

Monterey Peninsula College  
English Department  
**Adjunct Handbook**

Spring, 2014



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## **Introduction**

Welcome to the MPC English Department! This handbook will answer your questions about working as an adjunct instructor in the department and the division, and at MPC itself. If you have questions that are not answered here, please feel free to ask the Department Chair or the Division Chair.

This handbook is a “living document,” and it will be updated periodically. It is organized in alphabetical order by topic.

## **Absences (Your Own)**

If you must miss class hours, let the Division Office Manager know as soon as possible. Ideally, ask someone to substitute for you. The Department Chair can arrange substitutes if necessary. If you are ill or otherwise have an immediate emergency and cannot be in class, call the Division Office Manager so that signs can be posted alerting your students to your absence.

Whether your absence is planned or an emergency, you must file an absence report. These reports are available in the Division Office. If you had a substitute, list that person on the absence report. The Human Resources Office can answer your questions about sick leave accrual.

## **Campus and Department Committees**

Adjuncts are welcome to serve on campus and department committees; however, such participation should not be undertaken until the adjunct has taught for at least one academic year (two semesters). Some committees have a specific complement of tenured, adjunct, and classified members. Ask the Department or Division Chair if you are interested in such service, and they can assist you in finding an appropriate committee.

## **Classroom Discipline and Student Grievances**

You are supported in your classroom management by the following people:

- The Department Chair, Beth Penney, bpenney@mpc.edu, 646-4159
- The Division Chair, Diane Boynton, dboynton@mpc.edu, phone 646-4097
- The Vice President of Student Services, Marty Johnson, mljohnson@mpc.edu, phone 646-4191

- Supportive Services Counselors, Jacque Evans or Vince Lewis, jevans@mpc.edu or vlewis@mpc.edu, phone 646-4070
- The school nurse, Lara Shipley, lshipley@mpc.edu, phone 646-4018

Please feel free to call on any of these people or to refer students to them. Grievance and discipline procedures are outlined in the “Student Information” section of the current *Catalog*, Sections V-VI; initial student questions or concerns about policies or grades in your classes should go to the Department Chair. You can and should file an online incident report if something happens in your classroom about which you feel uneasy or feel should be recorded. Click on *Student Services* at the left of the MPC home page, and then click on *Advocate Incident Reporting* at the right to see a form that you can fill out and submit. Discipline problems can also be referred directly to the Vice President of Student Services. Students who are having trouble meeting your academic requirements because of academic or physical limitations should be referred to Supportive Services. Students with health or psychological concerns who are not receiving help elsewhere should be referred to the nurse’s office. If you perceive a threat in your classroom or there is a medical emergency, call 911 and notify Campus Security (646-4099).

Your green sheet must state your attendance and grading policies and requirements. Thus, you have every right to drop students who do not meet these requirements. Students who question this action can be referred to the Department Chair.

Students who wish to register any type of objections about English instructors should be referred to the Department Chair. The Department Chair will attempt to mediate between the student and the instructor. If the situation cannot be resolved by the Department Chair to the satisfaction of all parties, the student and the instructor will be referred to the Division Chair. If the complaint cannot be resolved at the Division Chair level, it will be referred to the Dean or the Academic Council.

If a number of student concerns are brought to the attention of the department or the division in one semester, an evaluation of the instructor may be scheduled.

## **Department and Division Organization**

The Humanities Division encompasses the English, English as a Second Language, Speech Communication, Philosophy, World Languages, and Humanities Departments. It also has responsibility for the English and Study Skills Center (ESSC), the World Languages Lab, the English as a Second Language Lab, and the Reading Center. Each department has a chairperson, and the Humanities Division in turn has a chairperson who answers to the respective deans, depending on function. The Humanities Division Office serves all of these departments.

## **Division and Department Staff**

Division Telephone 646-4100

Diane Boynton, Humanities Division Chair

Michele Brock, Division Office Manager

Rosa Arroyo, Clerical Assistant

Gabino Valladares, Tech Support

Beth Penney, English Department Chair

## **Enrollment Limits**

The local teachers' union, MPCTA, has negotiated enrollment limits in English classes that require heavy paper grading. These enrollment limits must be strictly enforced. If we do not enforce them, the union will perceive that they are not necessary, and we could lose them. Negotiated enrollment limits are as follows:

ENGL 321 and 322: 25

ENGL 301 and 302: 28

ENGL 111, 112, 1A, 1B, 2: 32

Although no enrollment limit for other classes is officially set, classroom size usually dictates a limit of 32, which is what is entered in the computer as the class limit.

