INTRODUCTION

Thank you for helping meet the need for additional classes at Gulf Coast State College. You are performing a vital service for the students and the college, and we appreciate your willingness to assume this responsibility.

Because of our separate schedules, we have limited opportunities to meet with many of you. It is for this reason that this information has been prepared. We hope that this manual will assist you in fulfilling your instructional and administrative responsibilities. Please read the manual carefully and be familiar with your responsibilities as an adjunct instructor.

The information contained in this handbook is intended to familiarize adjunct faculty with college procedures and other information pertinent to their employment. The contents cannot be taken as a basis for contractual rights. The District Board of Trustees Manual of Policy, Florida Statutes and State Board of Education Administrative Rules take precedence over this handbook and must be referred to when questions of legal interpretation arise. Information contained in this handbook is subject to change at any time. A copy of the Manual of Policy is located in each division or department, as well as on line at http://www.gulfcoast.edu/about_us/default.htm.
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## ABBREVIATED CAMPUS DIRECTORY

The following telephone numbers will be helpful to you if you have an emergency, need to change classrooms, or need other assistance.

On campus: Dial (0) to request assistance weekdays or nights. The switchboard operator may put you in touch with the evening administrator or an FSU police officer who is also on duty during the weekdays and weeknights.

Off campus: Call 769-1551 -0- for the operator.

Dial 911, if a life-threatening emergency is involved.

Custodial service: Hours on all campuses are Monday to Thursday 2 – 10 p.m., Friday 10 a.m. to 6 p.m. Weekend hours are 6:30 a.m. to 2:30 p.m. On weekends, call 769-1551 ext. 5046 or 5049. Weekend custodial service is not available at the Gulf/Franklin Center or the North Bay Center.

### Admissions & Records
Admissions & Records ....................................................................................................................................... 4892

### College Switchboard Operator
College Switchboard Operator ............................................................................................................................. 769-1551

### George Bishop, Vice President of Academic Affairs & Learning Support
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### Barbara Austin, Director of Academic Advising & Success
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### Michalle Barnett, Chair of Language & Literature
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### Susan Butler, Chair of Social Sciences
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### Loretta Costin, Director of Gulf/Franklin Center
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### Gloria Crawford, Chair of Public Safety
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### Lori Driscoll, Director of Library
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### Stephanie Driskill, Evening & Inventory Services Coordinator
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### Arifa Garman, Interim Director of E-Learning
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### Fledia Ellis, Chair of Natural Sciences
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### Cheryl Flax-Hyman, Associate Vice President of Academic Affairs & Learning Support
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### Holly Gunning, Chair of Health Sciences
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### Lisa Keeton, Coordinator of Academic Support & Tutorial Services
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### Roberta Mackey, Executive Director of Human Resources
Roberta Mackey, Executive Director of Human Resources ............................................................................... 3866

### Peggy Martin, Director of Military Education, TAFB
Peggy Martin, Director of Military Education, TAFB ..................................................................................... 283-4332

### Rosemarie O’Bourke, Chair of Visual & Performing Arts
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### Karen Parham, Coordinator of Testing
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### Angela Reynolds, Chair of Mathematics
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### Gregg Wolfe, Chair of Wellness & Athletics
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EMERGENCY/ACCIDENT/INCIDENT REPORTING PROCEDURES

It is the duty and responsibility of all college employees to report any accidents or incidents that they are aware of.

Accident or Injury Involving College Personnel:

All Gulf Coast State College employees are covered by workers’ compensation insurance provided by the college for injuries or illnesses arising out of, or in the course of, employment. To protect yourself and your co-workers, follow all safety rules and regulations. Workers’ compensation was designed to cover medical expenses and a portion of any earnings lost due to injury on the job. The amount of compensation is based on the employee’s salary, among other factors. Workers’ compensation laws prohibit reimbursement beyond normal weekly compensation. For further details, contact the Human Resources Office.

All illness in the line of duty or on-the-job accidents or injuries, no matter how minor, must be reported immediately to your supervisor and to the Human Resources Office. If medical attention is necessary, Human Resources will advise you of physicians authorized by GCSC and the Florida Community College Risk Management Consortium to treat employees. It is imperative that accidents be reported to the Human Resources Office before seeking medical attention, unless the accident is life threatening, in order to receive workers’ compensation benefits. During hours when the Human Resources Office is closed, employees are, using appropriate professional judgment, to use the emergency rooms of local hospitals (Human Resources will designate and publicize authorized hospitals on a regular basis) for medical attention relating to on-the-job injury.

Accident/Incident Report and First Report of Injury or Illness forms must be completed by the division or department and forwarded immediately to the Human Resources Office. Accident/Incident Report forms may be obtained from the division administrative assistant.

Failure to complete and report accidents or incidents may result in a monetary fine imposed on the college under state statutes.

Accidents or Injury Involving Students:

A detailed report of any accident involving personal injury or damage to property should be made immediately to the vice president of administration & finance by any college employee in or witnessing the accident or incident. If a student is involved in the accident, a report should also be made to the vice president of student support & enrollment management. All reports to the vice president of administration & finance shall include an “Accident/Incident Report” form.

In cases of emergency, the guidelines for handling an emergency shall be followed at once. If, in the opinion of a college official, a student or employee at the college needs medical attention, an ambulance will be called. The college assumes no liability for medical or ambulance expenses. The vice president of student support & enrollment management will notify the parents or next of kin of the nature and extent of the injuries.
Emergency Procedures:

The following procedures should be used in the event of accident or injury:

**Basic Rules:**

1. Call 911 and request an ambulance. It is always better to have an ambulance en-route and not need it than have it sitting in the station when you need it.
2. Always protect yourself. Make sure it is safe to approach the victim. Do not become a victim yourself.
3. Always use Personal Protective Equipment (PPE) when dealing with a victim’s body fluids.
4. The hardest thing to remember in a medical emergency is that most of the time the correct procedure is simply to monitor and reassure the victim until EMS arrives.
5. Do not attempt to assist the victim beyond this protocol unless you are trained in first aid.
6. After response, an “Accident/Incident Report” form must be completed and filed. Faculty/staff must file a workers’ compensation form if injured on the job.

**Unconscious Victims:**

1. Call 911, the college operator (0), and FSU Police (3111).
2. If victim is not breathing, begin rescue breathing and/or CPR, if trained.
3. If victim is breathing, monitor the victim until EMS arrives.

**Conscious Victims (Illness):**

1. Call 911, the college operator (0), and FSU Police (3111).
3. If victim has medicine for the problem; assist the victim in taking it. *DO NOT ATTEMPT TO GIVE MEDICINE TO A SEMICONSCIOUS VICTIM.*
4. Do not force victim to lie down. With many illnesses and heart problems, the victim will be more comfortable in a sitting position.

**Conscious Victims (Injury):**

1. Call 911, the college operator (0), and FSU Police (3111).
2. *DO NOT MOVE THE VICTIM UNLESS THERE IS A LIFE THREATENING PROBLEM (FIRE, ETC.)*
3. Maintain body temperature (cover with blanket if it is cool).
4. Do not attempt to apply a splint to a suspected fracture.
5. Reassure victim.
6. Treat any sprain, strain, or similar injury as if it were a fracture.

**Bleeding:**

1. Call 911, the college operator (0), and FSU Police (3111).
2. Protect yourself with personal protective equipment.
3. If victim is conscious, demonstrate to the victim how to apply a compress. If victim is unconscious, apply compress to wound and press hard. If the blood soaks through, do not remove the compress; apply another compress on top of the original one. *DO NOT APPLY HARD PRESSURE TO WOUNDS OF THE EYES, EARS, OR SKULL.*
4. If the wound is to the leg or arm, elevate the wound so it is higher than the heart.
5. If there are no other injuries, such as fractures, have the person lie down and maintain his or her body temperature.

**Seizures:**

1. Call 911, the college operator (0), and FSU Police (3111).
2. *DO NOT ATTEMPT TO RESTRAIN VICTIM.*
3. *DO NOT PUT ANYTHING IN VICTIM’S MOUTH.*
4. Place some sort of padding under victim’s head if possible.
5. Expect the victim to be very sleepy after the seizure.

A map outlining the location of the Automated External Defibrillators for the Panama City campus is provided on page 33 of the Adjunct Faculty Handbook.
Hurricane Preparation:

Gale Warning: A warning of winds within the range of 39-54 m.p.h. Gale warnings may precede or accompany a hurricane watch.

Hurricane: A violent storm originating over tropical waters with winds near its center reaching 74 M.P.H. or higher. In size, the storm may range from 50 to 1,000 miles in diameter.

