# Table of Contents

Building Information ................................................................. 2

Workstations and Student Access ................................................... 2

Syllabus ......................................................................................... 2

Course Laboratories ....................................................................... 3

Blackboard .................................................................................... 3

Accessing the MXC Biology Blackboard Shell ................................. 4

Textbooks and Instructor Resources ............................................... 4

I<Clicker ....................................................................................... 5

Office Hours ................................................................................. 5

Policy Regarding Absence ............................................................ 5

Faculty Mentor Program ............................................................... 6

Reprographics (Copy Center) ......................................................... 6

Miscellaneous .............................................................................. 6

Appendix A – Life Sciences Personnel and MXC Department Directory 8

Appendix B – Syllabus Checklist .................................................... 9

Appendix C – Safety Contract ....................................................... 15

Appendix D – Reprographics Request Example ............................. 18

Appendix E – Signature Page ....................................................... 19
BUILDING INFORMATION:

- **Faculty Lounge**: All adjuncts have access to the faculty lounge, which has a large refrigerator, a coffee maker, and a few microwaves. It is on the east end of room 2401.
- **Adjunct Mailboxes**: Found just outside the faculty lounge.
- **Adjunct Locker Room**: Just west of the faculty lounge is the adjunct locker room, where you can store your coat, purse, book bag, etc. Lockers "NSS 1" through "NSS 10" are reserved for biology adjunct use. Please use one of these 10 lockers to store your things, and make sure to bring your own lock (as the lockers do not come with locks).
- **Nursing Room**: There is a "Mother's Room," for any faculty who are nursing and need to pump breast milk. If you need it, let me know so I can help get you the keys.

WORKSTATIONS AND STUDENT ACCESS:

- **Adjunct Workstations**:
  - All faculty have space to work in the Faculty Area, room 2401. Full-time faculty have assigned spaces and part-time faculty have "touchdown" spaces, which are referred to as “workstations” in this document. These workstations are simply desks with a phone and a computer.
  - Workstations are temporary workspaces that are for use when necessary (such as during your office hours or other planning periods).
  - Workstations are not meant to store any of your items. When leaving a workstation, you must remove all of your belongings from the desk and store them in your locker.

- **Adjunct Workstation Assignments**:
  - The adjunct coordinator will assign you a workstation for use during your office hours and/or other planning periods. The purpose of assigning workstations is to provide each adjunct faculty with a consistent phone number and workspace. This way, your students and the MXC reception desk will be able to reliably contact you via phone.
  - The adjunct coordinator will send an email asking for the times that you would like to reserve a workstation. At minimum, you should include your office hours, but feel free to include any other time that you would like to reserve a desk to work.
  - Be on the lookout for an email with your workstation assignment prior to the beginning of the semester.

- **Student Access to the Faculty Area (2401)**:
  - At this time, students are allowed to speak with you at your workspace in 2401, but students must be accompanied **at all times** by an instructor. If a student comes to see you, Vicky or Tonya will let you know by calling the phone at your assigned desk. You must greet your students at the door and walk them to your space. You must also escort them out. **Students may never be left unattended in room 2401.**

SYLLABUS:

- It is required that all components of the master syllabus be included in your course syllabus. Please contact the adjunct coordinator (Appendix A) if you need a copy of the master syllabus for your course.
- It is recommended that you list the tentative course schedule and important course deadlines, including the last day to drop the class, in your course syllabus. Please refer to the published CCC calendar (found on the CCC website) for the observation of holidays and breaks. All instructors are required by contract to adhere strictly to the published dates and class duration.
It is recommended that you use the syllabus to remind students of various free campus-wide student support services, including the Wellness Center, Academic Support Center, Veteran’s Service Center, Transfer Center, etc.

A list of recommended syllabus components can be found in Appendix B of this document.

Note to those teaching Biology 226: The Biology 226 master syllabus states the following with respect to the course prerequisites: “Biology 114 or Biology 115 or Biology 121, or Consent of Department Chairperson.; Previous completion of Biology 120 Terminology for Medical Career strongly suggested.” These requirements were updated, and although the master syllabus has not yet been updated, your 226 course syllabus prerequisites should now read “Grade of C or better in Biology 121.” Please make sure to update this in your syllabus.

Note to those teaching Biology 121. The textbook in the master syllabus is incorrect. The correct textbook is the following: Biology 121: Cellular and Molecular Biology, Custom Edition for Malcolm X College. (ISBN 10: 1-269-44325-9)

Your finalized course syllabus must be uploaded to the appropriate Sharepoint folder using the link provided via email by the department chair.

