus.

6. Disruptive behavior, willful disobedience, habitual profanity or vulgarity, or the open and persistent defiance of the authority of, or persistent abuse of, College personnel.

7. Harassment of students and/or College employees that creates an intimidating, hostile, or offensive environment.

8. Lewd, indecent, or obscene conduct on College-owned or controlled property, or at College-sponsored or supervised functions.

9. The rules pertaining to the activity or event must be followed.

I further understand that I must adhere to the complete Standards of Conduct Policy and, if violated, I am subject to appropriate disciplinary procedures which could lead to suspension and/or expulsion determined by the severity of the incident.

_____   _____
Student's Name – Please Print   Student ID #

_____   _____
Student's Signature (if under 18 – Parent/Guardian signature is also required)   Date

SYLLABUS

DEPARTMENT:Choose a Dept.

SEMESTER/YEAR:Choose Semester/Year.

Basic Course Identification

Course Title: Title, ie. History of Jazz

Course ID: Number, ie. MUS 12 CRN:XXXXX

Course Location:Building / Room Course Days/Times:MTWThF and Times for each day

Instructor Information

Instructor Name: Instructor

Instructor Office Location - Building: Office Bldg. Number Room Number: Room Number

Instructor's Office Hours:Enter office days and hours for semester

Instructor Email:Click to enter email.   Phone Number/VM:XXX-XXX-XXXX

Methods of Communication/Preferred Method of Contact:Click to enter text.

Course Information

Course Catalog Description: Click to enter text. Refer to webcms or class schedule

www.mtsac.webcms.edu enter CRN # or Course Catalog at www.mtsac.edu/catalog

Course Measurable Objectives (CMOs):Click to enter text.

www.mtsac.webcms.edu enter CRN #

Course Content: Click to enter text.

Course Advisories, Pre/Corequisites, if any: Click to enter text.

Course Procedures: Click to enter text.

Student Learning Outcomes (SLOs): Click to enter text.

Sᴄʏʟʟᴀʙᴜs

Dᴇᴘᴀʀᴛᴍᴇɴᴛ:Choose a Dept.

Sᴇᴍᴇsᴛᴇʀ/Yᴇᴀʀ:Choose Semester/Year.

Link: *www.slo.mtsac.edu*

Course Section Information

Required and recommended textbooks, if any:Click to enter text.

ISBNs: Click to enter text.

Required materials/ supplies, if any:Click to enter text.

Course Methods

Methods of Presentation (lecture/ lab): Click to enter text.

Assessment Methods: Click to enter text.

Assignment Grading Methods: Click to enter text.

Tentative Class Schedule (include holidays, major assignment due dates, fieldtrip and exam dates including final exam dates):Click to enter text.

Policies

Student Academic Honesty:

SYLLABUS

DEPARTMENT: Choose a Dept.

SEMESTER/YEAR: Choose Semester/Year.

All members of the academic community have a responsibility to ensure that scholastic honesty is maintained. Faculty have the responsibility of planning and supervising all academic work in order to encourage honest and individual effort and of taking appropriate action if instances of academic dishonesty are discovered. Honesty is primarily the responsibility of each student.

Link to AP 4290: http://www.mtsac.edu/governance/trustees/apbp/AP4290.pdf

The College considers cheating to be a voluntary act for which there may be reason, but for which there is no acceptable excuse.

The term "Cheating" includes but is not limited to:

1. Plagiarism;

2. Receiving or knowingly supplying unauthorized information;

Student Academic Honesty, continued:

3. Using unauthorized material or sources;

4. Changing an answer after work has been graded and presenting it as improperly graded;

5. Illegally accessing confidential information through a computer;

6. Taking an examination for another student or having another person take an examination for you;

7. Presenting another person's work as your own;

8. Forging or altering registration or grade documents; and/or

9. Submitting collectively developed work as your own, unless specifically allowed by the professor.

◄ (Click to enter text.) ►

Grading Policy:

Click to enter text.

Add/Drop Policy:

AP 5075 Click to enter text.

