GREETINGS TO ADJUNCT FACULTY MEMBERS
Message from the President

Dear Adjunct Faculty,

On behalf of the District Board of Trustees and our faculty and staff members at Polk State College, thank you for your unwavering commitment to our students. By sharing your discipline knowledge and professional expertise with our students, you add a rich dimension to our academic community. As an adjunct faculty member, you are joining a talented and dedicated team of professionals who are committed to providing outstanding educational programs and services to the residents of Polk County.

Please take a moment to read our Vision and Mission statements and our Core Values. They serve as a guide for all of us as we perform our different roles at Polk State College.

I look forward to meeting you at campus events. Thanks again for your willingness to teach at Polk State College.

Sincerely,

Eileen Holden, Ed.D.
President

Our Vision:
Promote excellence and student success through innovation, value and engagement.

Our Mission:
Polk State College, a quality-driven institution, transforms lives through the power of education by providing access to affordable associate and baccalaureate degrees, career certificates, and workforce employment programs, delivered by diverse, qualified faculty and staff.

Our Core Values:
Diversity, Integrity, Knowledge, Leadership, Service
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1 INTRODUCTION

Polk State College exists to serve the educational needs of the citizens of Polk County. The College offers its educational and other services as part of the Florida College System, a statewide system of colleges that places relatively low cost, high quality post-secondary education within commuting distance of all Floridians.

Polk State College strives to offer courses at times and locations convenient for students. The College operates on a year-round basis, with two regular semesters and several summer sessions per year. Courses are scheduled both day and evening in Lakeland, Winter Haven, Lake Wales, Lakeland Airside, Bartow, and as needed at other locations within the college’s service region in addition to being offered online. The current college catalog contains more information about the college’s affiliation and accreditation as well as statements about the college’s mission, purpose, and history.

The administration at Polk State College is campus-based with a Dean of Academic Affairs at the Lakeland and Winter Haven campuses. The deans are assisted by associate deans as well as department coordinators for the liberal arts and science courses and program directors for the workforce education programs. If you have questions or concerns about course content, Basic Course Information sheets, textbooks, support materials, or teaching matters, contact the appropriate department coordinator or program director. Each dean also has one or more administrative assistants who are available to assist you.

Adjunct faculty members are crucial to the operation of Polk State College. The College could not offer the number and variety of courses it does without the help of adjunct faculty. This handbook is designed to be a convenient reference for adjunct faculty. It provides information on select academic and administrative policies and procedures at Polk State College. Please use it as a beginning point for seeking information on questions you may have and then solicit additional information or clarification from the appropriate department coordinator or program director as needed.

This handbook is revised and reorganized annually. We welcome questions and suggestions for improvement. Please send such suggestions to the appropriate department coordinator or program director.

1.1 Personnel and Telephone Numbers

The Polk State College directory may be found on the college’s website at www.polk.edu/people. The directory provides a listing of phone numbers, e-mail addresses, and office locations for faculty and staff as well as a general department directory.
1.2 Academic Calendar

The Polk State College academic calendars may be found by clicking the link http://www.polk.edu/academics/academic-calendars/. The Academic Calendar identifies important dates, such as course withdrawal deadlines, holidays, college closing dates, and the final grades submission deadline.

The calendar is divided into three terms a year. Each term has multiple sessions of varying lengths. Courses in the main session (identified in PASSPORT as session 1) are the traditional 16-week classes. Always check your class schedule in PASSPORT to see important deadlines for your specific class.
2 INSTRUCTIONAL RESPONSIBILITIES

Adjunct faculty members play an integral role in the academic life of Polk State College. Academic preparation and teaching requirements are the same for full-time and adjunct faculty. Supervision of adjunct faculty resides with department coordinators and program directors.

Appointments are made by Polk State College according to instructional needs, and the College reserves the right to change or withdraw teaching assignments based on enrollments and other institutional requirements.

2.1 Duties and Responsibilities

As an adjunct faculty member, it is your responsibility to provide excellence and quality in teaching and to uphold the standards established by the College. Specifically, your duties are to teach courses as assigned, to meet with students as necessary, and to follow college policies and procedures.

The major responsibilities inherent in meeting teaching objectives include the following:

1. Provide each student with a BCI (or link to the BCI) and a syllabus, and acquaint all students with the course requirements and objectives during the first class meeting.

2. Every semester, submit syllabi for all your classes to the appropriate administrative assistant during the first week of classes. The syllabi should include the required elements as noted in a later section.

3. Complete Attendance Confirmation using PASSPORT during the specified period.

4. Clearly explain grading procedures and standards and fairly apply them.

5. Present course material in a clear and coherent manner using various methods of presentation according to content and student needs.

6. Meet assigned class(es) at the scheduled time and for the scheduled duration. Any departure from the appointed hours or the planned suspension of a class must have the previous consent of the appropriate dean.

7. Design tests and assignments that align with course objectives and that are related to the material covered in the class and the textbook, and provide each student with periodic evaluations of his/her progress.

8. Maintain accurate records of student enrollment, attendance, and grades.

9. Provide supervision of students in classrooms and laboratories.

10. Encourage class discussion when appropriate.

11. Encourage students to think for themselves.
12. Maintain and display enthusiasm for the subject.

13. Demonstrate genuine interest in students, including concern that students learn the material and an understanding of student perspectives.

14. Give final examinations as appropriate and provide course assessment data as required.

15. Successfully submit final grades through PASSPORT online by the established college deadline.

16. Check your faculty mailbox and Polk State College e-mail account weekly or more frequently if teaching online.

17. Present problems, recommendations, and reports related to courses and instruction to the appropriate dean.

18. Notify the appropriate administrative assistant promptly when needing to be absent from class.

19. Refer students who need special accommodations to Student Services. Refer to Section 3.6 of this handbook for more details.

20. Follow TLCC guidelines when using the TLCCs for testing. Refer to Section 5.9 of this handbook for more details.

2.2 Teaching Tips

Here is a brief checklist of instructional strategies:

1. Distribute the BCI (or BCI link) and course syllabus at the first class meeting—with objectives, requirements, a calendar of topics and activities, grading policy, absence, and other class rules clearly articulated—and discuss it with the students. Starting with the first class meeting, establish unmistakable standards and expectations and stick to them.

2. At the first class, plan an ice-breaking activity that will help students get to know each other. Also, use the first class to engage the interest of your students in the course subject.

3. Get to know your students, take attendance, and emphasize to students your availability outside of class to answer questions or assist them.

4. Work to involve and engage your students through the use of active learning strategies such as small group work, discussion, games, etc.

5. Seek regularly to know if your students are comprehending and applying what you teach by actively listening and responding to their interests and difficulties. Be ready to adjust to legitimate needs.
6. Take opportunities to share not only your knowledge, but also your experience with the commitment to learning; within bounds of propriety, let students know who you are.

7. Respect and value student questions, difficulties, and opinions, even as you correct their factual errors or logical inconsistencies.

2.3 BCI and Syllabus

At Polk State College, course information is communicated to students through two documents: a course syllabus and a basic course information sheet (BCI). The BCI contains basic information about a course as it pertains to all sections. The BCI for each course is created collaboratively by department faculty. BCIs are available online at: www.polk.edu/bci. The BCIs should not be edited in any way. On the first day of classes, you will make the BCI link available from the BCI website. If you teach in a multimedia classroom, you may elect to review the BCI online with students rather than print it out for all students as long as your syllabus contains the URL to direct students to the online BCI. Most BCIs will contain the following information:

- College name
- Telephone and office numbers of academic deans at both campuses
- Course prefix and number, course title
- Course description, prerequisites, and credit hours
- Polk State College Mission and Core Objectives
- Course Objectives
- Course Content: outline or list of topics
- Gordon Rule
- Student Help
- Withdrawal Process
- Repeating a Course
- Academic Dishonesty
- Information Technology Access/Use Policy
- Equal Opportunity for Students with Disabilities
- Departmental policies (if applicable)

In addition to the BCI, adjunct instructors are responsible for creating a syllabus for each class and submitting a copy of the syllabus to the appropriate administrative assistant electronically. The course syllabus contains the information specific to a particular section of a course. While the exact contents of a course syllabus are up to the individual instructor, there are several elements that must be in a syllabus:

**Required Information:**

a. General course information:
   - Course title, number and section number, and semester
   - Class meeting days and times, and classroom number

b. Instructor Information:
   - Name, Polk State College telephone number, office location, Polk State College e-mail address
   - Posted office hours

c. Textbook title, author, and edition as well as any other required materials
d. Attendance policy
e. Work missed (policies for making up missed work)
f. Evaluative criteria (grading policy)
g. Withdrawal deadline
h. Academic dishonesty policy (including penalties)
i. Use of plagiarism detection service (if applicable)
j. Course calendar:
   • Tentative schedule of topics
   • Tentative schedule of tests
   • Due dates for major assignments
k. Final exam time and date (if applicable)

Suggested Information:
The following information may also be included at the instructor’s discretion:
a. Description of major assignments
b. Instructional methods
c. Supplementary readings or course reserve readings at the library
d. Additional resources such as websites, etc.
e. Tips and strategies for success
f. Any additional administrative and academic policies that pertain to the class
g. The following statement may be included with the attendance policy: Although the professor has the right to withdraw a student in accordance with attendance policy, it is ultimately the student’s responsibility to withdraw from a class, not the professor’s.

The more detail you provide in your syllabus the better. The syllabus is a tool that instructors can use to communicate information to students that is vital to their success in a course. Some other ideas for syllabus content include a detailed course calendar, information about all major assignments, classroom procedures and rules, teaching methods used, grading rubrics, suggested reading, websites of interest, and study tips. For additional information about communicating course information to students, please see Polk State College Procedure 1001 or your program director/department coordinator for discipline-specific requirements.

2.4 Moving, Canceling, or Substituting Classes

It is crucial that classes meet at regularly scheduled times and locations. If you change the class meeting time or the location, you must notify the appropriate administrative assistant and post a message on the board in the classroom to remind your students. Even though you might have informed your class that you will be meeting at a different time or room, some students might have been absent or might have forgotten. Furthermore, if a student must be reached for an emergency, the administrative assistant must be able to locate him/her. For best communication practices, be sure to inform the administrative assistant of the time and/or location changes in advance.

If you know in advance that you will need to be absent from class for any reason, it is your responsibility to coordinate all arrangements. At Polk State College, you must arrange for a substitute for any missed class. Substitutes must be current Polk State College faculty or previously approved as a substitute. Because salary is based on contact hours in the classroom, any missed time is deducted from your salary. You must complete a Time Missed form (see Appendix). Please contact your department coordinator or program director if you need help identifying a substitute. Also, adjuncts may substitute for others and are paid for this
time. An **Hours Worked form** must be completed when performing substituting responsibilities (see Appendix). The substitute can deliver lectures, show videos, proctor tests, deliver assignments, or whatever other responsibilities you need fulfilled for that time. **In all cases, you must notify the appropriate administrative assistant** and coordinate your paperwork through the appropriate administrative assistant. Please be aware that such absences should be limited and that excessive class absences may result in a poor performance evaluation and failure to be reappointed in subsequent semesters.

If you cannot meet with your class at its scheduled time because of illness or other emergency circumstances, **you must notify your appropriate department coordinator or program director and/or administrative assistant as soon as possible.** Please remember that administrative assistants are in the office from 8 a.m. to 5 p.m. If no one is available, please call both the department coordinator or program director and the appropriate administrative assistant and leave a voice message or send an e-mail as soon as possible. **It is preferable that you speak to a person,** but sometimes it may be necessary to leave a voicemail message.

Faculty should adhere to the scheduled beginning and ending times of class meetings unless exceptional circumstances dictate otherwise. In such cases, the faculty member should notify the department coordinator or program director as soon as possible.

If you would like to meet with your class off campus, please consult with the appropriate department coordinator or program director who can provide you with guidelines for field trips as outlined in Polk State College Procedure 1008. You must also complete a **Leave form** (see appendix) in advance of the trip and have it approved by the appropriate Dean of Academic Affairs. Students participating in the field trip must fill out the **Polk State College Field Trip Agreement Release** (see appendix). Submit the originals of these forms to your Dean of Academic Affairs and keep a copy of each one to take on the field trip.

See the section on Security for information about closures of the entire College.

### 2.5 Grading

Each adjunct faculty member is responsible for determining a grading scale to be used for each class being taught. The College does not have an official grading scale but expects its instructors to formulate reasonable grading standards and policies and to clearly communicate them in the course syllabus to their students. At times, departments have determined a grading scale for their classes. This would be reflected on the course BCI. Please be sure to review it carefully. Many faculty use a 10-point scale:

<table>
<thead>
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<th>Percentage</th>
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<tr>
<td>A</td>
<td>90-100</td>
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<tr>
<td>B</td>
<td>80-89</td>
</tr>
<tr>
<td>C</td>
<td>70-79</td>
</tr>
<tr>
<td>D</td>
<td>60-69</td>
</tr>
<tr>
<td>F</td>
<td>0-59</td>
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Whatever grading scale you use, your grading criteria must be clearly defined in the course syllabus. Each instructor is responsible for determining and recording final grades at the end of each semester. Class rosters are available on PASSPORT, and grades are entered online through PASSPORT.

If an instructor wishes to change a student’s grade after the grades have been entered, he/she must log in to PASSPORT and use the grade change function in PASSPORT. Once entered, the grade change will go through an automatic approval process through the supervising Academic Dean. Grades submitted by the student, such as the audit grade or a student-initiated withdrawal, cannot be overwritten using the online grade change function. Once grades are 365 days old or cannot be entered through PASSPORT, a paper grade change form is required to change a grade. This form can be picked up from an administrative assistant in the Academic Dean’s office. Once a student has graduated, grades cannot be changed.

2.6 Withdrawal Process

Students may officially withdraw from a course(s) during any given term provided the appropriate policy and procedure is followed. There are a few exceptions that would prevent a student from withdrawing, such as international students, athletes, students on their third attempt at a course, and students who are under discipline for plagiarism in the course the student wants to drop. Following the conclusion of the Add/Drop period, the student may officially withdraw without academic penalty from any credit course provided the student officially withdraws, usually online, no later than the published deadline. (The published deadline reflects approximately 70% of the term based upon the course’s scheduled duration. The deadline is posted online in Polk State’s Academic Calendar.) It is the student’s responsibility to submit these withdrawal requests. Failure to do so may result in an F in the course.

