

AUGUSTA



TECHNICAL  
COLLEGE

ESTABLISHED 1961

**Augusta Technical College**  
**Adjunct Faculty Orientation Manual**

[www.augustatech.edu](http://www.augustatech.edu)

# Welcome to Augusta Technical College

This *Adjunct Faculty Orientation Manual* has been developed to help adjunct or part-time faculty become more familiar with Augusta Technical College. It is the responsibility of all adjunct faculty members to read this manual and to familiarize themselves with other policy and procedure materials to develop a knowledge base of information to adhere to policies and procedures and to advise students. This *Augusta Technical College Adjunct Faculty Orientation Manual* complements *The Georgia State Board of the Technical College System of Georgia Policy Manual*, and *The Georgia State Personnel Board Rules and Regulations*. *The Georgia State Board of the Technical College System of Georgia Policy Manual* defines the general policies and procedures that pertain to faculty responsibility. The orientation manual is to be used in conjunction with the *Augusta Technical College Policy Manual*, catalog, program standards, program guides, and all other documents and procedural guides.

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# **Background, Personnel, Employment, Attendance, Paychecks, and Parking Information**

## ***Augusta Technical College Historical Timeline***

1961 - Augusta Area Vocational Technical School, with an original planned capacity of 350 students in 10 programs, was established by the Georgia State Board of Education in conjunction with the Richmond County Board of Education.

1963 - The Richmond Area Vocational School was established with a planned capacity of 250 students in 10 programs.

1966 - The two schools were combined to form Augusta Area Technical School, which soon expanded to three additional sites.

1981 - With the exception of the Health Occupations programs that remained in a facility on Walton Way, the programs offered by Augusta Area Technical School were moved to one campus located off of Deans Bridge Road. By this time, the school was offering more than 30 diploma programs and numerous short-term courses.

1982 - The Commission of Colleges of the Southern Association of Colleges and Schools granted Augusta Area Technical School the right to award associate degrees in three different areas of engineering technology.

1984 - The first students graduated with an Associate Degree of Applied Technology.

1987 - Augusta Area Technical School became a state school operated by the Georgia State Board of Technical and Adult Education. The State Board changed the school name to Augusta Technical Institute. The Augusta Technical Institute Foundation was founded to promote higher education at Augusta Technical Institute by acquiring and administering cash, grants, and other funds to support scholarships, building projects, and other programs at Augusta Technical Institute.

1990 - Augusta Technical Institute became Augusta's leading provider of literacy education when the school accepted responsibility for the Office of Adult Literacy located on Broad Street.

1991 - Allied Health programs moved to the Deans Bridge Road campus when construction was completed on a new Health Sciences building.

1995 - The Augusta Technical Institute Foundation launched "The Power To Be Campaign," a major gifts campaign to provide furnishings and equipment for Augusta Technical Institute's Thomson/McDuffie and Waynesboro Campuses, technology support, and funds for future land acquisition and capital construction.

1996 - Construction began on the Thomson/McDuffie Campus of Augusta Technical Institute. Augusta Technical Institute enrollment for Fall Quarter 1996 totaled over 2,400 credit students enrolled in Associate Degree, Diploma, and Technical Certificates of Credit programs and over 3,000 students in adult literacy, continuing education, and non-credit courses/programs.

1997 - Plans were announced for the Waynesboro/Burke Campus. The Office of Adult Literacy was moved to the Augusta Campus. The Thomson/McDuffie Campus opened with 184 students in 10 credit programs.

1999 - Construction began on the Waynesboro/McDuffie Campus of Augusta Technical Institute. The campus opened in 2000. Plans for the Student Services Classroom Building were announced for the Augusta Campus.

2000 - Augusta Technical Institute was renamed Augusta Technical College.

2001 – A groundbreaking ceremony for the new Student Services and Classroom Buildings was held on December 4, 2001

2002 - The 900 Building was dedicated to Thelma “T” Allgood.

2003 – The new student services and classroom buildings opened.

2004 – The dedication of the student services/classroom buildings – Buildings 1300 and 1400 – was held.

2005 – Funds were appointed for the Columbia County Campus.

2009 – Construction began on the Columbia County Campus.

### ***Augusta Technical College Mission***

Augusta Technical College, a unit of the Technical College System of Georgia, is a public institution that promotes and provides the educational, economic, and community development needs of its service area.

### ***Goals***

To provide competency- based associate degree, diploma, and technical certificate of credit programs to prepare students for employment.

To provide adult basic education services to prepare students for access to postsecondary education.

To provide learning support courses to prepare students for access to postsecondary education.

To provide opportunities for lifelong learning through credit and non-credit courses, workshops, and seminars.

To contribute to the development of business and industry and the community through customized education, job training, and retraining.

To provide a seamless education system by collaborating with area secondary and postsecondary institutions.

To provide support services and activities to enable students to develop and achieve educational, personal, and career goals.

To provide opportunities that allow employees to remain current in their respective positions.

To provide a planning and management system for the allocation of resources to support programs and services.

To provide a positive image through marketing and public relations activities.

To provide an institutional development program to enhance the College mission.

To provide services and resources to enhance planning and decision-making.

## **Application and Hiring**

At times, Augusta Technical College will hire adjunct (part-time) faculty. These adjunct faculty members must have the same academic and experiential credentials as their full-time faculty counterparts. Prospective adjunct faculty must submit an application, a résumé, and an official transcript from all colleges attended to the human resources specialist at Augusta Technical College. Adjunct positions will be filled by the best-qualified applicants from the application pools. If necessary, adjunct positions will be advertised or posted through the human resources specialist. Applicants' résumés, transcripts, and applications will be reviewed to determine appropriate adjunct faculty.

## **Distance Learning (Online) Instructors**

All adjunct faculty members teaching or developing distance learning courses must meet the same criteria for academic and professional preparation as those instructors teaching courses delivered in traditional formats. Any adjunct faculty member teaching an online, hybrid, or web-enhanced class must complete basic ANGEL training. In some instances, third party vendor certifications (MOUS, MCSE, EDUCOSOFT, etc.) may be required as well as the appropriate academic credential. Adjunct instructors are required to provide students with contact information and this information should be located on the course syllabus.

For more information concerning distance learning and/or ANGEL training, refer to the Distance Learning Manual on the College's website at <http://www.augustatech.edu> or contact Tammy O'Brien, Distance Learning Coordinator, at 771-5700 or [tobrien@augustatech.edu](mailto:tobrien@augustatech.edu).