COURSE LABORATORIES:
- If you are teaching a course with lab, it is departmental policy that you review lab safety procedures with students at the beginning of each semester and record this conversation (via a quiz, signed contract, or any other method you prefer.)
- The departmental lab safety document can be found in Appendix C of this document. Please feel free to use/modify this document for use in your own classroom.
- Lab manual: Obtain from the lab support staff (Appendix A) or via the MXC Biology Faculty Blackboard Shell. See “Accessing the MXC Blackboard Shell” below for instructions on how to access the shell.
- When conducting a lab in your class, be sure to fill out the online lab request form a few days in advance:
  - Fill out the electronic lab request form here: https://docs.google.com/forms/d/1UA5hmZcQImqO2wlGnSF8TFkigzFB6eVrlb9lGU1oaNo/viewform
  - Verify that your request was received here: https://docs.google.com/spreadsheets/d/1LHv5xGOTNWBEuh_bomcDxv2xAWfhli54alNUWoX-gY/pubhtml
  - Lab request forms should be filled out at least 48 hours in advance and should be filled out for each lab to be conducted during class.
  - You will receive an email confirmation of your submission. Your request will also appear in the following calendar, which will also be synced to outlook: https://www.google.com/calendar/embed?src=35f4oror9j5dt5vqhqgukcieg%40group.calendar.google.com&ctz=America/Chicago

BLACKBOARD:
- You are required to post your course syllabus to Blackboard in the first week of semester.
- It is highly recommended that you use Blackboard to communicate with your students during the semester by posting course materials to the course shell, student grades to the Blackboard Grade Book, etc.
• The district office regularly offers Blackboard training sessions, and it is highly recommended that you participate in at least one of these sessions.
• Please contact the Blackboard Webmaster (Appendix A) for additional information regarding the use of Blackboard.

ACCESSING THE MXC BIOLOGY BLACKBOARD SHELL:
• The MXC Biology Blackboard Shell is an excellent resource that will provide you with course materials including ideas for in-class activities, laboratories, etc. Please feel free to upload materials that you think would be helpful for other instructors to use in their classrooms.
• To access the shell, first log in to ccc.blackboard.com.
• Expand “College Catalog” section.
• Click “Malcolm X College Catalog.”
• Click the arrow next to the Course ID named “BIOLOGYDEPT” and click “Enroll.”
• If you don't see the correct Course ID, check "Search Entire Catalog" for "BIOLOGYDEPT,” click the arrow to the right of the course ID, and click enroll.
• Enter Access code 3128507000
• Click Submit

TEXTBOOKS AND INSTRUCTOR RESOURCES:
• The easiest way for you to view a textbook is to gain access to the electronic text. Most of our course books are published by Pearson. To gain access to a Pearson book, follow these steps:
  • Step 1. Get a Pearson login.
    o Visit the following website: https://www.pearsonhighered.com/educator/profile/ircHomeTab.page
    o Once on this website, click “request access.”
    o Enter your information
    o Within 24 hours you will receive a log in and password to the Pearson Instructor Resource Center.
  • Step 2. Create a course.
    o Sign into Pearson's MyLab and Mastering here: http://www.pearsonmylabandmastering.com/northamerica/
    o To access the e-text, you must first create a course. To create a course, follow the instructions here: http://www.pearsonmylabandmastering.com/northamerica/masteringaandp/educators/support/how-do-i-videos/index.html
      ▪ If you don't know the name of the textbook, you can look it up in the MXC online bookstore.
    o The course takes some time to be created, but once it is available, you will be able to access the e-text. You will also have access to all instructor resources such as PowerPoints and test banks.
    o If you are having trouble creating a course for Biology 121, please follow these instructions:
      ▪ In your Pearson account, click "Create/Copy Course" and under "Copy existing course," search for the following course ID #: mcmurray08267. Select the course, and once it's created, you should have access to the materials you need.
For issues accessing Pearson materials, contact our Pearson representative (Appendix A).
To gain access to a McGraw-Hill textbook, please contact our McGraw-Hill representative (Appendix A).
If you would like a hard copy of the book in addition to the e-text, please contact the adjunct coordinator.

**I>CLICKER:**
- Departmental policy states that i<clickers are to be utilized by instructors in all biology classes.
- Students are required to purchase personal i<clickers in Biology 121, 226, and 227. Loaner i<clickers are available for use in all other classes. Please see laboratory support staff for more information.
- Contact the life sciences adjunct coordinator (Appendix A) to receive the “CCC i<clicker Win V6.3.0” folder. In this folder, you will find “how-to” information on using the software and syncing i<clicker to Blackboard (optional, but highly recommended). You will also find the i<clicker software, which is required to gather i<clicker data in your classroom.
- In addition to the documents contained in the i<clicker folder, please use the following videos as resources:
  - General i<clicker information:
    - I<clicker settings: [http://support.iclicker.com/customer/portal/articles/1570671--video-i%3Eclicke](http://support.iclicker.com/customer/portal/articles/1570671--video-i%3Eclicke)-settings
    - Registration: [http://support.iclicker.com/customer/portal/articles/1570680--video-registration](http://support.iclicker.com/customer/portal/articles/1570680--video-registration)
  - Integrating i<clicker with Blackboard (optional, but highly recommended): [http://support.iclicker.com/customer/portal/articles/1567083-i%3Eclicke](http://support.iclicker.com/customer/portal/articles/1567083-i%3Eclicke)-integrate-blackboard-learn-v9-1-
  - Another i<clicker overview with Blackboard integration information: [https://www.youtube.com/watch?v=HfMSh1IZRcg](https://www.youtube.com/watch?v=HfMSh1IZRcg)

**OFFICE HOURS:**
- You are required to have one office hour per course you are teaching (i.e. two courses means two office hours).
- Your scheduled office hours must be posted in your syllabus.
- You must be present at your office hours. It is highly recommended that you hold your office hours in Room 2401 at your reserved workstation.