Faculty members can withdraw students for lack of attendance by using PASSPORT online at any time between the Drop deadline and the withdrawal deadline. Access the roster online through the “Grades” button. If the student has attended class at least once, enter W2 and indicate last date of attendance for the student. Please be sure to clearly indicate in your course syllabus your attendance policy and at what point students may be withdrawn for lack of attendance.

If the student has never attended class, you must report this during the Never-Attended reporting period. This period opens the day after the drop deadline and runs for three days. To do this, access the roster online through PASSPORT and click the “Attendance Confirmation” button. The deadline for your class will show. You must confirm attendance even if all students attended.

2.7 Incomplete Grades

The verbiage below comes directly from the 2013-14 Polk State College Catalog:

If a student cannot complete course requirements by the end of the term due to extenuating circumstances as verified by the faculty member, the instructor may assign a grade of I provided this occurs after the withdrawal date. The withdrawal date is set at approximately 70% through the length of the term. If the extenuating circumstances occur prior to the withdrawal date, the
student should withdraw from the course. The grade of I is calculated as an F in Standards of Academic Progress. Once the final grade is submitted, the Standards of Academic Progress are recalculated. A grade of I could impact eligibility for financial aid.

By assigning a grade of I, the professor indicates that the student has the potential to earn a passing grade by satisfactorily completing the unfinished course work within a reasonable amount of time as agreed to by both student and instructor, but no later than by the end of the next term. If the student fails to meet the objectives by the conclusion of the following term, the I converts to an F grade. When submitting the I grade, the professor must submit the form entitled Incomplete Coursework Plan to his/her academic dean. [See appendix for form.]

Students who have applied for graduation in a given term must complete all required course work by the graduation date. An incomplete grade in a course needed for graduation would prohibit graduation.

2.8 Family Educational Rights and Privacy Act (FERPA)

It is important that all faculty understand the federal legislation known as the Family Educational Rights and Privacy Act (FERPA). FERPA requires the confidentiality of all postsecondary educational records regardless of student age. Therefore, if parents contact you seeking information as to their son’s or daughter’s attendance record, grades, or other course-related information, you must tell them that you cannot legally discuss that information with anyone other than the student EVEN IF the parents are paying the student’s tuition, books, and/or other fees. If the parents insist you release student information to them, please refer them to the College Registrar for FERPA release information and instructions. If a student tells you that he/she does not mind if you discuss course related information with a parent, you must obtain this consent in writing from the student without the parent present. Please keep a copy of this waiver for yourself and provide the original to the College Registrar.

2.9 Final Examinations

All final exams are given in the last week of classes. For classes that meet once a week, faculty will give the exam in the last class period. For classes that meet twice a week or more, faculty may use the class periods in the last week for instruction or to give the exam over one or more class periods. Any class periods that are not used for administering the final exam should be used for instructional activities. If you have questions, please contact your department coordinator or program director.

2.10 Class Rosters

Class rosters are available online in PASSPORT. You can access and print your rosters, withdraw students between the last Drop date and the Withdrawal date, and submit grades for each of your students. Directions for accessing PASSPORT and class rosters can be found on the PASSPORT page of the Polk State College website under the link Faculty Help Using PASSPORT.
2.11 Class-Related Student Records

Student records relative to a class must be retained in a secure location by the faculty member or the supervising Academic Dean. Class records must be maintained for a minimum of two years from the last day of class. If a class record is in dispute or has been disputed, the record should be retained two years from the date of dispute.

2.12 Student Misconduct

Polk State College Board Rule 4.01 and Procedure 5028 (see Appendix) outline guidelines for student conduct. If you have issues with student misconduct, please refer to this Board Rule and discuss your situation with the appropriate department coordinator or program director. Polk State College Board Rule 4.01 includes as an attachment the Student Disruption/Discipline Report form. This form may be used to report student misconduct to the Dean of Student Services who can assist you by talking to the student.

For extreme circumstances, please contact Security, extension 5059.

2.13 Cheating and Plagiarism

Cheating, including plagiarism, is not tolerated. This behavior results in appropriate disciplinary action authorized by Board of Trustees Rule 4.01 and Polk State College Procedure 5026 (see Appendix). It is important that all instructors read and familiarize themselves with the procedure. This procedure must be followed in the event an instructor encounters cheating or plagiarism. If you suspect that a student has cheated or plagiarized, please discuss your options with the department coordinator or program director. Please also refer to the student policy in the Polk State College catalog.
3 INSTRUCTIONAL POLICIES

3.1 Office Hours and Office Space

While your primary responsibility is teaching, we encourage you to be available to help students outside of class. Adjunct faculty are expected to provide one hour of availability per class per week outside the regularly scheduled class time for each section they are teaching. You can be available to students before or after normal classroom time in the classroom (if there are no other classes), in a conference room, or the TLCC. You can also be available by e-mail and/or by phone. Be sure to include your Polk State College e-mail address and contact phone number on your syllabus.

3.2 Student Attendance

Class attendance is an integral part of a sound academic program. You must include a clear statement of your attendance policy in the course syllabus for your course. Polk State College does not have an official attendance policy. It is left to the individual instructor to set one. The appropriate department coordinator or program director can help you. Whatever attendance policy you set in your course syllabus must be enforceable, so please make allowance for student emergencies.

It is very important that you communicate your attendance policy to the students, verbally as well as in your syllabus. If a student misses class frequently, you should try to contact that student by phone or e-mail.

According to Polk State College policy, a student who does not meet the attendance requirements set for a class may receive a failing grade unless he or she withdraws from the course. Students are responsible for properly withdrawing before the last date to withdraw without academic penalty. After that date, students must receive an F. Faculty members can also withdraw students from class for excessive absence up to the last day to withdraw students from classes. Students may appeal failing grades if they can document mitigating circumstances (e.g.: car accidents, serious illnesses, etc.). Students may pick up an Appeal petition from an academic advisor and may submit it to the Admissions/Petitions Committee (along with proper documentation).

3.3 Textbooks

Texts are ordinarily selected for courses by the department. Your department coordinator or program director will provide you with a textbook.

If you do not have a copy of the text for the course you are teaching, you should contact the appropriate department coordinator or program director immediately. Polk State College will provide each instructor with a copy of the text as well as any available ancillary materials.

Students may purchase textbooks at the bookstore located on each campus. If there is a question concerning the availability of the texts, please contact the appropriate department coordinator or program manager.
Our college bookstore is operated by a company that is independent of the College. The bookstore does not provide desk copies to instructors. Instead, publishers provide desk copies directly to the College.

3.4 Adding/Dropping Courses

The dates for the last day to add a class, drop a class with a refund, and withdraw from a class without academic penalty are published on the college’s website under “Calendar.” Faculty are encouraged to include these dates in their course syllabi also.

If a student withdraws from a course before the deadline to drop without academic penalty, a grade of $W$ will be recorded. Students who stop attending class after the last day to withdraw without academic penalty must be given a grade of $F$. If mitigating circumstances exist, the student may submit a petition to the Admissions/Petitions Committee through Student Services that includes documentation of those circumstances.

Requests for refunds past the refund date must be based on mitigating circumstances. There must also be documented mitigating circumstances and a petition submitted to the Admissions/Petitions Committee through Student Services.

3.5 Posting Grades

You may not post grades in any location on campus due to the legal and ethical issues surrounding the confidential nature of grades. Do not use the social security number or the student ID in any communication regarding students. All Polk State College students have separate student ID numbers.

3.6 Students with Disabilities

Services are provided to students with disabilities to ensure equal access to all of Polk State College’s programs and services.

To be eligible for disability-related services, students must have a documented disability as defined by the Americans with Disabilities Act of 1990 (ADA) and Section 504 of the Rehabilitation Act of 1973. The student must provide current documentation of his/her disability. If the student’s documentation is approved, accommodations may be provided based on the student’s needs and the type of class in which he/she is enrolled.

If the student is approved for services, a Disability Services Advisor will notify in writing all appropriate faculty and service units as to the accommodations approved for each student. Faculty must provide the accommodations for which the student is eligible. If a student tells you that he/she does not wish to take advantage of the accommodations, please ask the student to provide that information in writing with his/her signature.

Please be aware of the resources available to assist instructors in providing accommodations to students. There is an Associate Dean of Student Services located on each campus, as well as the ADA Coordinator, available to answer questions regarding accommodation issues. Also, the Associate Deans of Student Services and the ADA Coordinator are available to assist instructors with the provision of accommodations. There is a Testing Center in the TLCC located
on each campus where students needing testing accommodations (extended time) can test in a
secure location.

If you have questions regarding a student’s accommodations, please feel free to discuss them
with the student. However, it is illegal to ask the student about his/her disability unless the
student self-discloses information to you.

If you have any questions, please contact the Associate Dean of Student Services at either
campus: 297-1010 ext. 5227 (on the Winter Haven campus) or 297-1010 ext. 6110 (on the
Lakeland campus) or the ADA Coordinator at 669-2895.

3.7 Academic Freedom

Polk State College respects the right of faculty members to teach, investigate, and publish
within the broad scope of their professional duties and responsibilities. However, it also
recognizes that these rights should not interfere with the overriding obligation of Polk State
College to offer its students a sound education. Therefore, in matters of academic freedom, Polk
State College has adopted the American Association of University Professors (AAUP) 1940
Statement of Principles on Academic Freedom, including the 1970 Interpretive Comments, as

The College also recognizes that commitment to every freedom carries with it attendant
responsibilities. Faculty members must fulfill their responsibilities to teach what is in the syllabus
and in the BCI, to society, and to their professions by manifesting academic competence,
professional discretion, and good citizenship. When speaking or writing as citizens, they will be
free from institutional censorship or discipline, but their special position in the community
imposes special obligations. As professional educators, they must remember that the public
may judge their profession and institution by their utterances. Hence, they should be accurate at
all times, exercise appropriate restraint, show respect for the opinion of others, and make every
effort to indicate that they are not institutional spokespeople.

3.8 Faculty Senate

The Polk State College Faculty Senate is composed of elected members from the full-time
faculty. The Faculty Senate is the official representative voice of the faculty and meets on a
regularly-scheduled basis for the purpose of representing faculty ideas and issues as well as
serving as a forum for the exchange of ideas and encouraging the development of an academic
environment conducive to the enrichment of education. The Faculty Senate also represents the
interests of adjunct faculty, and attendance at Faculty Senate meetings is welcome. For
additional information about Faculty Senate please visit the following link
http://www.polk.edu/faculty-senate/

3.9 General Policies

The college catalog and the student handbook contain important information about Polk State
College’s policies on the information technology access and use policy; the virus damage policy;
conduct, discipline, and due process; testing; the withdrawal process; student rights and
responsibilities; the drug free policy; and sexual misconduct. Please be aware of these policies and support and enforce them as necessary.

4 EMPLOYMENT PROCEDURES

4.1 Required Paperwork

New adjunct faculty must submit the following:

1. Polk State College Employment Application
2. Official college transcripts and/or appropriate foreign credentialing forms
3. Current licenses and/or certifications for specialized training, if applicable
4. Federal tax form (W-4)
5. Copy of driver's license
6. Copy of social security card
7. I-9 form
8. Adjunct addendum sheet
9. Emergency contact information
10. Signed public employee oath
11. Fingerprints

The tax forms are required for our payroll system. Failure to return tax forms by payroll deadlines will delay your paychecks.

If you have not taught at Polk State College for more than a semester, check with the appropriate administrative assistant. You may have to submit updated versions of one or more of these documents.

The I-9s must be completed at the time of employment. Please provide original documentation for verification to Human Resources. You will need to provide a document or documents that establish identity and employment eligibility. These documents are usually a driver's license and a social security card, or a passport. For other documents, you should check with Human Resources.

Polk State College requires fingerprints for employment, whether part time or full time. Fingerprints are taken in the office of Human Resources. When done, each employee is required to sign the Florida Department of Law Enforcement Waiver agreement.

Your latest official transcripts, both graduate and undergraduate, must be in your personnel folder before we can issue your last paycheck.

4.2 Appointment Letters

Adjunct faculty will receive, and must sign, a Letter of Appointment from the appropriate dean’s office detailing teaching assignments and pay for a given semester/session. This letter must be signed in a timely manner to avoid a delay in pay. Letters are usually ready shortly after the add/drop deadline. You will be notified through your Polk State e-mail account that your letter is ready to sign. Please also understand the appointment is limited to the current semester and does not guarantee employment in subsequent semesters.
Appointments are made by the College according to instructional needs, and the College reserves the right to change or withdraw teaching assignments based on enrollments and other institutional requirements.

### 4.3 Adjunct Pay Periods

Adjunct faculty members who teach in the 16-week term typically receive payment in the form of four or five relatively equal monthly checks during the regular semester for which they are teaching (see Adjunct Pay Schedule below). Each check is issued on the last business day of the month. Adjunct faculty may be paid through a check or through direct deposit, but direct deposit is encouraged. Make arrangements for direct deposit through Human Resources. The last check is paid after you have completed all instructional requirements for the course, including submitting final course grades through PASSPORT.

#### Adjunct Pay Schedule

<table>
<thead>
<tr>
<th>Term</th>
<th>Payments</th>
<th>Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fall Term</td>
<td>5 payments</td>
<td>September – January</td>
</tr>
<tr>
<td>Fall Term (12 week)</td>
<td>4 payments</td>
<td>October to January</td>
</tr>
<tr>
<td>Fall FASTRACK 1</td>
<td>3 payments</td>
<td>September – November</td>
</tr>
<tr>
<td>Fall FASTRACK 2</td>
<td>3 payments</td>
<td>November – January</td>
</tr>
<tr>
<td>Spring Term</td>
<td>4 payments</td>
<td>February – May</td>
</tr>
<tr>
<td>Spring Term (12 week)</td>
<td>3 Payments</td>
<td>March - May</td>
</tr>
<tr>
<td>Spring FASTRACK 1</td>
<td>3 payments</td>
<td>February – April</td>
</tr>
<tr>
<td>Spring FASTRACK 2</td>
<td>3 payments</td>
<td>March – May</td>
</tr>
<tr>
<td>Summer Term 3A</td>
<td>2 payments</td>
<td>June – July</td>
</tr>
<tr>
<td>Summer Term 3B</td>
<td>2 payments</td>
<td>July – August</td>
</tr>
</tbody>
</table>

### 4.4 Performance Evaluation

#### Supervision

The department coordinator or program director is the direct supervisor of adjunct faculty members, and as such will provide them with teaching assignments and serve as their point of contact on all matters pertaining to employment, professional responsibilities, and working conditions.