## **Orientation**

The immediate supervisor should greet new employees, orient them to their working areas, and introduce them to as many people as possible. Each person in the adjunct instructor's organizational hierarchy should be introduced to the adjunct instructor as soon as possible. Adjunct instructors will be provided a copy of the *Augusta Technical College Adjunct Faculty Orientation Manual*. A mentor may be assigned to a newly hired adjunct instructor.

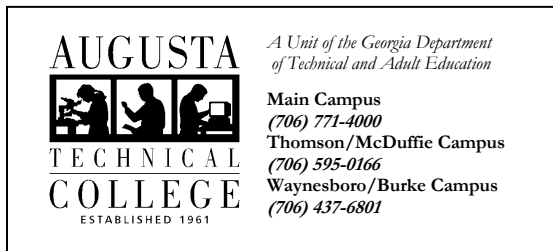
## **New Employee Packet and Personnel Information**

Before beginning to teach at Augusta Technical College, adjunct faculty must complete a new employee packet that contains such items as an application for employment, income tax withholding statement, designation for outstanding wage payment form, employment verification form, background investigation form, etc. This packet can be picked up from the division administrative secretary. A copy of the following will need to be provided: driver's license or picture ID, Social Security card, and any certifications and health forms required by the teaching area. A request for official transcripts from each postsecondary institution attended must be sent to the human resources specialist at Augusta Technical College. Adjunct faculty may find the appropriate division or building administrative secretaries in the following locations:

<b>General Education</b>	<b>Ms. Shanise Green</b>	<b>200 Building</b>	<b>706-771-4111</b>
<b>Allied Health and Nursing</b>	<b>Ms. Hattie Foreman</b>	<b>900 Building</b>	<b>706-771-4175</b>
<b>Business and Personal Services</b>	<b>Ms. Maureen Jones</b>	<b>1400 Building</b>	<b>706-771-4049</b>
<b>Industrial Technology</b>	<b>Ms. Cynthia Lighter-Jones</b>	<b>700 Building</b>	<b>706-771-4097</b>
<b>Information and Engineering Tech</b>	<b>Ms. Shirley Walker</b>	<b>800 Building</b>	<b>706-771-5731</b>
<b>Thomson Campus</b>	<b>Ms. Liz Williams</b>	<b>Thomson</b>	<b>706-595-0166</b>
<b>Waynesboro Campus</b>	<b>Ms. Patrice Farmer</b>	<b>Waynesboro</b>	<b>706-437-6824</b>

## Work Hours and Time Sheets

Adjunct faculty must fill out time sheets for each class taught. These time sheets can be obtained from the department chair or the administrative secretary and must be completed, signed, and submitted the last teaching day of the month. Failure to submit these forms on time could result in a delay in receiving a paycheck. Below is a sample time sheet (see [appendix A](#)):



Pay Period Begin 3 / 1 / 2002 End 3 / 31 / 2002

DOE                      JOHN                      HENRY                      xxx-xx-xxxx  
 Last Name                      First                      Middle                      (Social Security Number)

ENG 191                      3  
 Course Number                      Section

Please submit this time sheet to the Administrative Secretary in the Dean's Office by the last teaching day of each month. Entries on this sheet must be in **INK**.

Date	Begin	End	Total Hours	Initials
3/1/2002	9:00	10:00	1	JHD
3/2/2002	9:00	10:00	1	JHD
3/3/2002	Absent	Absent	0	JHD
3/4/2002	9:00	10:00	1	JHD
3/8/2002	9:00	10:00	1	JHD
3/9/2002	9:00	10:00	1	JHD
3/10/2002	9:00	10:00	1	JHD
3/15/2002	9:00	10:00	1	JHD
3/16/2002	9:00	10:00	1	JHD
3/17/2002	9:00	10:00	1	JHD
3/22/2002	9:00	10:00	1	JHD
3/23/2002	9:00	10:00	1	JHD
3/24/2002	9:00	10:00	1	JHD
3/29/2002	9:00	10:00	1	JHD
3/30/2002	9:00	10:00	1	JHD
3/31/2002	9:00	10:00	1	JHD
			15	

I hereby certify that I have worked the hours indicated above

John Henry Doe  
 Employee's Signature

3-31-2002  
 Date

\_\_\_\_\_  
 Supervisor's Signature

\_\_\_\_\_  
 Date

## ***Ethics in Action***

During the first quarter of employment, adjunct instructors will receive from their supervisor an Ethics in Action form. Utilizing a website address, the form must be completed, signed, and returned to the appropriate supervisor. Failure to complete this training can result in the withholding of an employee's paycheck.

## ***Contract(s)***

Before the first day of class, adjunct instructors must sign the contract(s) for the class(es) to be taught. The contract(s) will be initiated by the dean, director, department head or chair, or lead instructor for the area for which they are teaching.

## ***Instructor Attendance Policy***

Adjunct instructors are expected to meet all scheduled classes during the quarter. All adjunct instructors are compensated for only the classroom hours taught. Classes must start and end as scheduled. If it becomes necessary to miss a class, the department head or dean or director must be called as soon as possible to arrange for the class to be covered. Instructors are to write "Absent" beside the date(s) of the absence(s) so that the business office can account for that time.

## ***Instructor Evaluation***

Adjunct faculty performance will be evaluated through student course evaluations and any additional evaluation tools such as observation, self-evaluation, etc., as determined by the divisional dean, director, or Vice President of Operations.

## ***Paychecks***

Augusta Technical College employees are paid on the last working day of the month. Adjunct instructors, like all Georgia state part-time employees, receive their pay on the month after the employment hours were accrued; for instance, an employee who taught during the month of April would receive pay for that work at the end of May. All instructors receive their paychecks through direct deposit that is set-up at the time of employment.

## ***Faculty Parking***

Faculty parking spaces are designated with the word "faculty" or "reserved" painted on the curb in front of the space. In order to use these spaces, adjunct instructors must have a faculty-parking badge clearly displayed hanging from the rear view mirror of their vehicle. To receive a parking badge, contact Elaine Keller in the 100 Building at 706-771-4039 or email her at [ekeller@augustatech.edu](mailto:ekeller@augustatech.edu) (see [appendix B](#) for form). Vehicles should always be parked with the front of the vehicle facing the curb.