***Please do not add students over the listed enrollment limits unless you have dropped someone for non-attendance.*** At the start of each semester, the Division Chair publishes a list of classes that have space in them. Please use these lists to refer students to open sections. It is up to the individual instructor to choose one of the following methods of dealing with overcrowded classes:

1. ***Keep a waiting list.*** The "Attendance" section of the "General Information" in the *Schedule of Classes* states, "Students who do not attend the first class meeting may be dropped by the instructor. It is the student's responsibility to inform the instructor of non-attendance for the first class meeting." You can decide whether you will drop students who do not show for the first class meeting or wait until the second class meeting. In this case, you can start a waiting list, and add students on that list as late as the end of the second week of class. Be sure to inform students on the waiting list that they must attend all class meetings and do all assigned work while they are waiting to be added. You must also explain that if enough people do not drop, you will not be able to add them (see Enrollment Limits, above).

2. ***No adds.*** Announce that the class is full and you cannot seat additional students. In this case, refer students to open sections, and/or counsel them to register early next semester. Before they leave your classroom, take their names and phone numbers so that the Division Office can also contact them about available space in other sections. Some semesters, we are able to open new sections if we have available instructors, rooms, and funds, and the

Division Office is aware that there are enough students to make up another section. In the current budget climate, this is not likely, but we would like to have an idea of how many people are seeking classes.

*Note: We **want** to fill classes if possible; don't refuse to take more students just because you want a small class size! The danger is in falling prey to students' hard-luck stories the first week ("I have to have this class; please let me in") and then ending up over the enrollment limit. Be judicious. Explain to students that you cannot exceed enrollment limits).*

## **"Green Sheets" and Syllabi**

"Green Sheets," as they are called at MPC, are course information sheets and must contain instructor contact information, grading policies, attendance policies, and student learning outcomes. You can include other information as needed (samples are available in the Division Office). Green sheets can be separate or combined with syllabi.

A syllabus is, according to the *Random House Dictionary*, an "outline or other brief statement of the main points of a discourse, the subjects of a course of lectures, the contents of a curriculum." Your syllabus can be as detailed or as brief as you wish, but it must reflect coverage of the official course objectives and outcomes. Samples are available in the Division Office.

Before your first assignment, please send a copy of both your green sheet and your syllabus (they can be the same document, as stated above) to the Department Chair for review. Before each semester, please send copies to the Division Office Manager.

You *must* file Green Sheets with the Division Office because they become public documents. Please be sure that any class rules and policies are stated therein. If students come to the Department Chair or the Division Chair with questions about your rules or policies, the first place we will go is to your green sheet. If a policy is on your green sheet (I do not accept late work; I will drop you if you miss six class meetings), the student complaining about such rules has no standing. However, if you are attempting to enforce a rule that you have *not* listed on your green sheet, the Division or Department chair may ask you to accede to the student's request. If your Green Sheets and syllabi are separate, the Division Office requests copies of both.

## **E-mail and Phone**

Your MPC e-mail is usually the first initial of your first name, your last name, and @mpc.edu = jsmith@mpc.edu. It may differ if an existing employee has a similar name. Your MPC phone number is an extension that allows you to access MPC voice

mail from any phone. The Division Office Manager can give you details on accessing and checking MPC voice- and e-mail.

Department and Division announcements and correspondence are accomplished via e-mail. Please check your MPC e-mail regularly. The English Department Web site lists your name with a link to your MPC e-mail, so students and people from off campus may also attempt to reach you at your MPC address. You are not required to use your MPC e-mail or phone on your green sheet for student communication, but be sure that you are available at the e-mail and phone number you do list.

## **The ESSC/RC**

MPC maintains several learning centers to help students in all disciplines succeed with their academic work. The English and Study Skills Center (ESSC) and the Reading Center (RC) are under the Humanities Division umbrella and are both located on the bottom floor of the Library and Technology Center. Please feel free to refer students who are having trouble with reading, writing, or other academic tasks to these centers for help.