#### Evaluation Procedure

Polk State College Procedure 6012 details the Adjunct Faculty Evaluation process. The procedure is listed below. The attachments that accompany the procedure are in the Appendix of this handbook.

Procedure for Adjunct Teaching Faculty

1. Through the academic deans, the department coordinators and program directors are delegated to be the direct supervisors of adjunct faculty members, and as such will provide them with teaching assignments and serve as their point of contact on all
matters pertaining to employment, professional responsibilities, and working conditions. Department coordinators and program directors have primary responsibility for evaluating adjunct faculty. However, the associate dean or dean may assist or complete evaluations as deemed necessary.

2. Each adjunct faculty member will receive a written evaluation once a year via the Polk State College Formal Evaluation Instrument for Adjunct Faculty (see Appendix). The evaluation shall be based on SPI evaluations and other indicators including, but not limited to, student feedback, classroom observations, compliance with department and/or college policies and procedures, compatibility with the institution, and professional development activities.

   a. For adjunct faculty, the evaluation year begins with Term 1 and ends with Term 3 of the academic year.
   b. SPIs will be administered for all courses taught by adjunct faculty. The period for administering SPIs will run from the day after the withdrawal deadline to the last day of classes. Students will access the SPI online according to directions that will be distributed before the evaluation period begins.
   c. Adjunct instructors who have taught fewer than six semesters at Polk State College will be observed in the learning environment by the department coordinator or program director annually using the Polk State College Adjunct Faculty Classroom Observation form (see Appendix). Adjunct faculty members who have taught for six semesters or more will be observed in the learning environment a minimum of once every three years. All new adjunct faculty will be observed during their first semester. Additional observations may be conducted when deemed necessary by the appropriate supervisors.
   d. Adjunct faculty members will complete the Adjunct Faculty Self-Evaluation annually (see Appendix). The due date for completing the self-evaluation will be communicated by the appropriate supervisor.
   e. The department coordinator or program director will give the completed FEI, Adjunct Faculty Classroom Observation form (if applicable), and Self-Evaluation to the associate academic dean.
   f. The completed FEI will be forwarded for filing in the Human Resources Office by the end of the academic year.

4.5 Professional Participation and Development

Adjunct faculty members are encouraged not only to teach, but to participate in some type of professional development which maintains and advances their knowledge and skills as teachers.

At the beginning of the academic year, Polk State College provides an Adjunct Faculty Orientation. While this meeting is intended to give new adjunct faculty the basic information about college operations, changes in procedures since the previous academic year are also discussed. Therefore, all adjunct faculty members are encouraged to attend.

As their schedules permit, adjunct faculty are invited to participate in campus activities with full-time faculty, such as faculty workshops and discipline-based meetings for the revision and
improvement of courses and their delivery, textbook review and selection, and other curricular issues.

4.6 Change of Address

Please inform the administrative assistants and Human Resources of any change in address/telephone and e-mail address. You will need to change your address in PASSPORT so that your checks are sent to the new address.

4.7 Adjunct Concerns

You may have questions arise during the semester about which you do not know whom to ask. In this case, use this handy reference.

<table>
<thead>
<tr>
<th>IF YOUR CONCERN IS...</th>
<th>CONTACT...</th>
</tr>
</thead>
<tbody>
<tr>
<td>Class Roster</td>
<td>Administrative Assistant to the Dean</td>
</tr>
<tr>
<td>BCI or Syllabus</td>
<td>Department Coordinator or Program Director</td>
</tr>
<tr>
<td>Educational Software</td>
<td>Information Technology</td>
</tr>
<tr>
<td>Future Teaching Assignments</td>
<td>Department Coordinator or Program Director</td>
</tr>
<tr>
<td>Mailbox on Campus</td>
<td>Administrative Assistant to the Dean</td>
</tr>
<tr>
<td>Audio-Visual Equipment</td>
<td>Media Services</td>
</tr>
<tr>
<td>Reserve Books</td>
<td>Librarian</td>
</tr>
<tr>
<td>Teaching a Non-Credit Course</td>
<td>Director of the Corporate College</td>
</tr>
<tr>
<td>Room Assignment</td>
<td>Department Coordinator or Program Director</td>
</tr>
<tr>
<td>Room Condition</td>
<td>Administrative Assistant to the Dean</td>
</tr>
<tr>
<td>Textbooks</td>
<td>Department Coordinator or Program Director</td>
</tr>
<tr>
<td>Classroom Management Issues</td>
<td>Department Coordinator or Program Director</td>
</tr>
<tr>
<td>Appointment Letter</td>
<td>Administrative Assistant to the Dean</td>
</tr>
<tr>
<td>Pay</td>
<td>Human Resources/Payroll</td>
</tr>
</tbody>
</table>
5 SUPPORT SERVICES

5.1 Mail Boxes and Campus Mail

Adjunct faculty will be assigned a mailbox for receiving U.S. Mail, campus mail, and student notes or assignments. If you teach on the Lakeland campus, you will have a mailbox assigned to you in the office complex in room LLC 2261 or LTB 2268. At the Winter Haven campus, your mailbox will be either in WFA 102, WSC 108, or the TLCC. Please check your box regularly for important communications.

Polk State College maintains a regular pickup and delivery service between campuses. If you leave materials and messages in the outgoing box, it should be received the next day on the other campus. Station numbers for mail areas are:

<table>
<thead>
<tr>
<th>Area:</th>
<th>Station #:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lakeland, LLC 2261</td>
<td>61</td>
</tr>
<tr>
<td>Lakeland, LTB 2268</td>
<td>73</td>
</tr>
<tr>
<td>Winter Haven, WFA 102</td>
<td>8</td>
</tr>
<tr>
<td>Winter Haven, WSC 108</td>
<td>14</td>
</tr>
<tr>
<td>Winter Haven, TLCC</td>
<td>10</td>
</tr>
<tr>
<td>Lake Wales, JDA 106</td>
<td>200</td>
</tr>
<tr>
<td>Lake Wales Art Center, LWAC</td>
<td>250</td>
</tr>
<tr>
<td>Clear Springs, ATC</td>
<td>300</td>
</tr>
</tbody>
</table>

5.2 E-mail Accounts

Each faculty member is assigned a Polk State College e-mail address. This e-mail account will be your primary means of communication with the College, including with your Academic Dean, your department coordinator or program director, Payroll, Human Resources, etc. Please check your college-issued e-mail account regularly. You should also use your Polk State College e-mail account when communicating with students by e-mail (unless you are using the PAL e-mail system). You can access your account from either on-campus locations or from home or work through the web. Your login information will be sent to the e-mail address you provided on your application by the Dean’s administrative assistant.

Most adjunct faculty access their e-mail accounts through the Internet from home or work. To do this, log in to www.polk.edu. Click on “Faculty/Staff Email link” at the top of the page. The Microsoft Web Access page shown below will appear.

The space next to Domain\user name is where the assigned user name goes (e.g.: polk\jthompson). In many cases, this may be your first initial plus your last name. The user name is not case sensitive, but the password is. When you are given an account, your user name and password will be assigned to you.
Leave the Client and Security as they are. You may change your password at your discretion. Please check your e-mail regularly for important information.

E-mail addresses: The administrative assistant in your area will provide you with your user name, a generic password, and e-mail address. Generally, if your login name is jthompson, then your e-mail address is jthompson@polk.edu.

You are encouraged to replace the generic password with a personal password. To change your password when logged in to a campus computer:
1. Touch Control/Alt/Delete at the same time.
2. Select “Change Password.”
3. Enter your current password as “old password” and the password you would like as “new password.”
Note: Password restrictions -- must be three of four of the following: capital letter, lower-case letter, number, and/or a symbol. Passwords must be 8 or more characters long.

If you have any problems with accessing your account, please feel free to contact the Help Desk at 297-1010 ext. 5111.

Student E-mail Accounts

Students also receive Polk State College e-mail accounts. If you choose to e-mail all students from your PASSPORT roster, the e-mail will go to the students' Polk State College e-mail accounts. Please encourage your students to use their Polk State College e-mail accounts. If they wish, they can have their Polk State College e-mails forwarded to their personal e-mail accounts. Students can learn more and get assistance with their student e-mail accounts on the college website: www.polk.edu. Students also have e-mail accounts in PAL (https://polk.desire2learn.com). Instructors can e-mail the entire classlist within PAL by clicking on the Classlist link within the appropriate course.

5.3 Parking

Parking permits are distributed to all adjunct instructors by the administrative assistants. The permits are valid for one term's use only.

Adjunct faculty may park in any spaces designated Faculty/Staff. For safety during evening hours, please be sure to lock your car and walk to your car in groups. (Please note the location of Call Boxes in the parking lot.)

5.4 Copying

At Polk State College, there are copy machines for instructor use in several locations. **Lakeland:** LLC 2261, LLC 2230, LLC 2298, LTB 2268, Lakeland TLCC. **Winter Haven:** WSC 108, WFA 102, Winter Haven TLCC. **Lake Wales:** JDA 106.

Note: No Polk State College copiers are to be used for the purpose of copying entire books or large sections of books. Copiers are to be used for college-related purposes only.

5.5 Distance Education and Internet-Supplemented Courses

**Distance education** at Polk State College involves initiatives to bring many of the college’s courses to students in such a way that the traditional barriers of time and distance no longer exist. These initiatives include coursework delivered over the Internet using **PAL** and other various technologies and courses delivered using hybrid delivery modes (a mixture of Internet and on-campus class meetings). If you wish to supplement your course with **PAL** and other technologies, please contact Instructional Technology Services regarding training opportunities (see the Polk State College Directory at http://www.polk.edu/ for contact information). If you wish to teach an online or hybrid course, please contact the appropriate department coordinator or program director.
The Teaching and Learning Innovation Centers (TLIC) are a place for instructors to collaborate and innovate. They are located in Winter Haven (Modular 2) and Lakeland (LLC 2269). Instructional technologists and lab assistants are available for the following services:

- Video recording and editing
- Training – Adobe Collection, Articulate, Camtasia, Raptivity, SMART, PAL, Collaborate, Turnitin, and more
- Collaborative meetings using Mondopads

The instructional technologists are available via appointment and also hold office hours in the TLIC.

5.6 Audiovisual Services

If you need a DVD player or other audiovisual or multimedia equipment not already in the classroom, please contact AV Services at the numbers below. AV Services can also assist you in using the equipment installed in multimedia classrooms.

Hours of operation: Mon. - Thurs. 7:45 a.m. - 9:00 p.m., Friday 7:45 a.m. - 4:00 p.m., Saturday 8 a.m. - 12:00 p.m.

### Winter Haven, JDA Center, and Lake Wales Art Center

**Media Technology Services: 292-3685**

- Travis Dodson, Media Technician III
- Christopher Berger, Media Technician I
- Jerome Rice, OPS Evening
- Barry Collins, Media Technician I
- Taylor Gust, OPS

### Lakeland, Airside, and Clear Springs

**Media Technology Services: 669-2811**

- Andrew Lokken, Media Technician II
- Gary Allen, Media Technician I
- Andrew Burtman, OPS Evening
- Vacant, Media Technician I
- Vacant, Media Technician I

5.7 Learning Resources (Libraries and TLCCs)

Learning Resources consists of the Libraries and the Teaching/Learning Computing Centers (TLCC) on each campus.

5.8 Libraries

[http://www.polk.edu/library](http://www.polk.edu/library)

There are libraries on both Lakeland and Winter Haven campuses. Visiting librarians are assigned for the Lake Wales campus, and library offices are staffed by a part-time librarian at the Airside Center and the Advanced Technology Center at Clear Springs. Each library provides services to students, faculty, and staff, including access to the Internet, circulation and course reserve, reference, information literacy instruction,
periodicals, interlibrary loan, study facilities, electronic resources, and an online catalog. Faculty can also check out DVD videos from both library video collections. All faculty members are encouraged to recommend resources for the library to purchase to enhance their instruction and students’ learning experiences. Contact your campus librarian for details.

The library catalog and commercial databases are accessible from the library’s web page. Circulating books and other materials may be requested from the other campus, checked out, and returned at either campus. To log on to password protected services, go to the library homepage at the above link and click on the “Catalogs” link. Next, click on the “login” link located in the upper right of the page. Enter your Polk State College personnel ID number (PID) in both the “Borrower I.D.” and the “PIN” boxes. Once you are logged in, you may change your PIN number by clicking on PIN at the top of the screen. PIN numbers must be four characters. If your Polk State College employee ID number is less than four characters, you should add leading zeros to that number to make it four characters. For example, if your college ID number is 123, your login PIN number would be 0123.

Interlibrary loan service is available at Lakeland or Winter Haven. Materials available for interlibrary loan from other Florida state colleges may be requested directly using the Online Catalog. Other materials may be requested by contacting your home campus library.

Faculty may place materials on Course Reserve at either library for students to access. Reserve service request forms are available at both campuses. Reserves can consist of library-owned materials or materials owned by the instructor. The library must comply with applicable intellectual property guidelines and practices governing Course Reserve services. Generally, the library does not purchase course textbooks for Reserve, but will gladly make instructor provided copies available on Reserve.

Polk State College librarians will conduct orientations and in-depth information literacy instruction sessions at your request. Contact your campus librarian or Reference Desk to schedule orientation/instruction sessions for your classes. Sessions must be requested in advance, and instructors must accompany their class. Collaboration on assignments and outcomes assessment is encouraged.

