



# **Social Sciences Faculty Handbook**

**Anthropology  
Geography  
Government  
History  
Psychology  
Sociology**

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**Blinn College - Bryan Campus  
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## Faculty Check List:

### 1. CIS-Course Information Sheets:

- \_\_\_\_\_ Get your coordinator or Asst. Division Chair to proof your CIS **BEFORE** you copy them.
- \_\_\_\_\_ Send an electronic copy of your CIS to your discipline's web master

### 2. Rosters:

\_\_\_\_\_ During the first few weeks of school, print off and check your class rosters before each class. If a student is attending your class and not on your roster, send them to Enrollment Services because they are no longer enrolled in your class. **If they are not on your roster, they are not enrolled in your class!!** You will held accountable for any mistakes.

\_\_\_\_\_ Confirm your preliminary attendance. You may wish to do this once a week or after each class. You will confirm attendance in BORIS, under the "My Classes" tab

\_\_\_\_\_ Confirm your 12<sup>th</sup> Day class roster. This is the official roster which Blinn College will turn into the state for appropriations. Once again, if a student is not on the roster, they are not in your class. **These must be accurate.**

\_\_\_\_\_ Check your rosters throughout the semester. Students can be dropped from your course for a variety of reasons. You need to make sure that all dropped students are not still attending the class and earning a grade.

### 3. Pre/Post Tests:

\_\_\_\_\_ Please give the pre-test the first or second class period. See your coordinator, Asst. Division Chair or Div. Chair for pencils and scantrons.

\_\_\_\_\_ The post test is to be embedded in the final exam.

\_\_\_\_\_ The pre/post test scores are to be recorded in BORIS and in the QEP program.

### 4. Core Curriculum Matrix

\_\_\_\_\_ If you are assigned a section that will be measuring the core curriculum material, please keep track of the items you are recording.

\_\_\_\_\_ We will need a copy of the appropriate matrix with the item measured circled and the scores.

### 5. QEP Matrix

\_\_\_\_\_ If you are teaching a course on the QEP list, please keep track of the items you are recording.

\_\_\_\_\_ You will enter all QEP material into the QEP program. The QEP Manager, Nathan Giesenclag can help you.

### 6. Final Exams:

\_\_\_\_\_ Final exams are to be given as scheduled. Final exams are not optional.

\_\_\_\_\_ These must be comprehensive exams and include the post test.

\_\_\_\_\_ Give a copy of your final exam to your coordinator, Asst. Division Chair or Div. Chair.

### 7. Final Grades:

\_\_\_\_\_ All course grades must be turned in by the deadline. These are to be entered in BORIS and you will print out your final grade confirmation sheet and turn this into us or the Enrollment Services dept.

### 8. Schedule Requests:

\_\_\_\_\_ Make sure that you submit your requests for the next semester using the request form if you wish to teach. These are to be given to the appropriate Asst. Division Chair.

### 9. Evaluations:

\_\_\_\_\_ Faculty evaluation must be given during the scheduled period and turned in to your coordinator, Asst. Division Chair or Div. Chair.

\_\_\_\_\_ Faculty Self-Assessment is done the following semester and must be completed on time.

## General Information

**Course Syllabus:** There is a course syllabus for each course taught at Blinn College. A copy can be obtained from the coordinator for your discipline or from the filing cabinet in the division supply room. The syllabus contains the general outline of the course, topics to be covered, skills to be taught, expected outcomes, etc. You are expected to follow the syllabus. This document is not passed out to the students, but stands as a guideline for instructors.

**Course Information Sheet:** All faculty members teaching any course at Blinn College must provide each of their students with a course information sheet during the first class meeting. This sheet or handout prepared by the instructor defines the course for the student. It is a contract between the instructor and student that outlines, in detail, essential course information and expectations. Each faculty member should devise a method to ensure that all students listed on the official Twelfth Day class roster have received a copy of this information. ***There is a common cover sheet for each of the courses that states the general policies of Blinn College that all instructors will use.*** They should turn in one copy to their Coordinator. They should send an electronic copy to Eric or the appropriate person posting these.

**Grade books and Teaching Supplies:** You are required to keep student grades either in a grade book or on your computer. (Be sure you have a back-up). If you leave Blinn or will not be in town for holidays or summer breaks be sure to turn in your grade book to the Division Chair. Grade books and other supply items are located in the Social Science Supply room (#216). We operate on the honor system. Take what you need for class. If you notice items running low, or you need something we do not have, write your request on the posted sheet on the supply cabinet door or tell your Assistant Division Chair.