*Note that although these centers are located in the Library and Technology Center, they are separate offices from the MPC Library itself, which occupies the two upper floors, and have different hours of opening.*

## **Evaluations**

You will be evaluated your first semester at MPC, and then every three years (six semesters) afterward. First-time evaluations involve student evaluations, peer classroom visits, peer review of class materials, and a self-evaluation. Second and subsequent evaluations do not include peer classroom visits. HR will alert you at the start of the semester in which you are evaluated. Please keep and read the information you receive from HR.

MPC's evaluations have just three results:

1. Satisfactory
2. Needs to improve
3. Do not rehire

At times, the English Department gives a "Needs to improve" evaluation to a new adjunct. "Needs to improve" has the effect of forcing another evaluation the second semester; this is our way of continuing to work closely with a new adjunct for an additional semester. Please refer to the HR evaluation documents available on your MyMPC site for more information.

## Final Exams

Please refer to the Final Exam Schedule in the current *Schedule of Classes* or on the MPC web site for final exam times. For afternoon classes that do not show a final exam time, consult the Division Office Manager to make sure that another class is not meeting in your classroom at the time you have scheduled a final exam. Finals for evening classes are held the last day of class.

***You must meet classes*** during the scheduled final exam period even if you are not administering a final exam.

## Incomplete Grades

Incomplete grades can be assigned ***only*** in the case of an unavoidable and documentable emergency (illness, a death in the family) that takes place after 75% of the class has been completed. Do ***not*** give incompletes just because students need extra time to finish work. An incomplete grade assumes that the student was passing the class at the time the incomplete was given. More information about administering incomplete grades is available in WebReg.

## The Library

Librarians are available to instruct your classes in any level of library use or research. Bill Easton (weaston@mpc.edu) is the person who schedules such sessions. E-mail him as early in the semester as possible to schedule a class.

You can put books and other materials on reserve for your classes at the MPC Library. Visit the circulation desk (to the right of the front door) for details.

*Note: The English and Study Skills Center and the Reading Center are located on the bottom floor of the Library and Technology Center, but they are separate from the library in function, administration, and hours of opening.*

## Mentors

As a first-time adjunct at MPC, you will be assigned a department mentor. Please feel free to contact this person at any time with questions. The Department and Division Chair, as well as the Division Office Manager, are also available to answer your questions or refer you to someone who can.

## MyMPC (The MPC Intranet)

Many of the documents and forms referred to in this handbook are available on the MPC Intranet. From [www.mpc.edu](http://www.mpc.edu), click "Sign In" at the top right of the page. Enter



mpc/jsmith (first initial last name) as your user name, and then your MPC password (the same one you use for e-mail). Documents are available from the list at the left of the screen.

## **MPC Online**

MPC Online is available to all courses, not just those offered online. Click on “MPC Online” at the left of the MPC home page to find instructions for getting started and contacting MPC Online tech support.

You are not required to use MPC Online; you are welcome to use another site for course information, or no site at all. Be aware that especially in the developmental classes, students may seem tech savvy with cell phones, but they often are not technologically proficient when it comes to accessing and using online course material. ESSC personnel are available to help students with these functions; you should also be prepared to spend some time in developmental classes helping students access and download required information on your class site.

## **Office Hours/Space**

An office shared by all Humanities Division adjuncts is located in HSS 110, and there are also computers available to adjuncts in the mail/break room in the Division Office. Most adjuncts are not paid for office hours, although many do list on their syllabi times that they are available to meet with students. There is a limited amount of money available to the entire college for adjunct office hours, and this money is awarded using a lottery system at the start of each semester. Please file an application for these funds (available in the Division Office) with the Division Office Manager at the start of each semester to be considered for paid office hours. The Division Office Manager has copies of this form.

Whether you hold office hours or not, you must file your schedule with the Division Office Manager each semester. You should receive a copy of an Office Hour form at the start of the semester from the Division Office Manager; please complete it and return it to her as soon as possible.

## **Parking**

You should have received parking information from HR when you were hired, and you should have a faculty parking permit, which is valid in all lots. Especially at the start of the semester, parking is at a premium on campus. Please allow enough travel time to arrive at your classroom on time.

## **Payroll/HR/adjunct contracts**

As an adjunct, your contract with MPC is on a semester-by-semester basis; there is no promise of continued employment. The English Department does make an effort to offer at least one class to all of its active adjuncts each semester, but we cannot promise this. Please read your Notice of Employment carefully each semester before you sign it; it is your contract with the college. If you have questions about your hours or pay, contact the Division Office Manager or Human Resources.

