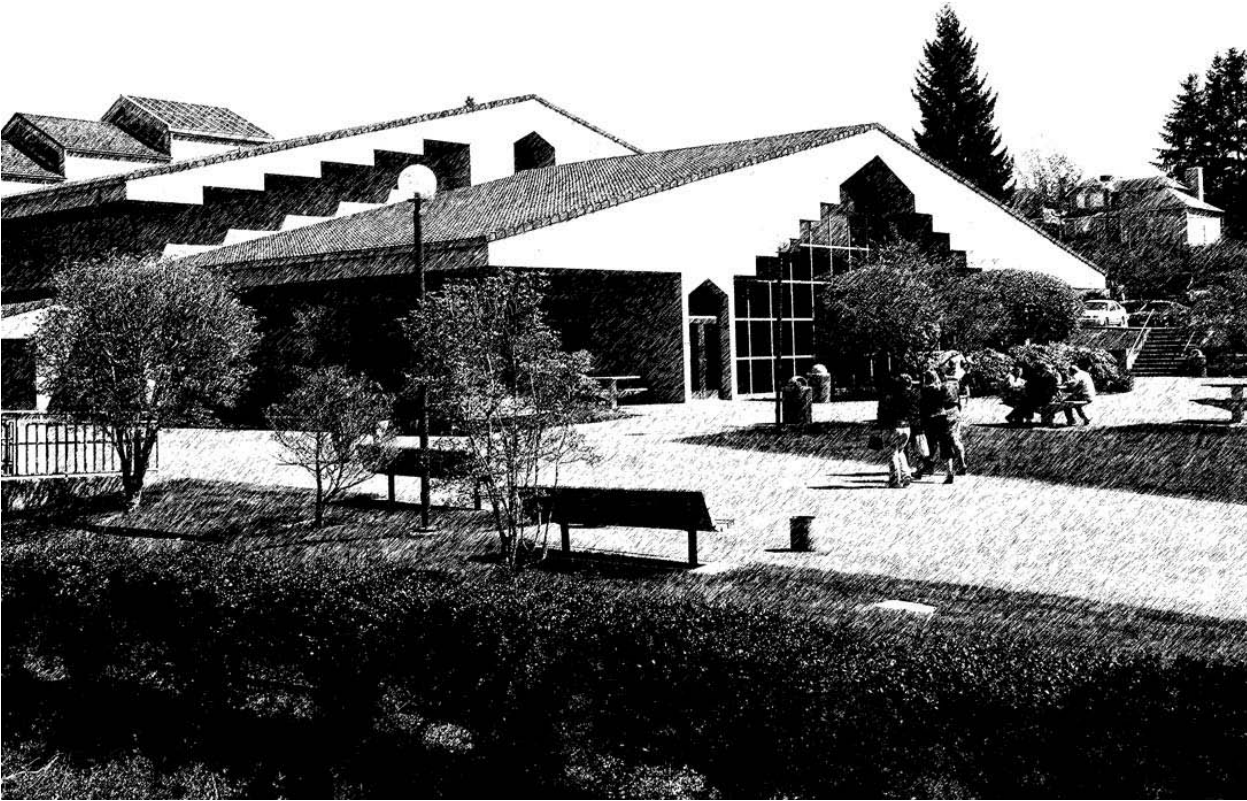




RENTON
TECHNICAL
COLLEGE

Part-time
Instructors'
Handbook
2012 - 2013

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COLLEGE

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RENTON TECHNICAL COLLEGE

MISSION

Renton Technical College prepares
a diverse student population
for work, fulfilling the
employment needs
of individuals,
business and
industry.

VISION

Renton Technical College will be the premier technical college in Washington State preparing students for certificates, associate and baccalaureate technical degrees.

VALUES

Renton Technical College is committed to the following values as we fulfill our mission and move toward our vision:

Student-focused	<i>their success is our success</i>
Quality	<i>without compromise</i>
Integrity	<i>to say and do what is right</i>
Teamwork	<i>together, we all accomplish more</i>
Respect	<i>for the diversity of people and feelings, ideas and resources</i>
Service	<i>to our customers and our community</i>

HISTORY OF RENTON TECHNICAL COLLEGE

In 1942, Renton Technical College came into existence as a war production school. Throughout the duration of World War II, the College provided customized pre-employment training and job upgrading-retraining.

After the war, the College became a state-funded vocational school with the mission of assisting industry in converting from a war-time to a peace-time economy. For the next 20 years, the College conducted a large number of upgrading-retraining classes and a small number of high quality training programs.



In 1965, the College moved to a central campus comprised of three new buildings. For the next five years, the basis of the specialized College was laid with its emphasis on open-entry, open-exit, and continuous progress instruction based on achievement of measurable competencies.

Since 1971, the College has grown to nearly 400,000 square feet and the student body has increased 500 percent. The original three buildings have been remodeled and expanded, 10 new structures have been built, four portables have been added, and the college has acquired numerous off-campus facilities.

The growth of the central campus has enabled the College to improve and expand training in the growing industries of health, service, and information technology – especially those fields that are affected by new technologies. The College continues to provide customized training and services to Puget Sound-area businesses.



The second 50 years, beginning in 1991, were marked by the conversion of the state's vocational-technical institutes to technical colleges. As part of this change, governance was shifted to the State Board for Community and Technical Colleges and authorization was given to grant two year, sub-baccalaureate degrees and certificates of completion. Degrees are awarded in 36 preparatory programs, in apprenticeship and through three general occupational degree programs. Certificates are currently provided in 80 programs.



