



ADJUNCT FACULTY HANDBOOK

2009-2010

Office of Academic Affairs

(August 2009 update)

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Emergency Procedures

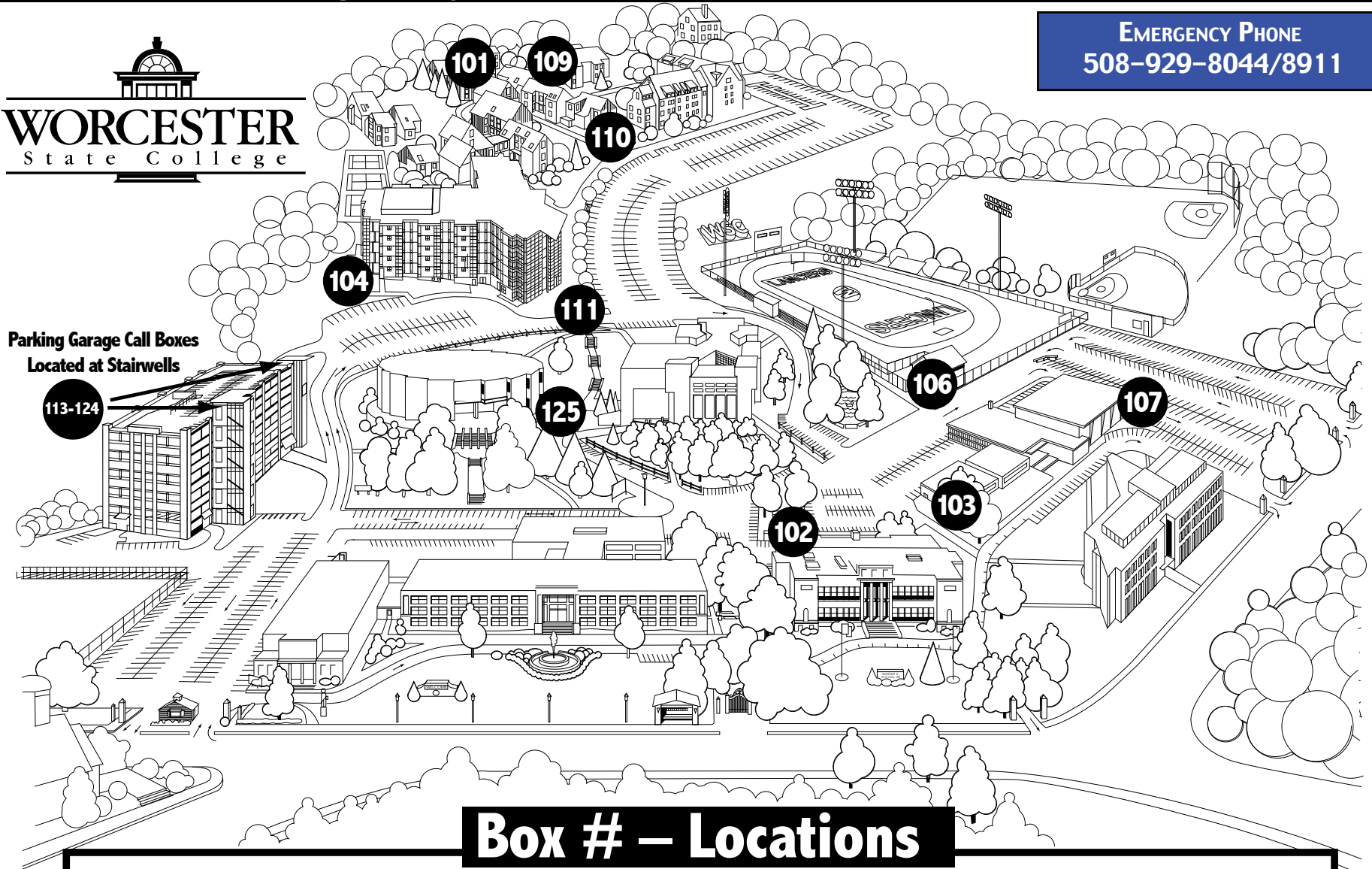
It is the responsibility of each faculty member to become familiar with the designated evacuation location for the building in which they teach. Each room on campus will have a map of evacuation locations posted by the classroom door. There also will be a map of emergency telephone locations throughout the campus. Adjunct faculty are expected to take a head count for each class, so that in an emergency the faculty will be able to account for all their students at the building's evacuation location.

We ask that adjunct faculty members mention this procedure to their students during the first class of each semester. Copies of the full Emergency Management Plan for the Worcester State College Community may be picked up at the Graduate and Continuing Education Department located on the fourth floor of the Administration Building.