Hurricane Watch: Hurricane conditions are possible in the specified area of the watch, usually within 36 hours.

Hurricane Warning: A warning indicates that hurricane winds of 74 M.P.H. or higher or a combination of dangerously high water and very rough seas are expected on a specified coastal area. When a hurricane warning is announced, hurricane conditions are considered imminent and may begin immediately or at least within the next 12 to 24 hours.

The hurricane season in Florida runs from June through November. In May of each year:

1. Building managers and Maintenance & Operations personnel will identify and correct safety hazards on campus.
2. Human Resources will update home and office telephone lists for essential personnel. Copies will be distributed to designated personnel.
3. Maintenance & Operations personnel will inspect and clean all roof drains, downspouts, and road/parking lot drains.
4. Purchasing will update list of campus owned beepers and cellular telephones.
5. The Vice President of Administration and Finance will coordinate the video taping of the entire campus and other college facilities (inside and out, buildings and grounds) for insurance purposes.

Level One: Monitoring Activation:
This level is initiated by the college president when a tropical depression reaches tropical storm status (39 M.P.H. and is assigned a name) and enters the northern Gulf of Mexico or when the east coast of Florida is placed under a Hurricane Watch.

1. Institutional Emergency Response Team members will monitor news and governmental channels for up-to-date information.
2. Building managers and Maintenance & Operations personnel will update inspections and correct safety hazards on campus. Items that could become flying debris during high winds should be identified for removal or storage at this time.
3. Supervisors will insure accuracy of divisional/departmental phone lists. Supervisors will hold divisional/departmental meetings to review storm plans and procedures. Supervisors should make themselves aware of subordinates’ short term personal plans to determine emergency staffing requirements and responsibilities. Supervisors should designate a second-in-command for emergency response purposes at this time.
4. Divisions/departments should identify irreplaceable paper records and backup electronically stored records.
5. The executive director of marketing & communications will coordinate college information with local news departments and the college’s cable information channel providers.
6. Faculty should direct students to monitor news channels and the college’s cable information channel for information from the college.
Level Two: Full Scale Activation:  
This level is initiated by the college’s service district when the college’s service district is placed under a Gale Warning, Tropical Storm Watch, or Hurricane Watch. High winds will be expected to affect facilities within 36-48 hours.

1. Institutional Emergency Response Team members will continue to monitor news and governmental channels for up-to-date information. The Institutional Emergency Response Team will meet.
2. Maintenance & Operations personnel will remove or store previously identified items that could become flying debris during high winds. Maintenance & Operations personnel will fuel all campus vehicles and prepare to relocate them to higher ground. The superintendent of Maintenance & Operations or designee will contact all construction crews on college property to secure job sites.
3. Supervisors will hold divisional/departmental meetings to review post-storm plans and procedures.
4. Information Technology Services will institute its emergency response plans. Information Technology Services personnel will work with appropriate faculty and staff to secure instructional computing laboratories.
5. Divisions/departments will collect and protect irreplaceable records (paper and electronic) in appropriate storage materials. Supervisors will distribute previously distributed heavy-duty garbage bags and plastic sheeting, securing them around at-risk electrical equipment.
6. All college employees will attempt to accomplish the following:
   a) Employees will identify and remove irreplaceable personal belongings and equipment from college facilities.
   b) Employees will clear desktops completely of paper and other articles.
   c) Employees will protect books and other valuable papers and equipment with previously distributed plastic sheeting secured by duct tape.
   d) Where necessary and possible, move computers, desks, file cabinets, etc., away from windows.
   e) Turn off or disconnect all electrical equipment.
   f) Clear any laboratory or classroom tables/shelving of all apparatus and glassware and place items in a protected location.
   g) Close and latch all windows and doors, if applicable.
7. Employees holding college owned beepers and cellular telephones will turn them in to the vice president of administration & finance’ office.
8. Administration & Finance will initiate a plan for additional security. Maintenance & Operations and Institutional Response Team members will form standby crews. Personnel remaining on campus during the storm (WKGC) will be identified.

Level Three: Campus/College Facility and Program Shut-Down:  
This level is initiated by the college president when the college’s service district is placed under a Tropical Storm Warning or a Hurricane Warning. High winds will be expected to affect college facilities within 12-24 hours.

1. The college president will determine the specific time when classes will be suspended and nonessential personnel will be sent home. The executive director of marketing and communications will coordinate college information with local news departments and the college’s cable information channel providers. Only the president or executive director of marketing & communications will contact the media to announce facility closings or canceled classes/activities.
2. When possible, building managers and Maintenance & Operations personnel will complete final inspections of all college facilities to insure all doors, windows, and loose items are secured. Maintenance & Operations personnel, when appropriate, will shut down HVAC systems and other electrical and/or gas equipment and services.
3. Each division/department head will maintain contact with personnel to establish emergency procedures and to recall their personnel, if necessary.
Level Four: After the Storm:
This level is initiated by the college president when a tropical storm or hurricane has left the college’s service district.

1. The college president will determine the specific time when the college will reopen for normal operations. The executive director of marketing & communications will coordinate college information with local news departments and the college’s cable information channel providers. Only the president or executive director of marketing & communications will contact the media to announce facility openings and the resumption of classes/activities. The chief information officer will install emergency phone equipment (with message machines) as necessary to provide for staff and student contact numbers.

2. As soon as possible, the Institutional Response Team members and Maintenance & Operations personnel will conduct a complete check of the campus and all other college facilities to assess and report damage. A list of damage will be collated by the vice president of administration & finance, and work orders will be issued for each item. The coordinator of Maintenance & Operations and coordinator of purchasing will coordinate with all off-campus utility and service providers for any necessary work. The chief financial officer will secure security personnel for campus facilities as appropriate.

3. When campus facilities have been secured and determined safe, division/department heads will insure that a detailed inspection of their area is conducted. All damage and problem areas should be reported to the vice president of administration & finance for appropriate action by work order. All areas will need to be secured to prevent injuries (in damaged areas, additional damage, or looting).

4. The executive director of marketing & communications will coordinate the video taping of the entire campus and other college facilities (inside and out buildings and grounds) for insurance purposes. A photographic record will be kept throughout the initial recovery period.

5. Human resources will maintain a log of all employees and volunteers including name, date, time, and services performed.

6. Maintenance & Operations personnel will begin clean-up and repairs at the direction of the president or vice president of administration & finance. Additional personnel will be recalled, as necessary, to carry out the business of the college.
## Fall Semester 2012

### Session A, August 20 – December 14

<table>
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<th>Date</th>
<th>Event</th>
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<tbody>
<tr>
<td>August 3</td>
<td>All early registration fees must be paid by this date.</td>
</tr>
<tr>
<td>August 15 – 24</td>
<td>Advising and Registration</td>
</tr>
<tr>
<td>August 20</td>
<td>Classes Begin</td>
</tr>
<tr>
<td>September 1 – 3</td>
<td>Labor Day. College closed.</td>
</tr>
<tr>
<td>October 15</td>
<td>Mid-semester grades to be communicated to the students.</td>
</tr>
<tr>
<td>October 22</td>
<td>Withdrawal Deadline: “W” if passing, “F” if failing.</td>
</tr>
<tr>
<td>November 12</td>
<td>Student Holiday. College closed.</td>
</tr>
<tr>
<td>November 13</td>
<td>Graduation Application Deadline</td>
</tr>
<tr>
<td>November 21 – 25</td>
<td>Beginning of Thanksgiving Holidays for students. Classes will not be held.</td>
</tr>
<tr>
<td>November 5 – December 13</td>
<td>Advising and Registration for Spring 2013 term begins See schedule for subsequent times and locations.</td>
</tr>
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<td>December 7 – 13</td>
<td>Final Examinations</td>
</tr>
<tr>
<td>December 14</td>
<td>Term Ends</td>
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<tr>
<td>December 24’ – January 1</td>
<td>College Closed</td>
</tr>
</tbody>
</table>

## Fall Semester 2012

### Session B, August 20 – October 15

<table>
<thead>
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<th>Date</th>
<th>Event</th>
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</thead>
<tbody>
<tr>
<td>August 3</td>
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<tr>
<td>August 15 – 24</td>
<td>Advising and Registration</td>
</tr>
<tr>
<td>August 20</td>
<td>Classes Begin</td>
</tr>
<tr>
<td>September 1 – 3</td>
<td>Labor Day. College closed.</td>
</tr>
<tr>
<td>September 17</td>
<td>Mid-semester grades to be communicated to the students.</td>
</tr>
<tr>
<td>October 10 – 12</td>
<td>Final Examinations</td>
</tr>
<tr>
<td>October 15</td>
<td>Term Ends</td>
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**Fall Semester 2012 Continued**