**POLICY REGARDING ABSENCE:**
- If you must be absent, request a substitute from the department chair (Appendix A) ASAP.
- In case of emergency, try to reach the department chair and administrative assistant (Appendix A) to cancel classes. If neither the department chair nor the administrative assistant is available, call MXC security (Appendix A) and ask them to send someone to your classroom to notify
students of class cancellation. Notify the department chair post facto. The absence MUST be noted on your Certificate of Attendance (COA).

- CCC instructors are under contract to observe the published CCC holiday schedule.
- Classes must be held up to and including the “last day of class” as published in the CCC academic calendar. **Course may under no circumstances be ended before the published end of the semester.**
- **Instructors do not have the authority to cancel classes for any reason.**

**FACULTY MENTOR PROGRAM:**
- A full time faculty member will be assigned as your mentor at the beginning of each semester (Fall and Spring only).
- You must submit your course syllabus to your mentor prior to the beginning of the course, and your mentor will return your syllabus with feedback prior to the beginning of the course. The adjunct coordinator and/or department chair will give specific dates for syllabus and feedback submission prior to the beginning of the semester.
- Use your mentor as a resource for any course-related issues.
- It is highly recommended that you arrange a time early in the semester for your mentor to visit your classroom and use this feedback to inform your instruction.

**REPROGRAPHICS (COPY CENTER):**
- You may email your work orders to the Reprographics Department.
  - Fill out the following form: http://www.ccc.edu/colleges/malcolm-x/departments/Documents/ReproDigitalRequest.pdf. Please see example of a completed form at the end of this orientation material.
  - Email the completed form and document to be copied to MXC-repro@ccc.edu.
- Sometimes emails to reprographics get overlooked, and it is often a better idea to take a copy of your print request directly to reprographics. Take the completed form and the document to be copied to MXC Room 0208 anytime between 8:30 am – 6:00 pm, Monday – Friday.

**MISCELLANEOUS:**
- Please contact the adjunct coordinator to obtain the course textbook, course master syllabus, and establish an account to access instructor’s resources on the textbook publisher’s website. Note: even if you are teaching more than one type of class, you only need one account per publisher.
- A Xerox machine is available in room 2401, but this machine is to be used sparingly. Reprographics should be used for the majority of your copying needs.
- The MXC Testing Center is an excellent resource for students needing to take make-up exams. Please see the directory (Appendix A) for MXC Testing Center information.
- Become acquainted with the student policy manual located here: http://www.ccc.edu/menu/Documents/studentpolicymanual.pdf
- A Certificate of Attendance (COA) will be placed in your mailbox every two weeks. Fill out the COA indicating your weekly attendance, sign, and leave in the department chair’s mailbox.
- Timely submission of 10th day roster (also called No Show Withdrawal (NSW)), midterm grades/Administrative Withdrawal (ADW), and final grades are mandatory. These deadlines will be sent to you via email each semester.
• All instructors are required to check their ccc.edu email account regularly and respond to all emails in a timely manner.
• All instructors are required to begin and end class on time.
• All instructors are required to distribute student evaluations at the end of the semester. Under no circumstances may an instructor tamper with these evaluations.
• It is highly recommended that you include a “Global Citizenship Project” in your curriculum to engage your students in service learning. Please see the MXC Blackboard Shell for an example Global Citizenship Project you can use in your classroom.
• The Associate Dean of Instruction, Life Sciences Department Chair, and Life Sciences Adjunct Coordinator will observe all instructors regularly. The Vice-President and Dean of Instruction may also observe your class.
• Call MXC Security immediately if you feel that student’s behavior or any environmental situation poses a threat to your or students’ safety. Please notify the department chair afterwards.
• It is recommended that you maintain student’s records in your files for at least 3 years. Occasionally, errors by instructors are only discovered when students are preparing to graduate.
• All classroom related issues should be reported via the following link: https://cccedu-my.sharepoint.com/personal/chuang16_ccc_edu/_layouts/15/guestaccess.aspx?guestaccesstoken=71uOzYnqu%2fFEJJmHJktAj3QsMP1gi2waNxJytgj%2bDI4%3d&docid=1080e5ac11b514d4abee0503a0e77852f. This link will allow the department chair to log all issues systematically.
• Throughout the semester, you will receive emails asking you to use GradesFirst for attendance and progress reports. GradesFirst is an OPTIONAL but recommended tool for you to use in your courses.
• If you need to print from your workstation, you will need to add the printer to your account if you have not already done so. Here’s how to add the printer that's sitting on the ground near Professor Reba's cubicle to your workstation computer. Once signed in on your workstation computer, please click on the following:
  o Control Panel
  o View devices and printers
  o Add a printer
  o Add a network, wireless, or Bluetooth printer
  o The printer that I want isn’t listed
  o Find a printer in the directory, based on location or feature
  o Next
  o Under “search results,” find “MM-HPM806-2401-Faculty-Center-East-TEMP”
  o Ok
## Appendix A – Life Sciences Personnel and MXC Department Directory