Emergency Assistance Call Box Locations



EMERGENCY PHONE
508-929-8044/8911



- | | | |
|--|--|---|
| 101- Chandler Village, Laundry Room/14-16 | 106- Entrance to Athletic Field | 110- Walkway Between Chandler Village & Dowden Hall |
| 102- Administration/Right Side, Main Entrance | 107- Gym – Women’s Locker Room | 111- Wasylean Hall/Crosswalk Near LRC Walkway |
| 103- Gym – Ground Floor Entrance | 109- Chandler Village/23-26 | 113-124- Parking Garage Call Boxes Located at Stairwells |
| 104- Wasylean Hall Parking Lot, Tennis Court Entrance | | 125- Learning Resource Center Loading Dock |

EMERGENCY PHONE

508-929-8044/8911

Quick Facts about Worcester State College

Worcester State College is a public institution of higher education that serves primarily the citizens of Central Massachusetts. The college offers programs at the baccalaureate and master's levels in a wide range of disciplines and professions. Teaching, research, and public service—traditional components of the mission at most colleges—are all-important at WSC, but excellence in instruction clearly is our priority.

Since its inception in 1874, Worcester State College has been truly a college of Worcester. We serve as a gateway for a more fulfilling life for citizens from Central Massachusetts and across the State and region. For over 130 years, the College has adapted its curriculum mission to the changing needs of the people of Worcester and Central Massachusetts. The College offers programs in the traditional liberal arts and sciences while maintaining its historical focus on teacher education. In recent years, health care has become the largest employer in Central Massachusetts, with biotechnology also a rapidly growing industry. In an effort to be responsive to these trends in the region, the College adopted a focused programmatic mission in the fields of health professions, biomedical sciences, business, and computer science. Within this focus, however, our commitment to the liberal arts and sciences, and to programming in selected professional areas, remains strong. While change has been the only constant for the College, in one fundamental respect Worcester State has never changed, always providing affordable access and opportunity for quality education.

Worcester State is especially proud of the diversity of its student body as well as in the presence on campus of both traditional-age and adult students. Finally, we at Worcester State College strive for excellence in our programs and in the services we offer. We are committed to preparing students who, upon graduation, possess the skills and abilities to compete successfully either in the workplace or in advanced study and who, when they leave the College, are committed to being life-long learners.

Fall 2009 Academic Calendar

September

- 1 Pre-College Conference
- 2 **Classes begin: day, evening, graduate**
- 7 Labor Day: NO CLASSES
- 8 Last day to add day courses (state-supported)
- 16 Last day to drop day courses (state-supported)
- 16 Last day to add/drop evening/graduate courses (non state-supported)

October

- 12 **Columbus Day: NO CLASSES**
- 13 Last day to declare/change major or minor
- 14 Last day to makeup *Incomplete* grades from Spring/Summer 2009
- 22 Failure warnings due in the Registrar's Office
- 27 Failure warnings issued to students

November

- 4 Last day to withdraw from courses/school
- 9-24 Pre-registration for Spring 2010
- 11 **Veterans' Day: NO CLASSES**
- 12 Last day to elect Pass/Fail option
- 25-28 **Thanksgiving Recess**
- 11/30-12/04 Student evaluation of faculty

December

- 9 **All classes end**
- 10 Reading Day
- 11-18 Final Exams-day classes
- 22-23 Make up days for exams postponed due to inclement weather
- 31 **Semester ends**

EXAMINATION SCHEDULE: FALL 2009

<u>CLASS DAY AND TIME</u>		<u>EXAMINATION DAY AND TIME</u>		
MWF	8:00/8:30 a.m.	Friday	December 11	8:30 a.m.
MWF	9:30 a.m.	Monday	December 14	8:30 a.m.
MWF	10:30 a.m.	Wednesday	December 16	8:30 a.m.
MWF	11:30 a.m.	Friday	December 11	12:30 p.m.
MWF	12:30 p.m.	Monday	December 14	12:30 p.m.
MWF/MW	1:30 /2:00 p.m.	Wednesday	December 16	12:30 p.m.
F	11:30 a.m./12:30/1:30 p.m.	Friday	December 18	8:30 a.m.
MW	3:00/3:30 p.m.	Friday	December 18	12:30 p.m.
TR	8:00/8:30 a.m.	Tuesday	December 15	8:30 a.m.
TR	10:00 a.m.	Thursday	December 17	8:30 a.m.
TR	11:30 a.m.	Tuesday	December 15	12:30 p.m.
TR	1:00 p.m.	Thursday	December 17	12:30 p.m.
T/TR	2:30 p.m.	Monday	December 21	8:30 a.m.
R	2:30 p.m.	Monday	December 21	12:30 p.m.