**Session C, October 16 – December 14**

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<th>Date Range</th>
<th>Event Description</th>
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<tbody>
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<td>August 3</td>
<td>All early resignation fees must be paid by this date.</td>
</tr>
<tr>
<td>October 16 – 17</td>
<td>Late Registration</td>
</tr>
<tr>
<td>October 16</td>
<td>Classes Begin</td>
</tr>
<tr>
<td>November 12</td>
<td>Student Holiday. College closed.</td>
</tr>
<tr>
<td>November 13</td>
<td>Graduation Application Deadline</td>
</tr>
<tr>
<td>November 13</td>
<td>Mid-semester grades to be communicated to the students.</td>
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</tr>
<tr>
<td>November 5 – December 13</td>
<td>Advising and Registration for Spring 2013 term begins. See schedule for subsequent times and locations.</td>
</tr>
<tr>
<td>December 10 – 13</td>
<td>Final Examinations</td>
</tr>
<tr>
<td>December 14</td>
<td>Term Ends</td>
</tr>
<tr>
<td>December 24 – January 1</td>
<td>College Closed</td>
</tr>
</tbody>
</table>
Spring Semester 2013

Session A, January 7 – May 4

January 2

All early registration fees must be paid by this date.

January 7 – January 11

Late Registration; Drop/Add

January 7

Classes Begin

January 19 – January 21

Martin Luther King, Jr. Holiday. College closed.

March 1

Mid-semester grades to be communicated to the students.

March 8

Withdrawal Deadline: “W” if passing, “F” if failing.

March 11 – March 17

Spring Break. College closed.

April 26 – May 2

Final Examinations

May 4

Term Ends

Spring Semester 2013

Session B, January 7 – March 4

January 2

All early registration fees must be paid by this date.

January 7

Classes Begin

January 19 – 21

Martin Luther King, Jr. Holiday. College closed.

February 4

Mid-semester grades to be communicated to the students.

February 11

Withdrawal Deadline: “W” if passing, “F” if failing.

February 27 – March 1

Final Examinations

March 4

Term Ends

Spring Semester 2013

Session C, March 5 – May 4

January 2

All early registration fees must be paid by this date.

March 5

Classes Begin

March 11 – March 17

Spring Break. College closed.

April 9

Mid-semester grades to be communicated to the students.

April 16

Withdrawal Deadline: “W” if passing, “F” if failing.

April 29 – May 2

Final Examinations

May 4

Term Ends
### Summer Semester 2013

#### Session A, May 6 – July 27

<table>
<thead>
<tr>
<th>Date</th>
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</thead>
<tbody>
<tr>
<td>May 1</td>
<td>All early registration fees must be paid by this date.</td>
</tr>
<tr>
<td>April 15 – May 3</td>
<td>Advising and Registration</td>
</tr>
<tr>
<td>May 6</td>
<td>Classes Begin</td>
</tr>
<tr>
<td>May 25 – May 27</td>
<td>Memorial Day observed. College closed.</td>
</tr>
<tr>
<td>June 21</td>
<td>Mid-semester grades to be communicated to the students.</td>
</tr>
<tr>
<td>July 19 – July 25</td>
<td>Final Examinations</td>
</tr>
<tr>
<td>July 27</td>
<td>Term Ends</td>
</tr>
</tbody>
</table>

#### Summer Semester 2013

#### Session B, May 6 – June 15

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>May 1</td>
<td>All early registration fees must be paid by this date.</td>
</tr>
<tr>
<td>May 6</td>
<td>Classes Begin</td>
</tr>
<tr>
<td>May 6 – May 7</td>
<td>Late Registration; Drop/Add</td>
</tr>
<tr>
<td>May 24</td>
<td>Mid-semester grades to be communicated to the students.</td>
</tr>
<tr>
<td>May 25 – May 27</td>
<td>Memorial Day observed. College closed.</td>
</tr>
<tr>
<td>June 12 – June 14</td>
<td>Final Examinations</td>
</tr>
<tr>
<td>June 15</td>
<td>Term Ends</td>
</tr>
</tbody>
</table>

#### Summer Semester 2013

#### Session C, June 17 – July 27

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>May 1</td>
<td>All early registration fees must be paid by this date.</td>
</tr>
<tr>
<td>June 17</td>
<td>Classes Begin</td>
</tr>
<tr>
<td>June 17 – June 18</td>
<td>Late Registration; Drop/Add</td>
</tr>
<tr>
<td>July 5</td>
<td>Mid-semester grades to be communicated to the students.</td>
</tr>
<tr>
<td>July 12</td>
<td>Withdrawal Deadline: “W” if passing, “F” if failing.</td>
</tr>
<tr>
<td>July 22 – July 25</td>
<td>Final Examinations</td>
</tr>
<tr>
<td>July 27</td>
<td>Term Ends</td>
</tr>
</tbody>
</table>
STATEMENT OF VALUES

Holding true to its vision and working continuously on mission, Gulf Coast State College affirms these values as essential to all the college is and does:

- Boldness of vision
- Responsiveness to the community
- Culture of honesty and trust
- Open expression of ideas
- Diversity of thought and culture
- Flexibility and agility
- Ease of access and affordability
- Outstanding teaching and service
- Creativity and innovation
- Purposeful work

VISION

Gulf Coast State College will deliver life-changing learning opportunities and will join as a full partner in dynamic cultural and economic development of the region.

MISSION

Gulf Coast State College holds students and community of central importance. The college provides many opportunities for learning and offers a range of programs and services to help students become well-educated, productive citizens. The college is equally dedicated to collaborating with the community to help create or improve economic well-being and to offer the space of the college for social dialog, events of art and culture, and other moments that enhance our quality of life.
PERSONNEL AFFAIRS

Verification of United States Citizenship - All full-time and part-time faculty must provide appropriate identification and a completed Immigration Department of Homeland Security Employment Eligibility Verification I-9 Form enabling division chairs to verify the faculty member is a legal resident of the United States. Resident Aliens and other aliens authorized to work in the United States will need to supply additional documentation requested by Human Resources and outlined on the I-9 Form.

The following must be completed and returned to the division secretary upon accepting the initial teaching assignment. These items must be completed in their entirety and received by Human Resources before an employee can be entered into the payroll system and eligible for salary disbursements:

1. Employment Application Form
2. IRS W-4 Form - Tax Withholdings
3. Notarized Oath of Loyalty Form
4. I-9 Form - Citizenship Verification
5. Official College Transcripts*
6. Direct Deposit form completed
7. Be fingerprinted and receive a clear background check before employment start date

*Official transcripts of all college course work must be received by Human Resources by no later than the end of the first semester of teaching responsibilities. Official transcripts must be mailed directly to the Human Resources Office (GCSC, 5230 West Highway 98, Panama City, FL, 32401) from the institutions an adjunct faculty member has attended. Copies of temporary, unofficial transcripts must be received by Human Resources prior to the first day of teaching responsibilities, if official transcripts have not been received. Failure to submit official transcripts will result in the delay of additional teaching assignments.

Adjunct faculty teaching overloads will, for services rendered during the fall and spring semesters, receive payment at the end of each month during the duration of the contract assignment and the end of the contract (if it doesn’t fall at the end of the month), provided the teaching assignment information has been received in Human Resources prior to payroll deadlines.

Adjunct faculty teaching overloads will, for services rendered during summer terms, receive equal payments at the end of each month during the duration of the contract, provided the teaching assignment information has been received in Human Resources prior to payroll deadlines. Adjunct faculty and regular employees teaching overloads that extend over both summer terms will be paid in equal amounts at the end of each month during the duration of the contract, provided Human Resources has received the teaching assignment information prior to payroll deadlines.

Adjunct faculty and regular employees teaching overloads will receive payment for services rendered during weekend college at the end of each month during the duration of the contract assignment and the next pay date following the end of the assignment (if it doesn’t fall at the end of the month), provided the teaching assignment information has been received in Human Resources prior to payroll deadlines.

This payment plan will be used for all regular terms, summer terms, Weekend College and cross-calendar teaching assignments. Please call Payroll at 769-1551, extension 2807, or Human Resources at 872-3877 if you have any questions.