EQUAL ACCESS & OPPORTUNITY

Multicultural Mission Statement

Renton Technical College seeks to create a healthy, positive climate where the many voices of our students, faculty and staff are heard and valued. The RTC community will learn and apply intercultural skills to encourage positive relationships in the world of work.

Non Discrimination Policy

Renton Technical College does not discriminate on the basis of race, color, national origin, sex, disability, sexual orientation, or age in its programs and activities. The following person has been designated to handle inquiries regarding the non-discrimination policies: HRD Director, 3000 NE 4th Street, Renton, WA 98056, 425-235-7873

Sexual Harassment Policy

Renton Technical College is committed to maintaining an environment free of sexual harassment. Members of our community have a right to work, study, and communicate with one another in an atmosphere free from unsolicited and unwelcome communication of a sexual nature. The sexual harassment policy and procedures are intended to provide fair and equitable treatment for both the complainant and the alleged harasser. Sexual harassment is in violation of Title VII of the Civil Rights Act of 1964, as well as of college policy. The college will not permit such harassment, and will promptly and aggressively pursue the resolution of any complaint that such conduct has occurred. Sexual harassment is defined as any unwelcome sexual conduct (verbal or physical) or statements, which create an environment encouraging such conduct.

Examples of sexual harassment are:

- Making acceptance of unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature a condition (expressed or implied) of the employee's continued employment or the student's grades.
- Making submission to or rejection of such conduct the basis for employment decisions affecting the employee, or for academic, employment, or financial decisions affecting the student
- Stating or implying that a particular employee's advances in employment, or a particular student's grades, academic awards, financial aid, scholarships, or other assistance, evaluations, or recognition received from the college, have resulted from the granting of sexual favors or the establishment or continuance of a sexual relationship.
- Stating or implying that a particular employee's or student's performance is attributable in whole or in part to the gender of the person.
- Commenting on particular characteristics associated with a particular sex (e.g. an employee's legs or physique)
- Creating an intimidating, hostile, or offensive working or academic environment by such conduct or comments.

COMMUNICATION

Email Accounts – We encourage you to actively use your RTC email account. If you were not issued an email account, contact your Dean or Dean’s Assistant and they’ll facilitate an IT work order for you. Contact the IT Help Desk at helpdesk@RTC.edu or 425-235-5801 to learn more about your faculty email account. Email accounts at RTC typically follow the format fristinitiallastname@RTC.edu. To access your RTC email, go to www.rtc.edu/exchange.

Mailboxes – Many staff mailboxes are located in the Building I Print Shop and Staff Lounge as well as within departments. Contact your department Dean or Administrative Assistant as to the location of your campus mailbox.

Outgoing Mail – Work-related mail may be sent through the Print Shop in Building I, who will send it out to the U.S. Postal Service.

Intranet/Shared Drive – RTC is beginning to build a new intranet to share documents within campus. Currently, this function is filled by the “Shared Drive” or “T Drive”. You will only be able to access this drive from a campus computer which has “mapped” the drive. For more information, contact the IT Help Desk at helpdesk@RTC.edu or 425-235-5801.

FACILITIES

Parking – To park on the campus, students, staff and faculty need to have a valid parking permit. All permits are free. Employee permits are available from the Campus Security Office in C 102C. Please have your vehicle information and employee ID number when you come to get your permit.

Employee Parking Areas are patrolled and enforced Monday through Friday, 6:00 am to 3:00 pm. After 3:00 pm they open to general parking. Employee parking areas are not enforced on weekends or holidays. All other parking violations are enforceable 24 hours a day, 7 days a week.

Violations and Fine Schedule:

No Permit Displayed: \$15.00

Parking over designated time limit (Visitor Parking): \$15.00

Occupying more than one space: \$15.00

Parking in an area not designated for parking: \$15.00

Parking in Handicapped without a valid or expired placard or vehicle license: \$75.00

Parking in an area not authorized: \$15.00

Parking in a posted fire lane/no parking zone: \$25.00

Blocking traffic or roadway: \$25.00

Parking adjacent to a fire hydrant: \$25.00

Parking in fire lane: \$25.00

Any other violation(s) of college parking and traffic rules and regulations: \$15.00

Faculty Workspace – RTC strives to provide workspace for part-time faculty.

- All staff members have access to the Faculty and Staff Lounge located in the Campus Center (Building I) next to the Print Shop/Mailroom.
- A faculty workroom located in H-107 is accessible through a keypad on the east door. The current keypad code can be obtained from Cindy Leggett, 425-235-5500.
- Check with your Department Administrative Assistant to find out if you have access to additional offices and workspace.

Opening/Closing Classrooms – In most cases you will be issued classroom keys through your Department Administrative Assistant. If you do not have a key, and your classroom is not open, call Campus Security 425-235-7871, or extension 7871 from a college phone, to open the door. At the conclusion of the class, please be sure that all equipment has been turned off, all audio-visual equipment has been restored to the original location, and all seating arrangements are back to the original locations. Close and lock windows, doors and turn lights off.

Classroom Arrangement – If you find that the furniture or equipment in the room you have been assigned is not adequate for your class needs, do not remove furniture or equipment from adjoining classrooms. Contact your Dean or Director to arrange for what you need. If you rearrange the seating for your class, please make sure the furniture is put back in the original arrangement at the end of your class so as not to disturb arrangements and materials for other programs.