Spring 2010 Academic Calendar

January

- 18 Martin Luther King Day: NO CLASSES**
- 19 Classes begin: day, evening, graduate**
- 26 Last day to add day courses (state-supported)

February

- 2 Last day to drop day courses (state-supported)
- 2 Last day to add/drop evening, graduate courses (non state-supported)
- 15 President's Day: NO CLASSES**

March

- 2 Last day to make up *Incompletes* from Fall 2009
- 10 Last day to declare/change major or minor
- 15-20 Spring Break: NO CLASSES**
- 20 Failure warning due in Registrar's office
- 23 Failure warnings issued to students
- 31 Last day to withdraw from courses/school

April

- 7 Last day to elect Pass/Fail option
- 5-21 Pre-registration for Fall 2010
- 19 Patriot's Day: NO CLASSES**
- 26-30 Student evaluation of faculty

May

- 5 All classes end**
- 6 Reading Day
- 7-14 Final Exams-day classes
- 16 Commencement and end of semester**

EXAMINATION SCHEDULE SPRING 2010

<u>CLASS DAY AND TIME</u>		<u>EXAMINATION DAY AND TIME</u>		
MWF	8:00/8:30 a.m.	Friday	May 7	8:30 a.m.
MWF	9:30 a.m.	Monday	May 10	8:30 a.m.
MWF	10:30 a.m.	Wednesday	May 12	8:30 a.m.
MWF	11:30 a.m.	Friday	May 7	12:30 p.m.
MWF	12:30 p.m.	Monday	May 10	12:30 p.m.
MWF/MW	1:30/2:00 p.m.	Wednesday	May 12	12:30 p.m.
F	11:30 a.m./12:30/1:30 p.m.	Friday	May 14	8:30 a.m.
MW	3:00/3:30 p.m.	Friday	May 14	12:30 p.m.
TR	8:00/8:30 a.m.	Tuesday	May 11	8:30 a.m.
TR	10:00 a.m.	Thursday	May 13	8:30 a.m.
TR	11:30 a.m.	Tuesday	May 11	12:30 p.m.
TR	1:00 p.m.	Thursday	May 13	12:30 p.m.
T/TR	2:30 p.m.	Friday	May 14	8:30 a.m.
R	2:30 p.m.	Friday	May 14	12:30 p.m.

The Adjunct Contract

It is the policy of the Academic Affairs Office to have all contracts ready for signing **one week prior** to the beginning of each academic semester. All part-time day faculty are required to visit our office, located in the Administration Building-Room 361, to sign their contracts. Our office is open daily from 7:45 a.m. to 4:00 p.m. daily. Evening instructors are expected to visit the Graduate and Continuing Education Office, currently located on the fourth floor of the Administration Building.

Compensation

Credit Courses – All paperwork must be completed and returned to the Office of Human Resources for you to be placed in the state payroll system. This paperwork includes:

- a completed Worcester State College application form,
- a vita,
- three letters of recommendation,
- official copies of your highest degree-bearing transcript,
- a completed W-4 Form (withholding information); and
- a completed, signed and verified I-9 form.

There are separate faculty negotiated agreements that govern both day and evening part-time faculty. For day instructors, the contract distinguishes between unit members (currently compensated at a rate of \$1,334 per credit hour) and non-unit members (currently compensated at a rate of \$1,100 per credit hour). To qualify as a unit member, an individual must:

- serve as an instructor for three consecutive semesters (e.g. fall 2003, spring 2004, fall 2004);
- served as a temporary full-time faculty member in the state college system; or
- recently submitted retirement papers as a tenure-track state college professor.

Instructors classified as unit members are required to join the MSCA/MTA union or pay an agency fee. If you have been recently identified as a new union member, you will receive information regarding your membership directly from our local union office. Note: once obtaining union status, an adjunct may not miss more than one semester of instruction. If two or more consecutive semesters of day instruction is missed, then the faculty member automatically reverts to the non-unit member pay scale.

Day instructors are paid on a bi-weekly basis, seven times during each semester, with the first check being issued fourteen (14) weeks from the end of the fall or spring term. The actual dates when checks will be issued are posted at the college's adjunct website (sharepoint.worcester.edu/vpaa/faculty resources).

Evening part-time faculty fall under the contract agreement negotiated between the State Division of Graduate and Continuing Education and the MSCA/MTA Union.