# **Important Names, E-Mails, and Telephone Numbers**

## ***Emergency Contacts***

Augusta Technical College is patrolled by county or state uniformed officers. In the event of an emergency, the following people should be contacted:

- **Augusta**

Daytime	Ms. Janice Richardson	VP of Administrative Services	(706) 771-4009/4011
Evening	Mr. Andrew Jefferson	Director of Continuing Education	(706) 771-4018 or 4000
  
- **Thomson**

Daytime	Mr. Ted Duzenski	Vice President of Operations	VPO Office (706) 595-0166
Evening	Mr. Evan Flynn	Director of Continuing Education	CE Office (706) 595-0166
  
- **Waynesboro**

Daytime	Ms. Ella S. Jones	Vice President of Operations	VPO Office (706) 437-6801
Evening	Sheriff's Deputy	Near Administrative Office	

## ***Academic Calendar***

The Augusta Technical College Academic Calendar can be accessed at the Augusta Technical College website – <http://www.augustatech.edu>

## **Educational Support**

### ***Instructional Materials***

Teaching materials, such as textbooks, instructor guidebooks, information on specific departmental policies and course information, sample tests, lists of videos available, etc., can be obtained from the department head or division administrative secretary.

### ***General Supplies***

Teaching supplies, such as pens, pencils, notepads, transparencies, folders, and grade books can be obtained from the division administrative secretary.

### ***Duplication***

The duplication center, located in the 800 Building, is open from 8:00 a.m. until 4:00 p.m. daily. Adjunct instructors will need to fill out an order form and send the form to the duplication center. Blank forms (see [appendix E](#)) can be obtained at the duplication center or through the division administrative secretary. An Access Code number is needed to complete the duplication request form and is available from the division administrative secretary.

A copy machine is located in or near the division administrative secretary's office that can be used for orders of 15 copies or less. Larger orders should be sent to the duplication center for reproduction.

### ***Bookstore***

The Augusta campus bookstore is located in the 1300 Building. Normal hours of operation are 8:00 a.m. – 6:00 p.m. Monday, Wednesday and Thursday, 8 a.m. – 5 p.m. Tuesday, and 8:00 a.m. – 3:00 p.m. on Fridays. Extended hours for the first four days of the quarter are 8:00 a.m. – 8:00 p.m. (except Fridays). Students can obtain all textbooks and classroom materials from the bookstore. Bookstores are also located on each of the branch campuses. The Augusta Technical College bookstore's web page can be accessed from the Augusta Technical College website at <http://www.augustatech.edu>.

Instructors who need items from the bookstore must first get a supply purchase request from the division administrative secretary and have the request signed by the dean, director or Vice President of Operations. Students receiving financial aid will have a book voucher that must be signed by their instructors before books can be purchased. **Students must attend class before the instructor can sign the voucher.**

## **Information Technology Center (ITC)/LIBRARY**

### ***What's Available?***

Located on the main campus, the Jack B. Patrick Information Technology Center is a state-of-the-art facility offering a wealth of information and resources to students and personnel. In addition to the books, journals, CD ROMs, computer software, government documents, videotapes, audiotapes, industry standards, and children's books, the facility also includes a 250-seat auditorium, a 50-seat distance-learning/lecture classroom, a multimedia classroom, and a multimedia development lab. There is also an open-student computer lab equipped with computer hardware and software. Four individual small study rooms are available on the top floor, and coin operated copy machines are located on each floor. Many resources are also available online: Galileo, Proquest, online computer catalog and circulation system, and, of course, the Internet. A library and computer labs are also located on the branch campuses with the same resources available.

## **Orientation**

Library staff will provide orientations for individuals or classes. Please call the library to schedule orientation sessions.

## **ITC Hours of Operation**

- Augusta Campus
  - Monday – Thursday 7:30 a.m. - 9:00 p.m.
  - Friday – 7:30 a.m. – 11:30 p.m.
  - Closed on Saturday, Sunday, and Holidays
- Branch Campuses – refer to posted hours on website

## **Web Page**

Access the ITC online at <http://www.augustatech.edu>

# **Student Services**

## **Counseling Center**

The Augusta Technical College Counseling Center is located in the Student Services Building. This center offers a variety of services to assist students. Counselors provide support for students who request assistance or who may be referred for assistance by an instructor. Please contact the center at (706) 771-4067/4068 for students needing counseling services.

## **Special Needs/Disability Services**

Special assistance is provided for students with disabilities so that they have an equal opportunity to enroll and to participate in College programs and activities. Students with disabilities must self-identify quarterly and provide documentation of the disability to a counselor in the Counseling Center in order to receive assistance. If a student needs any type of accommodation from the instructor, such as more time to complete tests or projects, the student will provide the instructor with an Accommodation Form explaining the accommodations to be made (see [appendix C](#)). If questions arise, contact the counselors at (706) 771-4067/4068.

## **Tutoring**

Tutoring Services provide professional and peer tutoring on the Augusta, Thomson, and Waynesboro campuses. Students may receive individual and/or small group academic help, support, and encouragement. The Tutoring Center is located in Room 219 in the ITC on the Augusta Campus, in the library on the Waynesboro Campus, and in the Liaison Office Conference Room on the Thomson Campus.

# **Classroom Policies and Procedures**

## **First Day of Class**

The Academic Calendar at <http://www.augustatech.edu> provides information about the scheduling of the first day of classes, midterm, and final exams. The first class sets the pace and tone for the quarter. Instructors are required to maintain accurate attendance records. Attendance records are the basis on which NO SHOWS are reported on class rosters. Class rosters and the reporting of NO SHOWS are discussed in another section of this document.

The syllabus for a class should be duplicated and ready for distribution on the first day, if possible, but no later than the end of the first week of class(es). Sometimes preliminary testing or performance evaluations are completed for base line information. If students are given the opportunity to purchase books during the first class period, the instructor should remain in the classroom or laboratory for the class period in the event that other students enter the class late.

## **Code of Conduct**

All students attending Augusta Technical College must abide by the conduct code listed in the *Student Handbook and Wellness Guide*. Students violating the conduct code are subject to disciplinary procedures including dismissal from a class, suspension, or expulsion. Faculty members witnessing a student violating the conduct code should report the incident immediately to the emergency contacts at the provided telephone numbers. The *Student Handbook and Wellness Guide* is available on the College website at <http://www.augustatech.edu>.