## **Photocopying**

The Division Office Manager will assign you a five-digit code that can be used on both the Division Office copier (this machine is also the printer for the building, so please use this machine only for single-sheet or emergency copying; do *not* do copying for your classes on this copier) and the copier in the Print Shop. You must also put this code on all requests that you submit to the Print Shop. Print Shop request forms are available in the Division Office; you can put your requests in the drop box in the Humanities Division Office or walk them to the Print Shop (in the lower level of the Lecture Forum) yourself. You can also e-mail print requests to our Print Shop technician, Laura Worley ([lworley@mpc.edu](mailto:lworley@mpc.edu)), including all information about number of copies, stapling, color of paper, and so on.

For both budgetary and conservation reasons, please limit the number of copies you make. The bookstore can help you create a book of handouts for students purchase, thus shifting the cost of copying from the district and eliminating waste. You might also consider putting material on a class web site.

## **Plagiarism**

The English Department's plagiarism policy is as follows:

"Derived from the Latin word *plagiarius* ('kidnapper' and also 'plagiarist' in the modern sense), plagiarism is defined by Alexander Lindley as 'the false assumption of authorship; the wrongful act of taking the product of another person's mind, and presenting it as one's own'" (*Plagiarism and Originality*, New York: Harper, 1952, p. 2). Plagiarism may take the form of repeating another's sentences as your own, paraphrasing someone else's argument as your own, or even presenting someone else's line of thinking in the development of a thesis as though it were your own. In short, to plagiarize is to give the impression that you have written or thought something that you have in fact borrowed from another. Although a writer may use another person's words and thoughts, they must be acknowledged as such" (MLA Handbook, 1977)."

Legal Opinion 07-12 and Legal Opinion L 95-31, issued by the Chancellor's Office, state that "an instructor would be justified in giving a student a failing grade on a

particular assignment or examination if the student were found to have plagiarized in preparing that assignment or cheated on the particular examination.” However, “an instructor cannot automatically give a student an ‘F’ grade for the entire course where the student is only known to have cheated or plagiarized with respect to one of several assignments that count toward the final grade.” Suggested action in this situation at MPC is as follows: The first time you notice plagiarism, give the student a warning, preferably in writing. You can also give the student an ‘F’ on the affected assignment or ask the student to re-do it; that’s up to you. If it happens a second time, refer the student to the Vice President for Student Services, Marty Johnson, for disciplinary action. The student will be asked not to return to your class until he or she has met with Marty Johnson.

## **Right of Access (Parental Inquiry)**

“Under Section 49061 of the Education Code, parents of community college students do not have a right of access to their children’s student records, regardless of the student’s age. In accordance with this regulation, a student’s college records will be released to parents *only with the written consent of the student*” (“Parent and Minor Student Information,” *MPC Catalog*). In other words, instructors cannot discuss a student’s records, or progress in a class, with anyone but the student. (This excludes other college employees who have a reason to ask, such as athletic coaches, lab instructors, or Supportive Service counselors.) Thus, if a parent or other family member calls or e-mails you asking about a student’s attendance, progress, grade, or other information, please apprise the parent of this rule. Feel free to refer parents to the Department Chair if they have questions.

## **Student Placement**

Students who have completed the College Level Examination Program (CLEP) above the 50th percentile or who have Advanced Placement English scores of 3 or above do not have to take the MPC English Placement Test (EPT) and are eligible to enroll in ENGL 1A. Students can also provide the Assessment Center with assessment results or transcripts from other colleges that confirm writing and reading placement. All other students are supposed to take the EPT as part of their registration process (they cannot enroll in any classes with English prerequisites if they have not tested and then passed the required prerequisite classes). The only developmental and core English courses students can enroll in without an EPT score are ENGL 321 and ENGL 322. The bulk of the students who take the EPT usually place at the ENGL 301 or ENGL 111 level.