FACILITIES (CONTINUED)

Smoking – Smoking is not permitted in any RTC building. **Smoking is only in designate areas.**



Recycling – RTC recycles paper, cardboard, plastic and aluminum. Recyclables should be rinsed and may be comingled. Recycling bins are located in most classrooms, as well as in the cafeteria and staff lounge.

Room Scheduling and Online Calendar Guidelines

- Contact person responsible for the room(s) you want to schedule. Refer to the Contacts list for Room Scheduling. Contact said person to schedule rooms for classes, prior to course construction, to ensure the rooms are available so that the Printed Schedule has as accurate information on location as possible.
- After you have confirmation you can use the room(s), then submit the information to the Online Calendar.
- Go to <http://calendar.rtc.edu/>. Click on the “Submit An Event” link above the small Calendar.
- Events include the following (basically anything that you want others to know about to help guide people to the right location): Event, Meetings, New Classes, and Office Time
- Fill out requested information and submit for approval. Please be sure to include, start and end date, location, any notes or comments.
- Once submitted, the Online Calendar administrator is notified. It will be reviewed, approved then published to the Campus Calendar.
- If changes are necessary contact the Online Calendar Administrator and advise of changes.
- **Saturday Schedule** –Follow the above steps to list events/classes/office time to the Online Calendar occurring on Saturdays. Submit information no later than the Wednesday prior to that Saturday by 2 pm. Consult the Holiday Class Schedule for Campus Closures.
- The campus is closed on Sundays. There is no access to offices, classrooms, or other areas.

Requesting Facilities Assistance – If you need assistance with any maintenance items please contact your Dean’s Assistant. They can help you complete a work order. Work orders must be approved before they can be submitted. If an item needs immediate attention please contact Michelle Canzano at mcanzano@rtc.edu or (425) 235-2471 or Barry Baker at bbaker@rtc.edu or (425) 235-5839 Please do not contact the Facility Specialists directly.

SAFETY & SECURITY

For a crime in progress, a fire, or a medical emergency – call 9-911 and then call Campus Security.

To report an emergency, a crime, or suspicious activity on campus, call the Campus Security Department at (425) 235-7871.

Emergency Alert System – E2 Campus Omnilert (E2Campus) is a mass texting/emergency notification system that RTC will use to contact you when there is an immediate need to notify the campus of an emergency. This service is currently only being offered to the employees of RTC. See the webpage listed below to learn more about the company, product, and sign up information for the employees at RTC. All College computers and phones are already part of the E2Campus system - you do not need to assign them. You do need to assign your personal (home) computer, cellular telephone, PDA, or smart phone, or other wireless device, if you would like to receive notifications on these devices.

E2Campus website: <http://www.e2campus.com/>

On-campus sign up link: <http://www.rtc.edu/CommunityResources/Security/Communications.aspx>
(Read the agreement and then click on the e2campus icon and follow the directions.)

Emergency Procedures – Please take the time to read the Emergency Action Procedures multicolored wall hanging located in each classroom. It outlines the procedures for: Fire, Threat of Bodily Harm, Chemical Spills, Injury or Illness, Bomb Threat, Earthquake and Emergency Phone numbers. College community members can receive more in-depth information by going to the Campus Security website, “What to do in an Emergency” at <http://www.rtc.edu/CommunityResources/Security/Emergency.aspx>

Power Failures on Campus – in the event of a power interruption:

1. Check to be sure all students are safe and uninjured. All power equipment should be turned to the off position. Know the location of the flashlight in your classroom.
2. Classes may be dismissed by instructors if outage is 15 minutes or more in length.
3. Instructors will monitor student egress to ensure their safety and to maintain building security.
4. All staff will remain for a reasonable time to assist if needed.

Inclement Weather – You and your students can find out if the operations of the college are affected by inclement weather in one of these ways:

- Call the main college telephone number 425-235-2352 and press 9 to get the status for the day.
- Check the Public Schools Emergency Communications System website <http://schoolreport.org>. You can save (bookmark) this site on your home computer to refer to when needed.
- Listen for a report on local radio and television stations, check the Public Safety website for a list of radio and television station to watch or listen at: <http://www.rtc.edu/CommunityResources/Security/Weather.aspx>
- Check the college website: <http://www.RTC.edu>

SAFETY & SECURITY (CONTINUED)

Information & Statistics – RTC is committed to assisting all members of the college community in providing for their own safety and security. The annual Clery (security) compliance document is available on the Campus Security website at www.rtc.edu/CommunityResources/Security/Compliance. If you would like to receive a booklet called “Crime Awareness” which contains this information, you can stop by the Safety and Security Manager’s Office in C-102B or request a copy by calling (425) 235-7836.

The website and booklet contain information regarding campus safety, security, and personal safety including topics such as crime prevention, college security, law enforcement authority, crime reporting policies, disciplinary procedures, and other matters of importance related to security and safety on campus. They also contain information about crime statistics for the three previous calendar years concerning reported crimes that occurred on campus, in certain off-campus buildings or RTC properties, and on public property within or adjacent to campus.

HUMAN RESOURCES – Pay and Benefits

Contracts – Individual employment contracts are produced for each class the individual instructor teaches. Part-time faculty need to review, sign, and return the contract to their Dean or Director as soon as it is received. Please notify your Dean or Director if there is a problem.