<table>
<thead>
<tr>
<th>Hours of Operation:</th>
<th>Monday – Thursday</th>
<th>7:30 a.m. – 9:00 p.m.</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Friday</td>
<td>7:30 a.m. – 4:00 p.m.</td>
</tr>
<tr>
<td></td>
<td>Saturday</td>
<td>9:00 a.m. – 1:00 p.m.</td>
</tr>
</tbody>
</table>

Abbreviated hours and services are in effect when school is not in session.

Each campus has an E-Learning librarian who can assist faculty teaching online with information literacy instruction and other library related projects or assignments.
Learning Resources consists of the libraries and Teaching/Learning Computing Centers (TLCC) on each campus. For interoffice mail purposes, the TLCC on the Winter Haven campus is located at Station #10 and on the Lakeland campus is located at Station #66.

5.9 Teaching/Learning Computing Centers
http://www.polk.edu/teaching-learning-computing-center/

There is a Teaching/Learning Computing Center (TLCC) located on each campus. Each TLCC provides tutoring, PERT placement, ADA accommodations, make-up and online testing, computers and software, Internet access, and other learning tools.

<table>
<thead>
<tr>
<th>Hours of Operation</th>
<th>Monday – Thursday</th>
<th>7:30 a.m. – 9:00 p.m.</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Friday</td>
<td>7:30 a.m. – 4:00 p.m.</td>
</tr>
<tr>
<td></td>
<td>Saturday</td>
<td>9:00 a.m. – 1:00 p.m.</td>
</tr>
</tbody>
</table>

Abbreviated hours and services are in effect when school is not in session. Check the TLCC website for special hours. Tutors and testing services (except PERT placement testing and CLEP at Winter Haven) are not available between terms. Computers are available for PASSPORT registration.

Learning Resources Staff Directory:
Winter Haven and Lake Wales
Chris Fullerton, Director of Library and Learning Resources

J.W. Dowdy Memorial Library (Winter Haven) 297-1040
Linda Young, Professional Librarian, Reference/Instruction
Beverly Chapa, Professional Librarian, Cataloging Services
Jarrod Jones, Professional Librarian, Instruction & E-Learning Librarian
Kayla Wyman, Learning Resources Assistant, Circulation/Reserve
Sharon Lokken, Professional Librarian, Collection Development

Teaching/Learning Computing Center (Winter Haven) 297-1033
Gerry Hubbs, Testing and Tutoring Center Manager
Summer Hicks, Teaching Lab Specialist
Bernard Prudhomme, Tutoring Services Specialist
Rex Rhodes, Teaching Lab Assistant
Judith Cedusky, Learning Resources Assistant
Laura Mattheus, Learning Resources Assistant (P/T) – evenings and Saturday

Student Success Center (Lake Wales) 298-6834
Kathy Jessie, Academic Services Specialist
Willie Watson III, Interim Testing Lab Manager
Lakeland and Airside
Bill Foege, Director of Library and Learning Resources

Polk State College Lakeland Library 297-1042
Helen Schmidt, Professional Librarian, Reference/Instruction,
Circulation/Reserve
Gigi Riggio, Professional Librarian (P/T), Reference/Instruction
Kristen Jernigan, Instruction & E-Learning Librarian
Beth Pendry, Learning Resources Assistant, Interlibrary Loan
Lynn Heil, Learning Resources Assistant, Circulation Services
Judy Scuderi, Professional Librarian (P/T), Reference/Instruction
Michelle Joy, Professional Librarian (P/T) – Airside
Donald Jones, Learning Resources Assistant (P/T) – evenings and Saturday

Teaching/Learning Computing Center (Lakeland) 297-1044
Kim DeRonda, Testing and Tutoring Center Manager
Ann Shelton, Teaching Lab Assistant SR
Michael Whann, Tutoring Services Coordinator
Jody White, Teaching Lab Assistant (P/T) - evenings
Sara Wooten, Learning Resources Assistant (P/T) - evenings and Saturday
6 STUDENT INFORMATION AND SERVICES

As an adjunct faculty member, you may be asked to assist students with some of their concerns. You can best do this by following these guidelines:

<table>
<thead>
<tr>
<th>If Student Concern Is...</th>
<th>Contact...</th>
</tr>
</thead>
<tbody>
<tr>
<td>Academic Difficulty</td>
<td>Instructor, Student Services, TLCC</td>
</tr>
<tr>
<td>Career Counseling</td>
<td>Student Services</td>
</tr>
<tr>
<td>Employment</td>
<td>Student Services</td>
</tr>
<tr>
<td>First Aid</td>
<td>Student Services</td>
</tr>
<tr>
<td>Lost and Found</td>
<td>Security Office</td>
</tr>
<tr>
<td>Personal Problems</td>
<td>Student Services</td>
</tr>
<tr>
<td>Scheduling Courses</td>
<td>Student Services</td>
</tr>
<tr>
<td>Scholarships and Loans</td>
<td>Financial Aid</td>
</tr>
<tr>
<td>Testing Services</td>
<td>TLCC</td>
</tr>
<tr>
<td>Transcripts</td>
<td>Registrar</td>
</tr>
<tr>
<td>Transcript Evaluation</td>
<td>Student Services</td>
</tr>
<tr>
<td>Tutoring</td>
<td>TLCC</td>
</tr>
<tr>
<td>Veterans Affairs</td>
<td>Student Services</td>
</tr>
</tbody>
</table>
7 EMERGENCY INFORMATION

7.1 Emergency College Closure

You should read the Emergency Closing Information at the Polk State College website. The administration of Polk State College may find it necessary to close the College in the event of adverse weather conditions or for other unexpected emergencies.

The best place to determine whether Polk State College will be open or closed is the college's website (polk.edu) and/or Twitter feed (twitter.com/PolkState). If you have provided the College with your home and cell phone numbers, you will receive a voicemail on your home and cell phones, as well as a text message on your cell phone.

On campus, students can check the college's closed-circuit TV for closing announcements. A recorded announcement about Polk State College's operation schedule will be available by calling the college's main phone number: 863-297-1000. If the College loses power (like after Hurricane Jeanne in 2004), the main phone number will be transferred to another phone off campus, and callers will hear an announcement about Polk State College’s plans.

Official closing announcements may also be broadcast on:

- Lakeland radio stations: WONN 1230 AM and WPCV 97.5 FM
- Orlando radio stations: WFLA-540 AM and Real Radio-FM 104.1
- Bay News 9 on cable
- TV stations Channel 8, Channel 10, Channel 13, and Channel 28
- Local news websites, such as TheLedger.com

7.2 Security

Security officers are on duty 24 hours a day, seven days per week. Security Office Hours: Monday through Friday, 8:00 a.m. to 5:00 p.m.

The Winter Haven Security Office is located in the Multi-Service Building WMS 134 on the Winter Haven campus. A security officer is reached by calling ext. 5059 from any Polk State College on-campus phone or 863-297-1059 from an off-campus phone. Security can also be reached by using the phones on the Polk State College emergency poles, but the emergency phones should only be used in a true emergency.

There is a Lakeland Security Office in the Lakeland Maintenance Building on the Lakeland campus. A security officer is reached by calling ext. 6113 from any on-campus phone or 863-297-1059 from an off-campus phone. Security can also be reached by using the phones on the Polk State College emergency poles, but the emergency phones should only be used in a true emergency.

On the first day of classes, please review emergency-exit procedures with students in case there is a fire alarm during class time. This will acquaint students with the class rally point. (Lakeland campus courtyards are NOT to be used as rally points). Exit-route maps are located in every classroom, usually by the door to the classroom.
Refer to http://www.polk.edu/campus-safety-security/ for college emergency plans, contact information, and related articles of interest.
8 APPENDICES
# 8.1 Time Missed Form

Employee name: __________________________ Time Period: __________________________
PID number: __________________________ Due by: __________________________

**Employee Timesheet**

**Full-time Overload or Adjunct**

TO BE COMPLETED FOR **TIME MISSED** BY
FULL-TIME INSTRUCTORS WITH OVERLOADS OR ADJUNCTS

Rate: __________________________
Assignment: __________________________
Account: __________________________
Org. code: __________________________

<table>
<thead>
<tr>
<th>Day of week</th>
<th>Date</th>
<th>Substitute</th>
<th>Course prefix and number</th>
<th>Section number</th>
<th>Hours missed</th>
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</thead>
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Total hours missed

Employee signature __________________________

Supervisor signature __________________________ Date ______________
8.2 Hours Worked Form

Employee name: ___________________________ Time Period: __________________
PID number: ___________________________ Due by: __________________

Employee Timesheet for Substitutes
Full-time or Adjunct

TO BE COMPLETED FOR TIME WORKED AS A SUBSTITUTE

Rate: ___________________________
Assignment: ___________________________
Account: ___________________________
Org. code: ___________________________

<table>
<thead>
<tr>
<th>I substituted for</th>
<th>Day of week</th>
<th>Date</th>
<th>Name of Professor</th>
<th>Course prefix and number</th>
<th>Section number</th>
<th>Hours worked</th>
</tr>
</thead>
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</tbody>
</table>

Total hours worked

Employee signature ___________________________
Supervisor signature ___________________________ Date __________________
8.3 Travel Procedures Simplified

To access form below, go to [www.polk.edu](http://www.polk.edu), click Intranet in the bottom right corner, click on Business Services under Departments, click Forms, and select Travel-Leave Request.

**TRAVEL PROCEDURES 6049**

![Travel Procedure 6049 form]

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## TRAVEL PROCEDURE 6049
Board Rule 3.13

**Charge Travel To Account Number:**

**Charge Travel To SPD Account:**

**If using SPD:** All related SPD forms must be submitted to the approving authority and copies to A/P.

**Type of Leave Requested (check one only):**
- Field Trip
- Temporary Duty
- Professional
- Other

**State Reason for Requesting This Leave:**

- (If conference, seminar, annual meeting, etc., identify sponsoring agency, organization or institution and location of conference, etc.)

**Total Number of Work Days Involved:**

**Estimated Date and Time of Departure:**

**Estimated Date and Time of Return:**

**Is Reimbursement Requested:**
- Yes
- No

**If Yes, Complete Expense Estimate:**

- Driving
- Meal expenses, etc.
- Other

**Riding With:**

**Estimated Mileage (Round Trip):**

**Estimated Expense:**

**The Following Items are Approved Charges to Be Paid by PSC Credit Card:**

<table>
<thead>
<tr>
<th>Item</th>
<th>Vendor Name</th>
<th>Approved Amount of Expense</th>
</tr>
</thead>
<tbody>
<tr>
<td>Air Transportation</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Auto Rental</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Gas/Parking</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Hotel Expense</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other Expense</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Credit Card Will Be Picked Up At:**
- Winter Haven Campus
- Lakeland Campus

**Please Attach Supporting Document to the “Leave Request.”** (Examples: Copy of reservation forms, agenda, letter informing your of the meeting)

**The Following Items are Approved For Payment by Genesis Disbursement Request:**

<table>
<thead>
<tr>
<th>Item</th>
<th>Vendor Name</th>
<th>GL Code</th>
<th>Approved Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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<td></td>
<td></td>
</tr>
</tbody>
</table>

**Signatures of Traveler:**

**Date:**

**Signatures of Budget Head:**

**Date:**

**Supervisor Signature:**

**Date:**

**SPD Budget Head Signature:**

**Date:**

**Rev 5/18/11**
8.4 Genesis Passport: Schedules, Rosters, and Grade Posting

Instructors have the capability to display pages via the web to view their schedules and class rosters in GENESIS PASSPORT. From the rosters, they can also send e-mail directly to students.

In addition, they can perform class withdrawals at the appropriate time during the term.

Finally, during the open-grading window, they can view, enter, and finalize grades in PASSPORT.

For instructions on how to manage these functions, go into PASSPORT and click on “Faculty Help Using PASSPORT.”

The web pages look and function slightly differently depending upon where in the term the current date falls. The dates that control the four partitions during the term are shown in the diagram below.
### 8.5 Incomplete Course Work and Completion Plan

**INCOMPLETE COURSEWORK PLAN**

**INSTRUCTIONS (Please use ink)**

Professors: Complete and submit original form to the supervising Academic Dean. Please sign and date. A copy of this form must be completed for every student receiving an “I” grade.

The following student has been assigned a grade of INCOMPLETE in the course:

<table>
<thead>
<tr>
<th>Student Information:</th>
<th>Incomplete Course:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student Name:</td>
<td>Course #:</td>
</tr>
<tr>
<td>Polk State Student ID:</td>
<td>Reference #:</td>
</tr>
<tr>
<td></td>
<td>Term:</td>
</tr>
</tbody>
</table>

Reason for “I” Grade: __________________________________________

☐ **COMPLETION PLAN RECOMMENDED**

To receive a grade other than FAILING, the student **must complete** the following assignment(s) or course requirement(s) by a mutually agreed upon date between the faculty member and the student prior to the end of the next succeeding term. The last possible day for these requirements/assignments to be completed/received is: ________________ (specify date).

Professor Name: __________________________________________

Professor Signature: ______________________________ Date: __________________

I acknowledge that I have received a copy of this form and understand the requirements that must be completed to resolve the Incomplete Grade. I understand that if I do not complete these requirements by the designated deadline, I will receive an “F” in this course. If I do complete them, the professor will assign the grade earned. I understand that it is my responsibility to contact the professor during the dates specified above in order to properly complete grade requirements. **(Note: If the student cannot sign the form, the professor should note how this information was conveyed on the student signature line, for example, email or phone.)**

Student Signature: ______________________________ Date: __________________

Received in Academic Dean’s Office by: ____________ Received date: ____________

(Signature)
8.6 Board Rule 4.01 – Student Code of Conduct

Polk State College

District Board of Trustees Rule

<table>
<thead>
<tr>
<th>Rule Number</th>
<th>Subject</th>
<th>Rule Making Authority</th>
<th>Statutory Reference</th>
<th>SBE Rule Reference</th>
<th>Effective Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>6Hx21 4.01</td>
<td>Code of Conduct for Students and Student Organizations</td>
<td>FS1001.60-65</td>
<td>FS 1006.60 (1)(2)(3)(4)</td>
<td>FS 1006.63</td>
<td>11/25/2013</td>
</tr>
</tbody>
</table>

Students at Polk State College agree to act in a responsible manner in all areas of personal and social conduct and to take full responsibility for their personal and collective actions. Learning can only take place in a setting that is free of intimidation and coercion; students must observe local, state, and federal laws as well as the academic and behavioral rules found in the Polk State College catalog/handbook, other publications, and the Polk State College website at polk.edu. Polk State College students are expected to:

- Be courteous to fellow students, faculty, and all college personnel
- Be punctual in attending classes, completing course assignments, and in following college instructions, rules, and procedures
- To be fair and honest in all interactions with students, faculty members, and college personnel

The objectives of this rule are to define unacceptable conduct, and to identify related procedures including disciplinary procedures that will apply to each type of infraction.