MPC’s EPT is historically accurate. However, occasionally a student is misplaced. There are three ways such a student can be moved to a higher class:

1. **Challenge exam.** The student can challenge his or her placement by taking the English Department challenge exam, which is administered two weeks

before the start of the fall and spring semesters and the summer session. You can refer students to the Division Office to fill out a challenge form and schedule a test. If you are recommending that a student skip a class (an ENGL 321 student skipping ENGL 301 to go on to ENGL 111, for example), you must provide the student with a written recommendation that must be attached to the challenge form. Challenge dates, times, and places are listed on the English Department Web Site.

**2. *First-week diagnostic results.*** You must give some sort of diagnostic writing or reading assignment as early as possible the first week. If, through these diagnostics, you discover a student who is clearly misplaced, contact the Department Chair as soon as possible. You will also need to locate an instructor and a section of the higher class that can and will accommodate another student (the Department Chair can assist with this). Please know that this situation is rare.

**3. *End-of-semester evaluations.*** If you feel at the end of a semester that a student in one of your developmental classes could skip a level, follow the steps in #1 above to move that student to a higher level.

*Note: Please do NOT announce to students that it is possible for them to advance by challenging placement results. The “pass” rate for such challenges without an instructor recommendation is very low, and the number of legitimately misplaced students is less than one per semester. If students ask you about challenges, refer to them to the Division Office to fill out a challenge form and sign up for the next challenge exam.*

We cannot force students who have somehow placed too *high* (e.g., they placed in ENGL 111 but find they need a great deal of help with grammar) to enroll in a lower class, but we can advise those students that they may need more preparation before they attempt a class. We can also refer them to independent-study classes in the English and Study Skills Center or the Reading Center.

A chart of skills that students should have mastered as they move through our developmental writing and reading sequence (ENGL 321, 322, 301, 302, 111, and 112) is posted on the English Department Web Site.

## **Student Population**

MPC’s student population is diverse in many ways. Aside from academic placement, please be prepared for vast differences in your classroom population. You may have re-entry students in their 50s and 60s, students with academic limitations, students with physical challenges, those who are fresh from area high schools, and those who have unsuccessfully attempted work at four-year colleges and who have returned to MPC.

## **Summer School**

We offer an abbreviated schedule in the summer term. As with regular schedules, summer schedules are prepared a year in advance. Please contact the Department Chair if you are interested in teaching summer school.

## **Supportive Services**

Supportive Services can provide support for students with physical and academic limitations, including testing accommodations and accommodations such as tape recorders in the classroom. Contact Supportive Services at 646-4070.

## **Teaching Assignments**

Adjuncts can teach a maximum of 10 teaching load units (TLUs) each semester. TLU values for developmental and core English classes are a combination of course units and a grading factor (GF) that is negotiated by our local union, as follows:

ENGL 301 and 302: 4 units + .75 GF = 4.75 TLUs

ENGL 111 and 112: 3 units + .75 GF = 3.75 TLUs

ENGL 1A, 1B, and 2: 3 units + 1.5 GF = 4.5 TLUs

ENGL 321 and 322 are paid at 4 TLUs with no grading factor. All other English Department courses are paid at 3 TLUs with no grading factor.

Our Human Resources Office can answer your questions about your pay rate.

MPC works a year ahead on scheduling. You will receive a Teaching Assignment Request form from the Department Chair well ahead of each semester. Please remember that adjunct instructors are hired semester by semester on an as-needed basis. We do our best to honor your specific requests for classes, days, and times, but it is not always possible. Tenured faculty are given preference in scheduling, and requests for classes must take into account available classrooms, requests from the dean to add or delete classes, enrollment history, and other factors outside Division and Department control. Adjunct assignments can change at any time, so flexibility is necessary. Please read the wording on your Notice of Employment carefully.

New adjuncts must complete one semester with a satisfactory evaluation before we can officially assign classes for the next semester.

## **Technology (IT) Help Desk**

Within MyMPC, click on IT & AV Help Desk under “eTools for Staff” to see an IT Request form that goes to our IT Department. You can request help with your e-

mail, your computer, your classroom projector, a copier, or with WebReg or other MPC software. You can also contact our Division Office Manager or Tech Support person.

## **WebReg**

Class rosters, adds, drops, incomplete grades, and final grades are all handled via WebReg. Click on WebReg at the left of the MPC Home Page to access this software. The Division Office Manager can give you login information.

*Please let the English Department Chair know if you have any questions about the information in this handbook, if you see anything that needs correction or clarification, or if there are other topics you would like to see covered.*