Additionally, part-time faculty should familiarize themselves with the collective bargaining contract between RTC and the Renton Federation of Teachers (RFT), Local 3914. This contract contains important information about faculty rights and responsibilities. The contract is available at <http://wa.aft.org/rft/> or <http://rtc.edu/AboutUs/HumanResources/> at the bottom of the page.

Salaries – All new part-time instructors are initially placed on Step A of the salary schedule. For details about the salary schedule, please review the RFT contract. ***If you have a Masters or Doctoral degree, please submit an official Transcript to Lisa Ziemer in Human Resources for adjustment.***

<u>Step</u>	<u>Contact Time Required</u>	<u>Certificate Required</u>	<u>Salary Rate</u>	<u>Masters</u>	<u>PhD</u>
A	0 - 404		\$37.41	\$39.28	\$41.15
B	405 - 809		\$37.41	\$39.28	\$41.15
C	810 - 1,214	30 hours	\$39.13	\$41.00	\$42.87
D	1,215 - 1,619	60 hours	\$40.68	\$42.55	\$44.42
E	1,620 - 2025	90 hours	\$42.54	\$44.41	\$46.28
F	2025 +	120 hours	\$44.40	\$46.27	\$48.14

M.A. = 5% of Base = 1.87

PhD = 10% of Base = 3.74

Payroll – Paydays are the 10th and 25th of the month. Pay periods are 1st – 15th, paid on the 25th and 16th – end of month, paid on the 10th. **All** information (contracts, absence reports, timesheets, etc) should be submitted to payroll on the 16th or the 1st. Paychecks may be direct deposited, mailed to the employee or may be picked up at the Cashiering counter in Building I during Enrollment Service’s open hours. If you have questions about direct deposit, or any other payroll questions, please call Julie Stutzke @ 425-235-2402.

Benefits – There are many ways a part time faculty can qualify for benefits. If you are working at another college you will need to notify both colleges’ benefits offices. If you have questions please contact Lisa Ziemer in Human Resources at (425) 235-7861.

Employee ID/SID and PIN Numbers – Contact Lisa Ziemer (425) 235-7861 lziemer@RTC.edu or Julie Stutzke (425) 235-2402 jstutzke@RTC.edu.

Direct Deposit – Contact Julie Stutzke at jstutzke@RTC.edu or (425) 235-2402

HUMAN RESOURCES – Earnings and Leave Information

Electronic Earnings and Leave – Information about pay and benefits is available online:

DIRECTIONS FOR ELECTRONIC EMPLOYEE EARNINGS AND LEAVE

1. Go to Renton Technical College website: www.RTC.edu
2. On the left side of the page click on “Jobs @ RTC”
3. At the bottom of the page click on “RTC Employee Earnings History”
4. In the middle of the page click on “Proceed to Login”
5. Enter your Employee ID/SID Number (System Information Number). You may also log on with your Social Security Number (SSN).
6. Enter your PIN Number
7. Click Logon

You’ll see your current pay information on screen. Click on the tabs at the top to select:

- a. Check Information
- b. Pay History
- c. Year to Date
- d. Leave Balances
- e. Your SID/Personal Info
- f. PIN Change
- g. Help

To open a printer-friendly page containing the information shown in the currently selected tab, click ‘Print’ near the top of the page. Click File, then Print.

**If you have any questions or need assistance please contact
Lisa Ziemer at (425) 235-7861 or lziemer@RTC.edu or
Julie Stutzke at (425) 235-2402 or jstutzke@RTC.edu**

HUMAN RESOURCES – Absences and other Forms

Absences & Delays – Your regular attendance is a major factor for the success of your class. If you have a schedule conflict it must be worked out with your Dean or Director well in advance. If you are not able to teach because of sickness or an unavoidable emergency, you must contact your Dean or Director **before 4:30 p.m.** If a situation arises **after 4:30 p.m.** causing your delay or absence, please contact the Enrollment Services Counter at **425-235-5532** or Public Safety at **425-235-7871**.

Absence Reports – Absence reports must be turned in to the Department Administrative Assistant the next working day following the absence. Get a color-coded form from the Administrative Assistant.

Holidays/Make-up – School will not be in session during holidays recognized by the College. The schedule for part-time classes has been arranged around holidays, so there is no need to make-up official holidays. Sometimes there may be a need to make-up classes because of school closure due to snow conditions, open house, etc. Make-up days should be coordinated with your Dean or Director.

Time Reports – Time reports for substitutes and certain other part-time faculty are due to Payroll by the 15th or the last working day of the month. Part-time faculty working on a regular quarterly contract do not need to fill out regular time reports. The reports need to be completed and signed by the instructor and the Dean or Director. In completing time reports please follow the specific instructions on the form: listing last name first, all hours calculated to the quarter hour, and using blue or black ink. Time reports must be submitted to the Department Administrative Assistant prior to being paid. Late time reports will be processed in the next payroll period. Get a color-coded form from the Department Administrative Assistant.

Quarterly HR Paperwork – At the beginning of every quarter, all part-time faculty need to complete two forms: the MULTIPLE INSTITUTION TEACHING NOTIFICATION and the VERIFICATION OF RETIREMENT PLAN. These forms are available from the Department Administrative Assistant and are typically turned in together with the contract.