Compensation for evening instruction is tied directly to faculty rank (Instructor, Visiting Instructor, Assistant Professor, Associate Professor and Professor). Evening instructors are compensated twice per semester and once at the end of each summer term. During the fall and spring academic year, you should expect your first check at the mid-semester point and the balance at the end of the semester.

For both day and evening instructors, compensation stubs are available at the Human Resources Office. If an anticipated stub is not there for you, it is likely that you failed to either complete personnel files required by HR or never signed your instructor's contract either in the Academic Affairs or Graduate and Continuing Education Office. **Note:** Direct Deposit is a Commonwealth condition of employment. If you do not have direct deposit now, please contact Payroll.

OneCard

ONECARD is Worcester State College's new identification card. It can be used as a debit card for purchases or payments or as a key to access the residence halls. Because your *ONECARD* can have cash value assigned to it, it is important to take care of it as if it were your bank card or driver's license.

To obtain your *ONECARD*, visit the *ONECARD* Office located in the Administration Building, Room 140 during regular College business hours, or the College Police Office, located in Wasylean Hall, first floor, Room 102-D. You must be registered for teaching classes at the College, have a photo ID (such as a driver's license) and, if you plan to use your *ONECARD* for business transactions, sign a contract of terms and conditions.

You can add funds to your account (Common Funds) at the Card Management Center (CMC) machine located in the Student Center or the Library via cash or credit card or in person at the OneCard Office. Additionally, OneCard users can manage their accounts online through use of their credit card by accessing our OneCard website <https://community.worcester.edu>.

By depositing money to your Common Funds, you will be able to use your OneCard at any of the on-campus Purchase Locations. Common Funds are non-refundable, but balances will carry over from year to year.

In the event that your *ONECARD* is lost or stolen, you may freeze your account to protect the cash value on your card. To prevent loss of funds, report it immediately to:

1. WSC OneCard Office – 508-929-8888;
2. WSC College Police – 508-929-8017; or
3. Online by accessing [onecard.worcester.edu](https://community.worcester.edu)

There is a \$25.00 charge to replace your missing OneCard.

Adjunct Responsibilities

A. COURSE RESPONSIBILITIES

- Provide students with a syllabus containing the objectives and procedures for each course, the criteria and processes for evaluation of student performance, and the academic requirements consistent with the objectives of the course.
- Report to the department chair or the chair's designee during the first 5 weeks of the semester about the progress of the class or classes that are being taught.
- Be available to students by phone, electronic mail, or through stated office hours. Inform departmental secretary of office hours and phone numbers.
- Hold classes as scheduled, giving sufficient notice of cancellation and/or arranging for a substitute if necessary.*
- Administer all final exams at the time and place indicated in the *Schedule of Classes*.
- Confine classroom activities to topics that fall within your area of competence and are germane to the course.
- Administer course evaluations at the conclusion of each course according to departmental procedures/policies.
- Provide a copy of your syllabus to the appropriate department chair (day faculty) and for grad or evening courses to the Graduate and Continuing Education office.

B. RESPONSIBILITY TO STUDENTS

- Employ professional teaching behavior and protect the academic, as well as the personal, privacy of students.
- Respect the intellectual integrity of students and colleagues.
- Complete and return in a timely fashion the “mid-semester warning” forms.
- Give fair and adequate notice to any student whose conduct may be the cause of administrative withdrawal from the course.
- Complete course grades and submit them to the Registrar (A-107) within 48 hours of the final exam. Questions about grades may be directed to the Registrar's Office, extension 8035/8036, or your academic department.

C. COLLEGE COMMUNITY MEMBERSHIP

- Refrain from judging colleagues in the presence of students and always refer a student with adverse criticism directly to the instructor concerned.
- Ensure appropriate credit to the College when due, protect the College from liability for personal activities, and avoid misrepresenting College policies and positions.
- Respect the rights of colleagues to engage in free inquiry and to express divergent opinions.
- Show respect for instructors in adjoining or succeeding classes.
- Comply with all applicable College policies and procedures, and all Federal and State of Massachusetts laws and regulations.

Academic Policies and Procedures

The policies summarized below are excerpts from among those published in the College catalog. It is important to remember that the policies exist to provide an equitable basis for conducting classes and for dealing with the inevitable student requests for exceptions to rules. Should you have questions about the intent or enforcement of any of these policies, please speak with your chairperson.

A. ATTENDANCE

All students are expected to attend and participate in all class meetings and laboratory sessions. In the event that illness or some other emergency prevents a student from attending class, the student should contact the instructor directly.

In keeping with Chapter 375 of the Commonwealth of Massachusetts, students who are unable to attend class(es) because of religious beliefs shall be excused and permitted to make up any work or examinations missed.