All adjunct faculty are required to participate in the Alternative to Social Security Plan as a condition of employment. Please contact Human Resources prior to teaching or signing a contract if you have not received information on and understand this plan.
Harassment and Sexual Misconduct Policy:

Gulf Coast State College is committed to creating and maintaining an environment in which students, faculty, and staff can work together in an atmosphere free of all forms of harassment (race, national origin, sex, etc.) and sexual misconduct (assault, harassment, exploitation, intimidations, or coercion). Harassment and sexual misconduct are illegal under both state and federal laws and are a violation of the rules and regulations of the college. Harassment and sexual misconduct will not be tolerated by any member of the college community. Employees who believe they are the victims of harassment or sexual misconduct should report the facts and circumstances directly through the immediate supervisor, department head, director, dean, or director of human resources. Employees, including adjunct faculty, are required to report all instances of sexual harassment. Please contact division chairs or human resources for more information.

The college has established policy and grievance procedures in order to preserve the right of all college employees, agents, and students to an environment free from harassment and sexual misconduct. Any employee, agent, or student will be subject to appropriate disciplinary action for violation of the college policy on harassment and sexual misconduct. Please refer to the Manual of Policy for the complete Harassment and Sexual Misconduct Policy.

Tobacco Free/Smoke Free Policy:

Facilities owned and/or operated by Gulf Coast State College are tobacco free/smoke free.

Tobacco Free/Smoke Free Rules:

The use, distribution, or sale of tobacco, including any smoking device, or carrying of any lighted smoking instrument, in GCSC buildings or on GCSC premises is prohibited. This includes, but is not limited to all GCSC sidewalks, parking lots, landscaped areas, recreational areas and buildings on any GCSC property and in GCSC owned, rented, or leased vehicles, and at events on GCSC premises.

The inhaling, exhaling, burning, or carrying of any lighted smoking material, including cigarettes, cigars, or pipes, is prohibited on college property. The use of other tobacco products, such as smokeless or chewing tobacco, is also prohibited on college property.

Smoking materials must be extinguished prior to entering upon any GCSC property without exception. All tobacco products in use must be disposed of appropriately prior to entering upon any GCSC property, which includes exiting a vehicle. Improper disposal includes:

1. Spitting smokeless tobacco product;
2. Littering (i.e. discarded cigarette butts, throwing or disposing of cigarette butts out of windows, leaving spit container);
3. Anything that creates a fire hazard.
INSTRUCTIONAL RESPONSIBILITIES

A. Meeting of Classes

No class will be dismissed for a complete class period without approval of the appropriate faculty chair.

At the Gulf/Franklin Center and TAFB, instructors should also inform administrative staff if a class is cancelled.

Class should begin on time and dismiss on time (not early). The break for evening classes should be limited to 15 minutes in the middle of the session. In case of last minute emergencies, the switchboard operator should be notified in order that the students can be notified.

B. Classroom Supervision

Instructors should supervise classrooms to ensure that no smoking, drinking, or eating occurs in the classrooms. This policy is to be followed in facilities on all college campuses.

Classroom equipment should not be moved from one classroom to another without approval of the appropriate division chair.

At the Gulf/Franklin Center and TAFB, equipment shall not be moved without approval of administrative staff.

C. Office Time

Adjunct faculty are required to schedule a minimum of thirty minutes of office time each week per course. When an office is not available, the faculty member should be available to meet with students before or after class.

Office time at the Gulf/Franklin Center shall be held in Room B-112.

D. Preparation for Instruction

Instructors should be well prepared to instruct each class session. Instructors are expected to be knowledgeable in their subject matter and possess a depth beyond the minimum information found in the textbook.

We encourage all faculty and adjuncts to take advantage of GCSC’s Scholar Web site. This site is a valuable online resource for faculty and adjuncts, containing training video clips, training manuals, and an archive of teaching tips and effective practices, as well as updates on how to access new resources such as “Turnitin” for anti-plagiarism and “Respondus” for secure online testing. To access this site, simply visit the college homepage at http://www.gulfcoast.edu then click on the Quicklinks dropdown arrow and choose Faculty Resources.

E. Academic Freedom

Believing that collegiate education is fortified through the vigorous and unfettered presentation and exchange of ideas, the District Board of Trustees of Gulf Coast State College staunchly upholds the tenets of academic freedom. No external coercion shall be permitted to interfere with sober pursuit of truth and knowledge within the context of properly constituted courses and programs of study. The District Board of Trustees has developed procedures by which curricula and syllabi are developed and modified in keeping with the mission of the institution.

F. Academic Standards

Gulf Coast State College seeks to maintain high academic standards. Course requirements and evaluations should be commensurate with freshman or sophomore college level work. Students should be clearly advised of all course requirements and grading procedures at the beginning of the term, including attendance, withdrawal procedures, grading, special projects, special assignments, etc.
G. Course Syllabi

Instructors will receive a syllabus for the course being taught and are expected to follow this syllabus closely. Following the syllabus will help ensure that the material covered and course requirements will be comparable for all sections of a particular course. Instructor must provide contact information on syllabus.

H. Grading System

Letter grades are assigned for all credit courses. Number equivalents are as follows: A (90-100); B (80-89); C (70-79); D (60-69); and F (0-59). In addition, the following letter grades are used where appropriate: W (Withdrawal), S/U (Satisfactory/Unsatisfactory), I (Incomplete), and X (Audit). Audits must be declared before the end of the drop/add period and cannot be changed to credit. College preparatory courses cannot be audited. A grade of "I" may be assigned a student failing to complete the class work on schedule. The incomplete grade will be changed to "F" if not removed within 30 calendar days from the end of the term the grade was earned.

I. Posting of Grades

In an effort to comply with laws related to student records, privacy and the possibility that many search engines could retrieve students names and information from our front page server it is recommended that NO student names, personal identification i.e. telephone numbers, social security numbers, addresses, etc., discussion groups or grades be posted on the front page server. However, since the Angel server is much more secure and requires a password to access, grades, names and discussion groups may be posted to course web sites located within Angel.

J. Examinations

The number and type of examinations should be coordinated with the appropriate division chair.

If a student has an excused absence for an exam, an alternate grade opportunity must be provided.

Instructors should return examination papers to students as soon as possible after the examination has been graded in order to take full advantage of the learning value inherent in examinations. The instructor is not required to permit students to retain examination papers.

Final examinations are to be administered according to the published schedule. Any plans to change must be approved by the division chair or appropriate vice president.

Final examinations at the Gulf/Franklin Center may be administered at different times—check with your division chair.

K. Instructional Assistance

All requests for the use of AV equipment should be coordinated through the appropriate division chair. Assistance may be arranged through the division chair for supplies, keys, and off-campus equipment. Secretarial assistance will be provided through the appropriate division chair.

At the Gulf/Franklin Center and TAFB, use of AV equipment should be coordinated through center staff. Please see the “Instructor Information Memo” provided at the beginning of the semester.

Training for the Angel course management system can be obtained by scheduling a training session through the Office of E-Learning at extension 4168.

L. Use of Resource Personnel

Gulf Coast State College faculty members are encouraged to use resource personnel from the community and other sources when deemed advantageous to the instructional program. Requests should be submitted to the appropriate division chair who, in turn, will request approval from the executive vice president/chief instructional officer. Requests should be submitted in writing prior to any invitation being extended.
M. Final Responsibilities

Your final responsibility for the semester is to return to the division chair the following:

1. Completed grade report.
2. Grade book showing grades and attendance.
3. Two copies of final examinations as prepared by you, and all final examinations as completed by your students.
4. Textbooks, syllabi, and other teaching materials.
5. College keys, if distributed.
6. Student work on final exams (student answers to all exam questions, including those on scantron cards).
7. Last date of activity (LDA) for grades of W2, I, and F must be entered on the final grade roster, and all faculty must include with the end-of-term materials proof of the LDA.

These must be returned by the date published for all final grades to be submitted. Final checks will not be released until keys to buildings and grades have been turned in.

At the Gulf/Franklin Center, grades must be posted in the Lighthouse system by the date included in the “Instructor Information Memo.” After that date, instructors are responsible for getting grades to main campus to the appropriate division chair.

TYNDALL AIR FORCE BASE REQUIREMENTS

A. Faculty teaching at Tyndall Air Force Base must follow the guidelines as outlined in the “Instructor Information Memo” provided at the beginning of the semester.

B. Air Force personnel (civilian and active duty military) must have the commander's approval for off-duty employment with Gulf Coast State College.

C. Instructors should coordinate with TAFB Office to obtain access to TAFB Educational facilities prior to beginning of term. See page 30 for more details.

D. If you need assistance or have questions regarding Tyndall policies and procedures, please contact the TAFB Office at 283-4332.