INSTRUCTOR RESOURCES

Instructional Technology – RTC has hardware, software, and online services available to help you improve your curriculum and better prepare your students. For information on what is available, or for help on integrating technology in your class, contact Liz Falconer at efalconer@rtc.edu or 425-235-2352 ext.7905.

Professional Development – RTC encourages instructors to continually improve their skills and keep up with developments in their field. For information on opportunities for professional development, please contact Liz Falconer at efalconer@rtc.edu or 425-235-2352 ext.7905.

When you attend professional development, it is important to keep records of your work. Keep a personal file of this information and **submit documentation to the Human Resources office on a regular basis**. This information is necessary to qualify for movement up the salary schedule.

For professional development activity offered *through RTC*:

The facilitator will create a document verifying your attendance and send that to you through your department. Be sure to sign in at the training and confirm with the facilitator that they plan to generate the documentation. It is ultimately your responsibility to confirm that your attendance is documented in the Human Resources department.

For professional development activity offered *outside RTC*:

You will need a document that includes a description of the training as well as the date, hours, and a verification signature (from the teacher, facilitator, sponsor, etc). Keep a copy of this document for your personal file. Send a copy of this documentation to Lisa Ziemer in the Human Resources department.

Note: There may be opportunities to attend a course at RTC or another Washington State institution *at no cost*. Contact Human Resources for more information on this possibility.

HUMAN RESOURCES - Associate Faculty Status & Multi Quarter Contracts

Associate Faculty Status

- a. Part-time employees who have been employed by the College for at least 1/3 of a full time load during nine (9) of the previous twelve (12) quarters (excluding summer quarter) shall be eligible for Associate Faculty Status. Eligible part-time employees may submit a request by June 30 to be considered for Associate Faculty Status during the subsequent academic year. Approval of the request may be granted by the President or his or her designee. If approved, Associate Faculty Status would take effect at the start of fall quarter.
- b. Those part-time employees with Associate Faculty Status will receive first scheduling consideration by course or academic specialty over other part-time employees. The supervisor retains the right to make such assignments as deemed necessary and the College makes no promise or expectation of future employment or renewal of employment.
- c. This status shall be on-going unless the appropriate supervisor determines that the Associate Faculty is not meeting his/her professional responsibilities. Associate Faculty status may be reinstated with administrative approval, for periods of non-employment of not more than three (3) quarters, excluding summer quarter.
- d. Associate Faculty who apply for a full-time position for which they meet the minimum requirements will be granted an interview.

Multi-Quarter Contract Eligibility

Those part-time employees with Associate Faculty Status will be considered for multi-quarter contracts as determined by the needs of the department for classes with stable class schedules and enrollments. A multi-quarter contract provides assurance of continued employment for the duration of the academic year, subject to the following limitations:

- Insufficient enrollment
- Insufficient funds
- Failure by the Associate Faculty member to comply with the laws, rules, and regulations of the State of Washington and/or the College;

The supervisor shall provide the Associate Faculty member with notice of multi-quarter contracts for the following academic year by August 31.

PRINTING & COPYING

Copyright – Be aware of the laws regarding photocopying copyrighted material. There are only certain limited conditions under which copyrighted material may be copied, and how much may be copied. The guidelines are in College Procedure 22022. When in doubt, check <http://librarycopyright.net/digitalslider/> which will help you determine what you can legally duplicate.

Printing – The Print Shop is located on the first floor of the Campus Center (Building I). Instructors can submit orders for copies using the Print Shop Order Form, which can be obtained from the Print Shop or from department Administrative Assistants. You can also email your document to Nancy Christman at nchristman@rtc.edu. The minimum turnaround for orders is 5 working days. The Print Shop also offers walk-up service hours daily 7:00 am – 8:00 am, where instructors can bring in moderate size orders for immediate copying.

Self-service copy machines are also available. There is a self service photocopy machine located in the Print Shop and adjacent staff room. There are other account number-controlled photocopy machines for faculty use. Check with your Department Administrative Assistant to determine the photocopy location that is best for you.

Please note that color ink copies are unavailable. Contact your Department Administrative Assistant to see if a color printer is available for special purposes.

Laminating – Contact Nancy Christman in the Print Shop for more information about lamination services. Call (425) 235-7780 or email nchristman@rtc.edu.

Scanning – Scanners are available in the Library and the C-102 Computer Lab during open hours. Ask at the Library's Circulation Desk for more information.

LIBRARY SERVICES FOR FACULTY

Checkout Services – The RTC Library’s online catalog can be found at the library’s website: <http://www.rtc.edu/library/>. The catalog lists over 37,000 items owned by the library in a variety of formats including audiocassettes, books, CDs, DVDs, periodicals, and videos. If instructors need items to prepare for class, it is often possible for instructors to have longer than normal loan periods—ask when you check-out materials.

Purchase Suggestions – The library encourages faculty members to suggest materials for the library to purchase. Even if you only have a subject area to suggest and not a specific item, they want to hear from you. Send suggestions to library director, Eric Palo at epalo@rtc.edu.

Materials from Other Libraries – If we don’t have the materials you need, we may be able to borrow them for you from another library. Ask early about the interlibrary loan service since it may take some time to get items.

Reference Services – The library staff is available to help users find the information they need. Online help is available 24 hours a day, 7 days a week via the library’s website: <http://www.rtc.edu/library>. Just click on the “ask wa” button for a live chat connection with a librarian.