B. ACADEMIC ADVISEMENT

Each student is assigned a faculty advisor from his or her major department. Students who are undecided about their major are assigned advisors in the Academic Success Center (Administration Building, Room 130). The advisor assists in the selection of courses, changes in schedule, maintaining satisfactory academic progress, and all other academic matters. Students in the Division of Graduate and Continuing Education may receive advising in the Graduate and Continuing Education office. The student meets with his or her advisor during the regularly scheduled advising period each semester to review academic progress and select courses for the forthcoming semester. The advisor must approve all courses taken at other institutions using a form obtained in the Registrar's Office.

C. TUTORING SERVICES

The aim of Tutoring Services is to increase student academic effectiveness. After a preliminary assessment, assistance is provided on a one-to-one or small group basis. The primary thrust of the service is directed toward 100- and 200-level courses, as this is the time when students are learning how to adjust to college level study. The focus, therefore, is on learning how to learn rather than on content area tutoring. Accordingly, tutors assist students in improving their study skills, test-taking skills, and time management skills.

Students who think they may need academic assistance in order to achieve their educational objectives should visit the Center as soon as possible to maximize the benefit of the service.

D. CLASS ROSTERS

The Registrar's Office delivers the following class rosters to faculty mailboxes:

- Initial Class Roster First Day of Class
- Schedule Adjustment Roster (Day Classes Only) End of Day Add Period
- Add/Drop Roster After Add/Drop Deadline
- Walk Away Roster 1 1/2 Months into Semester
- Failure Warning Roster Determined by Academic Calendar
- Final Grade Roster 1 Week Before Final Exam

Part-time faculty who do not have a campus mailbox may obtain a copy of their class roster from their department chair. Attached to each roster is an explanatory memo, which lists pending academic deadlines and date roster is due back in Registrar's Office.

E. COURSE OVERRIDES (exceeding the class limit)

During the day class *add period*, students may add into any class with space available. Once the class limit has been reached, only students with an add slip signed by the faculty member will be added to the class.

Students will be added into any evening class with space available up until the first class meeting. Once a class meets, a faculty signature is required for all overrides.

F. GRADING

The following letter grades (and their associated numerical equivalents) are to represent student achievement.

- A 4.0
- A- 3.7
- B+ 3.3
- B 3.0
- B- 2.7
- C+ 2.3
- C 2.0
- C- 1.7
- D+ 1.3
- D 1.0
- D- 0.7
- E 0.0

Withdrawals: If a student withdraws from a course before mid-semester failure warnings are issued, a “W” is recorded. After failure warnings are issued, for students who withdraw, the instructor may issue a “W”, “WP” (withdrawn with a passing grade) or “WF” (withdrawn with a failing grade). These grades appear on the transcript but are not included in the calculation of the student’s Grade Point Average (GPA).

Pass/Fail: Students may elect up to two courses per semester on a pass/fail basis, but not more than 18 hours toward the baccalaureate degree may be taken on a pass/fail basis. Foundation courses and courses required for the major or minor may not be taken on a pass/fail basis. Students must notify the Registrar’s Office at least four weeks prior to the last scheduled day of classes if they intend to take a course on a pass/fail basis. The same deadline applies to students who wish to change the basis of grading from pass/fail to standard grading. Students receive either a “P” or an “F” in pass/fail courses. Neither grade is computed in the GPA.

Incomplete Grades: When circumstances prevent a student from completing a course, the student is responsible for requesting an incomplete. The professor may grant an incomplete provided that the student has completed a substantial portion of the course requirements. The student must make arrangements with the professor to complete the course within six weeks of the beginning of the next semester. If the requirements are not completed, a grade of “E” will be recorded.

An extension of an incomplete may be granted for one semester if circumstances still prevent the student from completing the requirements. In such cases, the student must obtain the approval of the professor who must notify the Registrar in writing of his or her approval prior to the end of the six-week period. All work must then be submitted prior to the beginning of the examination period of the semester following the one in which the incomplete was granted.

Change of Grade: Once a grade has been posted to a student’s transcript, that grade may be changed only if an error has been made in calculations. Under no circumstances may a grade be changed as a result of the submission of additional work after the course has ended. No grade may be changed after the conclusion of the semester following the semester in which the grade was originally issued.

G. ACADEMIC HONESTY

Plagiarism and cheating consist of any attempt by a student to represent the work of someone else as his or her own. It includes, but is not limited to, submitting, copying, or substantially restating the work of another person or persons in an oral or written work without citing the appropriate source; collaborating with someone else in academic endeavor without acknowledging that contribution; and copying the answers of another student in an examination. Worcester State College will not tolerate plagiarism or cheating in the classroom in any fashion. The penalties for academic dishonesty are severe and being unaware is not an acceptable justification. An instructor may fail the student or enforce another penalty concerning academic dishonesty.