EVALUATION OF ADJUNCT FACULTY

Adjunct instructors, as well as full-time faculty, will be evaluated on the basis of quality and effectiveness of instruction; rapport with students; mastery of subject matter; following instructional procedures relating to course syllabus, grading system, and examinations; maintenance of accurate records; and meeting of reporting deadlines. A copy of the Adjunct Faculty Evaluation Form that will be used as documentation is provided on the following page.

A. Student Evaluations

The evaluation of adjunct instructors will be documented in part by student evaluations. Instructors will receive student opinionnaire forms to be filled out anonymously by the students and returned to the division chair in a sealed envelope.

B. Chair’s Evaluation

The appropriate division chair will evaluate the adjunct instructor with regard to following instructional procedure, as well as maintaining records and meeting deadlines, using the adjunct evaluation form. If possible, the chair will also visit the instructor's class and observe instructional procedure.

RESPONSIBILITIES TO THE OFFICE OF ADMISSIONS AND RECORDS

The Office of Admissions and Records is open from 7:30 a.m. to 6:00 p.m., Monday through Thursday, and 7:30 a.m. to 4:00 p.m. on Friday.
Keeping accurate records and meeting deadlines are extremely important for the overall operation of the college. Failure to maintain accurate records or to meet deadlines could detrimentally affect the total system of gathering and reporting significant data.

A. Official Class Rolls

After drop/add, please verify your final class roster by going to www.gulfcoast.edu and click on Light House Login. Go to Faculty Services Tab.

B. Reporting Final Grades

Faculty members should develop mid-term and final grade notification that protects the student’s right to privacy. No grades should be posted using student information (i.e. name, social security number, birth date).

Final grades must be processed by the due date published on the final grade posting page Grade Book. If you are unable to process the grades by that date, please notify the Office of Admissions and Records at 769-1551 ext. 4866

Students will be able to access their final grades and GPA via Light House Student Login located at www.gulfcoast.edu and through facts.org.
# ADJUNCT FACULTY EVALUATION

<table>
<thead>
<tr>
<th>Adjunct Faculty Name</th>
<th>Division</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Course Number</th>
<th>□ Face to Face □ Web □ Hybrid Type □ Other</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Semester</th>
<th>Course Site</th>
<th>Evaluator</th>
</tr>
</thead>
</table>

**Check All That Apply:**

- [ ] Teaches accurate information and concepts  
  **Credibility, Authority, Authenticity:** Does the instructor present accurate information? Is the information pertinent and appropriate to the course? Do students appear to trust and respect the instructor? Does the instructor cultivate a sense of authority and knowledge in his or her subject?

- [ ] Teaches concepts in a student accessible manner  
  **Interaction and Engagement:** Did this class session offer opportunities for instructor-student interaction, e.g. question-answer, worksheet that became part of a class discussion, student presentation with instructor and peer feedback, open discussion of ideas relevant to the topic of the day, or other?

- [ ] Responds promptly to students and staff; provides timely feedback on student work  
  **Management:** Does the instructor exhibit good classroom management skills? Is the instructor able to eliminate distractions or disruptions? Does the use of time and pace seem appropriate? Does the instructor have a plan for that particular class and are students aware of the plan?

- [ ] Complies with GCSC policies  
  **Compliance:** Is the instructor's syllabus complete, clear and concise? Is record-keeping adequate (attendance, grades, weights of grades recorded)? Are required documents submitted on time (CCSSE, IDEA, grade book, attendance sheets, final exams, etc.)? Is there evidence that GCSC policies are followed?

**Particular Strengths:**

**Suggestions for Improvement:**

<table>
<thead>
<tr>
<th>Signature of Adjunct</th>
<th>Date</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Signature of Evaluator</th>
<th>Date</th>
</tr>
</thead>
</table>
C. Retention Schedule for Instructional Records

Each full-time and part-time faculty member must maintain a written record of his or her students’ course progress. The record may be a hard copy or an electronic file. These records will be referred to as the instructor’s “grade book” and should include enough detail to document the student’s grade in the course and the last date of attendance, as well as contain any other program or departmental requirements. These grade books will serve as the official record of student progress in case of a challenge, grievance, or audit.

The retention schedule for instructional records is outlined below. If a faculty member should cease employment with the college, the records listed below should be submitted to the appropriate division chair prior to departure from the institution.

<table>
<thead>
<tr>
<th>ITEM</th>
<th>MINIMUM RETENTION PERIOD</th>
</tr>
</thead>
<tbody>
<tr>
<td>Original grade book with copy of course outline or grading policy</td>
<td>5 years</td>
</tr>
<tr>
<td>Copy of final course grade roster</td>
<td>5 years</td>
</tr>
<tr>
<td>Final Exams</td>
<td>1 year</td>
</tr>
</tbody>
</table>

Note to Instructors Using Angel and Online Grade Books
The retention schedule provided above is applicable for both print and electronic grade books. Any electronic grade books should be archived to a disk and printed out in hard copy. In your absence from campus, department chairs should have access to the hard copy in case of a student challenge, grievance, or audit.

Records Destruction
Prior to destroying any grade books, final course grade rosters, or final exams, a Records Destruction Form must be completed and forwarded to the Office of Admissions and Records. Please see the division chair and/or secretary prior to disposing of these records.

NO RECORDS SHOULD BE DESTROYED UNTIL THE FORM HAS BEEN SIGNED AND SENT BACK WITH APPROVAL.

D. Handling of Confidential Information

Handling of Confidential Information
All student data, except for appropriate directory information, is confidential student data and is protected by state and federal law. It is the responsibility of any employee who requires access to this data in the performance of his or her duties to strictly adhere to GCSC Policy 7.015. In addition, the following procedures should be strictly adhered to:

1. Under no circumstances should any employee ever share user codes and passwords with any other employee or student.
2. User codes and passwords should not be kept in written form. Never should user codes and passwords be displayed in a non-secure or publicly accessible location.
3. If an employee has reason to believe that his or her password may have been compromised in any way, that employee should immediately change the password.
4. When working with confidential student information, college employees should take measures to guarantee the safety of that information. Such documents should not be left unattended or in a publicly accessible location.
5. All documents that contain any confidential student information should be destroyed according to appropriate guidelines when no longer needed. Never should any report that contains confidential student information be disposed of in a wastebasket or other such container.
6. The Family Educational Rights and Privacy Act (FERPA), a federal law, requires that Gulf Coast State College, with certain exceptions, obtain written consent from a student prior to disclosure of personally identifiable information from his or her educational records. The director of enrollment services is responsible for coordination of any release of student information. For more information on FERPA go to [http://www.ed.gov/policy/gen](http://www.ed.gov/policy/gen).
E. Attendance Policy and Withdrawal Procedure

Attendance:

Regular class attendance and participation are significant factors that help to promote success in college.

1. Faculty are responsible for verifying initial attendance on or before the first class session following the end of the add/drop period, and for reporting students who have not attended up to that point.

2. Students are expected to attend all classes for which they are registered.

3. Faculty must include their individual attendance policy and procedures in the syllabus for the course.

4. Faculty should inform students if they accumulate absences which threaten academic progress or standing in the course.

5. It is the student's responsibility to communicate with his or her instructor regarding any absences. Failure to do so in a timely manner may put the student at risk of academic penalty as indicated in the attendance policy on the professor's syllabus.

6. In the instance of a student who has stopped attending but who does not initiate a withdrawal, it will be the responsibility of the faculty member to indicate the date of last academic-related activity on the final grade roster. Academic-related activity includes physical class attendance, submission of assignments, taking exams, participation in on-line discussions or direct contact with the instructor regarding course subject matter. Note: logging in to the CMS is not sufficient to qualify as academic-related activity.

Withdrawals:

There are two kinds of withdrawals---student and administrative.

- **Student Withdrawal** - Students wishing to withdraw must complete a withdrawal form and submit the form to the Office of Enrollment Services before the scheduled withdrawal deadline as published in the college catalog. Student withdrawals initiated prior to the scheduled withdrawal deadline will be recorded as a grade of “W.” The withdrawal deadline for an off-term or condensed term is one week after midterm.

- **Administrative Withdrawal** – A faculty member may withdraw a student up to the published withdrawal deadline for violation of the class attendance policy, in which case the student will receive a grade of “W”. Administrative withdrawals initiated after the published withdrawal deadline will be recorded as either “W” or “F” depending on the student’s progress in the class and the instructor’s grading policies. The withdrawal deadline for an off-term, distance education or condensed semester is midterm for the course or the date of the second examination, whichever occurs first.

Students cannot withdraw from developmental studies courses (college-preparatory classes) after the drop/add period without written permission from their instructor and/or their academic adviser.