### DIRECTORY:

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
<th>Contact Information</th>
<th>Room</th>
<th>Phone Numbers</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chris Huang</td>
<td>Department Chair</td>
<td><a href="mailto:chuang16@ccc.edu">chuang16@ccc.edu</a></td>
<td>2401N</td>
<td>312.850.7481</td>
</tr>
<tr>
<td>Erin McMurray</td>
<td>Adjunct Coordinator</td>
<td><a href="mailto:emcmurray@ccc.edu">emcmurray@ccc.edu</a></td>
<td>2401-087</td>
<td>312.850.4569</td>
</tr>
<tr>
<td>Carlos Chavez</td>
<td>Laboratory Support Staff</td>
<td><a href="mailto:cchavez58@ccc.edu">cchavez58@ccc.edu</a></td>
<td>3413</td>
<td></td>
</tr>
<tr>
<td>Michael Hanrahan</td>
<td>Laboratory Support Staff</td>
<td><a href="mailto:mhanrahan1@ccc.edu">mhanrahan1@ccc.edu</a></td>
<td>3413</td>
<td></td>
</tr>
<tr>
<td>Victoria Walker</td>
<td>Administrative Assistant</td>
<td><a href="mailto:vwalker7@ccc.edu">vwalker7@ccc.edu</a></td>
<td>2401-71</td>
<td></td>
</tr>
<tr>
<td>Dashaun Hits</td>
<td>Blackboard Webmaster</td>
<td><a href="mailto:dhits1@ccc.edu">dhits1@ccc.edu</a></td>
<td>TBD</td>
<td></td>
</tr>
<tr>
<td>MXC Security</td>
<td></td>
<td>(312) 850-7168</td>
<td>1316A</td>
<td></td>
</tr>
<tr>
<td>MXC Testing Center</td>
<td></td>
<td>(312) 850-7238</td>
<td>1413</td>
<td></td>
</tr>
<tr>
<td>MXC Reprographics</td>
<td></td>
<td><a href="mailto:MXC-repro@ccc.edu">MXC-repro@ccc.edu</a></td>
<td>0208</td>
<td></td>
</tr>
<tr>
<td>MXC Reprographics</td>
<td></td>
<td><a href="mailto:MXC-repro@ccc.edu">MXC-repro@ccc.edu</a></td>
<td>0208</td>
<td></td>
</tr>
<tr>
<td>Academic Support Center</td>
<td></td>
<td>312-850-7473</td>
<td>2301</td>
<td></td>
</tr>
<tr>
<td>Disability Access Center</td>
<td></td>
<td>312-850-7342</td>
<td>1302</td>
<td></td>
</tr>
<tr>
<td>MXC Information Technology</td>
<td></td>
<td>(312) 850-7153 (MXC)</td>
<td>0209</td>
<td></td>
</tr>
<tr>
<td>Wellness Center</td>
<td></td>
<td>312-850-7122</td>
<td>2211</td>
<td></td>
</tr>
<tr>
<td>Veteran’s Services Center</td>
<td></td>
<td>312-850-7859</td>
<td>1300</td>
<td></td>
</tr>
<tr>
<td>Library</td>
<td></td>
<td>312-850-7244</td>
<td>2300</td>
<td></td>
</tr>
<tr>
<td>Laptop Loaner Program</td>
<td></td>
<td>312-850-7153</td>
<td>0209</td>
<td></td>
</tr>
<tr>
<td>Advising Center</td>
<td></td>
<td>312-850-7185</td>
<td>1407</td>
<td></td>
</tr>
<tr>
<td>Transfer Center</td>
<td></td>
<td>312-850-7088</td>
<td>2003</td>
<td></td>
</tr>
<tr>
<td>Katie Pasman</td>
<td>Pearson Representative</td>
<td><a href="mailto:katie.pasman@pearson.com">katie.pasman@pearson.com</a></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Manny Josue</td>
<td>McGraw-Hill Representative</td>
<td><a href="mailto:emmanuel.josue@mheducation.com">emmanuel.josue@mheducation.com</a></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Appendix B – Syllabus Checklist

*Syllabus Checklist*

*NOTE: Unless otherwise stated, all information included in this checklist must be included in your syllabus. Text in blue font, must be copied word for word.*

- College Name
  - For us, this should say Malcolm X College, One of the City Colleges of Chicago
- Academic Program or Department Name
  - For us, this should say Department of Life Sciences
- Current Semester and Year (i.e. Fall 2016)
- Course Information
  - Include the following:
    - Course prefix and number
    - Course title
    - Section letter/number
    - Length of course
    - Semester credit hours
    - Contact hours
    - Lecture hours
    - Lab hours
    - Class time
    - Classroom/lab location
    - Course website
    - PCS Code
      - Biochemistry PCS code = 1.2
      - All other courses, PCS code = 1.1
    - IAI Code
      - Not all courses have an IAI code. Below are the codes for the only four courses that have one:
        - Biology 114 = L1900L
        - Biology 115 = L1904L
        - Biology 121 = L1910L
        - Biology 122 = L1910L
      - If your course does not have an IAI code, please write “N/A”
    - Expected Study Hours Outside of Lecture/Lab Hours
      - Minimum 2 hours per week per credit hour. For example, if you are teaching a 5 credit hour class, your students should be expected to study a minimum of 10 hours/week outside of class time.
    - Method of Delivery (mark all that apply): Face to Face_____ Online_____ Hybrid____
      - Only check “online” if your class is held completely online. The majority of our classes meet “face to face.”
- Instructor Information
  - Include the following:
    - Instructor name
    - Office location
    - Telephone number
Appendix B – Syllabus Checklist