I. Definitions

A. The noun "College" or adjective “college” refers to Polk State College.

B. The term "student" includes all persons taking courses in any program for credit or non-credit at the College, both full-time and part-time. This also includes students taking classes or participating in college activities on and off campus. Persons who are not officially enrolled for a particular term, but who have a continuing relationship with the College are considered "students."

C. The term "college premises" means buildings or grounds owned, leased, operated, controlled, or supervised by the College.
D. The term "college-sponsored activity" means any activity on or off campus which is initiated, aided, authorized, or supervised by the College or any college organization.

E. The term "college official" includes any person employed by the College performing assigned responsibilities.

F. The terms "will" or "shall" are used in the imperative sense.

G. The term "plagiarism" is defined in section II.B.1.

H. The term "distribution" means sale or exchange for personal profit.

I. The term "weapon" means any object or substance designed to inflict a wound, cause injury, or incapacitate, including but not limited to all firearms, pellet guns, paintball guns, and knives.

II. Student Code of Conduct

The conduct described in paragraphs A-D is unacceptable and subject to disciplinary action. Students may be held accountable to both civil authorities and to the College for acts which violate the law and this Rule. College Procedure 5028 outlines the procedure for imposing sanctions on violators of the Student Code of Conduct. Disciplinary action at the College will normally proceed while criminal proceedings are pending and will not be subject to challenge on the ground that criminal charges involving the same incident have been dismissed or reduced. Students have the right of appeal to any charges made against them for violating the Student Code of Conduct. College Procedure 5025 addresses the Hearing Process for student appeals to any charges of violation of the Student Code of Conduct.

This Code of Conduct applies to students as individuals or student groups or organizations. Individuals who have committed an infraction as part of a student group or organization may be held personally responsible for the group’s behavior along with the group’s leaders, officers, or spokespersons. Procedure 5029 addresses violations by groups and organizations.

A. General Violation of the Student Code of Conduct

1. Disruption
   Disruption or obstruction of teaching, research, administration, disciplinary proceedings, other Polk State College activities, including its functions on or off campus, or other authorized Polk State College activities when the act occurs on Polk State College premises.
2. **Abuse**
   Physical abuse, verbal abuse, threats, intimidation, harassment, coercion, and/or other conduct which threatens or endangers the rights, health, or safety of any person.

3. **Theft or Damage to Property**
   Attempted or actual theft of or damage to property of other students, the College, college officials, or guests of the College. Knowing possession of stolen property on college premises or at college activities.

4. **Non-Compliance with Directions**
   Failure to comply with directions of Polk State College officials, security officers, or law enforcement officers acting in the performance of their duties, and/or failure to identify oneself to these persons when requested to do so.

5. **Keys**
   Unauthorized possession, duplication, or use of keys to any college premises or unauthorized entry to or use of college premises, facilities, equipment, or supplies.

6. **Weapons and Dangerous Materials**
   Illegal or unauthorized use, possession, or storage of any weapon including firearms, explosives, other weapons, or dangerous chemicals on college premises or at college-sponsored activities.

7. **Controlled Substances**
   Unauthorized distribution, possession, or possession for purposes of distribution of any controlled substance or illegal drug on college premises or at college-sponsored activities on or off campus is prohibited.

8. **False Reporting**
   Intentionally initiating or causing to be initiated any false report, warning, or threat of fire, explosion, or other emergency on college premises or at college-sponsored activities.

9. **Freedom of Expression**
   Intentionally and substantially interfering with the freedom of expression of others on college premises or at college-sponsored activities.

10. **Alcohol**
    Use, possession, or distribution of alcohol beverages on or off campus or at any college event is prohibited regardless of the age of the student.
11. **Intoxication**
Inebriation or drunkenness, including coming to a Polk State College campus or on-off-campus event inebriated or under the influence of alcohol. Includes becoming intoxicated while on campus or at an off-campus activity or class.

12. **Hazing as defined by Florida Statutes 1006.63.**
Hazing is described by statute as any action or situation which recklessly or intentionally endangers the mental or physical health or safety of a student for the purpose of initiation or admission into or affiliation with any organization operating under the sanction of Polk State College. Examples of hazing include but are not limited to pressuring or coercing the student into violating state or federal law; any brutality of a physical nature such as whipping, beating, branding, exposures to the elements; forced consumption of any food, liquor, drug or other substance; or other activity causing extreme mental stress such as sleep deprivation. Further examples are found in Florida Statute 1006.63. Students or other persons associated with any Polk State College organizations are prohibited from engaging in any hazing activity. Hazing does not include customary athletic events or other similar contests or competitions or any activity or conduct that furthers a legal or legitimate objective.

13. **Gambling**
To stake or risk money, or anything of value, on the outcome of something involving chance.

14. **Disorderly Conduct**
Conduct which is disorderly, lewd, or indecent. Breach of peace, aiding, abetting, or procuring another person to breach the peace on Polk State College premises or at functions sponsored by, or participated in, by Polk State College.

15. **Theft or other abuse of computer time, including but not limited to:**
a) Unauthorized entry into a file to use, read, or change the contents, or for any other purpose.

b) Unauthorized transfer of a file.

c) Unauthorized use of another individual's identification and password.

d) Use of computing facilities to interfere with the work of another student, faculty member, or college official.

e) Use of computing facilities to send obscene or abusive messages.

f) Use of computing facilities to interfere with the normal operation of the college computing system.
g) Misuse of institutional email, such as engaging in chain letters, forgery, harassment through e-mail and other misuses as defined in Procedure 1030.

16. **Discrimination**
   Treatment or consideration of, or making a distinction in favor of or against, a person or thing based on the group, class, or category to which that person belongs rather than on individual merit.

17. **Violation of Published Polk State College Policies/Procedures, Rules and Regulations**

18. **Violation of Law**
   Violation of federal, state, or local law on Polk State College premises or at Polk State College sponsored or supervised activities.

19. **Unauthorized Demonstration**
   Participation in a campus demonstration which disrupts the normal operations of Polk State College and infringes on the rights of other members of the Polk State College community, or leading or inciting others to disrupt scheduled and/or normal activities within any campus building or area, or intentional obstruction which unreasonably interferes with freedom of movement, either pedestrian or vehicular, on campus.

20. **Obstruction of Movement**
   Obstruction of the free flow of pedestrian or vehicular traffic on any Polk State College premise or at Polk State College-sponsored or supervised functions.

21. **False Representation**
   Contracting or representation in the name of Polk State College.

22. **Bribery**
   Offering or giving money or any item of service to a Polk State College employee for the purpose of attempting to obtain assistance that would not have otherwise been provided.

23. **Furnishing false information to any college official, faculty member, or college office.**

24. **Forgery, alteration, or misuse of any college document, record, or instrument of identification.**
   Includes, but is not limited to, the submission of false or fictitious claims or any entries or omissions of information for the purpose of misleading or misrepresenting the student’s record, or any other official document.
25. **Fraud**
Fraud is defined as deceit, trickery, or breach of confidence, perpetrated for profit or to gain some unfair or dishonest advantage such as, but not limited to: willful negligence intended to cause damage to the material interest of the College; or dishonorable irresponsible or deliberate acts against the College, its faculty and staff, its students or representatives.

26. Misuse of student media venues such as publications, budgets for student publications, or any other unauthorized use of student media as outlined in Procedure 5021.

27. **Recording Prohibition**
Students may not make an audio or video recording of an instructor or speaker at a Polk State College on- or off-campus event unless prior consent of the instructor or speaker is obtained. However, if such recording is an Americans with Disabilities Act accommodation, prior notification is required, rather than consent.

28. **Abuse of the Student Discipline System**
Including, but not limited to:

- a) Failure to appear before the Vice President of Academic and Student Services, Associate Dean of Student Services, Hearing Officer, or other Polk State College Official when requested to do so.

- b) Falsification, distortion, or misrepresentation of information before a Student Conduct/Discipline Committee.

- c) Disruption or interference with the orderly conduct of a Discipline Committee hearing.

- d) False accusations of student misconduct without cause.

- e) Attempting to discourage an individual’s proper participation in, or use of, the student discipline system.

- f) Harassment (verbal or physical) and/or intimidation of a member of a Discipline Committee prior to, during, and/or after a Discipline Committee hearing.

- g) Failure to comply with the sanction(s) imposed under the Student Code of Conduct.

- h) Influencing or attempting to influence another person to commit an abuse of the student discipline system.
29. **Violation of Law and Polk State College Discipline**
   a) If a student is charged only with an off-campus violation of federal, state, or local laws, but not with any other violation of the Student Code of Conduct, disciplinary action may be taken and sanctions imposed for grave misconduct which demonstrates flagrant disregard for the Polk State College community and/or disrupts the educational mission of the College.
   
b) Polk State College disciplinary proceedings may be instituted against a student charged with violation of a law that is also in violation of the Student Code of Conduct. Proceedings under this Student Code of Conduct may be carried out, prior to, simultaneously with, or following civil or criminal proceedings off campus.
   
c) When a student is charged by federal, state, or local authorities with a violation of law, Polk State College will not request or agree to special consideration for that individual because of his or her status as a student. However, if the alleged offense is also the subject of a proceeding before the Discipline Committee under the Student Code, Polk State College may advise off-campus authorities of the existence of the Student Code and of how such manners will be handled within the Polk State College community.
   
d) Polk State College will cooperate fully with law enforcement and other Agencies in the enforcement of criminal law on campus and in the conditions imposed by criminal courts for the rehabilitation of student visitors. Individual students and faculty members acting in their personal capacities remain free to interact with governmental representatives, as they deem appropriate.
   
Any student that is suspected of violating the “General Violation” section of the Student Code of Conduct rule will be subject to sanctions and provided due process as outlined in Polk State College Procedure “Violation of Code of Conduct.”

**B. Academic Dishonesty**

Polk State College considers academic dishonesty an assault upon the basic integrity and meaning of a college. Cheating, plagiarism, and collusion in dishonest activities are serious acts which erode the college's educational role and cheapen the learning experience, not only for the perpetrators, but also for the entire community. It is expected that all Polk State College students will understand and subscribe to the ideal of academic integrity and that they will be willing to bear individual responsibility for their work. Materials (written or otherwise) submitted to fulfill academic requirements must represent a student's own efforts. The fundamental purpose of this rule is to emphasize that any act of academic dishonesty attempted by any Polk State College student
is unacceptable and will not be tolerated. Examples of academic dishonesty include:

1. **Cheating or plagiarizing on tests, projects, or assignments**
   Cheating is defined as the giving or taking of any information or material with the intent of wrongfully aiding oneself or another in academic work considered in the determination of a course grade. **Plagiarism** is defined as "the act of appropriating the literary composition of another, or parts or passages of his writings, or the ideas or language of the same, and passing them off as the product of one's own mind" (*Black's Law Dictionary*, Revised Fourth Edition). Plagiarism shall include failure to use quotation marks or other conventional markings around material quoted from any printed source, and paraphrasing a specific passage from a specific source without indicating accurately what that source is. Plagiarism shall further include letting another person compose or rewrite a student's assignment.

Procedure 5026 addresses the process by which academic dishonesty cases are processed and/or appealed.

The following items have been identified by the faculty and students at Polk State College as a partial list of examples of cheating and/or plagiarism.

- a) Asking for information from another student before, during, or after a test, quiz, or exam situation.
- b) Copying answers from another's paper during a test, quiz, or exam situation.
- c) Knowingly letting someone copy from one's paper during a test, quiz, or exam situation.
- d) Using sources other than what is permitted by the instructor in a test, quiz, or exam situation.
- e) Copying material exactly or essentially from outside sources while omitting appropriate documentation.
- f) Copying or falsifying a report of a laboratory, clinical project, or assignment without doing the required work.
- g) Changing answers on a returned graded test, quiz, or exam in order to get the grade revised.

2. **Plagiarism in written assignments**
   Plagiarism includes handing in a paper to an instructor that was purchased from a term paper service or downloaded from the Internet and presenting
another person’s academic work as one’s own. Individual academic departments may provide additional examples in writing of what does and does not constitute plagiarism, provided that such examples do not conflict with the intent of this policy.

3. Furnishing false information to any faculty member.

4. Forgery, alteration, or misuse of any college document, record, or instrument of identification.

Violations of the college’s policies pertaining to academic dishonesty may result in academic penalties and/or disciplinary action at the discretion of the instructor. Academic penalties may include, but are not limited to, a failing grade for a particular assignment or a failing grade for a particular course. Students that are charged with violating the Academic Dishonesty portion of this Rule will not be permitted to withdraw from the course. Additionally, the student may be referred to the Associate Dean of Student Services of the campus or center where the offense took place for violations of the Student Code of Conduct. Any student who is suspected of violating the “Academic Dishonesty” section of the Student Code of Conduct will be subject to sanctions and provided due process as outlined in Polk State College Procedure “Academic Dishonesty.”