## **Attendance Policy and Suspension Process**

It is essential that educational programs meet requirements and standards necessary for successful employment in business and industry. Therefore, it is necessary for every student to be present and on time every day for all classes as is required in the “world of work.”

Attendance is counted from the first scheduled class meeting. If a student misses in excess of five (5) days or misses more than 10 percent in any course during the quarter, the student is subject to being suspended. All work missed due to absences and tardiness must be made up at the convenience of the instructor. Three (3) tardies equals one (1) absence. Attendance suspension forms are available in the deans’ or directors’ offices.

The student suspended has the right to appeal in writing and will remain in school during the appeal process. After the student has appealed to the appropriate administrator, the instructor will be contacted concerning the outcome. If instructors do not receive a letter concerning the student, it may indicate that the student has not appealed the suspension or made the appropriate appointment for the hearing. If a student that has been suspended does not appeal and quits attending class, the student will be administratively withdrawn from the class.

If a student misses more than 10 percent of class meetings consecutively, the student **MUST** be administratively withdrawn. For example, if a class meets one-hour per day 5 days per week, the student must miss 6 consecutive days of class or if a class meets one time a week for five hours, the student must miss two consecutive class meetings. To administratively withdraw a student, a Schedule Change Form (see [appendix H](#)) must be completed and submitted to the appropriate supervisor. The student will be notified of the withdrawal and can appeal the withdrawal to the dean or director. For online suspension policies, refer to the Distance Learning Manual.

If a student starts to acquire a large number of absences or tardies or seems to have some other difficulties that are interfering with his or her school performance, a referral to the counseling center may be submitted. An “**Early Alert Referral Form**” (see [appendix F](#)) is available from the counseling center or from department heads. Contact the Counseling Center at (706) 771-4067 for copies.

## **Food and Drinks**

According to the *Student Handbook and Wellness Guide*, students shall not eat or drink in any area of any building other than snack bars, the cafeteria, or other designated areas.

## **Tobacco Use**

According to the *Student Handbook and Wellness Guide*, Augusta Technical College is a smoke-free environment. Therefore, there shall be no use of tobacco products (to include cigarettes, cigars, pipes, or smokeless tobacco) on campus.

## **Alcohol, Drugs, and Narcotics**

The use, possession, or distribution of alcohol, narcotics, amphetamines, barbiturates, marijuana, hallucinogens, and any other dangerous or controlled drugs, not prescribed by a physician, is prohibited on State of Georgia property or at College sponsored events.

## **Weapons**

It is unlawful for an individual to bring to, possess, or have under such person’s control, an explosive compound, firearm, or knife designed for the purpose of offense or defense while at a public gathering.

# **Security and Safety**

## ***Children on Campus***

Employees and students may not bring or permit their children or other dependents to be present at their worksite. Under extraordinary circumstances, employees may obtain the President's permission before bringing a child on campus. This prohibition does not apply to brief, informal visits by an employee's child, as long as the visits are infrequent and are not distracting.

## ***Campus Security***

State and/or county uniformed off-duty officers maintain Augusta Technical College campus security. Anyone needing security on the Augusta campus may call the business office at 771-4011; on the Thomson campus, (706) 595-0166; and on the Waynesboro campus, (706) 437-6801.

The Campus Crime and Security Act requires that all students/employees and potential students/employees be provided access to campus crime statistics. This information is available on the Augusta Technical College Website <http://www.augustatech.edu> or by contacting the Vice President of Administrative Services at 771-4009.

## ***Blood and Air Borne Pathogens***

The Exposure Control Plan for Augusta Technical College is designed to provide the faculty and students with recognition of task, procedures, and activities which present the potential for occupational exposure to blood and airborne pathogens and a means of eliminating or minimizing the risks in the performance of their instructional duties or activities. Faculty identified in the Exposure Control plan as Category I or II must be oriented within ten days of employment by the College Infection Control Coordinator in blood and airborne pathogens, prevention methods required by the College to avoid risks, and the proper protocol if an exposure incident should occur.

All new Categories I and II faculty must take a TB skin test and present evidence of a negative TB skin test or medical clearance after a positive skin test or after being infected with TB. Current Categories I and II faculty must maintain an updated TB skin test either every six months or annually according to their program's classification.

All Category I and II faculty must receive annual training to meet the requirements of the Exposure Control Plan. Copies of the Exposure Control Plan and clarification of the category classification of specific programs can be obtained from the Infection Control Coordinator. Contact Ernest Quattlebaum, Coordinator of Blood Borne Pathogens and Exposure Control, at 771-4195.

## ***Hazardous Materials***

The Hazardous Chemicals Communications Coordinator is Michael Anchor at (706) 771-4021. He is responsible for preparing, implementing, and monitoring the hazard communication plan; provide training in the area of hazardous chemicals for all employees on an annual basis; and maintaining a master log of all training activities for three years. This plan and training are to safeguard the health and safety of the employees when working in contact with or in proximity to hazardous chemicals.

## ***Harassment***

Augusta Technical College prohibits sexual harassment and harassment in accordance with the Statement of Equal Opportunity. All persons who believe that they are or may have been victims of improper harassment are encouraged to seek resolution promptly through the established informal and formal procedures of the College. Those who are witness to sexual or other harassment should report their observation to the Nondiscrimination Coordinator, Randal Davis at 706-771-4081.

Students who engage in sexual or other harassment on college premises or at a college-sponsored activity will be subject to discipline.

# **CLASS ROSTERS/REPORTING NO SHOWS, WITHDRAWALS, AND FINAL GRADES**

## ***First-Day Rosters***

Before attending class instructors will be given or will need to print a class roster. The class rosters list all students who have registered and paid fees. To print a class roster, instructors will log-in to SmartWeb, select the Banner Web Tab, then select Faculty, Summary Class List, and the correct term. At this point, a pull-down menu will appear with all your classes listed. To receive a SmartWeb username and password, contact the dean or director for this information.

The instructor should call roll in class from this roster; any students not appearing on the roster should be sent to the admissions office after class. If the course has a prerequisite course, instructors may ask the student to verify that he/she has passed the course with a C or higher. It is imperative that accurate attendance be taken, especially for the first seven days of the quarter, as all **NO SHOW** students must be correctly reported on the seven-day roster.