Online Databases and Services – The library has many online resources supporting a variety of subjects that can be accessed from on and off campus via the library’s website. This includes full-text encyclopedias and reference books and thousands of full-text magazine, newspaper, and journal articles.

Reserves – Instructors can have items that will be getting heavy use placed on reserve at the library. This can be items that the library already owns, materials that instructors give to the library as a gift, or items that are just temporarily being held on reserve and that will be returned to the instructor.

Library Orientations and Instruction for Your Class – Any faculty member can schedule a library orientation and/or workshop(s) for their class. A list of available “canned” one-hour workshops can be found at <http://www.rtc.edu/library/Workshops.htm>. These workshops teach how to find, evaluate and use information more effectively, efficiently and independently. Some popular workshops include how to search the library’s online catalog and databases, web- searching with Google, how to evaluate information, and online job searching. Faculty may also request customized workshops for their classes. Ideally library workshops are built around a class assignment that faculty have given to their students. The librarians can assist faculty in developing assignments for students to practice their research skills. Prior to each quarter, the library sends out a workshop scheduling e-mail to all full and part-time faculty in the campus e-mail lists with a link to an online survey. Requests can also be made by phone and/or mail. Because of the demand, there is a limit to the number of library sessions per class. Scheduling is done by mutual arrangement between the librarians and the faculty. Advanced scheduling is highly recommended, especially for evening classes as the limited available time slots book up quickly. For more information or for scheduling library sessions, please contact instructional librarian Debbie Crumb at 425-235-2352 ext. 5678 or via e-mail at dcrumb@rtc.edu.

CLASSROOM MANAGEMENT

Breaks – Breaks are allowed during the middle of class. Generally, students in two-hour classes take a 10 minute break and those in three-hour classes take a 15-minute break. Staff members have access to the Faculty and Staff Lounge located in the Campus Center (Building I) next to the Print Shop/Mailroom.

Conduct – Students are expected to follow safety instructions. Alcoholic beverages, narcotics and nonprescription drugs are not permitted on campus. Possession is grounds for disciplinary action, suspension, or expulsion. Theft, destruction of property, assault and disruption of the student learning process will constitute reasons for disciplinary action.

Dishonesty – Be sure to have a statement regarding academic honesty, cheating and plagiarism in the syllabus. If you suspect academic dishonesty, conference with the student to discuss the incident. If, following the conference, you are convinced that the student violated academic integrity; you may enforce appropriate action as described in the syllabus. If the student accepts such action as appropriate, both you and the student should verify this in writing. In instances when agreement is not reached between the instructor and the student, the student has the opportunity for a written appeal. Be sure your Dean or Director is aware of the situation.

Field Trips – Field trips make learning come alive. A Field Trip Request Form should be submitted to your Dean or Director at least one week in advance. Sometimes field trips are held during regularly scheduled class time and sometimes they are scheduled at different times, but all require prior approval. The field trip request form may be obtained from your Department Administrative Assistant.

Rights and Responsibilities – WAC Chapter 495E-120 in the Student Handbook outlines student rights and responsibilities. Student handbooks are available on the Renton Technical College website: www.RTC.edu

Schedule – Classes should meet exactly as scheduled unless other arrangements are made through your Dean or Director. We can usually accommodate your occasional need to reschedule as long as you coordinate your request with your Dean or Director. Classes which are not held, however, will need to be made up and, again, this should be coordinated in advance.

Substitutes – Please do not arrange for a substitute on your own. If a substitute is needed, please contact your Dean or Director. If you have someone to suggest, that person will be considered for the substitute assignment. An Instructor may not bring someone in and then pay them “out of pocket.” Because of liability factors, we need to have legally documented employees of the college in the classrooms as instructors and as substitute instructors.

Visitors – Only enrolled students are permitted in class sessions, no visitors or children of students. Instructors, however, are encouraged to bring in classroom visitors, such as field experts or practitioners, who may supplement the learning process.

As you plan your lessons, include a variety of learning activities to include all learning styles.

SAMPLE LESSON PLAN

This sample Lesson Plan Format (for a one-hour class period) illustrates how to vary your lesson to improve student engagement and retention of the material:

Hook (2-5 minutes)

Get the students' attention. Warm up their brains for learning. This can be a story, a provocative question, a quote, a pre-assessment.

Agenda (1 minute)

State the objectives of the lesson, why it is important, why it should matter to the student, how class time will be spent. Some instructors put the agenda on the board at the beginning of class.

Activity (5-30 minutes)

The emphasis is on "active." Introduce the ideas or concepts being taught. This should be multi-modal, not just a lecture.

Debriefing and Assessment (5-15 minutes)

Highlight or clarify key points. A quizlet or activity shows you and the students how much they have learned.

Hat Rack (2-5 minutes)

Give the students a place to hand their hats. Place the material in a broader perspective; build bridges to the assignment or next step.