1. A student is permitted to withdraw from a class on or before the withdrawal deadline of approximately one week after mid-term, as published in the college calendar. A student is not permitted to withdraw from a class after the withdrawal deadline.

2. A faculty member is permitted to withdraw a student from the faculty member's class up to the published withdrawal deadline, for violation of the faculty member's attendance policy, as published in the faculty member's syllabus.

3. A student who withdraws from a class before the withdrawal deadline will receive a grade of “W”. A student who is withdrawn by a professor at any time before the published withdrawal deadline will receive a grade of “W”. Administrative withdrawals initiated after the published withdrawal deadline will be recorded as “W” if passing and “F” if failing. Any student who withdraws or is withdrawn from a class during a third attempt in the same course will be assigned a grade of “F”.

4. A student who receives a grade of “W” will not receive credit for the course, and the W will not be calculated in the student's grade point average; however, the enrollment will count in the student's total attempts in the specific course.
F. Repeat Policy

This policy applies to courses taken for the first time beginning with Fall Semester 1997. Only Gulf Coast State College courses are counted in attempts. Repeatable courses, courses required to be repeated by a regulatory agency, or courses being repeated as part of a regulatory requirement for continuing education to stay current in a field, such as teacher certification, will not be applied to this policy.

A student can only repeat a course with a “D” or “F” grade. There is a maximum of two withdrawals permitted with each course. On the third attempt, a student cannot withdraw and must earn a grade.

Students who have successfully completed a college preparatory course with a “C” or better may request, through the appeals process, to audit the same preparatory course. Students will be allowed to audit the course only once. Audits for college and vocational courses declared prior to the end of the drop/add period shall not count as attempts.

SUPPORT SERVICES AVAILABLE

A. Library

Gulf Coast State College Library provides for the knowledge and information needs of the College’s students and employees and the community as appropriate to the College’s mission. The library fosters an environment that encourages learning and enhances the educational climate of the College. The library collection includes more than 100,000 books and eBooks. From our web site, we provide access to over a hundred full-text databases. Interlibrary loan services are provided for materials not available in the college library collection. All online resources are available 24/7 from the library web page at www.gulfcoast.edu/library. To log in, use your GSCS employee ID number; your password/PIN is your birthday in MMDD format. If you do not know your GSCS employee ID number, ask your division’s Administrative Assistant or HR.

Except for intercessions when the library reduces hours and closes on the weekend, the library is open according to the following schedule:

<table>
<thead>
<tr>
<th>Days</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday through Thursday</td>
<td>7:15 a.m. – 9:30 p.m.</td>
</tr>
<tr>
<td>Friday</td>
<td>7:15 a.m. – 4:00 p.m.</td>
</tr>
<tr>
<td>Saturday</td>
<td>9:00 a.m. – 5:00 p.m.</td>
</tr>
</tbody>
</table>

The liaison program was created to facilitate communication between the library and academic divisions. You may request a general library orientation for yourself or schedule customized research instruction for your students. We encourage you to contact your specific liaison for assistance.

Business Sara Duff x5811  
Health Sciences Wei Cen x5806  
Language & Literature Connie Head x3366  
Mathematics John Armstrong x5808  
Natural Sciences John Armstrong x5808  
Public Safety Connie Head x3366  
Social Sciences Wendy Dover x3329  
Technology Sara Duff x5811  
Visual & Performing Arts Sara Duff x5811  
Wellness Wei Cen x5806

B. Career Center

The purpose of the Career Center is to assist students in developing career plans compatible with their interests, skills, and personality. Students who have not declared an academic major or who are uncertain
of their major may complete career interest tests and personality inventories. Several computer programs, such as Sigil Plus, Please Understand Me, and What Can I Do With This Major? are used in the assessment process. Students who have selected a major may research salary, job demand, and other characteristics of their career fields through computer programs, printed materials, or videotapes. College guides, financial aid materials, and catalogs are available for students planning to transfer to a university to continue their education. Students also have access to the Florida Academic Counseling and Tracking System (FACTS) via the Internet. Several career planning assessments are available online at www.facts.org.

The Career Center also provides learning support services for students experiencing academic difficulties in reaching their career goals. A battery of computerized tests assists students in analyzing their learning style and provides individualized prescriptive programs designed to permit student to utilize their strengths and minimize their weaknesses.

The Career Center is open weekdays from 8:00 a.m. to 6:00 p.m., except on Fridays when it closes at 4:00 p.m.

At the Gulf/Franklin Center, students have access to Please Understand Me, other career interest tests, job search, and resume building programs. Resources are available in Room B-108 during regular Center hours.

C. Instructional Services

Students can receive one-on-one instruction with qualified instructors in math in the Math Division and in English and reading in the Language and Literature Division. Supplemental printed materials, in addition to video and computer-aided instruction programs, are available for a wide variety of courses. In addition, competency-based prescriptive modules are available for students who need refreshing in basic skills areas.

At the Gulf/Franklin Center, tutors are available in math and English. Hours are advertised each semester. Supplemental resource materials are available in B-112.

D. Student Services

Services provided through Student Services include placement testing, financial aid information and services, coordination of student activities, retention programs and counseling, services for disabled students, and general academic and personal counseling.

At the Gulf/Franklin Center, placement testing, financial aid information and services, and general academic advising are available during regular Center hours.

Counselors are on duty from 8:00 a.m. until 6:00 p.m., Monday through Thursday, and 8:00 a.m. until 4:00 p.m., on Fridays. Counselors are available to assist instructors with student problems. Call 913-2925.

E. Testing Center

The Testing Center, located on the 3rd floor of the Student Union West Building, supports the testing needs for students taking E-Learning courses. Services are also provided for students who need special testing accommodations.

Office hours are Monday, Tuesday, and Thursday from 7:00 a.m. until 8:00 p.m., Wednesday from 7:30 a.m. until 3:30 p.m., and Friday from 7:00 a.m. until 4:00 p.m.

Student testing hours are Monday, Tuesday, and Thursday from 7:30 a.m. until 5:30 p.m., Wednesday from 7:30 a.m. until 3:30 p.m., and on Friday from 7:30 a.m. until 1:30 p.m. (*DSS testing begins at 7:00 a.m. and ends two hours before the times listed above)

Saturday testing dates for fall 2012, spring 2013 midterm and finals are October 13th, December 8th, March 2nd, and April 27th. Student testing times are from 8:00 a.m. until 3:30 p.m. Please note that students must register to test at least one week prior of final exam date.
Every e-Learning faculty member should have a Testing Center course listed on his or her Angel account which provides contact information, Department Liaisons, procedures for uploading tests, and directions to assist students on how to register for an exam.

**Points to Remember:**
- Coversheets: (1) must be typed to ensure legibility; (2) indicate the date and time exam will start and end; (3) confirm that Respondus and Angel passwords work; (4) if the exam is the same (on-campus/off-campus) only one coversheet should be uploaded; (5) if there are special instructions, please provide them to the Department Liaison; (6) Coversheets are filed in the Testing Center for one year and one semester. If you would prefer the Coversheets not to be returned, please inform your Department Liaison.
- Exams: (1) will be shredded on date stated on the Exam Coversheet. If a student misses the scheduled exam window, the Testing Center needs written approval from the instructor before the student can test; (2) must be loaded in the Angel Dropbox in case of absence of Department Liaison. An alternative option is hand delivery. Upload e-Learning exams either at the beginning of the semester or at least one week prior to test window to ensure timely off-campus delivery; (3) are deleted from Angel at the end of each semester.
- Please provide your Department Liaison with the best way you would like to be contacted.
- Phone calls and emails are returned by the end of the next business day. Documentation will be available if you need it upon a student complaint.
- DSS exams must be uploaded or delivered 24-hours in advance.
- Contact Department Liaison if a student will utilize the Testing Center as a special circumstances tester.

**Student Testing Policies:**
- Testing must be made through our appointment software, RegisterBlast at least 24-hours prior to the requested test date and time. Testing must be scheduled prior to 1:30 p.m. on Friday for a Monday exam. There are no walk-ins allowed.
- No cell phones allowed – if a phone rings or vibrates, the exam will be taken and the student will be asked to leave.
- No personal items (books, purses, backpacks, or bags) allowed.
- No extra paper allowed – scratch paper will be provided and it must be returned at the end of the exam.
- Exam proctoring will end at scheduled time, regardless of completion, unless instructor has given prior approval for extension.
- Off-campus proctoring request forms must be submitted one week prior to testing window.
- Students must sign-in (Who’s Next) on the computer in the SUW 3rd floor stairwell upon arrival to test.