## ***Seven-Day Roster – the NO SHOW Roster***

Notification will be sent or given from supervisors to print and submit a seven-day roster for all classes on day seven of the quarter. The instructor must review this roster; mark any students who have dropped the class by noting the Last Day of Attendance (LDA); mark any students who were **NO SHOWS** (NO SHOWS are students that are on the class roster but have not attended the class within the first 7 days of the quarter); sign the roster; and return the roster to the supervisor's office by the requested deadline. **Any students who are not on this roster must not attend class until they show proof of registration.**

This roster is particularly important to reflect **NO SHOWS** and the **LAST DAY OF ATTENDANCE (LDA)** for those students who dropped the class during the first seven days. This information is VERY important in determining financial aid awards. **Therefore, the seven-day class rosters MUST be returned on time and MUST be accurate.**

## ***Midterm Roster***

Notification will be sent or given from supervisors to print and submit a mid-term roster for all classes. The instructor must review this roster, make changes, sign the rosters, and return to the supervisor by the requested deadline. If there are students on the mid-term roster that have withdrawn from class or have just quit attending class, instructors will list the last day of attendance (LDA) for the class. If students already have a "W" beside their names, instructors will also list the LDA for the class.

NO SHOWS cannot be listed on this roster; they are reported only on the Seven-Day roster. Do not write any student's name on the roster. If there are students attending class who are not listed on the mid-term roster, send the student to admissions so they can be added to the class.

## ***Final Grade Roster and Final Grades***

During the week of final exams, final grades will be entered into Smartweb. To enter grades, instructors will log-in to SmartWeb, select the Banner Web Tab, then select Faculty, Final Grades, and the correct term. Utilizing a pull-down menu, the correct grade will be entered for each student in a class.

Grades for credit courses should be recorded as A, B, C, D, F, I (Incomplete), W, WP (Withdraw Passing), or WF (Withdraw Failing). Grades for learning support courses should be recorded as A\*, B\*, C\*, D\*, F\*, I. Students who withdraw prior to midterm should receive a grade of W.

Students who have been withdrawn after midterm and are passing the class at the time of withdrawal receive a grade of WP, and students who are not passing the class at the time of withdrawal receive a grade of WF that will calculate into a student's GPA. Grades of W, WP, and WF cannot be awarded unless there is an Last Day of Attendance (LDA) printed next to the grade box.

Please proofread rosters carefully before submitting. All instructors are required to submit a copy of course attendance and grades to their supervisors. Instructors should check with their supervisor to determine if additional end-of-the-quarter documentation is required to be submitted.

## **Assessment**

### ***Academic Standards***

Augusta Technical College will maintain academic standards that are uniformly applied to all students. Instructors will provide a copy of a course syllabus to all students in each class by the end of the first full week of class. Instructors' evaluations of student work will be periodic, measure achievement of the competencies, have clear directions, be reasonable in difficulty, and be comprehensive. Teachers will allow students to review all tests and other evaluations and will give back evaluations to students in a reasonable time. Instructors will allow feedback and provide remedial or enrichment instruction. Instructors will also maintain documentation to justify the grades given students for two quarters or until any grade appeal is resolved.

### ***Academic Grading Scale***

There is a uniform procedure for calculating grades, based on a 4.0 grading scale. Letter grades for each class will be issued at the end of the quarter. The following grading system is used:

Letter Grade	Number Grade	Grade Points
A	90-100%	4.0
B	80-89%	3.0
C	70-79%	2.0
D	60-69%	1.0
F	59% or less	0
EX	Credit by Exam*	
I	Incomplete	
IP	In Progress	
AU	Audit	
TR	Transfer	
S	Satisfactory	
AC	Articulated Credit	
U	Unsatisfactory	
W	Withdraw	
WF	Withdraw Failing	
WP	Withdraw Passing	

\*Please see the Augusta Technical College Catalog for explanation of these terms

### ***Work Ethics Teaching and Grades***

All full-time and adjunct faculty are required to teach work ethics in general education and program courses each week. Work Ethics forms are available from the administrative secretary (see [appendix F](#)). Students will also receive a work ethics grade at midterm and before final exams each quarter. The grades will range from 0 to 3. These grades will not affect the academic grade point average. This grade will be printed on the Student Progress Reports and Transcripts. These grades are designed to evaluate and encourage good work habits.

## WORK ETHICS GRADE

3	Exceeds Expectations
2	Meets Expectations
1	Needs Improvement
0	Unacceptable

### ***Midterm***

Midterm falls at halfway point of the quarter or session; for example, in a 50-hour course, midterm is the 25<sup>th</sup> day. Many courses have a midterm exam that counts more than other tests during the quarter. Before this midterm date, a student who is failing a course may withdraw from that course and receive a W. If a student who is failing a course withdraws from the course after midterm, the grade received will be a WF and will calculate into the student's GPA. If a student who is passing a course withdraws from a class after the midterm date, the grade received will be a WP.

## **Final Exams Schedule and Procedures**

### ***Final Exam Day Schedule***

The 3-day final exam schedule for classes taught in the daytime is published each quarter several weeks prior to exams for each of the campuses. Check with your supervisor to receive a copy of the exam schedule.

### ***Final Exam Evening Schedule***

For evening courses, final skill performance evaluations are given prior to the final class meeting. The final exam covering the theoretical information of the course is given on the final class meeting (usually a two-hour period).

### ***Final Exams Procedures***

If there is a final exam generated from a departmental test bank for a course, that exam **must be used**. **Please check with the department chair or head to see if a test bank exam is utilized in a course.** If available, the final exam, answer key, and scantron answer forms will be included in the test packet. It is the instructor's responsibility to check these materials and secure them until the exam.

After grading exams, the entire exam packet (including student scantron forms) is to be returned to the department head or to the division administrative secretary.

## **Final Grades**

During the week of final exams, final grades will be entered into Smartweb. To enter grades, instructors log-in to SmartWeb, select the Banner Web Tab, then select Faculty, Final Grades, and the correct term. Select classes from the pull-down menu and enter grades for each class.

### ***Grade Appeals***

A student may appeal a final grade or any other academic decision. The student should first discuss the issue with the instructor who awarded the grade or made the academic decision. This discussion should take place within two weeks. If the consultation with the instructor does not satisfy the student, he or she may appeal to the academic dean or director. This appeal should occur within four weeks of the contested grade or decision. If the student is not satisfied with the decision of the dean or director, the student may appeal in writing to the Vice President of Academic Affairs. This appeal should occur within six weeks of the contested grade or decision. The decision of the Vice President of Academic Affairs is final.