All faculty are required to take daily attendance in all classes with the first class meeting and ending with the final examination. Attendance in each class and laboratory session is to be recorded in the faculty member's grade book. The date of each meeting is to be clearly marked and symbols denoting each student's presence or absence are to be used. This record of attendance must be kept for a minimum period of three years from the date of completion of the course. Faculty leaving the service of the institution are asked to turn in their attendance records to the appropriate division chair. An attendance record throughout the semester is a vital piece of data that will be needed by the Institution to demonstrate student ability to benefit requirements as prescribed by federal student aid guidelines.

### Grading Scale

The Blinn College grading scale is as follows:

**90-100 – A**

**80-89 - B**

**70-79 - C**

**60-69 - D**

**50-59 - F**

All faculty must utilize this grading scale unless teaching in a competitive admissions program where an alternative grading scale may be mandated by an outside agency.

### Grade Reporting

Blinn College awards only the following grades: "A," "B," "C," "D," "F," "W," "WP," "WF," "WE" and "I." All final grades are due in the Admissions and Records Office on the day and time indicated on the academic calendar. There is no excuse for late final course grades! Final course grades **MUST NEVER** be posted for public view.

A student may withdraw from a class with a "W" if s/he drops the class before or on the last day to withdraw. Past the last day to withdraw with a "W," the student will receive either a "WP" or a "WF," determined by the student's performance in the class in consultation with the instructor. If a student

does not attend class and receives the number of absences necessary for removal from class, they will receive a “WE” for being withdrawn for excessive absence. If you want to change a student’s grade from a WF to a WP after the last day to drop with a W, you must send an email with the student’s name and ID and specific course title to Admissions Office – on this campus Elaine Abshire handles this.

**Textbooks and Equipment:** Textbook copies must be obtained from the publisher. If you need a copy of the text, see your coordinator.

All classrooms should have an LCD projector, computer with internet access, an overhead projector, a television, and a VCR.

Do not move furniture out of the classroom except for broken chairs that will be picked up by maintenance. If you should rearrange the classroom for your class - be sure you put it back in the set rows before the next class time.

Boards are to be erased at the end of class. Each classroom is equipped with spray bottles and disposable towels to help you with this.

**Mid-term Grades:** Even though Blinn College does not give mid-term grades, it is important to let students know where they stand in regards to their grades and what they can do to improve their situation. This may reduce the number of last minute pleas and complaints you and the Division Chair will receive at the end of the semester.

**Course Inventory Test (also known as Pre-test, Post-test):** All social science classes are required by the College to administer a standardized departmental exam on the first or second day of class of each regular semester (not during the summer). At the end of the semester the same test must be embedded in the final exam. This does not mean attached separately to the end or beginning, but imbedded throughout. Scores for the pre-test and post-test are to be recorded on BORIS.

### **Institutional Course Evaluation Measures**

Blinn College has three institutional course evaluation measures: pre/post testing, grade distribution, and tracking. Each course offered by the College does/must envelope two of these three measures. Division chairs provide faculty with information regarding specific evaluation measures pertaining to courses taught in the division. Faculty members teaching courses which participate in the pre/post test program may obtain copies of the course inventory from the division chair. Recording sheets for the pre/post test scores are provided by the Deans of Academic Affairs Brenham/Bryan who are responsible for coordinating all components of the pre/post test procedure.

**Course Inventory Test (also known as Pre-test, Post-test):** All social science classes are required by the College to administer a standardized departmental exam on the first or second day of class of each regular semester (not during the summer). At the end of the semester the same test must be imbedded in the final exam. Scores for the pre-test and post-test are to be recorded on BORIS. This must be done as a part of final check-out.

**Assessment of Student Learning Outcomes** Assessment of student learning outcomes is an integral part of the instructional program at Blinn College. It is imperative that faculty members assess student learning within the context of the essential/critical core content identified for the course and/or program. It is also important that the results of student learning outcome assessment tools/strategies be used to document course or program improvement. Speak with your Division Chair, Assistant Division Chair or Coordinator regarding the assessment tool or strategy for the course or the certificate/degree program in which you teach. Ensure that you are familiar with implementation timelines. For additional information regarding the Quality Enhancement Plan (QEP) contact the Director of Teaching and Learning Enhancement. The Director of Institutional Research and Effectiveness can also provide information regarding institutional assessment measures and reports as well as information about core curriculum assessment and program review.