- CCC email address
- Office hours
  - Full time faculty: seven hours plus one hour for each overtime course. Adjunct faculty: one hour per class

- Course Catalog Description
  To be taken directly from the CCC Academic Catalog and/or the course master syllabus.

- Pre-requisites
  To be taken directly from the CCC Academic Catalog and/or the course master syllabus. NOTE: verify your course pre-requisites in the CCC Academic Catalog online. Many pre-requisites have changed since the creation of their master syllabi.

- Course Objectives
  To be taken directly from the course master syllabus. The course objectives must appear precisely as they are written on the course master syllabus. You may add additional objectives if desired, but you may not subtract any.

- Student Learning Outcomes
  To be taken directly from the course master syllabus. The student learning outcomes must appear precisely as they are written on the course master syllabus. You may add additional outcomes if desired, but you may not subtract any.

- Course Topical Outline
  - To be taken from the course master syllabus. Fill in the chart below and include optional information if desired.

<table>
<thead>
<tr>
<th>Suggested Topical Outline/Calendar</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Class Units</strong></td>
</tr>
<tr>
<td>(# of units is dependent on course – adjust accordingly)</td>
</tr>
<tr>
<td><strong>Topic</strong></td>
</tr>
<tr>
<td>(Required)</td>
</tr>
<tr>
<td><strong>Content</strong></td>
</tr>
<tr>
<td>(Optional - provide details)</td>
</tr>
<tr>
<td><strong>Lab/Clinical Information</strong></td>
</tr>
<tr>
<td>(As Applicable – See IAI Science Panel)</td>
</tr>
<tr>
<td><strong>Desired Outcome(s)</strong></td>
</tr>
<tr>
<td>(Optional – List SLO #s)</td>
</tr>
<tr>
<td><strong>Suggested Assessment Method(s)</strong></td>
</tr>
<tr>
<td>(Optional – List Methods)</td>
</tr>
</tbody>
</table>

| Unit 1                         |
| Unit 2                         |
| Unit 3                         |
| Unit 4                         |
| Unit 5                         |
| Unit 6                         |
| Unit 7                         |
| Unit 8                         |
| Unit 9                         |
| Unit 10                        |
| Unit 11                        |
| Unit 12                        |
| Unit 13                        |
| Unit 14                        |
| Unit 15                        |
| Unit 16                        |
Appendix B – Syllabus Checklist

- **Students This Course Is Expected To Serve**
  To be taken directly from the course master syllabus.

- **Course Description (optional)**
  A personalized description of the course provides more detail to students. Just be sure it does not contradict the catalog description.

- **Texts, Materials, and Resources**
  Include the following:
  - **Recommended and required texts**
    - NOTE: Double check the required text for the class in the MXC online bookstore by logging in with your CCC credentials.
  - **Materials (i.e. i<clickers)**
  - **Resources (i.e. Blackboard)**
    - Statement on access to Blackboard: as posting your syllabus, at a minimum, on Blackboard is required, you should include a statement regarding how to access the site. The following is an example statement: “To access Blackboard, please go to ccc.blackboard.com and enter your CCC user name and password. Your course will appear once you are logged in. If you do not have (or forgot) your CCC username and password, go to my.ccc.edu and click on the link at the bottom of the screen to retrieve your username.”
  - **Supplies (if applicable)**

- **Methods of Instruction**
  To be adapted from the course master syllabus based on your own instruction style.

- **Methods of Assessment and Evaluation**
  To be adapted from the course master syllabus based on your own assessment style.

- **Grade Distribution/Breakdown (previously known as “Methods of Evaluation”)**
  To be adapted from the course master syllabus. It should be clear to students exactly what your expectations are of them in earning their grades. State specifically how grades will be earned, such as a point system of weighted grades, and what evaluative measures will be used during the semester. Additionally, you should mention your policy on “make-up” assignment and exams, if at all. Be sure to include a list of assignments and grading scale.