## ***Student Records***

Augusta Technical College adheres to the Family Educational Rights and Privacy Act of 1974. The students have access to their records, they may challenge the accuracy of their records, and the school may only release information with the written consent of the student. Students that have questions concerning their grades can contact the registrar's office at 706-771-4037.

## ***Grade Books***

Instructors must maintain a grade book with the attendance, academic grades, and work ethics grades for students in each course. Grades books are legal documents and must be kept for seven years. At the end of the quarter, grade books labeled on the outside with the instructor name, course number(s), and dates of use should be turned in to the academic dean or director.

## ***Student Evaluation of Instructor/Course***

In addition, during the final exam, all students fill out a computer-generated **student evaluation** (see [appendix G](#)). This evaluation gives students an opportunity to anonymously evaluate the course. Evaluation forms and an envelope can be obtained from the department head or division administrative secretary. The evaluation form should be given to the students at the same time the final exam is handed out. An envelope with the instructor's name, the class and section number, and the date should be placed in the front of the classroom so that students may place their evaluations in the envelope when they are finished. The last student to finish the evaluation should then seal the envelope and take it to the division administrative secretary. Adjunct instructors will meet with the dean or Vice President of Operations to review, sign, and discuss the evaluation results.

## ***Post Assessment Duties***

Grades, grade book and attendance records are to be submitted to the division administrative secretary at the end of the quarter; all grade books must stay in the department as a record for the College. Instructors should check with their supervisor to determine if additional end-of-the-quarter documentation is required to be submitted.

Additionally, all Augusta Technical College textbooks, keys, and parking decals must be returned to the division administrative secretary upon completion of your contract.

Augusta Technical College does not discriminate on the basis of race, color, national origin, gender or disability. For information on ADA/504, contact the ADA/504 coordinator, Karissa Davis Wright at 706-771-4067 in the 1300 Building.



**APPENDIX B**

**AUGUSTA TECHNICAL COLLEGE**

Fulltime \_\_\_\_\_  
Part time \_\_\_\_\_

**Parking Decal#**


<b>Last name</b>	<b>First Name</b>	<b>SS#</b>	<b>Department</b>

<b>Address:</b>		
<b>City:</b>	<b>State:</b>	<b>Zip:</b>
<b>Home phone:</b>		
<b>Cell phone:</b>		

<b>Vehicle Information</b>					
	<b>Make</b>	<b>Model</b>	<b>Year</b>	<b>Color</b>	<b>Tag #</b>
<b>Vehicle # 1</b>					
<b>Vehicle # 2</b>					

**Please complete and return to Elaine Keller in Business Office.**

## APPENDIX C

### EARLY ALERT REFERRAL FORM COUNSELING CENTER - AUGUSTA TECHNICAL COLLEGE

The Counseling Center assists individual students by evaluating their potentials and limitations. Through referrals from faculty and staff, the counselors are able to identify students who need help. Some students experience problems in the first three weeks of instruction which, if caught in time, could be resolved. Failure to resolve the problems generally results in our losing the students. If you are unable to assist the students in resolving their issues, please refer them to the Counseling Center. Call Amy Laughter, Academic Counselor, in the Counseling Center at 706-771-4068, or email [alaughte@augustatech.edu](mailto:alaughte@augustatech.edu) with information about a student who may need assistance. Then complete this form and send it to the Counseling Center, Building 1300. Depending on the issues, a counselor will contact the student directly, or call for more information. This effort is designed to compliment your normal student contact/advising. Your assistance in this "early warning" intervention could save a student. We thank you!

Remember to refer students who exhibit these and other warning signs of dropping out:

- \*absenteeism
- \*low grades on the first test in the course
- \*tardiness
- \*failure to complete assignments
- \*inappropriate behavior
- \*verbalizing anxiety

STUDENT NAME: \_\_\_\_\_ STUDENT NUMBER: \_\_\_\_\_

PHONE NUMBER: \_\_\_\_\_ PROGRAM OF STUDY: \_\_\_\_\_

REFERRED BY: \_\_\_\_\_ DATE OF REFERRAL: \_\_\_\_\_

PHONE EXTENSION: \_\_\_\_\_ BEST TIME TO CALL: \_\_\_\_\_

REASON(S) FOR REFERRAL/COMMENTS:

---

---

---

DATE RECEIVED: \_\_\_\_\_ DATE OF COUNSELOR/STUDENT CONFERENCE: \_\_\_\_\_

#### COUNSELOR'S RECOMMENDATIONS:

- PSY 151 STUDY SKILLS
- COMPUTER TUTORING LAB – PLATO
- REDUCED LOAD
- CURRICULM CHANGE
- TUTORING CENTER, BLDG 200
- OFF CAMPUS REFERRAL
- TESTING STRATEGIES
- DEVELOPMENTAL STUDIES
- OTHER: \_\_\_\_\_
- OTHER: \_\_\_\_\_

DATE FORM RETURNED TO FACULTY/STAFF: \_\_\_\_\_

INSTRUCTORS, PLEASE RETURN THIS FORM AT THE END OF THE QUARTER  
WITH COMMENTS ABOUT STUDENT'S PROGRESS. COMMENTS:

---

## APPENDIX D

### Augusta Technical College Academic Adjustments

TO: \_\_\_\_\_ QUARTER: \_\_\_\_\_  
COURSE: \_\_\_\_\_ STUDENT: \_\_\_\_\_  
CLASS TIME: \_\_\_\_\_ ID#: \_\_\_\_\_

Our goal is to produce independent students with an equal educational opportunity as non-disabled students. In order to instruct and evaluate this student without penalty for his/her disability, the following modifications/accommodations are requested in your class:

#### INSTRUCTOR/CLASSROOM ACADEMIC ADJUSTMENTS

\_\_\_\_ Extended time for class work/projects/tests/exams (extended time is time and a half unless otherwise noted- *extended time is not allowed for course criteria that require time as part of the competency-i.e. typing--student must still adhere to an amended time line i.e.: project due at midterm, project extended time could be from 3 days- up to one week- but still is due on a time line developed by instructor and the student and/or counselor if needed*) Comments: Essays require extended time, also.