**Incomplete Grade Policy:**

An incomplete may be given as a grade to students only in rare circumstances. For a student to receive an Incomplete, he or she must have satisfactorily completed all but one or two requirements of the course. A grade of Incomplete may not be assigned if a substantial amount of course work remains to be completed or if there is no indication the student will return to finish the required course work.

When an Incomplete is given, the instructor must complete a Course Completion Contract (copies can be obtained from the filing cabinet in the supply room). This contract lists the requirements for successful completion of the course. The contract must be agreed upon and signed by the instructor, student, and Division Chairman. In certain cases, the contract may be submitted without the signature of the student. A copy of the completed contract is kept on file by the instructor and Division Chair.

All Incomplete grades must be converted to a letter grade within 90 days after the beginning of the next regular/long semester. This is accomplished when the instructor completes a Grade Change Request form. This form is also available from the filing cabinet in the supply room. The instructor is required to change the grade to an F if the student does not complete the contract in 90 days.

**Grade Changes** In rare circumstances it may be necessary to change a final grade. Faculty members should take great care in determining grades, for grades are the official record of student performance in the class. If a faculty member miscalculates a final grade, s/he must complete the Grade Change Form located in BORIS. If a faculty member must give an Incomplete, s/he should ensure that all the parameters of the Incomplete Contract are met and then complete the Grade Change Form. Normally, the course work yet to be completed as defined in the Incomplete Contract must be finalized ninety (90) days from the beginning of the next full semester. Blinn College policy is that grades over one year old will not be changed.

**Student Attendance:** The College District believes that class attendance is essential for student success; therefore, students are required to promptly and regularly attend all their classes. Each class meeting builds the foundation for subsequent class meetings. Without full participation and regular class attendance, students shall find themselves at a severe disadvantage for achieving success in college. Class participation shall constitute at least ten percent of the final course grade. It is the responsibility of each faculty member, in consultation with the division chair, to determine how participation is achieved in his or her class. Faculty will require students to regularly attend class and will keep a record of attendance from the first day of class and/or the first day the student's name appears on the roster through final examinations. If a student has one week's worth of unexcused absences during the semester, he/she will be sent an e-mail by the College requiring the student to contact his/her instructor and schedule a conference immediately to discuss his/her attendance issues. Should the student accumulate two weeks worth of unexcused absences, he/she will be administratively withdrawn from class. It is also important that the faculty member regularly check BORIS to insure that there are no additions or deletions to their rosters over the course of the semester. This will prevent students who have not paid for the class from attending.

**Revised Student Attendance Process:**

There are four forms of excused absences recognized by the institution:

1. Observation of religious holy days – Sec. 51.911(b), Texas Education Code. An institution of higher education shall excuse a student attending classes and/or required activities, including examinations, for the observance of a religious holy day. A student whose absence is excused under this section may not be penalized for that absence and shall be allowed to take an examination or complete an assignment. The

student should notify his or her instructor(s) not later than the 15th day of the semester concerning the specific date(s) that the student will be absent for any religious holy day(s); and

2. Representing the College District at an official institutional function. If a student is asked by the College District to be an official representative of the College District at any function approved by the institution, the student will be excused from any classes missed and must be allowed to complete all work without penalty for that absence(s) in a timely manner as directed by the faculty member.

3. A high school student representing the independent school district at an official institutional function. If a high school student is asked by the independent school district to be an official representative of the school district at any function approved by the institution, the student shall be excused from any class missed and must be allowed to complete all work without penalty for the absence(s) in a timely manner as directed by the faculty member.

4. Military Service - Education Code 51.9111(d); 19 TAC 4.9. If a student can prove he/she is serving on active duty to which he/she is called with the armed forces of the United States, the student shall be excused from attending classes and allowed to complete an assignment or take an examination from which the student is excused within a reasonable time after the absence.

#### Excused Absences for Students Called to Active Military service

Other absences may be excused at the discretion of the faculty member.

#### **Faculty Attendance:**

***Blinn College does not authorize or accept "Walks".***

***Classes are to meet for the entire class period.***

It is the responsibility of each instructor to arrange for a substitute to cover any absences except in emergency situations. Notify the assistant division chair of your discipline in advance of an expected absence and the substitute arrangements that you have made. Notify Division Chair if the assistant cannot be contacted. **All faculty should have available a contingency plan for an unexpected absence. It is difficult for another faculty member to step into a classroom with only a short notice without some guidelines. Perhaps a general video with some questions would be appropriate to have available for last minute situations. Please have this lesson handy so we can retrieve it from your office when you call in ill.**

When the instructor returns from an absence, he or she should complete a "Leave Request/Absence Report" form, and turn it into the Division Chair. Copies are located in the filing cabinet in the supply room. Substitute instructors should complete "Substitute Teaching Report" (also available in the filing cabinet) for a meager monetary reward.