H. GRADE APPEAL PROCEDURE

Before lodging a formal appeal, students are urged to use all informal means available to resolve questions about specific grades. The appeal process is intended for cases where there is reason to believe that the faculty member may have made a mechanical error in calculating a grade or there is reason to believe that a grade has been calculated in a manner inconsistent with the stated grading policy. It is not meant to be used to challenge a grade which results from a faculty member exercising his or her professional judgment in the evaluation of student work.

- Step 1.** Within ten working days of receiving the grade, the student requests in writing a meeting with the instructor. The instructor arranges to meet with the student within ten days of receiving the request.
- Step 2.** If the matter is not resolved to the satisfaction of the student, then within ten working days of the meeting, the student may, in writing, request a meeting with the appropriate Academic Chair.
- Step 3.** If the Academic Chair is unable to resolve the matter within ten working days of receiving the request, either party may, within ten working days, file a written request to review the matter with the Associate Vice President for Academic Affairs or the Dean of Graduate and Continuing Education for evening/grad courses.
- Step 4.** If the Associate Vice President or Dean is unable to resolve the matter to the satisfaction of all parties within ten working days, either party may file a written request to review the matter with the Vice President for Academic Affairs.
- Step 5.** The Vice President for Academic Affairs shall inform the student, faculty member, Department Chairperson, and Undergraduate Dean of the results of his or her review within ten days of receiving the request. *This is the end of the appeal process.*

I. CANCELLATION OF CLASSES

Day Classes – Contact the Human Resource (508-929-8666) Office. Please give them your name, course and section number, plus day that you will not be available for your students. We also recommend that you send a broadcast email to your class through Blackboard.

DGCE Classes – Contact the DGCE Office at (508-929-8127). Please provide them with the same information.

Note: an adjunct teaching both day and evening classes should contact both offices if s/he will not be available for any given day.

Useful Campus Information

A. EMERGENCIES AND INJURIES

In case of an emergency or injury, contact the Campus Police dispatcher at extension 8044 and describe the nature of the emergency. The dispatcher will send the appropriate assistance.

If you are injured, you must report the incident to your supervisor, who must then complete an Accident/Incident Investigation Form. This form must be hand-carried or faxed to the Human Resource Director (extension 8666) immediately.

If an employee fails to report a work-related injury within 24 hours of its occurrence, payment for medical services and/or lost wages may be denied by the insurance carrier.

B. WEATHER RELATED CLOSING AND ANNOUNCEMENTS

During Normal Office/Class Hours:

If, during normal office/class hours on a work/class day (defined as Monday – Friday from 8 a.m. to 5 p.m.), the President or her designee determines that the College should be closed due to inclement weather or other circumstances, all offices shall be notified of the time and duration of cancellation of normal activity. Normal routine will be expected to commence on the next regular class/work day, unless notified otherwise.

During Other Hours:

A decision to close the College or delay opening will generally be made between 5 and 6 a.m. by the President or the President's designee. If a decision is made to close for the day, or delay opening, notice will be made for broadcast to the following radio stations:

AM Station	-WTAG	580 AM
	-WBZ	1030 AM
	-WORC	1310 AM
FM Station	-WSRS	96.1 FM
	-WXLO	104.5 FM
Television Station	-WBZ – Channel 4	

C. BOOKSTORE

The Campus Bookstore, located on the first floor of the Student Center, will be happy to place your book orders for you. To place your book order you should know the text title, author, publisher, edition, ISBN number, and number of copies needed. You can reach the Bookstore by phone at 508-929-8591.

Bookstore hours are as follows:

Fall & Spring Semester Hours

9 a.m. — 5 p.m. Monday–Thursday

9 a.m. — 4 p.m. Friday

Summer Semester Hours

9 a.m. — 4 p.m. Monday–Thursday

9 a.m. — 2 p.m. Friday

Hours subject to change.

Extended Hours

We are open extended hours at the beginning of each semester. Please call 508-929-8591 or visit our website (www.wsc.bkstr.com) for details.

D. MAILBOX

The Worcester State College Mail Room is located on the first floor of the Learning Resource Center (L-128) and is open until 8 p.m. Monday through Thursday and Fridays until 5 p.m. Mailboxes are generally created for adjunct faculty each semester. If you do not have a mailbox, please inform your chairperson or the Graduate Office.