- **Definition/Statement of Active Pursuit of the Course:**
  District and College attendance policies are listed in the College Catalogue and the Student Policy Manual:
  [http://www.ccc.edu/menu/Documents/Academic_Student_Policy/2016_Mar_Academic_Student_Policy_APPROVED.pdf](http://www.ccc.edu/menu/Documents/Academic_Student_Policy/2016_Mar_Academic_Student_Policy_APPROVED.pdf)
  - **No Show Withdrawal:** If a student registered for the course before the start time of the first class period, but 1) did not attend the first 2 classes of a course that meets twice per week, or 2) did not attend the first class session of a course that meets only once per week and failed to notify the instructor of his or her intentions to continue the class, the Registrar’s Office will remove the student from the course.
  - **Administrative Withdrawal/Active Pursuit:** Active pursuit cannot be tied to a specific grade. It is a measure of a students’ participation in class via attendance and the completion of coursework. A student can be failing while actively pursuing the course. You cannot drop a student who is academically struggling as long as they are attending class and turning in course work. Active pursuit may be measured by class participation, taking examinations, quizzes, submission of papers and assignments, and class attendance. The following is an example statement: “The completion of assignments, in-
Appendix B – Syllabus Checklist

class projects, and general activities of the class, as well as maintaining attendance that allows you the opportunity to effectively succeed in the course. The ADW grade will be assigned if a student has missed more than one exam and/or a student has missed four or more classes.”

- Attendance Policy
  Students should not earn points for being on time to class, however, points can be deducted for poor attendance. If you measure attendance and arrival times, be quantitatively specific in your syllabus as to how it affects student’s grades.

- Late Arrival Policy
  If you employ a late arrival policy, be quantitatively specific in your syllabus as to consequences, such as how late a student can be before being considered absent.

- Weekly/Daily Schedule
  If your schedule changes from what is published in the syllabus, you must inform students in writing (via email or Blackboard). Include items such as the following in your schedule:
  - Content areas to be covered
  - Assignment due dates
  - Test and quiz dates
  - Readings
  - Activities
  - Holidays and breaks

- Classroom Management
  The faculty member is responsible for determining all classroom management policies. Consider including policies regarding cell phone and other technology use in the classroom. Be sure to include policies on student behavior. See “Standards of Conduct” in the Student Policy Manual to inform your behavior policies.

- Academic Integrity: The City Colleges of Chicago is committed to the ideals of truth and honesty. In view of this, students are expected to adhere to high standards of honesty in their academic endeavor. Plagiarism and cheating of any kind are serious violations of these standards and will result, minimally, in the grade of “F” by the instructor. Such violations may result in the revocation of a previously awarded degree or certificate. For more information, please see the Academic & Student Policy Manual: http://www.ccc.edu/menu/Documents/Academic_Student_Policy/2016_Mar_Academic_Student_Policy_APPROVED.pdf

- Federal and State Statues and Mandates
  Include the following:
  - American with Disabilities Act (ADA) & Section 504 of the Rehabilitation Act of 1973
    - Example statement: “This College abides by the Americans with Disability Act and with Section 504 of the Rehabilitation Act of 1973 and will provide reasonable accommodations to students with disabilities covered by these laws. If you have a disability for which you may require accommodations, please contact the Disability Access Center.
  - Family Educational Rights and Privacy Act (FERPA): FERPA (Family Educational Rights and Privacy Act) is a federal law that protects the privacy of student educational records: www.ed.gov/policy/gen/guid/fpco/ferpa/index.html. Faculty
cannot reveal information about students, or discuss student records over the phone or unsecure e-mail. CCC student e-mail meets FERPA requirements.

- **Student Support Services**
  
  Include all applicable support services at your college and their contact information (room numbers, phone numbers, etc.). Some support services at Malcolm X College include but are not limited to the following:

<table>
<thead>
<tr>
<th>Department</th>
<th>Room</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Academic Support Center</td>
<td>2301</td>
<td>TBD</td>
</tr>
<tr>
<td>Disability Access Center</td>
<td>1302</td>
<td>312-850-7342</td>
</tr>
<tr>
<td>Wellness Center</td>
<td>2211</td>
<td>312-850-7122</td>
</tr>
<tr>
<td>Veteran's Services Center</td>
<td>1300</td>
<td>312-850-7859</td>
</tr>
<tr>
<td>Library</td>
<td>2300</td>
<td>312-850-7244</td>
</tr>
<tr>
<td>Advising Center</td>
<td>1407</td>
<td>312-850-7185</td>
</tr>
<tr>
<td>Transfer Center</td>
<td>2003</td>
<td>312-850-7088</td>
</tr>
</tbody>
</table>

- **Disability Access Center**: Any student with a disability, including a temporary disability, who is eligible for reasonable accommodations should contact the Disability Access Center located in Room 1302 at Malcolm X College. Hours of Operation are 9:00am to 5:00pm on Monday, Tuesday and Wednesday; 9:00am to 6:00pm on Thursday; and 9:00am to 1:00pm on Friday.

- **Academic Support Center**: Did you know that students who see a tutor regularly throughout the semester increase their chances of success in their courses? The ASC offers free tutoring on a walk-in basis for a variety of subjects. Stop by the front desk in Room 2301 to request a tutoring session. We are located behind the Library on the second floor, and can also be accessed through Stairwell and Elevator #7 behind the Cafeteria. Hours of Operation are 8:00am to 8:00pm on Monday through Thursday; 8:00am to 5:00pm on Friday; and 9:00am to 1:00pm on Saturday. Summer session hours may be slightly reduced. Be sure to also look out for the various workshops we host throughout the semester!