#### **FACULTY EVALUATION PROCESS**

The faculty evaluation process is comprised of three components: (1) student evaluation, (2) supervisor's evaluation and (3) professional development plan. This process begins with student evaluations administered during the fall semester. The faculty member reviews the results of these evaluations during the spring semester. At this time the faculty member will also be evaluated by his/her immediate supervisor and will prepare an individual professional development plan. =

**Office Hours:** All instructors are to designate office hours. These are to be posted in the glass window of your office door. **Do not cover the window.** Turn in two copies of your schedule to the Division Chairman. Course Information sheets should reflect office times.

- **Full-time Faculty** - A 35 hour week is required. These hours should be approximately 7 hours per day, five days a week unless the instructor is teaching early or late courses or have other assignments that require different hours.
- **Adjunct (Part-time) Faculty** - You should be available before and after class. Course information sheets should reflect how and when students can contact you.

**Class Policies:** Please be familiar and observe the following policies:

- Do not give walks during the term for any reason.
- Meet with each class for the entire period; do not let your class out early.
- It is not advisable to give exams during the final week of class.
- All classes must have a final exam.
- All finals are to be given at the time scheduled by Blinn - do not give exams early. You may, if you like, allow students to take exams during any regularly scheduled examination time when you have other classes taking exams.
- Final exams must be comprehensive.
- Give a copy of your final to the Division Chair.
- Students are not to bring food or drink into the classroom.
- Require students to express themselves by having written assignments.
- Give three or four major exams.
- Allow students some form of enhancement during the semester.
- Be familiar with the policy for "Students with Disabilities" (Two brochures from counseling services will be made available in division and assistant division chair offices or at the general faculty meeting. Also be familiar with the disabilities statement on the course information sheet).
- Follow the college policies on cheating and plagiarism
- Class Rosters will be in available on BORIS on the first day. Do not allow any student to remain in your class unless he/she is on your class roster or has an official schedule printout showing registration in your class. It is not sufficient for a student to tell you he/she is enrolled in your class or is going to enroll. Send the student to the registrar immediately. Check your class roster on BORIS regularly.
- Be familiar with the Blinn College "Grade Appeals Process"

### **Blinn College Services**

**Copy Center:** The Copy Center is located on the first floor of the library building. You will be assigned a copy code number. This will allow you to make copies yourself or you may have the copy center run off your material for you. If you choose the latter method plan ahead as it usually requires an extra day. The Copy Center can produce course packets if you desire. Any packet over thirty pages must have the approval of the Division Chair or an Assistant Division Chair. **Please do not violate copyright laws for the distribution of classroom material.** Mailboxes for each faculty member are located in the copy center.

**Library:** The Blinn College Library offers an array of services and an outstanding staff. Any material you wish to place on reserve is done through the library. A member of the staff will help you with this process. Let the Library staff know if you plan any projects that require library research (they would like to keep on file a copy of the assignment and your course information sheet). If you wish to have the library acquire a particular book, let the Division Chair know.

**Learning Center:** The Learning Center is located on the second floor of the library building. If a make-up exam cannot be given in your office or in the supply room - you can make arrangements for this to be done in the Learning Center. The Learning Center also oversees all testing for students with disabilities who request testing outside the classroom environment.

**Parking and Security:** . You will need a form provided and signed by the Division Chair to submit to Parking and Security to receive your parking permit.

**Computer Maintenance:** Notify the Division Chair or one of the assistant Division Chairs of any problems with the computer in your office.

**Maintenance and Keys:** Notify the assistant division heads of any maintenance problems with your office or with the classrooms. Keys to your office or to the podiums in the College Park Center (CPC) may be obtained from Mr. Neil Goldman (phone - 209-7268). You will need a key request form from the supply room to obtain a key.

**Personnel Concerns:** Personnel concerns may be discussed by calling the personnel office in Bryan. Marie Kirby, 7337. In Brenham the personnel director is Mr. Darrell Reimer (830-4127).

**General Information:** The main number for Blinn College is 209-7200.