**F. Bookstore**

Gulf Coast State College maintains a bookstore in the Student Union West. The bookstore is open 7:30 a.m. until 7:00 p.m., Monday through Thursday, and 7:30 a.m. until 3:00 p.m. on Fridays.

At the Gulf/Franklin Center, books for classes held at the Center are sold from 9:00 a.m. until 6:30 p.m., Monday through Thursday, and 9:00 a.m. until 5:00 p.m. on Fridays.

At the TAFB Campus, books for classes held at TAFB are sold from 4:30 p.m. until 6:30 pm. on the first night of class.

**G. Printing on Campus**

The campus utilizes a print management system to reduce waste and keep printing costs down. Every student, faculty, and adjunct has a Pay4print account automatically provisioned for his or her use. Faculty and adjuncts are provided a free print balance of 100 prints per semester for emergency use. Instructions
for using Pay4print may be found on the GCSC Web site at http://www.gulfcoast.edu/pay4print/default.htm. If you have problems printing or accessing your Pay4print account you should call the help desk at extension 3303.

H. Visual and Performing Arts

Adjunct instructors may receive one free ticket to all GCSC Theatre Productions. For information call 872-3886.

LANGUAGE AND MATH REQUIREMENTS

A. General Education Requirements

Associate of Arts Degree

Students enrolling in an Associate of Arts (A.A.) transfer degree program at Gulf Coast State College are required to successfully complete, at a minimum, 6 semester hours of college-level mathematics earning a grade of “C” or higher. Courses that meet this requirement are denoted by the following prefix options: MAC, MGF, or STA.

Associate of Arts degree students also are required to complete ENC 1101; ENC 1102; Humanities II (religion, philosophy, or second-year foreign language); and Humanities III (literature) with a grade of “C” or higher.

Please consult the general education requirements in the current college catalog for a further explanation of the entire general education curriculum.

Associate of Science and Associate of Applied Science Degrees

Associate of Science (A.S.) and Associate of Applied Science (A.A.S.) degree-seeking students also must complete specific general education courses as a part of their degree. Please consult the specific degree program listed in the college catalog for required general education courses.

GUIDE FOR INSTRUCTION AND EVALUATION

Instruction

A. Teacher/Student Relationship

Effective teaching requires a relationship of mutual respect and a two-way process of communication. It is very important that genuine interest in the student be demonstrated and a positive rapport be established the first class meeting. This should be reinforced throughout the semester in order to maintain that mutual respect and open communication.

B. The Lecture

Advantages of the lecture include

1. Economical use of class time.
2. Low cost.
3. Large number of students can be served.
4. Helpful to introduce a new topic of study.
5. An efficient way to communicate facts and data.
6. A good method of summarizing.

Disadvantages of the lecture include the following:

1. It tends to be a passive, one-way process.
2. It is an inadequate method for certain types of learning, such as problem-solving, skills, attitudinal learning.
A good lecture should contain the following elements:

1. A brief outline on the board or a handout.
2. Cover about three major points per lecture.
3. Indicate the relationship of one subtopic to another.
4. Use examples and define terminology.
5. Receive feedback from the listeners through questions.
6. Use audio-visual aids, handouts, or demonstrations.
7. At times, break the class into small groups or alternate teaching techniques for variety.
8. Project warmth, friendliness, confidence, enthusiasm, and humor.
9. Summarize important points at the end of the lecture.

C. Class Discussions

Advantages

Class discussions offer opportunities for students to develop critical thinking and problem-solving, to interact with other students, to receive clarification of important points, to apply principles, and to explore attitudes and values.

A good discussion should contain the following elements:

1. Plan in advance the type of discussion to be used, the materials to be presented for discussion, and the questions to be raised.
2. Arrange the chairs and other physical items in a manner conducive to open discussion.
3. Use some form of input (printed handout, lecture, reading assignment, film, etc.) as the basis for discussion.
4. Select a discussion method best suited for your purpose.
   (a) The open-ended method allows the student to analyze facts and materials without drawing a "correct" answer.
   (b) The rational strategy requires students to justify their conclusion with careful reasoning.
   (c) The conflict strategy creates a disagreement over a controversial issue.
   (d) The case study method provides an example of a problem to be analyzed and resolved.

5. Determine if the discussion will be large group, small group, or a combination of the two.
6. During the discussion, clarify the goals of the discussion and lead the students to move toward a productive outcome.
8. Tolerate silence. Allow students to "think" about their answers.
9. If a few individuals attempt to dominate, ask for alternate opinions.
10. At the conclusion of the discussion, summarize key points and ask students to evaluate the discussion.

Disadvantages

Discussions are unpredictable and may degenerate into a non-productive buzz session, may be dominated by a few people, and may be difficult for students needing more structure.

D. Demonstration/Laboratory Method

The purpose of the demonstration/laboratory method is to teach skills, scientific principles, and to illustrate mechanical procedures through the process of "learning by doing."

The following steps are important in the use of demonstration/laboratory method:

1. Plan your lesson by determining the purpose and objective, materials needed, an outline of steps to be followed, and provisions for testing the student outcomes.
2. Introduce the lesson by describing why the process is important and how it will be taught.
3. Preview all the steps. Use handouts or chalkboard.
4. Demonstrate slowly, explaining each step and the relationship between steps. Allow questions as you demonstrate. Repeat if necessary.
5. Guide the learning through the demonstration.
6. Provide means whereby students can practice with the equipment soon after the demonstration.

E. Other Instructional Methods

1. Role playing allows the student to gain insight into various points of view. Role playing should be followed by a discussion.

2. Simulations enable the students to experience real life situations by creating fairly accurate models of those experiences in the classroom. An example would be to simulate a job interview.

3. Mediated instruction may be used as a supplement to other methods or as the central method in a unit or entire course. Outside of the media material itself, the most important aspect of media instruction is to prepare students for the presentation and provide follow-up activities. Handouts, discussion questions, or even a workbook (for entire courses) is very important.

Evaluation

A. Test Construction

1. Key Factors - Several factors figure into the construction of every test regardless of whether it is a written test, an oral test, or some combination of these.

   (a) Always provide clear, unambiguous directions on the test sheet.
   (b) When testing for retention of information, employ the subject matter simply and directly.
   (c) Avoid trick questions.
   (d) Guard against introducing irrelevant and uncontrollable psychological factors.

2. Emphasis - Emphasis on the test, as indicated by number and difficulty of the questions, should parallel emphasis on instruction. That is, materials which received attention in 35% of the unit being tested should also be reflected in 35% of the questions on the test.

3. Test Question File - Accumulate questions for the test either before or as the material is covered in the course instead of trying to compile them immediately before constructing the test. Eventually, you will have gathered a test item bank from which you can select most of your test items.

B. Test Item Construction

1. Test item Usage - All five basic types of written test items (multiple choice, true/false, short answer, matching, and essay) can be used to test memorized material. While true/false and short answer items can be used effectively to test higher level thinking, an instructor will have to construct several of these items to adequately measure a higher-level objective. Essays and multiple choice items are particularly well suited for measuring higher level thinking. Essays should be restricted to measurement of instructional goals that cannot be readily measured by other types of items.

2. True-False - If a true-false test is well constructed, "yes" will be the answer to the following questions:

   (a) Is each item unambiguous in meaning?
   (b) Are the items based upon statements that are absolutely true or false without qualifications or exceptions?
   (c) Has the central point of each question been highlighted by placing it in a prominent position?
   (d) Are the items free from double-barreled statements that are partly true and partly false?
   (e) Are the items free from qualifiers and absolutes which give unnecessary clues?
   (f) Are trick questions avoided?
   (g) Are negative questions avoided if possible?
   (h) Does each item contain only one distinct idea?
3. **Multiple-Choice** – If your multiple choice items are well written, you should be able to answer "yes" to each of the following questions:

(a) Is a question posed or can a question be made from the incomplete statement?
(b) Does the question or incomplete statement give adequate information?
(c) Are the items presented in clear and simple language with vocabulary kept as simple as possible?
(d) Does each item have one and only one correct answer?
(e) Are negative statements avoided?
(f) Are extraneous clues, such as grammatical clues, word clues, and length clues avoided?
(g) Are all responses plausible and attractive to the students who lack the information or ability tested by the item?
(h) Are the responses, so far as possible, arranged in numerical or logical order?