C. Student Organizations

Student Organizations are governed by the Student Organization Handbook which outlines the procedures to be used for organizing, chartering, and maintaining student organizations at the College. The Handbook is located in the Student Activities and Leadership Office (SALO) on each campus. Students are expected to follow the handbook as it relates to their organizations and to the Student Code of Conduct. Student Organizations (as well as members and officers individually and collectively) may be held accountable when an alleged offense is committed by one or more members or guests of the organization and any of the following conditions apply:

a) The offense occurs at an event that was sanctioned by an officer of the organization.

b) Organizational funds are used to finance the activity.

c) The event where the offense occurs is substantially supported by the organization’s membership.

d) Members with knowledge of the forthcoming violation do not attempt to prevent the infraction.
e) The organization fails to report or chooses to protect the individual(s) alleged to have committed the offense.

Any student organization (as well as members and officers individually and collectively) that is suspected of violating the “Student Organization” Code of Conduct portion of this rule will be subject to sanctions and provided due process as outlined in Polk State College Procedure “Student Organization Violation of Code of Conduct.”

D. Acts of sexual misconduct, including but not limited to the following:

Procedure 5027 outlines the definition of sexual misconduct and the sanctions the College imposes on offenders. Typical types of sexual misconduct include, but are not limited to, the following:

1) Sexual Harassment
   Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature from any person when such conduct has the purpose or effect of unreasonably interfering with an individual's work performance, study habits, and/or educational experiences, or creating an intimidating, hostile, or offensive work/study environment.

2) Sexual Battery
   Any act, or attempted act, as defined in Florida Law (Section 794.011, Florida Statutes).

3) Public Indecency
   Exposing one's body in such a manner that another party reasonably could be offended, or sexual conduct where another party reasonably could be offended.

Any student that is suspected of violating the “Acts of Sexual Misconduct” portion of the Student Code of Conduct will be subject to sanctions and provided due process as outlined in Polk State College Procedure “Violation of Code of Conduct.”

III. Institute of Public Safety Students

In addition to the Student Code of Conduct, Institute of Public Safety Students who are enrolled in programs or courses regulated by the Florida Criminal Justice Standards and Training Commission are subject to the provisions of the Institute's “Trainee Rules, Regulations, and Procedures.”

This Rule supersedes Board Rule 4.01 - Subject: Due Process for Student Body Grievances & Student Individual Grievances.
History
Revised: July 28, 1976; May 28, 1984; September 23, 1991; May 23, 1994 and January 22, 2007; March 26, 2012; November 25, 2013

Attachment
Disruptive Student referral Form

Distribution
All Holders of Polk State College DBOT Rules Manual

#
8.6.1 Student Disruption/Discipline Report

POLK STATE COLLEGE
STUDENT DISRUPTION/DISCIPLINE REPORT

Use this form to report behavior for all cases except cheating/plagiarism.

Student's Name ___________________________ ID# ___________________________
Course or Incident Location ___________________________ Day/Time ____________
Tag # (if vehicle involved) ___________________________ Vehicle Description ______
Faculty or Staff Name ___________________________ Phone ______________________

The above named student has exhibited the following inappropriate behaviors or actions
(Check all that apply):

_________ Furnishing false information to any College official; forgery, alteration, or misuse of any college document

_________ Unauthorized entry to or use of college premises, facilities, equipment, or supplies

_________ Disruption, interference, or obstruction of teaching or services

_________ Unauthorized use or possession of any weapon on college premises

_________ Physical or verbal threats which threaten or endanger the safety of any person

_________ Unauthorized distribution, possession, or use of any illegal drug or alcohol on college premises

_________ Acts of sexual assault, harassment, or indecency

_________ Intentionally initiating false report, warning or threat of fire, explosion, or other emergency on college premise

_________ Theft of or damage to property of other individuals or the College

_________ Gambling or conduct which is disorderly or indecent

_________ Failure to comply with directions of College officials or security officers performing their duties

_________ Unauthorized use or misuse of college email, computers, media

_________ Disrespectful attitude towards professor, classmates or college personnel

_________ Participation in a group or organization conducting activities that violate the Code of Student Conduct

_________ Other ___________________________

Describe the behavior or incident. (Use additional sheets if necessary):

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

Follow-up action requested. (Check as many as are relevant):

_________ For your information only. No follow-up requested.

_________ Please call with suggested interventions.

_________ Please see student for disciplinary action.

EMERGENCY: If help is needed immediately, call Security #5059.

Return form to:
Lakeland, Airside, Clear Springs; ATC: Dean of Student Services, Lakeland campus, station #65 or FAX to x5006
Winter Haven or JDA: Dean of Student Services, Winter Haven campus mail station #3 or FAX to x3060

Signature of referring staff’s Supervisor: ___________________________ Date ____________

Staff/Supervisor instructions: Complete form. Submit to supervisor for review. Supervisor submits to S.S. Dean who informs supervisor and Administrator over area the sanctions imposed or outcome.
I. Purpose

The purpose of this procedure is to outline the process the College will follow concerning complaints against students that are charged with Academic Dishonesty. The administration of student discipline shall be flexible and consistent with the philosophy and educational objectives of Polk State College. Students that are charged with violation of the Student Code of Conduct for Academic Dishonesty will be ensured of their due process with the following procedure. Students that are charged with Academic Dishonesty under Polk State College Rule 4.01 may continue to attend the class associated with the charge until this process is finalized as outlined in this procedure.

For limited admission programs, refer to each program's procedures manual or student handbook for specific rules and procedures pertaining to the Student Code of Conduct and sanctions.

II. Processing of Academic Dishonesty Cases

1. When a suspicion of cheating or plagiarism arises, the faculty member shall meet or communicate with the student within five (5) school days, of discovery presenting the evidence and giving the student an opportunity to respond. The faculty member has the option of having a witness present for a meeting. After consultation with the Academic Dean, the faculty member makes a judgment as to guilt or innocence and informs the student in writing, via a hand-delivered or return-receipt mailed correspondence within five (5) school days after the consultation with the appropriate Academic Dean is completed. A copy of Polk State College Rule 4.01 and the supporting Procedure 5026 addressing Academic Dishonesty will be referenced to the student at this time by web address location. If the faculty member's judgment is that the student is in violation of the Student Code of Conduct for Academic Dishonesty, the faculty member may propose one of the following penalties as outlined in the course syllabus:
a. A grade of F will be given for the course. If the student decides to appeal, and the appeal process is completed, the student will immediately stop attending the course if he/she loses the appeal.

b. A predetermined reduction in the final grade as stated in the course syllabus.

c. Administrative withdrawal of the student from the course (a grade of W3 will be assigned).

d. Loss of full credit on the test, project, or assignment.

e. Loss of partial credit on the test, project, or assignment.

f. Retesting or reworking of the test, project, or assignment.

Note: Students that are charged with Academic Dishonesty may not voluntarily withdraw from the course associated with the charge. Students who withdraw will be reinstated in the course pending the final results of the investigation and/or hearing process. Withdrawing from a class, either before or after the discovery of a violation, does not prevent the College from imposing any penalty authorized by the Polk State College policy.

The student has five (5) school days to reply to the faculty member’s decision as stated in the letter to the student. The student may:

a. Accept the charge of Academic Dishonesty and the penalty assigned by the faculty member.

b. Not accept the charge of Academic Dishonesty and the penalty assigned by the faculty member. If the student decides not to accept the charge of Academic Dishonesty, he/she must begin the appeal process as identified in #2 below.

2. If the student wishes to appeal the faculty member's judgment, the student can begin the Grade Appeal Process for Academic Dishonesty by obtaining a Grade Appeal for Academic Dishonesty Request Package from the Dean of Student Services Office or the Dean of Academic Affairs Office. The Grade Appeal for Academic Dishonesty Request Package must be completed and turned in to the appropriate Academic Dean’s Office within five (5) school days of receiving the faculty member’s decision. If the Grade Appeal for Academic Dishonesty Request Package is not completed and returned to the appropriate Academic Dean within the five (5) school-day window, the decision of the faculty member will stand and the associated penalty will be imposed.

3. If the student submits the completed Grade Appeal for Academic Dishonesty Request Package within the five (5) school-day window to the appropriate Academic Dean, the Academic Dean will schedule mediation with the student and faculty member within five (5) school days of the receipt of the student's appeal. The faculty member will submit in writing all relevant documentation to the Academic Dean prior to the mediation session. The faculty member will be
given a copy of the student’s completed *Grade Appeal for Academic Dishonesty Request Package* prior to meeting with the student and the Academic Dean. After a review of the pertinent facts, the Academic Dean has these options:

a. Uphold the faculty member’s findings that Academic Dishonesty occurred and the penalty associated with the dishonesty.

b. Reject the faculty member’s findings that Academic Dishonesty occurred. The faculty member can accept the finding by the Academic Dean that Academic Dishonesty did not occur. If the faculty member does not agree with the Academic Dean’s decision, he/she can have the case forwarded to the Academic Hearing Committee for a hearing. For appeal, the case must be forwarded by the faculty member in writing to the Campus Dean of Student Services within five (5) school days.

4. Following the mediation session, the appropriate Academic Dean will submit in writing to the student and faculty member the outcome of the mediation session within five (5) school days. The student may accept the decision of the Academic Dean without further hearing or appeal, or may appeal in writing to the Campus Dean of Student Services within five (5) school days of receiving the Academic Dean’s decision for a hearing by the Academic Hearing Committee. The hearing process is outlined in Procedure 5025.

5. The Hearing Officer or designee will have ten (10) school days from the time the appeal is submitted by student to the Dean of Student Services to schedule a hearing. The Hearing Officer or designee will notify all affected parties of a hearing date no less than five (5) school days prior to the hearing and will distribute all necessary documentation.

6. The Academic Hearing Committee will review the *Grade Appeal for Academic Dishonesty Request Package* and will consider whether or not there is sufficient evidence to support the student’s claim of innocence as it relates to Academic Dishonesty. The student and faculty member will have the opportunity to appear before the committee to present their case. Refer to Procedure 5025 regarding student appeal-hearing protocol.

7. All cases of cheating or plagiarism, whether referred to the Academic Hearing Committee or not, shall be reported promptly to the Dean of Student Services by the faculty member. The report shall consist of all documentation, evidence, and completed forms relating to the charge.

8. Students that are charged with cheating or plagiarism a third (3rd) time, if previously found guilty or not, will be referred to the Student Services Discipline Committee for further action. Possible sanctions imposed by the Student Services Discipline Committee are outlined in Polk State College Procedure 5028.
9. The decision of the Academic Hearing Committee is final and binding.

Attachment (1)

**History:**
- Adopted: August 28, 2007
- Revised: April 26, 2012; February 22, 2013

**Distribution:** All Holders of the *Polk State College DBOT Rules Manual*
Grade Appeal for Academic Dishonesty Request Package

The following Grade Appeal Process for Academic Dishonesty applies to grades received on assignments where there has been an accusation of academic dishonesty made by a faculty member.

Student Name: ___________________________ Student ID#: ______________________ Date: ______________

Home Address: ________________________________________________________________

City: __________________________________________ State: ________________ Zip: ___________

Home Phone Number: (       ) ____________________ Work Phone Number: (       ) _____________

Cell Phone: (       ) ___________________________ E-mail: ______________________________

Instructor’s Name: ________________________________

Course Name: ________________________ Course Number: __________ Reference Number: __________ Term: ___________

Grounds for Using the Grade Appeal Process for Academic Dishonesty: The student’s appeal shall be based upon the student’s claim that academic dishonesty did not occur. The academic sanction imposed by a faculty member and stipulated in the course syllabus may not be appealed.

Preliminary Action/Resolution with Faculty Member:
The faculty member and student shall meet or communicate within five (5) school days of the accusation in an attempt to settle the matter.

The preliminary action was initiated on ___________________ and no final resolution was reached. (date)

Student Signature: __________________________________________ Date: ______________

Faculty Member Signature: __________________________________ Date: ______________
Step 1: Submission of Academic Dishonesty

The student should submit this completed package to the faculty member via the appropriate Academic Dean. The student must include all issues and arguments and must attach all pertinent forms, paperwork, and evidence that he/she wishes to be considered in the appeal.

The student must make his/her written appeal no later than five (5) school days after meeting with the Faculty member.

Academic Dishonesty Issues and Arguments

1. Explain in detail the nature of the appeal.

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

2. What are the reasons why this appeal should be considered?

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

3. What solution is being requested?

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
Step 2: Mediation by the appropriate Academic Dean

The Academic Dean will have five (5) school days to set a date acceptable to all parties for a mediation session. The faculty member will submit in writing all relevant documentation to the Academic Dean prior to the mediation session. This mediation session shall be within five (5) school days of the receipt of the Grade Appeal for Academic Dishonesty Request Package from the student as a result of Step 1.

Following the mediation session, the Academic Dean will submit in writing to the student and the faculty member the outcome of the mediation session. If the faculty member has declined to rescind the allegation of academic dishonesty, the Academic Dean will convey the faculty member’s rationale in the formal reply. The student will be given five (5) school days to decide if he/she desires to pursue the appeal with the Student Services Discipline Committee.

REPORT ON MEDIATION SESSION

The student appealing the accusation of academic dishonesty and the faculty member responding to that appeal met with the Academic Dean on ______________. (Date)

________________________________________
Student’s Signature

________________________________________
Faculty Member’s Signature

________________________________________
Academic Dean’s Signature

(To be completed by Academic Dean after the mediation session)

The appeal was granted [ ]  The request was denied [ ]

Faculty member’s rationale for declining to withdraw accusation of academic dishonesty:

________________________________________

________________________________________

________________________________________

________________________________________

________________________________________

________________________________________

________________________________________

Academic Dean’s Signature      Date
Step 3: Hearing before the Student Services Discipline Committee

If the student is dissatisfied with the results of the Academic Dean’s mediation, he/she may notify the Campus Dean of Student Services within five (5) school days of receiving the Academic Dean’s response from Step 2. The Dean of Student Services will forward the Grade Appeal for Academic Dishonesty Request Package to the Student Services Committee for a hearing.

Members of the Student Services Discipline Committee will sit as the Hearing Committee with the Vice President for Academic and Student Services or designee acting as the Hearing Officer. Members of the Student Services Discipline Committee who have participated in the case under review will be excused. A quorum will consist of five (5) members. If an adequate number is not available to ensure a quorum during the hearing process, the President or designee will appoint alternate members from among the pool of faculty, advisors, staff, and students.