#### Instructor's Comments: \_\_\_\_\_

- \_\_\_\_ Permission to use audio tapes for recording classroom lectures
- \_\_\_\_ Note-taker (class volunteer or a student appointed by instructor or copy of instructor's notes)
- \_\_\_\_ Use of word processor for writing assignments
- \_\_\_\_ Permission to use a dictionary or spell checker for classroom tests and writing assignments
- \_\_\_\_ Permission to use calculator for math-related class and tests (student can take test in separate room if using calculator in front of others is a problem) **Instructor's Comments:** \_\_\_\_\_
- \_\_\_\_ Special testing arrangements (non-distracting environment, only if the student requests it)  
\*\*Counseling will assist with testing only if you are unable to assist the student. Please call 771-4067 or 4068 to arrange for special testing at least one week in advance of test.
- \_\_\_\_ Provide assignments in writing as well as orally

#### PHYSICAL ENVIRONMENT

- \_\_\_\_ Wheel chair access/space for attending assistant (Assistant's name \_\_\_\_\_)
- \_\_\_\_ Sign language interpreter will be attending with student (Interpreter's name \_\_\_\_\_)
- \_\_\_\_ Space for interpreter at front of room or next to student \_\_\_\_\_
- \_\_\_\_ Special seating arrangements (table for wheelchair, front of class, facing away from windows-glare)
- \_\_\_\_ Opportunity to stand or move about \_\_\_\_\_
- \_\_\_\_ Opportunity to have food or drink in classroom \_\_\_\_\_
- \_\_\_\_ Reader/Scribe (Name \_\_\_\_\_)
- \_\_\_\_ Space for use of large print textbooks, handouts, etc.
- \_\_\_\_ Other \_\_\_\_\_

#### USE OF ADAPTIVE TECHNOLOGY in the Classroom

Student will:

- \_\_\_\_ use adaptive keyboard \_\_\_\_\_
- \_\_\_\_ use audio textbooks \_\_\_\_\_
- \_\_\_\_ use magnification software on computer (Zoomtex, or \_\_\_\_\_)
- \_\_\_\_ use a large screen monitor (21 Inches) \_\_\_\_\_
- \_\_\_\_ use computer voice output (JAWS) or other screen reader software \_\_\_\_\_ with headphones
- \_\_\_\_ use own personal hearing aids or an assistive listening device provided by the college.  
(Please speak facing student when lecturing or talking to student)
- \_\_\_\_ need all videos closed captioned or provide notes/narrative in advance \_\_\_\_\_

#### USE OF ADAPTIVE TECHNOLOGY in the Tutoring Center or Library or Career Services Center

- \_\_\_\_ Use Of Computer Reader/Scanner Program(Kurzweil) \_\_\_\_\_ Use computer voice output
- \_\_\_\_ Use Of Computer Voice Input (Dragon Naturally Speaking) \_\_\_\_\_ Use of print enlargers

#### Counselor's Comments \_\_\_\_\_

#### Instructor's Comments \_\_\_\_\_

STUDENT SIGNATURE \_\_\_\_\_ COUNSELOR \_\_\_\_\_ Date \_\_\_\_\_

Gold-File Pink- Instructor Yellow-Student White- Return to Counselor-Bldg. 1300

I have reviewed accommodations with the student, and can provide them in my instructional activities.

DATE REVIEWED with STUDENT \_\_\_\_\_

Please contact Karissa D. Wright, Disability Coordinator if you have questions about these academic adjustments and/ or need assistance in implementing them.

FACULTY SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

Revised 12/08/08 (KDW)

**APPENDIX E**

Duplication Center  
Copy Order Form

\*Access Code \_\_\_\_\_

\*Telephone \_\_\_\_\_

\*Order Date \_\_\_\_\_

Augusta Campus  
Campus

Thomson Campus

Waynesboro

Customer \_\_\_\_\_

Dept \_\_\_\_\_

Bldg # \_\_\_\_\_

**# of Originals** \_\_\_\_\_ **# of Copies** \_\_\_\_\_

**Total** \_\_\_\_\_  
# Originals x # Copies

Copy Front Only

8 ½" x 11"

20# White

Copy Front/Back

3-Hole (white only)

20 # Pastel Color

Copy Front Offset

Corner Staple

60# Bright Color

Collate/ No Staple

Velo Bind

Comments \_\_\_\_\_

**TOTAL:**

Please let us know how we may serve you better!

***Thank You!***

\* Required Information

# APPENDIX F



## WORK ETHICS EVALUATION FORM

Student Name: _____	ID#: _____	Quarter: _____
Course Title: _____	CRN: _____	Instructor: _____

<b>Grading Scale</b>	<b>Mid-Quarter</b>				<b>End-of-Quarter</b>			
	Exceeds Expectations	Meets Expectations	Needs Improvement	Unacceptable	Exceeds Expectations	Meets Expectations	Needs Improvement	Unacceptable
<b>3</b> – 24-30 Exceeds Expectations								
<b>2</b> – 20-23 Meets Expectations								
<b>1</b> – 17-19 Needs Improvement								
<b>0</b> – 0-16 Unacceptable								
<b>Work Ethics Trait</b>	<b>Point Score</b>				<b>Point Score</b>			
	3	2	1	0	3	2	1	0
<b>Attendance:</b> Attends class; arrives/leaves on time; notifies instructor in advance of planned absences.								
<b>Character:</b> Displays loyalty, honesty, trustworthiness, dependability, reliability, initiative, self-discipline, and self-responsibility								
<b>Teamwork:</b> Respects the rights of others; respects confidentiality; is a team worker; is cooperative; is assertive; displays a customer service attitude; seeks opportunities for continuous learning; demonstrates mannerly behavior.								
<b>Appearance:</b> Displays appropriate dress, grooming, hygiene, and etiquette.								
<b>Attitude:</b> Demonstrates a positive attitude; appears self-confident; has realistic expectations of self.								
<b>Productivity:</b> Follows safety practices; conserves materials; keeps work area neat and clean; follows directions and procedures; makes up assignments punctually; participates.								
<b>Organizational Skills:</b> Manifests skill in prioritizing and management of time and stress; demonstrates flexibility in handling change.								
<b>Communication:</b> Displays appropriate nonverbal (eye contact, body language) and oral (listening, telephone etiquette, grammar skills).								
<b>Cooperation:</b> Displays leadership skills/appropriately handles criticism, conflicts, and complaints; demonstrates problem-solving capability; maintains appropriate relationships with supervisors and peer; follows chain of command.								
<b>Respect:</b> Deals appropriately and fairly with faculty, staff, and classmates; does not engage in harassment of any kind.								
<b>SUBTOTAL:</b>								
<b>TOTAL SCORE:</b>								
	<b>MID-QUARTER GRADE</b>				<b>FINAL GRADE</b>			
<b>STUDENT'S GRADE:</b>								

<b>EXPLANATION OF WORK ETHICS GRADES</b>	
Exceeds Expectation:	Work ethics performance is exemplary. Student has consistently demonstrated characteristics that will stand out in the work environment.
Meets Expectation:	All work ethics standards are met. The quality of students work ethics performance is that of a good employee in the normal work environment.
Needs Improvement:	Some standards were not met. Additional training in employability skills is recommended.
Unacceptable:	Work ethics performance was below average. Additional training in employability skills is a must if the student is to survive in the work environment.