SYLLABI

A syllabus outlines teacher expectations for student performance. Prior to the beginning of class, the instructor should prepare a course syllabus with the class policies, and the course outline in printed form ready to distribute to students and discuss on the first evening of class. The syllabus represents a contract between you and your students. No single format is recommended but a strong syllabus contains the following (not necessarily in this order) (All syllabus needs to be submitted to the Dean's office prior to the beginning of the quarter):

- **Full name of the course** (course number, hours/credits, meeting time, location, prerequisites)
- **Faculty name** (professional educational background, credentials to teach the course, or your special interest in the course subject)
- **Contact information** (how and when you are available to talk with them, a phone number, e-mail address, etc)
- **Course description: course objectives/course competencies** (what will be learned)
- **Nature of the course** (philosophy of the course and how the course will be taught—lecture, discussion, lab, expectations of student participation, homework, etc)
- **Course requirements** (assignments, written work, tests, projects, labs)
- **Resources and References** (outside readings, bibliographies, etc.)
- **Grading and Evaluation** (what work will be graded, level of acceptable work, what percentage each factor contributes to the final grade (tests, quizzes, labs, attendance, participation, special projects, etc.)
- **Brief description of assignments**
- **Attendance and Make-up work policies** (be very clear on expectations)
- **Additional information** that is helpful to the smooth running of the course such as special policies required by the instructor. (Ex. All written work is to be word processed.)
- **Course Outline** (since you might want to update it each quarter, distribute a calendar separately on another color paper. Print updates, if necessary, on different colors).
 - **Chronological schedule** of topics, reading and assignments
 - **Dates for tests, mid-term and final exams**
 - **Due dates for homework assignments, special projects, lab sessions and other activities**
- **Texts** and other required or recommended readings, tools or supplies
- **Resources**
- **Classroom Management Issues** (i.e. Attendance, Cheating, Food, Plagiarism)
- **Emergency Information** for Inclement Weather
- **Student Services** and ADA/Disabilities information

Enrollment Services and Student Services offices are located in Building I on the 2nd floor.

ENROLLMENT SERVICES & STUDENT SERVICES

Rosters in Instructor Briefcase – The Instructor Briefcase allows faculty to view their class roster and submit grades. You can read general information about the Briefcase at: <http://www.cis.ctc.edu7/pub/wts/ibdemo1.htm>.

Check your RTC Instructor Briefcase at: <https://www.ctc.edu/--renton/wts/ibc/>. Log in with your Employee ID (nine digits) and Employee PIN (four to six digits). For more information about the Employee ID and PIN numbers, please contact Lisa Ziemer (425) 235-7861, lziemer@RTC.edu or Julie Stutzke (425) 235-2402 jstutzke@RTC.edu.

Student Attendance – Any student attending class must be registered and therefore display in the course roster on Instructor Briefcase. If a student's name does not show up on the roster after the second day, the student must provide proof of enrollment from the Enrollment Services office.

Attendance may be included in the grading policy at the instructor's discretion. If attendance directly affects a student's participation grade, this policy must be clear, specific, and included in the course syllabus.

Instructors in the Basic Studies department are required to keep student attendance records in the online SATS system. At a minimum, Basic Studies instructors must supply attendance records at the end of every month.

Log in at <https://b-sats.rtc.edu/login.aspx>. Use your RTC email username and password to log in to SATS.

Students with Disabilities – The College is required to make reasonable accommodations for individuals with disabilities. Although you might suspect that a student has a disability, you cannot treat that person differently from any other student unless the student identifies him or herself as a person with a disability. When a student self-identifies, refer him or her to Karma Forbes, counselor, located in Bldg. I, Room I-220, 425-235-2352 ext. 5705.

Certificates of Award – Students who complete *certain* part-time classes are eligible to receive a Certificate of Award, which can take the form of a **certificate or a wallet card**. If your course is one of these, the Enrollment Services Office will send out a request form to be completed and returned by the instructor. The certificates or wallet cards are prepared by Enrollment Services and sent to the instructor to be distributed on the last night of class.

STUDENT PRIVACY GUIDELINES

FERPA/Privacy Guidelines – The Registrar is the college's official student records officer. No college employee or student may disclose student information, including directory information, to any outside person or agency without the permission of the Registrar. Only designated staff within the office of the Registrar may routinely disclose student information, including directory information, to outside persons or agencies and only within the guidelines permitted by the FERPA and the Registrar. Persons outside the office of the Registrar should not disclose student information, including directory information, to outside persons or agencies without the permission of the Registrar. Permissions must be obtained for special one-time disclosures and for continuing disclosures. In all cases in which an Renton Technical College employee or office requests permission to disclose student information, the Registrar shall first determine if the Enrollment Services staff is better able to provide and safeguard the information. Permission for RTC offices to disclose student information shall be granted on a case by case basis and only as a matter of exception rather than rule. The Vice President of Student Services shall serve as the college's records officer in the absence of the Registrar.

Do not give out information about our students to people who do not work at RTC unless you have been officially designated by the Registrar. Don't give out information about our students to people who work at RTC unless they have a legitimate need to know. Play it safe, if someone wants information about our students have them contact the Enrollment Services Office, ext. 5537. **Don't be pressured or tricked into giving out student information** - the Registrar can always give out the information later. Information disclosed in error can never be gotten back! Information disclosed in error may result in harm to a student, loss of federal funds for the college, disciplinary action of an employee or a lawsuit.

Electronic information The FERPA does not specifically address electronic media; however the usual rules of privacy must be applied. *Never give your passwords to anyone else*, including close family and friends. If you even suspect that your password has been compromised change your password immediately. Safeguard your logon and user ID passwords. Employees are responsible for what happens to information that is accessed by use of their password. Insist on having your own user ID and password. Do not share a user ID with others! Protect screen information on your terminal. *Do not allow unauthorized people to view your screen when you call up student information.* Turn the screen away. Log off or password protect your terminal or PC when you are away from your desk. Any student information printed or copied from the screen *must be shredded* not just thrown in the trash. Do not accept e-mail or fax consents for disclosure of information. Require original signed and dated releases only! Do not send educational information by phone, fax or e-mail.