- **Wellness Center**: Walk-in’s are welcome and can frequently be seen immediately. Appointments also can be made in person or by calling us at 312-850-7122. Hours of Operation are 9:00am to 5:00pm on Monday through Thursday and 9:00am to 1:00pm on Friday. We are located in Room 2211 on the second floor in the Sports Complex. We are not connected to the rest of the second floor. We offer: individual counseling, monthly STI testing and SNAP sign-up, workshops and group discussions, sport psychology programs, assistance to access community resources, assessment for learning disabilities, free feminine hygiene products, and free male and female condoms. Also, we have emergency food and hygiene kits for students in need. We are free and confidential!

- **Veteran’s Affairs**: The Veteran’s Center is a centralized, on-site source of support and access to veterans’-specific information and resources. Hours of Operation are 9:00am to 5:00pm on Monday through Thursday and 9:00am to 1:00pm on Friday. We can be reached at 312-850-7859 or in Room 1300 of Malcolm X College.

- **Grades First Statement (strongly recommended)**
  
  Example statement: “Grades First is a student support system that will be used by faculty, advisors, and tutors to help students achieve success in their classes. Use Grades First to
Appendix B – Syllabus Checklist

   schedule tutoring or advising appointments, or to see communications about your course progress generated by me or your other professors.”

• Departmental Policies as Communicated by Department Chairperson

*This Syllabus Checklist document was adapted from the Tenure Assistance Process Syllabus Checklist and the Syllabus Checklist provided by the Harold Washington College Office of Instruction.
Appendix C – Safety Contract

Biology Lab Safety Contract

Biology is a hands-on laboratory class. Students will be doing many laboratory activities that may require the use of chemicals, laboratory equipment, and other items that, if used incorrectly, can be hazardous. Safety in the science classroom is the number 1 priority for students and teachers. To ensure a safe biology classroom, a list of rules has been developed and provided to you in this student safety contract. These rules must be followed at all times. The student must sign their copy. Please read the entire contract before you sign. Students will not be allowed in the laboratory until all their contracts are signed and given to the professor.

General Guidelines (All Lab courses)

1. Follow all written and verbal instructions carefully. Read labels and equipment instructions before use.

2. Never work alone in the laboratory. No student may work in the science classroom without the presence of a teacher or lab support personnel.

3. Do not touch any equipment, chemicals, or other materials in the laboratory area until you are instructed to do so.

4. Do not eat food, drink beverages, or chew gum in the laboratory. Wash your hands with soap and water after performing all experiments.

5. Be alert and proceed with caution at all times in the laboratory. Horseplay, practical jokes, and pranks are dangerous and prohibited. Notify the teacher immediately of any unsafe conditions you observe.

6. Observe good housekeeping practices. Dispose of all chemical waste properly. Work areas should be kept clean and tidy at all times. Clean up after you’ve finished.

7. Know the locations and operating procedures of all safety equipment including: first aid kit(s), fire extinguisher and eye wash stations. Know where the fire alarm and the exits are located.

8. Know what to do if there is a fire drill during a laboratory period; containers must be closed, and any electrical equipment or gas outlets must be turned off.

Clothing (All Lab courses)

9. Each student is required to purchase their own PPE, i.e. gloves or lab coat, and bring them to class.

10. Any time chemicals, heat, or glassware are used, students should wear safety goggles if they do not wear any corrective glasses.

11. Dress properly during a laboratory activity. Long hair, dangling jewelry, and loose or baggy clothing are a hazard in the laboratory. Long hair must be tied back, and dangling jewelry and baggy clothing must be secured. Close-toe shoes and long pants or shirts may be mandated at the discretion of each instructor.
Accidents and Injuries (All Lab courses)

12. Report any accident (spill, breakage, etc.) or injury (cut, burn, etc.) to the teacher immediately, no matter how trivial it seems.

13. If a chemical should splash in your eye(s) or on your skin, immediately flush with running water for at least 20 minutes. Immediately get the teacher’s attention.

Handling Chemicals /Glassware (Bio 121,122, 114, Biochemistry, Microbiology)

14. Carefully label each glassware before chemicals are dispensed from the original container. Never remove chemicals or other materials from the laboratory area.

15. Never handle broken glass with your bare hands. Place broken glass in the designated glass disposal container.

16. Examine glassware before each use. Never use chipped, cracked, or dirty glassware. Do not immerse hot glassware in cold water. The glassware may shatter.

Heating Substances (Bio 121,122, 114, Biochemistry, Microbiology)

17. Operate a hot plate or Bunsen burner with care and keep it at a designated area. Take care that hair, clothing, and hands are a safe distance from the hot plate/Bunsen burner at all times. Use tongs or heat protective gloves if necessary.

18. Immediately turn off a hot plate/gas valve (micro only) after use. Heated glassware remains very hot for a long time. They should be set aside in a designated place to cool. If you smell gas in the lab, notify your instructor (only applied to Micro lab).

19. Never look into a container that is being heated.

Microscope Handling (All Lab courses)

20. Microscopes must be carried upright, with one hand supporting the arm of the microscope and the other hand supporting the base. Nothing else should be carried at the same time.

21. Microscope must be positioned safely on the table, NOT near the edge.

22. The coarse adjustment must NEVER be used to focus a specimen when the 40x or oil immersion lens is in place.

23. When finished with the microscope, the cord should be carefully wrapped around the microscope before returning it to the cabinet.