The Student Services Discipline Committee will have ten (10) school days from the time the Grade Appeal for Academic Dishonesty Request Package is received by the Dean of Student Services to hold a hearing. The Hearing Officer will notify all interested parties of a hearing date no less than five (5) school days prior to the hearing and will distribute all necessary documentation.

The Student Services Discipline Committee will review the Grade Appeal for Academic Dishonesty Request Package and will consider whether or not there is sufficient evidence to support the student’s claim of innocence as it relates to academic dishonesty.

The student and faculty member will be advised in writing of the committee’s decision by the Hearing Officer immediately following the hearing.
Results of Hearing

The Academic Hearing Committee met on _________________ to hear the appeal of
____________________________ for Academic Dishonesty.

____________________________

(Name)

After careful deliberation, the Committee decided to grant [ ] or deny [ ] the Academic
Dishonesty appeal.

In its deliberations, the Committee considered the following documentation/evidence:

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

The decision of the Hearing Committee will be final and binding.

________________________________________________________________________

Hearing Officer     Date

Last Revision: April 26, 2012
Reference Procedure 4.01 – Academic Dishonesty
I. Purpose

The purpose of this procedure is to outline the process the College will follow concerning complaints against students that are charged with violating the Student Code of Conduct and explain the disciplinary use of sanctions and penalties the College authorizes in response to violations. The administration of student discipline shall be flexible and consistent with the philosophy and educational objectives of Polk State College. In those cases not likely to result in termination of a student’s enrollment at the College, the campus Dean of Student Services or designee shall have the responsibility for the administration of student sanctions and may impose varying degrees of disciplinary sanctions as outlined in this procedure. This includes cases that involve group or organization violations, sexual misconduct, and a disruption within the classroom. The Student Disruption Discipline Report form should be used in reporting all cases of classroom disruption. Cases in which possible sanctions may include expulsion or suspension from the institution will be heard before the Student Services Discipline Committee. This does not include a violation of Academic Dishonesty. Procedures, sanctions, and penalties for Academic Dishonesty are described in College Procedure 5026.

For limited admission programs, refer to each program’s procedures manual or student handbook for specific rules and procedures pertaining to the Student Code of Conduct and sanctions.

II. Student Conduct Review Procedures and Due Process

Any person may refer a student suspected of unacceptable conduct to the Dean of Student Services or designee. Persons making such referrals are requested to provide information pertinent to the case and will normally be expected to appear in subsequent proceedings as the complainant. Any charge(s) should be submitted as soon as possible after the incident takes place; preferably within 48 hours but no later than ten working days.
III. Sanctions

One or more of the following penalties, which are listed in order of decreasing severity, may be imposed for unacceptable conduct.

A. Expulsion: Permanent separation of the student from the College. Notification will appear in the student's transcript. The student will also be barred from the college premises. If a student comes onto campus without permission from the Dean of Student Services or designee, said student is subject to arrest.

B. Suspension: Separation of the student from the College for a specified period of time. Permanent notification may appear on the student's transcript. The student shall not participate in any college-sponsored activity and may be barred from the college premises. Conditions for readmission will be specified.

C. Withdraw Without Refund: Withdraw without refund is administratively imposed. Withdrawal could be from the College or a particular class or group of classes as deemed appropriate.

D. Discretionary Sanctions: Work assignments, service to Polk State College, or other related discretionary assignments.

E. Disciplinary Probation: The student shall not represent the College in any extracurricular activity or run for or hold office in any student group or organization. Additional restrictions or conditions may also be imposed. Notification will be sent to appropriate college offices, including the Office of Student Activities. A meeting with the Dean of Student Services or designee will be required at the end of the probationary period.

F. Warning: A notice in writing to the student that he/she is violating or has violated the Student Code of Conduct and institutional regulations. This warning will be placed in the student’s record but will not be noted on the student's transcript. Results of this warning may be introduced at future proceedings if needed.

G. Other lesser sanctions may be imposed instead of or in addition to those specified above: for example, limitation on the student's participation in club activities.

H. Restitution: The student is required to make payment to the College or to other persons, groups, or organizations for damages incurred as a result of unacceptable conduct.

I. Fines and Obligations: Student may be required to pay fines incurred (i.e. Parking, library) or outstanding obligations as one of the conditions for complying with the sanction imposed.
Other than suspension and expulsion from the institution, disciplinary sanctions shall not become part of the student’s permanent academic record, but shall become part of the student’s confidential record. Upon graduation, the student’s confidential records may be expunged of all disciplinary actions, excluding suspension and expulsion, upon request by the student to the Dean of Student Services or designee. Cases involving the imposition of sanctions other than suspension or expulsion from the College shall be expunged from the student’s confidential record five (5) years after the final disposition of the case. Polk State College has the right to release disciplinary records to any institution to which the student applies as long as the student’s record has not been expunged.

IV. Assignment of Penalties

A. The Dean of Student Services or designee, after reviewing the evidence and meeting with the witness and accused student, may impose sanctions outlined in this Procedure. The student will be notified of all sanctions in writing.

B. Violations of the Student Code of Conduct, as stated in Polk State College Board of Trustee Rule 4.01, may result in expulsion from the institution or lesser penalty.

C. Repeated or aggravated violations of any section of this code may also result in expulsion or suspension or in the imposition of such lesser penalties as may be appropriate.

D. Attempts to commit acts prohibited by this code shall be punished to the same extent as completed violations.

V. Interim Suspension

The Dean of Student Services or designee may suspend a student for an interim period pending disciplinary proceedings or medical or psychological evaluation. Interim suspensions are indicated whenever there is reason to believe that the continued presence of the student on the college campus poses a possible threat to himself/herself, to others, or to the stability and continuance of normal college functions. Before an interim suspension is implemented, the Dean of Student Services or designee will contact the student for the purpose of conducting an informal hearing on the following issues only:

A. The reliability of the information concerning the student's conduct, including the matter of the student's identity.

B. Whether the conduct and surrounding circumstances reasonably indicate that the continued presence of the student on the college campus poses a possible threat to the student or to others or to the stability and continuance of normal college functions.
VI. Processing of Appeals for Imposed Sanctions

1) A student, student organization, or complainant may appeal the sanctions imposed by the Dean of Student Services or designee to the Vice President for Student Services for referral to the Discipline Committee. Such appeals shall be in writing and delivered to the Vice President for Student Services within five (5) school days of the receipt of the sanctions from the Dean of Student Services or designee.

2) If the student appeals the decision of the Dean of Student Services or designee, the Dean of Student Services or designee shall decide if sanctions will be put into effect immediately or pending the outcome of the appeal process. If the student or student organization poses a threat to any person, is unruly, disruptive, uncontrollable, damages or threatens to damage any property, or another serious condition exists, the Dean of Student Services or designee may suspend the student or student organization immediately and have the student(s) escorted from any campus facility.

3) Once the appeal is received by the Vice President for Student Services, the case will be referred to the Discipline Committee for a hearing, and Procedure 5025 will be followed.

History

Distribution
All Holders of Polk State College DBOT Rules Manual
8.7 Procedure 1008 – Educational Field Trips

Polk State College Procedure

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<td>Educational Field Trips</td>
<td>Rule 2.03</td>
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The purpose of this procedure is to outline the procedure for planning and implementing off-campus educational experiences.

I. For the purpose of this procedure, a field trip will meet the following criteria:

A. Involve leaving the campus or regular class meeting site.

B. Be arranged by and under the supervision of approved college instructional personnel.

C. Be for or including students as participants.

D. Be educational in intent and directly related to a specific course or courses in which students are

II. Three basic types of field trips exist:

A. Those that are required and that occur only during the regularly scheduled class time of the course to which the trip is related.

B. Those that are required and that require the student's absence from classes other than the specific class or activity to which the trip is related.

C. Those that are optional.

Students shall not have their grades adversely affected if they are unable to make a field trip at a time other than the regularly scheduled class period unless the field trip was specified in the course listing during registration.

III. The field trip sponsor (faculty member or group sponsor) who desires to take a class or special group off campus must have the written approval of the appropriate academic supervisor one week prior to the trip. Trips that involve extensive planning, e.g. choir tours, should be requested and approved by the Provost in the preceding term.

IV. If the request is approved, five working days prior to the trip the field trip sponsor must present to his/her academic supervisor a leave form, a signed copy of the field trip release form from each student participating, a list of students participating, and information on the location, dates, and hours of the trip.
V. For field trips which require students to miss other classes, the field trip sponsor shall provide e-mail notification of the trip to the participants' professors along with the names of students who will be absent from classes.

VI. If students so listed do not go on the trip, the field trip sponsor shall e-mail formerly notified professors that the students did not attend.

VII. Students attending required field trips are held responsible for making up all work missed in other classes while on field trips, but they shall be allowed a reasonable amount of time to make up such work without penalty. Faculty must be notified of required field trips at least one week in advance so that the make-up tests may be scheduled as close as possible to the originally scheduled test. Students attending optional field trips are subject to the attendance policy of each class they miss.

VIII. Required field trips must be listed in the course syllabus and must be incorporated into either the grade or the attendance requirements of the course.

IX. No field trips shall be planned to occur during final examination times.

X. Field trips planned for non-credit courses will follow this procedure as well.

XI. Students participating in high school field trips will fill out the Polk State College Charter High School Field Trip/Off Campus Permission Form and Medical Treatment Authorization Form (Attachment 1). The original is submitted to the appropriate high school director. Copies are given to the field trip sponsor. Students participating in college field trips use the Polk State College Field Trip Agreement Release (Attachment 2). The field trip sponsor submits the originals to his/her academic supervisor and keeps a copy of each one to take on the field trip.

**Attachments (2)**
1. Polk State College Charter High School Field Trip/Off Campus Permission Form and Medical Treatment Authorization Form
2. Polk State College Field Trip Release Form

**History:**
Adopted: July 7, 1975
Revised: November 8, 1979; February 2007 and December 10, 2009; December 16, 2011
**Distribution:**

All Holders of Polk State College Procedures Manual

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To Whom It May Concern:

- I, the undersigned, being the Parent/Guardian of ___________________________ Name of Student
  
  give my permission for my child to participate as specified. I hereby authorize any necessary medical treatment for this student while off campus or while participating in a field trip conducted under the sponsorship of Polk State College Charter High School, during school year. I guarantee payment of all medical charges incurred.

- I will not hold Polk State College Charter High School liable for injury to the above named student during sponsored field trips.

  ______ My child has permission to drive.
  ______ My child may ride with ____________________________.
  ______ My child may transport _____________________________ students.

Parent/guardian signature: ____________________ Relationship: ______________ Date: ________

INFORMATION-(Parent Please Print)

Allergies to food, medications, etc. (If none, so state)

_________________________________________________________

Special Medical Problems (If none, so state)

______________________________

Name of Family Physician:

Location of Physician Office:

Physician Phone Number:

Please print name and address of parent/guardian signing this form: ____________________________

Parent or Guardian Home Phone: ______________ Work Phone: ____________________________

Cell Phone: ____________________________

Insurance Information (if none, so state)

__________________________  ____________________________

Insurance Company Name       Policy No. or Group Identification
State of Florida, County of ______________________ I hereby certify that the foregoing was executed before me on this _______ of ________
__________________________________________ My commission expires: __________

Notary Public, State of Florida
POLK STATE COLLEGE

Field Trip Agreement

RELEASE

As a student of Polk State College, I do willingly execute this release in consideration of the educational benefit to be derived by participation in the following college sponsored activity:

I hereby release from liability and hold harmless Polk State College for any and all claims and causes of action which might be brought by me or my parents or dependents for loss of property, personal injury, or death sustained by me arising out of any travel or activity conducted by or under the supervision of the College. It is understood that “the College” as stated herein shall include the employees, administrators, agents, and Board of Trustees of the College.

I am aware that participating in this activity involves risks of personal injury, property damage and other losses, and I am signing this Release with the awareness of that risk.

Name __________________________________________ Date ________________________________

Signature ________________________________________________________________________

In Case of Emergency Notify: ___________________________ Phone ______________________

If you are under the age of eighteen (18), your parent or guardian must read and sign the following statement.

I, (Print Name) _________________________________________________________________,
have read the above statement and give permission to the college faculty member or group sponsor accompanying (Print Student’s Name) ___________________________ to act on my behalf if medical attention is needed or in the case of another emergency.

For parents of dual-enrolled students, including Polk State College’s Charter High School programs: I understand that this field trip is not a high school sponsored activity and the accompanying college faculty member or group sponsor is not a high school chaperone.

________________________________________________  _____________________
Guardian Signature:  Date:

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### 8.8 Procedure 6012 – Teaching Faculty Evaluation System

#### Polk State College Procedure

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<td>Board Rule 6Hx21 3.05</td>
<td>7/01/2014</td>
<td>6012</td>
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I. Purpose

To establish a procedure for the evaluation of Polk State College teaching faculty.

II. Procedure for Full-Time Regular College Faculty

A. General Description

1. The Polk State College Faculty Evaluation System is designed to assess the effectiveness of college faculty, recognize achievements, and provide a plan for development and continuous improvement.

2. For full-time regular faculty, the evaluation year begins with the start of Term 1 of the academic year and concludes with the end of Term 2.

B. Evaluation Criteria

1. Full-time regular faculty will be evaluated on their performance in each of the following areas:
   a. Professional Performance of Duties: The faculty member performs his or her duties in a professional manner and in accordance with all applicable college rules, policies, and procedures.
   b. Instructional Responsibilities: The faculty member plans, delivers, and assesses instruction, as appropriate; communicates and provides feedback to students in a timely manner; and demonstrates satisfactory performance on classroom observations and Student Perception of Instruction surveys.
   c. Student Learning: The faculty member provides evidence of student learning. Such evidence may include results of pre- and post-tests, course completion rates, samples of student work, feedback from employers of students, or certification pass rates.
   d. College Compatibility: The faculty member shows respect for faculty, staff, and students; demonstrates interest in the well-being of the department, campus, and college; and receives positive feedback from peers.
e. **Professional Development:** The faculty member participates in ongoing professional development. This may include on-campus workshops, webinars, conferences, seminars, graduate courses, or publications.

f. **Service to College:** The faculty member actively participates in college activities in addition to the normal teaching assignment. This may include committees, assessment, department coordination, department projects, mentoring, campus events, curriculum development, or club advising.