GRADING

Grading – Grades are submitted online through your RTC Instructor Briefcase at:

<https://www.ctc.edu/~renton/wts/ibc/>. To submit grades, you must have a PIN number, which you can get by calling Lisa Ziemer at 425-235-7861. If you have questions about this process, contact Enrollment Services at 425-235-5978.

Instructors shall maintain a record of scores earned for papers, projects examinations, quizzes, and other assignments submitted by students in fulfillment of course or program requirements. The record shall be submitted to the supervising dean not later than five (5) business days following the end of the quarter.

Note: For students receiving a V (Vanished) or 0.0 grade, enter their last date attended in the space provided. There is no need to enter the last date attended for students with passing grades.

GRADING POLICY (RTC Procedure 21004): Grading criteria are determined by the instructor. These criteria and how grades are achieved must be shared, in writing, with the student on the first day the student begins class. For courses that are taught within professional-technical programs, grading criteria and policies will be shared in writing with students on the first day that the course is taught. Grading policies must be on file and approved by the instructor's dean.

Grades:

Grades will be submitted as decimals which students can convert as follows:
(Exceptions where required)

Decimal Grade	Letter Equivalent
4.0-3.9	A
3.8-3.5	A-
3.4-3.2	B+
3.1-2.9	B
2.8-2.5	B-
2.4-2.2	C+
2.1-2.0	C
1.9-1.5	C-
1.4-1.2	D+
1.1-1.0	D
0.9-0.7	D-
0.6-0.0	F

The following grades can **only** be submitted for courses that are designated on the course coding sheet as having that option. The following two options must be assigned to the entire class, not to an individual student:

GRADING (CONTINUED)

1. **S/U** (satisfactory or unsatisfactory) An “S” grade is not figured into the grade-point average. A “U” grade is figured as a “0.”
 2. **Y** – In-progress- A “Y” grade is given to all the students in a class who are doing passing coursework but need additional instruction and time to complete course requirements or competencies. Students are required to re-register for the course and pay all tuition and any other charges. The Y remains on the transcript for the quarter assigned, while the final grade will be posted to the quarter in which the student re-enrolled in the course. The Y grade earns no credit and does not affect the GPA.
- I** – Incomplete: When a student is not able to complete a class for reasons beyond his control an instructor may assign an incomplete. It should be given ONLY when there is a reasonable expectation that the student will complete the specified work in the time allowed without additional instructional time. To receive an “I” grade, the student MUST have an “Incomplete Contract” (See Attachment 1) signed by the instructor and the dean and submitted to Enrollment Services prior to the grade being submitted. An “I” grade reverts to the assigned “grade without completion” after one quarter (not including summer) unless otherwise specified on the incomplete contract. The original is sent to the registrar with copies to the student, instructor, dean and counselor.
- N** – Audit: An audit means the student registers on a space-available basis to attend the class and to listen, but not do graded work. The student pays full tuition and fees, but attends class for information only. The N grade does not earn credit and does not affect the GPA. The audit grade option must be approved by the instructor and submitted to Enrollment Services office by the 10th day of the class. Once registered for an audit, the student cannot change to a graded option.
- R** –Repeating a Course: The qualifier “R” on a transcript means a course has been repeated, and is excluded from credits and grade point average. All grades will still appear on the transcript whether repeated or not. The most recent grade will be used to compute the GPA. Students may not take a course more than twice without permission from the Vice-president of Student Services. Repeating certain courses may require permission from the instructor or the appropriate administrator.
- V** – Unofficial Withdrawals: Students who attend briefly, rarely, or not at all, and who fail to officially withdraw from a course or a program with a W grade, may be assigned a grade of “V” at the discretion of the instructor. The V grade does not earn credit and does not count in the GPA calculation.
- W** -Withdrawals: A student may officially withdraw from a program or class by completing the appropriate form and submitting it to Enrollment Services by the eighth week of the quarter. After the eighth week, the student cannot receive a “W” and will be graded based on the course requirements as described in the course syllabus. A withdrawal prior to the 10th day of the quarter is not listed on the transcript. After the 10th day of the class, a “W” will appear on the student’s transcript but it is not computed in the GPA. An official withdrawal can only be initiated by a student or a counselor at the request of the student.
- HW** – Hardship Withdrawals: Under very exceptional circumstances, instructors can request a hardship withdrawal for a student. This can be requested at anytime during the quarter for a student who has attended class regularly and has completed assignments with passing grades but for reasons beyond his or her control must drop out. A hardship withdrawal must be signed by the instructor, the dean and the Vice-president for Student Services

GRADING (CONTINUED)

Grade Grievances: A student who feels he did not get the grade he earned must first speak to the instructor involved. If the dispute is not resolved, the student may file a grade grievance (See Attachment 2) with the supervising dean. Grade grievances must be based on:

- (1) grade entry errors,
- (2) the instructor did not follow the grading criteria outlined in the course syllabus, or
- (3) grading criteria were not uniformly applied.

A grade grievance **MUST** be filed within one quarter after the quarter in which the grade was assigned, not including summer quarter.

If you have any questions or need assistance with submitting your grades, please contact the Enrollment Services staff.