# WORK ETHICS EVALUATION Exception Form

**POINTS ADDED OR DELETED PER WORK ETHICS TRAIT:**

Exceeds Expectation (+1)      Needs Improvement (-1)      Unacceptable (-2)

___ Attendance	___ Character	___ Teamwork	___ Appearance	___ Attitude
___ Productivity	___ Organizational Skills	___ Communication	___ Cooperation	___ Respect

**PROBLEM OR COMMENDATION:**

**STUDENT RESPONSE:**

**IMPROVEMENT PLAN:**

**Date for Review Session:** \_\_\_\_\_  
 (Review may be scheduled for mid-quarter, or at any other designated time.)

\_\_\_\_\_  
 Instructor Signature

\_\_\_\_\_  
 Student Signature

**OUTCOME OF REVIEW SESSION:**

**Points to be added or deleted, if any, from the Work Ethics Evaluation Form:**  
 Exceeds Expectation (+1)      Needs Improvement (-1)      Unacceptable (-2)

___ Attendance	___ Character	___ Teamwork	___ Appearance	___ Attitude
___ Productivity	___ Organizational Skills	___ Communication	___ Cooperation	___ Respect

**COMMENTS:**

\_\_\_\_\_  
 Instructor Signature

\_\_\_\_\_  
 Date

\_\_\_\_\_  
 Student Signature

\_\_\_\_\_  
 Date

## **APPENDIX G**

### **Student Evaluation of Instructor/Course**

Thoughtful student appraisal helps to improve teaching and learning effectiveness, and this questionnaire is designed for that purpose. Your sincere ratings and comments are very important.

Please rate the instructor's performance for this course by using the following evaluation scale for each of the statement below

- A. Excellent
- B. Good
- C. Average
- D. Below Average
- E. Not Applicable

#### **During the duration of the course, the instructor**

1. provided a syllabus that included competencies and requirements for the course.
2. presented clearly stated goals and objectives for each lesson, chapter, or unit.
3. gave me assignments that contributed to my understanding of the subject.
4. gave me assignments that were clearly explained and were helpful in learning course concepts and skills
5. provided instructional sheets, materials, handouts, and supplies.
6. used a variety of teaching methods such as group discussions, questions and answer sessions, PowerPoint presentations, videos, homework/library assignments, web pages, internet assignments, etc.
7. started class on time.
8. utilized class time efficiently for lecture, discussion, assignments and other activities that related to the course.
9. challenged me to improve my knowledge and performance.
10. taught at a level that I could understand.
11. demonstrated a thorough knowledge of the subject matter.
12. stressed the importance of the subject matter and used other techniques so that I was motivated to learn.
13. gave performance and/or written tests that covered the competencies of the course.
14. returned and discussed test/graded materials within a reasonable period of time.
15. presented information/materials that were useful in preparing for the exams.
16. stressed safety requirements when and if needed
17. evaluated me and/or my work in a positive and constructive manner.
18. gave me individual help when needed.
19. demonstrated an interest in and was enthusiastic about teaching this course.
20. was fair, impartial, courteous, and professional in dress/speech/conduct.

Please use the back of the form to comment on the good aspects of and/or areas of needed improvements for the instructor/course. The instructor will not see your handwritten responses. Office personnel will type all responses before submitting them to the instructor after the quarter is completed.

**APPENDIX H**

Administrative Withdrawal  
**AUGUSTA TECHNICAL COLLEGE**  
**SCHEDULE CHANGE**

**Student:** Complete the top portion of the form. You must have the instructor's signature for each class dropped and/or added. **Before you return the form to the Office of Admissions, you and your advisor must sign the form where indicated below.** You may be required to complete a Refund Request form by the Office of Admissions.

**Instructor:** Please be sure that all course information is correct. Enter the date the course was dropped/added and sign where indicated. Please include the student's last day attended in the LDA column.

**FOR YOUR INFO:** **ADD PERIOD - First TWO days BEFORE the QUARTER BEGINS.**  
**REFUND PERIOD - First THREE calendar days of the quarter.**

**Name:** \_\_\_\_\_ **Student ID:** \_\_\_\_\_  
**Date:** \_\_\_\_\_ **Quarter:** \_\_\_\_\_  
**Major:** \_\_\_\_\_ **Phone #:** \_\_\_\_\_  
**Address:** \_\_\_\_\_  
 \_\_\_\_\_

CRN #	SUBJ	CRSE #	SEC #	ADD DATE	DROP DATE	LDA	INSTRUCTOR'S SIGNATURE

Check the Financial Aid Program(s) you have applied for or from which you now receive benefits:

- |  |   |
|--|---|
| <input type="checkbox"/> <b>BASIC (PELL) GRANT</b> | <input type="checkbox"/> <b>PEACH</b>         |
| <input type="checkbox"/> <b>VA</b>                 | <input type="checkbox"/> <b>WIA</b>           |
| <input type="checkbox"/> <b>HOPE</b>               | <input type="checkbox"/> <b>GEORGIA REHAB</b> |
| <input type="checkbox"/> <b>SCHOLARSHIP</b>        |   |

**STUDENTS WHO RECEIVE FINANCIAL AID MUST SEE A FINANCIAL AID COUNSELOR PRIOR TO WITHDRAWAL.**

**\*\*WARNING\*\*** A drop in credit hours may affect financial aid payments and eligibility!!

Student's Signature: \_\_\_\_\_  
 Advisor's Signature: \_\_\_\_\_  
 Financial Aid Office: \_\_\_\_\_