2. All faculty will be evaluated on the basis of performance as described below for the overall evaluation:
   a. **Does Not Meet Standards:** The faculty member does not meet standards in three or more of the evaluation areas. Faculty who earn an overall rating of Does Not Meet Standards shall develop an action plan in cooperation with their academic dean and return to annual contract or termination.
   b. **Needs Improvement:** The faculty member does not meet standards in one or two areas of the evaluation areas. Faculty who earn an overall rating of Needs Improvement shall develop an action plan in cooperation with their academic dean.
   c. **Meets Standards:** The faculty member meets or exceeds standards in all areas.
   d. **Exceeds Standards:** The faculty member exceeds standards in most areas.

C. **Evaluation Process of Faculty on Annual Contract:**
   1. Faculty on annual contract will be evaluated completely once per year. A complete evaluation shall consist of a completed Faculty Goals Form, Progress on Faculty Goals Form with supporting documentation, administration of Student Perception of Instruction surveys, classroom observations, administration of a Peer Compatibility Survey, a Formal Evaluation Instrument, and an evaluation conference between the faculty member and the academic dean.
   2. Faculty will complete the Faculty Goals form and indicate how they plan to meet standards for each of the evaluation areas. Faculty will submit the completed form to the academic dean by the end of the fourth week of Term 1.
   3. Student Perception of Instruction surveys will be administered to all classes in both Term 1 and Term 2 and will run from the day after the withdrawal deadline to the last day of classes. Students will access the survey online according to directions that will be distributed before the evaluation period begins. Results will be given to faculty after grades are posted for the semester.
4. Faculty on annual contract will be observed in the learning environment in both Term 1 and 2 for the first three years and once per year each subsequent year. Additional observations may be conducted when deemed necessary by the academic dean.

5. The faculty member will be included on the annual Peer Compatibility survey. The Academic Dean will distribute confidential surveys to continuing-contract faculty on the appropriate campus. Faculty are asked if they would recommend the faculty member in question for continuing contract. They may answer YES, NO, or NO OPINION. If NO, a reason must be given. Recommendations are signed. Surveys are confidential and kept in the Academic Dean’s office.

6. Faculty complete the Progress on Faculty Goals form and compile supporting documentation. Supporting documentation must be provided for each evaluation area to demonstrate how performance standards were met.

7. Annual contract faculty who are eligible for continuing contract will submit the Progress on Faculty Goals form along with supporting documentation to the academic dean by February 15. Faculty not eligible for continuing contract will submit to the academic dean by March 15.

8. The Academic Dean completes the Formal Evaluation Instrument, meets with the faculty member to discuss, obtains comments and signatures, and submits to the Vice President for Academic Affairs by July 1. The instrument will be forwarded for filing in the Human Resources office by July 15.

D. Evaluation Process for Faculty on Continuing Contract

1. Teaching faculty on continuing contract shall be evaluated completely once every three years. A complete evaluation shall consist of a completed Faculty Goals Form, Progress on Faculty Goals Form with supporting documentation, administration of Student Perception of Instruction surveys, a classroom observation, a Formal Evaluation Instrument, and an evaluation conference between the faculty member and the academic dean.

2. Faculty complete the Faculty Goals form and indicate how they plan to meet standards for each of the evaluation areas. Faculty submit the completed form to the academic dean by the end of the fourth week of Term 1 of year one of the 3-year cycle, the goals may be updated annually.

3. Faculty will select at least 60% of their classes to administer Student Perception of Instruction surveys in both Term 1 and Term 2. Surveys will run from the day after the withdrawal deadline to the last day of classes. Students will access the survey online according to directions that will be distributed before the evaluation period begins. Results will be given to faculty after grades are posted for the semester.
4. Faculty on continuing contract will be observed in the learning environment once every three years. Additional observations may be conducted where deemed necessary by the academic dean.

5. Faculty will be included on the annual Peer Compatibility survey once every three years. The academic dean will distribute confidential surveys to the continuing-contract faculty on the appropriate campus. Faculty are asked if they would recommend the faculty members in question for continuing contract. They may answer YES, NO, or NO OPINION. If NO, a reason must be given. Recommendations are signed. Surveys are confidential and kept in the Academic Dean’s office.

6. Faculty will complete the Progress on Faculty Goals form and compile supporting documentation. Supporting documentation must be provided for each evaluation area to demonstrate how performance standards were met.

7. In years in which a faculty member does not receive a complete evaluation, the academic dean will meet with the faculty member to discuss the Progress on Goals Form. The Academic Dean completes the Summary of Conference Form and submits to the Vice President for Academic Affairs by July 1. The summary form will be forwarded for filing in the Human Resources office by July 15.

8. In years in which a faculty member receives a complete evaluation, the academic dean completes the Formal Evaluation Instrument, meets with the faculty member to discuss, obtains comments and signatures, and submits to the Vice President for Academic Affairs by July 1. The instrument will be forwarded for filing in the Human Resources office by July 15.

E. Evaluation Instruments
   1. Formal Evaluation Instrument completed by the academic dean
   2. Student Perception of Instruction completed by students
   3. Classroom Observation Form completed by the academic dean
   4. Peer Compatibility Survey completed by continuing contract faculty
   5. Summary of Conference Form completed by the academic dean
   6. Faculty Goals Form (annual contract) completed by the faculty member
   7. Faculty Goals Form (continuing contract) completed by the faculty member
   8. Progress on Faculty Goals Form completed by the faculty member

III. Procedure for Adjunct Teaching Faculty

   1. Academic deans, department coordinators, and program directors are delegated to be the direct supervisors of adjunct faculty members and will provide them with teaching assignments and serve as their point of
contact on all matters pertaining to employment, professional responsibilities, and working conditions. Department coordinators and program directors have primary responsibility for evaluating adjunct faculty. However, the associate dean or dean may assist or complete evaluations as deemed necessary.

2. Each adjunct faculty member will receive a written evaluation once a year via the Polk State College Formal Evaluation Instrument for Adjunct Faculty. The evaluation shall be based on Student Perception of Instruction (SPI) evaluations and other indicators including, but not limited to, student feedback, classroom observations, compliance with department and/or college policies and procedures, compatibility with the institution, and professional development activities.
   a. For adjunct faculty, the evaluation year begins with Term 1 and ends with Term 3 of the academic year.
   b. SPIs will be administered for all courses taught by adjunct faculty. The period for administering SPIs will run from the day after the withdrawal deadline to the last day of classes. Students will access the SPI online according to directions that will be distributed before the evaluation period begins.
   c. Adjunct instructors who have taught fewer than six semesters at Polk State College will be observed annually in the learning environment by the department coordinator or program director using the Polk State College Adjunct Faculty Classroom Observation Form. Adjunct faculty members who have taught for six semesters or more will be observed in the learning environment a minimum of once every three years. All new adjunct faculty will be observed during their first semester. Additional observations may be conducted where deemed necessary by the appropriate supervisors.
   d. Adjunct faculty members will complete the Adjunct Faculty Self-Evaluation Form annually. The due date for completing the self-evaluation will be communicated by the appropriate supervisor.
   e. The department coordinator or program director will give the completed FEI, Adjunct Faculty Classroom Observation Form (if applicable), and Self-Evaluation to the associate academic dean.
   f. The completed FEI will be forwarded for filing in the Human Resources office by the end of the academic year.

IV. Procedure for Full-time High School Faculty

1. Full-time high school faculty will be evaluated using a Personal Evaluation and Development System (PEDS) (see attachment 10)
Following are the forms from Procedure 6012 related to the adjunct faculty evaluation process.
8.8.1 Formal Evaluation Instrument for Adjunct Teaching Faculty

**FORMAL EVALUATION INSTRUMENT FOR ADJUNCT TEACHING FACULTY**

**INSTRUCTIONAL RESPONSIBILITIES**

**DESIGN:** The planning that organizes the course into instructional units and those units into daily activities based on specified objectives and standards.
1. The professor meets the course objectives from the BCI.
2. The professor should have a plan for the term that organizes each course into objectives.
3. The professor should have a syllabus that organizes course objectives into instructional units and clarifies course expectations.
4. The professor should have a plan to cover and evaluate the specific objectives in each instructional unit.

**DELIVERY:** The presentation of the material that meshes the professor’s teaching strategies and skills with the students’ learning styles to meet course objectives.
1. The professor should demonstrate genuine interest in the students, the educational process, and the subject matter and should encourage students to participate in the learning process when appropriate.
2. The professor should demonstrate knowledge of subject matter.
3. The professor should demonstrate effective communication and presentation skills as demonstrated by clarifying daily objectives and making efficient use of class time.
4. The professor should attempt to motivate students to commit to the learning process.

**MANAGEMENT:** Those tasks involved in efficiently operating, evaluating, and maintaining a course.
1. The professor should keep and communicate accurate records.
2. The professor should process work in a timely manner.
3. The professor should measure student progress toward unit objectives.
4. The professor should modify course design and/or delivery based on various evaluative criteria.
5. The professor should participate in discipline specific assessment activities.

**COMPATIBILITY WITH INSTITUTION**

Those relationships that show respect, fairness, and responsiveness to students, staff, and the college community.
1. The professor should demonstrate genuine concern for and interest in the function of the division and the institution, and work collaboratively to achieve division and institution goals.
2. The professor should treat students fairly with interest, dignity and respect.
3. The professor should treat all Polk State College employees respectfully and professionally.
4. The professor should observe college policies and procedures.

FEI 1
EVALUATOR'S COMMENTS

SUMMATIVE EVALUATION

| Overall performance exceeds standards. |
| Overall performance meets standards. Performance is satisfactory. |
| Overall performance does not meet standards. Performance needs improvement. |

<table>
<thead>
<tr>
<th>Professor Signature</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Department Coordinator / Program Director Signature</td>
<td>Date</td>
</tr>
<tr>
<td>Dean / Associate Dean Signature</td>
<td>Date</td>
</tr>
</tbody>
</table>

PROFESSOR'S COMMENTS

| Professor's Signature (Please sign here if comment box used) | Date |

A drug-free Campus Awareness Program brochure accompanies this annual performance review form. I understand that if I have any questions or do not understand any part of that material, I may contact the Human Resources Office for assistance.
8.8.2 Adjunct Faculty Self Evaluation

Adjunct Faculty Self-Evaluation

Academic Year:

Faculty Name:

1. Using the attached checklist verify that your syllabus contains the required information as outlined in Procedure 1001. Please attach a copy of your syllabus. If necessary, make revisions and attach a revised copy.

2. Give one example of how you have integrated learner-centered teaching techniques in your classes. How did you measure the effectiveness of the technique?

3. List one goal that you would like to accomplish in regard to improving the design of your class and/or enhancing your instructional delivery. Explain the specific steps you will take to accomplish the goal(s). If you were evaluated last year, please describe any progress that you have made toward achieving the goal(s) you set last year.

4. List any professional development that you have completed in the last year.
### 8.8.3 Classroom Observation of Instructional Delivery

**Polk State College**  
**Adjunct Faculty Classroom Observation Form**

<table>
<thead>
<tr>
<th>Professor:</th>
<th>PID:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Observer:</td>
<td></td>
</tr>
<tr>
<td>Date:</td>
<td></td>
</tr>
<tr>
<td>Term:</td>
<td>Course/Section:</td>
</tr>
</tbody>
</table>

1. The professor connected new content to previously covered content  
   □ Excellent □ Acceptable □ Could Improve □ Not Observed
2. The professor communicated goals or objectives for the class session  
   □ Excellent □ Acceptable □ Could Improve □ Not Observed
3. The professor made use of varied learning strategies  
   □ Excellent □ Acceptable □ Could Improve □ Not Observed
4. The professor asked questions effectively  
   □ Excellent □ Acceptable □ Could Improve □ Not Observed
5. The professor helped students find personal meaning and value in the material  
   □ Excellent □ Acceptable □ Could Improve □ Not Observed
6. The professor gave opportunities for students to assume responsibility for learning  
   □ Excellent □ Acceptable □ Could Improve □ Not Observed
7. The professor demonstrated proficiency in the subject matter  
   □ Excellent □ Acceptable □ Could Improve □ Not Observed
8. The professor was enthusiastic  
   □ Excellent □ Acceptable □ Could Improve □ Not Observed
9. The professor made effective use of class time  
   □ Excellent □ Acceptable □ Could Improve □ Not Observed
10. The professor planned and organized the class session  
    □ Excellent □ Acceptable □ Could Improve □ Not Observed
11. The professor communicated clearly  
    □ Excellent □ Acceptable □ Could Improve □ Not Observed
12. The professor treated students and their ideas with courtesy and respect
13. The professor used materials that were professional in appearance

14. The professor gave appropriate instructions for activities or assignments

15. The professor actively involved and engaged students during the class

16. The professor made use of technology

17. The professor checked for student understanding of the material

Comments:
8.8.4 Student Perception of Instruction

For the following questions, students have the choice of Almost Always, Often, Sometimes, Almost Never, N/A (Not Applicable):

1. The professor knows the subject well.
2. The professor explains ideas clearly.
3. The professor shows a genuine interest in teaching the class.
4. The professor is well prepared for class.
5. The professor answers questions effectively.
6. The professor uses class time effectively.
7. The professor encourages all students to participate in class.
8. The professor makes it clear what his/her office hours are and where his/her office is.
9. The professor is available to answer questions during posted office hours.
10. The professor’s tests and assignments relate to course objectives listed on the Basic Course Information (BCI).
11. The professor returns assignments in a reasonable amount of time.
12. The professor has clearly explained what is required to earn a particular grade.
13. The professor treats students in a respectful manner.
14. The professor uses the textbook effectively.
15. The professor begins class at the scheduled time.
16. The professor ends class at the scheduled time.
17. I would consider taking a course from this professor again.

Please respond to the following questions on the back of this page:

1. What does the professor do well?
2. How could the professor improve?
3. What helped you learn in this course?
4. How could this course be improved?

Revised on 12/16/11