4. **Matching Item Guidelines** - After the test has been written, all of the following questions should have a "yes" answer:

(a) Are the two columns to be matched based on a single concept?
(b) Are the lists in both columns relatively short?
(c) Do the directions indicate clearly the basis upon which the lists are to be matched? For example, if a single premise is to be matched with several responses, do the directions so state?
(d) Are the matching lists free from extraneous clues due to grammatical construction, rote, verbal associations, etc.?
(e) Is the list of responses (right-hand column) longer than the list of stimuli (left-hand column) to preclude guessing by elimination?

5. **Short Answer Guidelines** - A well-constructed short answer test will have a "yes" response to all the following questions:

(a) Is each statement sufficiently unambiguous to limit the correct answer to a few specific words or statements?
(b) Are the items specific without being trivial?
(c) Does the omitted part of an incomplete statement come at the end of the statement?
(d) Is only one key word or phrase omitted from incomplete statements?

6. **Essay Test Guidelines** - A carefully constructed essay test will have "yes" answers to all the following questions:

(a) Are essay questions restricted to measurement of objects not readily measured by other types of questions?
(b) Are essay questions framed around specific problems adequately delimited in scope?
(c) In general, is use made of a large number of brief essay questions rather than one or two extended ones?
(d) Does each essay question indicate clearly and accurately the desired extent and depth of the answer?
(e) Does the direction to explain, outline, state or compare indicate accurately the type of answer that will receive full credit?

C. **Norm-Referenced and Criterion-Referenced Testing**

1. **Norm-Referenced Testing**: Any test can be constructed to be a norm-referenced test; the distinction is in the way the test is scored and the use made of the scores. The purpose is to spread students out within a broad range of scores so that discrimination among their achievement can be determined.

2. **Criterion-Referenced Testing**, tests designed specifically to measure mastery of the objectives taught, is now becoming increasingly popular. The purpose, unlike norm-referenced tests, is to measure how well each student has attained the desired performance standard. Although the standard might be based on the performance of previous groups, it is set in advanced and should
reflect some degree of competence. It is possible that all students, if aware of performance expectations, will receive nearly the same score.

D. Grading Systems

1. **Norm-Referenced Grading** - If the purpose of the test scores is to reflect actual differences in knowledge and proficiency among students, the following rules should be observed when writing tests:

   (a) All test questions should deal only with information the students have had an opportunity to gain in class. When questions are asked that have no bearing on experiences in a course, the test does not measure learning in that course.

   (b) If questions are to be used year after year, the ones that are too often missed or too seldom missed should be weeded out. Obviously, such questions do not help the instructor to differentiate between individual performances.

2. **Criterion-Referenced Grading**. The criterion-reference system is based on the performance standards, and can be used to assess motor skills, retention, and higher-level thought. The basic feature of the criterion system of grading is the concept of mastery. To use this system, an instructor should

   (a) Specify the performance objectives.

   (b) Describe fully the achievement expected for each letter grade.

   (c) Design written, oral, and/or performance tests to determine whether students have or have not attained the course objectives.

   (d) Allow students to retake tests until the objectives have been mastered.

E. Methods of Grading

1. **Common Methods** - Grades are commonly based on either a grading curve, such as comparisons of students in norm-referenced testing, or performance standards, such as those used in criterion-referenced tests. The main difference between these methods is that curves rate students against each other while performance standards rate students against fixed standards. Either of these grading methods might be used to grade a single test or an entire course. At the beginning of a course, teachers should tell students which method(s) of grading will be employed.

2. **Standard Grading Scale** - One common method of grading utilizes predetermined standards, either numerical standards, such as 90-100 equals an "A," or performance standards, such as typing 45 words per minute with one error equals a "B." An instructor who uses this method, which is applicable to both norm- and criterion-referenced testing, does not compare a student's performance to that of his classmates.

3. **Adjusted Standard Scale** - Another method of grading on a standard scale is to use the highest score on the test as 100% and to place the remainder of the scores down the scale proportionally. For instance, suppose that the highest raw score on a 50 question test was 46. Then every other student's grade would be the adjusted percentage. The adjusted standard is only applicable to norm-referenced testing.

4. **Grading on a Curve** - Teachers who grade on a curve base their grades on how well a particular student performs compared to the other students in the class. A predetermined percentage of students are assigned A's, another percentage is assigned B's, and so forth. While there are many types of grading curves, the normal curve is the most common.

Although grading curves are easily understood by students and parents and are fairly easy to utilize, the flaws of curve grading are numerous. Regardless of how well students perform, a certain percentage will fail, and no matter how little students learn, a certain percentage will receive A's. Because the use of grading curves creates unstable standards in comparable classes and because curves are often unfair, they generally should be used with caution or avoided.
F. Test Evaluation

1. **Purpose of Evaluation** - Proper item and test analysis can indicate if objectives are being achieved, that is, if the course material is being presented in a way students can absorb it, retain it, and readily apply it, perhaps even value it. Test evaluations also will quickly point to subject matter that needs to be revised, needs more or less emphasis in teaching, or requires a different instructional approach.

2. **Reliability** - The key terms in analysis of tests are reliability and validity. Reliability is the consistence of the test or the extent to which it yields equivalent scores upon repeated administrations to a student or the same group of students. An instructor would be unwise to put any degree of confidence in the ability of a test with low reliability to accurately measure student progress.

   One of the best ways to increase the reliability of a test is to include as many items as is practical. The concept of reliability, as presented here, applies well to norm-referenced testing but must be redefined for criterion-referenced testing.

3. **Validity** - If a test is not valid, if it does not measure what it is supposed to measure, the test is worthless. Content validity is one of the most common ways of evaluating whether a test fulfills the purpose for which it is intended. Content validity is evaluated by having the instructor and, when possible, other subject matter experts examine the items on a test to decide whether the items adequately cover the content and behaviors specified in the objectives, whether the items are relevant, and whether the balance between topics and items is sound. Content validity is useful in both norm- and criterion-referenced testing.

4. **Item Analysis** - Item analysis is also an important aspect of test evaluation. It consists of taking a critical look at each question to see which turned out to be good items, which should be rewritten, and which should be discarded altogether. Item analysis can be performed with or without the aid of a computer.
Tyndall Air Force Base Center Security Guidelines

Due to Tyndall Air Force Base security guidelines ALL civilian instructors teaching classes on base MUST have a background check prior to the start of classes. Instructors must submit a completed affidavit with a copy of their driver’s license at least 5 business days before the start of class. This clearance must be done each term.

Print out the affidavit form & class information at the link below:

- Attach a copy of current driver’s license
- Send documents (affidavit, driver’s license & course information) via—email to tafb@gulfcoast.edu, fax to 850-913-3305, or mail to GCSC Tyndall Center, 5230 West Highway 98, Panama City, FL 32401. Please allow additional time if sending through the US mail.

Once you are cleared to access the base your name will be added to a list kept at the Sabre gate (on the right at the 1st light after crossing the DuPont Bridge onto Tyndall). You will enter for class each night through this gate by showing your driver’s license to the security officer.

*It is required by law that you have proof of insurance and vehicle registration in your vehicle at all times and they will randomly ask you to produce these documents. Failure to produce the necessary documents if requested will result in your being denied access to Tyndall.

**Once your affidavit has been cleared you will be notified via e-mail. If you have not been notified within 3 days of classes starting contact our office at 283-4332.

CLICK HERE FOR AFFIDAVIT – http://www.gulfcoast.edu/tafb/affidavit.htm
GCSC Panama City Campus

Classroom Sites:
- AC - Amelia G. Tapper Center for the Arts
- BS - J.R. Janel Business Building
- HS - George G. Tapper Health Sciences Building
- LA - The Russell C. Holley and Herbert P. Holley Language and Literature Building/Sunco Lecture Hall
- LB - Library
- LF - La Francise
- NA - Natatorium/Pool
- NS-A - Natural Sciences Labs/Offices
- NS-B - Natural Sciences Classrooms/Ken Sherman Science Center
- PD - Professional Development Center
- RC - Roosevelt Junior College Classroom Building
- SS - Social Sciences Building
- SUJE - Student Union East/Gibson Lecture Hall
  (Student Development/Continuing Education)
- SUJW - Student Union West
  (Bookstore/Mathematics/Success Center)
- TC - Technology Building
- WB - Wellness Building/Billy Harrison Field House
- WDC - Workforce Development Center/Human Resources
- WNGC - WNGC-AM/FM Studios

Administrative Sites:
- AD - Administration Building
- ES - Enrollment Services Building/Testing/
  Admissions/Financial Aid/
  E.A. Gardner Advising Center
- FM - Facilities Management

Sports Complexes:
- SF - Softball/Joe Tom King Field
- BF - Baseball/Gill Frazier Field

Automatic Doors for Disabled