Attendance Policy:

AP 5070 Click to enter text.

Accommodations for Disabilities/ DSPS:

SYLLABUS

DEPARTMENT:Choose a Dept.

SEMESTER/YEAR:Choose Semester/Year.

Mt. SAC strives to make all of our courses accessible to everyone. If you have difficulty accessing any class material or you have special needs, it is the student's responsibility to let the instructor know as soon as possible. To receive authorization for classroom accommodations for verified disabilities contact Disabled Student Programs & Services, or the 504/ADA Officer located in Human Resources in the Administration Building- 4.

DSPS (909) 274- 4290   Human Resources: (909) 274-4225

Optional Information

Late Work: Click to enter text. Optional item.

Extra Credit: Click to enter text. Optional item.

Applicable course websites, links, resources: Click to enter text. Optional item.

Standards of Conduct:

Refer to BP 5500, link: http://www.mtsac.edu/governance/trustees/apbp/BP5500.pdf

Link to Student Standards of Conduct:

http://www.mtsac.edu/studentlife/standardsofconduct.html

Click to enter text. Optional item.

Request for **LATE ADD**

MT. SAC
Mt. San Antonio College

To be Printed on Pink Paper

Admissions Office Use Only:	Date:	Clerk:	**Decision:** □ Accepted □ Denied

LATE ADD PROCEDURES:
NOTE: The statements below relate only to the requests for **LATE ADD**s.

Semesters
1. During the first 2 weeks of the fall or spring semester, students should add classes by using the Add Authorization Code provided by the instructor.

2. After the first 2 weeks of the semester, students must use this Late Add form to add a class. It must be signed by the instructor, verifying that the student has been in attendance since either the first or second week of the semester.

Intersessions
3. For winter or summer intersessions, students should add classes by the expiration date on the Add Authorization Code provided by the instructor. The expiration date varies by class.

4. The late add period for intersessions is 22% of the class. Students must use this Late Add form to add a class. It must be signed by the instructor, verifying that the student has been in attendance during the first 22% of the class.

NOTE: For late add requests, the instructor must sign this form indicating that the student has been in attendance since the beginning of the class (first 22% of the class). Students may NOT add classes after this time frame unless there is a clear exceptional circumstance.

1. **Student Information:**

Name:_____ Mt. SAC ID #:_____

Address:_____ Telephone: (____)_____

City:_____ State: _____ Zip:_____

2. **Course in which the LATE ADD is requested:**

Course (CRN#):_____ Name of Course:_____

Instructor:_____ Date:_____

Semester/Session: □ Fall □ Winter □ Spring □ Summer Year:_____

3. **To be completed by the Instructor:**

□ Student has been in attendance since the first or second week of the semester, or the first 22% of a short-term class.
Reason for Late Add Request:
□ Student was given an ADD LABEL prior to the label's expiration date which was lost or never processed.

□ Other:_____

Instructor's Signature_____ Date:_____

ARTS DIVISION

909-274-5200 ♦ artsdivision@mtsac.edu

Building 12, Room 1210

REQUEST FOR CLASS COVERAGE

All coverage must be cleared by the Division prior to the class absence date(s). Class coverage will only be granted for college-related business, bereavement, court/jury, extended illness or special circumstances.

Professor Name: _____Date of Request:_____

First Date of Absence: _____ Last Date of Absence: _____

Contact Phone Number(s) During Absence: _____

Reason for Absence: (Check One)

☐ Need for Extended Use of Sick Leave for Self of Family Member ☐ Bereavement   ☐ Jury Duty

☐ College-Related Business: (Explain): _____

☐ Other: (Explain) _____

Coverage Reimbursement: (Check One)

☐ Substitution Pay   ☐ Switch Hours: _____

List Date(s) you will be switching with substitute

CLASSES TO BE COVERED

Course	CRN	Date(s)	Start Time	End Time	Substitute Name	Substitute Initials	Chair Signature

☐ Approved   ☐ Denied: (Reason) _____

Dean's Signature: _____ Date: _____

KN 10/10, LI 3/16, AM 8/18