E. ACADEMIC SUCCESS CENTER

The Academic Success Center is located in the Administration Building, Room 130. It focuses on:

- Advising (for new first-year transfer students and undeclared students)
- Placement testing
- Special first-year initiatives such as the First-year Programs
- Organization of student workshops that deal with academic issues
- Tutoring for all academic subjects

Peer Advisors

The Academic Success Center sponsors a team of Peer Advisors who can provide academic information about programs, policies, and procedures. New students and those unsure of their choice of major are encouraged to drop-in and speak with these students who are resources for support and referral.

Tutoring Services (see page 14)

Part-time faculty should contact the Academic Success Center if they are interested in attending workshop(s) intended to focus on successful advising practices.

F. CLASSROOM EQUIPMENT AND SUPPLIES

Most Worcester State College classrooms have an LCD projector, computer, and screen. If you need other AV equipment, please contact the Help Desk at 508-929-8856. Your order can be taken over the phone. Chalk, erasers, blue books, and other supplies are available from your department secretary. See telephone listings at the end of this brochure for your department number.

G. LIBRARY POLICIES

Part-time faculty members are provided semester-long privileges at the Worcester State College Library. Faculty members may obtain an identification card by providing the library with a copy of your signed contract or a note from your Department Chair. Library hours are 8 a.m. to 11 p.m. Monday through Thursday, 8 a.m. to 5 p.m. Friday, 9 a.m. to 5 p.m. Saturday, and 1 to 11 p.m. on Sunday. These hours change during semester breaks. If you need the library during these break times it is best to call for the exact hours of operation or check the website.

Reserve Policies:

1. Faculty members must bring reserve materials to the Circulation Desk and fill out a standard reserve form for each title.
2. Up to 3 copies of any one item may be placed on reserve.
3. The circulation department will have the materials processed within 3 days of receiving them and will notify you when they are ON RESERVE.
4. If materials have not been used at least 6 times during a semester, they will be removed from RESERVE.
5. Faculty members placing personal copies on reserve do so at their own risk.
6. Faculty members assume responsibility for any infringement of the copyright laws.
7. LRC periodicals cannot be placed on reserve. Photocopies of articles must be submitted instead.
8. To ensure the safety of any materials from your personal library or collection, which you place on reserve, you should return to collect those materials within two weeks of the conclusion of your reserve semester. The reserve shelves will be cleared each semester within that two-week time period to make room for current materials.

H. ROOM CHANGES

All room changes must be made through the appropriate Department Chair. Because courses are sometimes staggered, a room which seems empty, might be reserved at a later time.

I. COMPUTER AVAILABILITY

Computers are available on the third floor of the Learning Resources Center for students and faculty during the normal operation hours of the Library. All students have access to 20 MB of e-mail storage and 40 MB of network storage. All files located in the student network directories will be deleted each year on June 1st.

J. WRITING CENTER

The Writing Center is located on the third floor of the Sullivan Building, Room S-306. Operating hours are Monday–Friday 8:30 a.m. to 4:30 p.m. and some evenings. Highly skilled graduate assistants staff the Writing Center, and peer tutors who represent a variety of majors and interests. Tutors are available to assist students in critical reading, interpreting assignments, clarifying a thesis, focusing ideas, organizing ideas, developing ideas, clear reasoning, revising drafts, clear sentence construction, grammar and punctuation, note taking, and research skills. Sessions are available on an appointment or drop-in-basis, and the Writing Center’s staff is also available to help faculty members introduce writing activities in their courses. Additionally, the Writing Center is available online at www.worcester.edu/owl. This site contains extensive Writing Across the Curriculum materials, teacher preparation resources, writing guides and references, and online tutorial options.

Faculty members are encouraged to arrange for their students a brief ten-minute in-class presentation that introduces the Writing Center. Additionally, the Writing Center accepts student referrals, and many faculty members incorporate writing center sessions as an integral component of their courses’ writing assignments. You can contact the director of the Writing center at x8112 for additional information.

K. PUBLICATIONS/PRINTING SERVICES

Departments and individual offices that are supported by secretarial staffing and equipped with office copiers are expected to accomplish their own short run requirements. Duplicating work requiring 25 or fewer copies of a single sheet should not be sent to Publications and Printing Services. The photocopier located in L-108 is restricted and not for use by the general college community. Work requiring more than 25 copies per page should be done on one of our other pieces of supporting equipment, e.g., offset duplicating machine, digital duplicator or high volume ImageRunner. The average turnaround time for quick copy is 48 hours. All you need to do is drop off your work in Room L-108 between the hours of 8:45 a.m. and 5:00 p.m., Monday through Friday. A secure “Drop Box” is provided outside the office door of room L-108 for people who wish to leave copying requests after 5:00 p.m. The pick-up room (L-172) for completed work, located adjacent to the copy center, will continue to remain open throughout the day. Please address all inquiries to the Office of Publications and Printing Services, LRC, Room L-108, extension 8132. If your question concerns duplicating that is already in process, please refer to the job number indicated in the upper right hand corner of the pink receipt given to each patron when work is requested. For specialized printing services please contact the Office of Publications and Printing Services for further information.