24. The microscope must be placed upright and in the appropriate storage area.

25. All prepared microscope glass slides are to be returned to their appropriate slide trays; wet mount preparations are to be disposed of properly.
Dissecting Preserved Specimens (Bio 226/227, 116, 122, 114, 115)

26. Scraps of the animal specimen or used PPE, including gloves, should be double-bagged and disposed of in regular trash bins.

27. All sharp objects, i.e. scalpel blades, should be disposed of in designated sharp containers.

28. If you have a health condition, e.g. allergy or pregnancy, where you are under a physician’s advice to avoid contact with preservatives, please obtain a physician’s note and meet with your professor to arrange for alternative activities.

Microbiology

29. Clean your work area on the lab bench with disinfectant before and after lab work. Wash your hands with antimicrobial soap before and after work.

30. In the case of spills: Report at once to your instructor. Cover spilled material with a paper towel and soak with disinfectant. Leave for 20 minutes. Discard the material appropriately.

31. Disposal of contaminated waste: Buckets with biohazard bags are provided for the disposal of contaminated waste. Discard any material that has been contaminated with bacteria or viruses (e.g. Petri dishes, pipettes, swabs, and test tubes) in the designated buckets. A separate container is provided for the disposal of used glass slides. DO NOT POUR ANY TUBES CONTAINING BACTERIA DOWN THE SINK.

32. Non-Disposable contaminated materials: Some materials are autoclaved and reused. Examples are plastic caps, forceps, and glass screw-cap tubes. Designated containers of disinfectant are provided for these items.

33. Handling Cultures: You must wear gloves when handling bacterial cultures if you have cracks or open cuts on your hands. Students are required to procure own lab gloves. Do not leave Petri dishes open for long periods on the counter. No cultures or culture material may be taken from the lab.

34. Inoculating loops will be hot after they are flamed. Hold them with the insulated handle. Place all loops back in the loop holder in an upright position (not down on the counter).

AGREEMENT

I, ____________________________ (student's name) have read and agree to follow all of the safety rules set forth in this contract. I realize that I must obey these rules to insure my own safety, and that of my fellow students and teachers. I will cooperate to the fullest extent with my instructor and fellow students to maintain a safe science lab environment. I will also closely follow the oral and written instructions provided by the instructor. I am aware that any violation of this safety contract that results in unsafe conduct in the laboratory or misbehavior on my part, may result in my being removed from the lab classroom, receiving a failing grade, and/or further disciplinary action.

___________________________  [Name]  ___________________________  [date]
Appendix D - Reprographics Request Example

Reprographics Request
City Colleges of Chicago – District Office
Administrative Services

Name: Erin McMurray
Department: Biology
Ext. 7419
Email: emcmurray@ccc.edu

Date: August 1, 2015
Due Date: August 2, 2015

Location:
- Daley College: □
- Wright College: □
- Olive-Harvey College: □
- Malcolm X College: □
- Truman College: □
- Kennedy-King College: □
- Harold Washington College: □
- District Office: □

ALL copies require 1-24 hour turnaround time.
External jobs require 3 business days.

B/W Copies: □
Color Copies: □
One Sided: □
Two Sided: □
Quiz: □
Number of Pages: 2 (x) Number of Copies 30 (=) Total Number of Copies 60

Color of Paper:
- White: □
- Salmon: □
- Purple: □
- Green: □
- Canary: □
- Blue: □
- Ivory: □
- Mixed Color: □
- Cherry: □
- Weight of Paper: __________

Bindery:
- Collate w/ NO Staples: □
- One Staple: □
- Two Staples: □
- 3-Hole Punch: □
- Spiral Bind: □
- Booklet: □
- Cover Color: □
- Black & White: □
- Tape Bind: □
- Cover Color: □
- Black & White: □

8 ½ x 11: □
8 ½ x 14: □
11 x 17: □

Special:
- 2 part NCR: □
- 3 part NCR: □

Banner:
Size: __________
How many? __________

Posters:
Size: __________
Stock: __________
How many: __________

Billing Information: We need full information on who will be paying for the cost of your printing.

Account #: ________ Fund #: ________ Dept ID #: ________ Program #: ________ Class #: ________

Total Price: $ __________
The New Adjunct Faculty Orientation document contains important information regarding policies and procedures at Malcolm X College, and I understand that I should consult the life sciences adjunct coordinator and/or department chair regarding any questions not answered in the document. I understand that the policies and procedures outlined in this document are in no way a comprehensive list of City Colleges of Chicago policies and procedures. I understand that it is my responsibility to comply with the policies and procedures contained in this document, as well as all City Colleges of Chicago policies and procedures, even if not listed in this document. I acknowledge that revisions to this document may occur, and that revised information will be communicated via email.

I have received a copy of the New Adjunct Faculty Orientation document, and I understand that I am expected to read the entire document. Additionally, I will sign below and return the signed receipt to the Malcolm X College Department of Life Sciences adjunct coordinator.

____________________________  ________________
Signature of Employee          Date

____________________________
Employee's Name - Printed

Signature page adapted from