Other Policies

A. SEXUAL HARASSMENT

Worcester State College affirms its commitment to ensure an environment that is fair, humane, and respectful for all staff, faculty and students. The College supports and rewards performance on the basis of relevant consideration, such as ability and effort. Sexual harassment is damaging and intolerable in such an environment. The College will not condone acts of sexual harassment by any member of the College community. Therefore it is in the faculty member's best interest from having sexual relations with a student currently enrolled in his or her class.

A faculty member who feels he or she is the object of sexual harassment should contact the Human Resources Office or the Office of the Dean of Students immediately for confidential assistance and for detailed information on policies and procedures.

B. EQUAL OPPORTUNITY

It is the policy of Worcester State College that no discrimination on the grounds of age, race, color, religion, gender, sexual preference, national or ethnic origin, or disability status will be permitted in any College activity.

C. PARKING

Day and evening adjunct faculty may park in any of the general parking areas on campus. Parking LC-Tags issued for the current year are required for general parking areas. As in any parking area, individuals who park in spaces marked handicapped must display handicapped plates or placard. Between 8 a.m. and 5 p.m. spaces marked "staff only" are limited to individuals who display a staff parking E-Tag. All individuals who park on Worcester State College property are required to abide by the rules and regulations established by the College.

Campus Main Telephone Numbers

BUILDING CODE

AV= Administration Village	S = Sullivan Building
CV = Chandler Village	SC = Student Center
DH = Dowden Hall	ST = Science & Technology Building
G = Gymnasium	WH = Wasylean Hall
LRC = Learning Resources Center	

DEPARTMENT – QUICK REFERENCE DIRECTORY

<u>DEPARTMENT</u>	<u>PHONE #</u>
Academic Affairs: Vice President	929-8038
Associate Vice President	929-8938
Director of Academic Administrative Support	929-8010
Academic Success Center	929-8111
Academic Tutoring Center	929-8530
Admissions	929-8758
Alternatives for Individual Development/ Multicultural Affairs	929-8049
Athletics	929-8034
Audio-Visual Reservations	929-8501
Biology/Biotechnology	929-8569
Bookstore	929-8591
Bursar	929-8051
Business Administration/Economics	929-8091
Campus Ministry	929-8017
Campus Police Information	929-8886/8054
Career/Counseling Services	929-8072
Central Receiving	929-8570
Chemistry	929-8583
Communication	929-8829
Communication Sciences and Disorders	929-8055
Computer Science	929-8832
Continuing Education	929-8127
Corporate Education	929-8126
Criminal Justice	929-8940
Dining Services	929-8657
Disability Services	929-8733
Diversity/Affirmative Action	929-8117
Education	929-8671
Emergency	929-8044

(Bold denotes academic departments)

Environmental Safety Office	929-8099
Facilities	929-8025/8050
Facilities Reservations	929-8078
Faculty Federation Union	929-8595
Financial Aid	929-8056
Fiscal Affairs	929-8087
Graduate Admissions	929-8787
Health Services	929-8875
Health Sciences	929-8832
History/Political Science	929-8162
Human Resources	929-8666
Information Technologies Help Desk	929-8856
Instructional Media Center	929-8508
Intensive English Language Institute	929-8128
International Programs	929-8747
Languages and Literature	929-8154
Library	929-8027
Lost and Found	929-8886
Mail Room	929-8572
Mathematics	929-8962
Multimedia Services	929-8180
Nursing	929-8129
Occupational Therapy	929-8624
Office of the President	929-8020
Payroll/Benefits	929-8061
Philosophy	929-8145
Physical/Earth Sciences	929-8583
Printing/Publication Services	929-8132
Psychology	929-8159
Registrar	929-8235/8036
Residence Life/Housing	929-8074
Safety/Security	929-8887
Sexual Assault Counseling	929-8851
Sociology	929-8159
Sports Information	929-8034
Student Center Activities	929-8073/8918
Student Affairs	929-8077
Urban Studies	929-8940
Veterans' Affairs	929-8773
Visual/Performing Arts	929-8145

(Bold denotes academic departments)