

Adjunct Handbook

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Welcome

Welcome to the Natural Science Department of LaGuardia Community College. This handbook is designed to orient you and to answer most of your organizational questions. However, because it is generic in nature some items may not apply to your course. Be sure to consult with your course coordinator when you have a specific question. Below is a list of the course coordinators, their extensions and email addresses as well as those of the department secretaries.

We would like to remind you that LaGuardia Community College works on a 12 week trimester instead of the usual 15 week semester. Since the time is shorter the classes are more intense. Keep this in mind as you prepare your lectures and labs.

Keep in mind that sudden changes can result in a course change or course cancellation. Be available the weekend before classes start to check your email or to receive phone calls from your course coordinator.

We look forward to your participation in our department and hope that you find this a rewarding teaching experience.

Getting Started Quick List

Natural Sciences Office M204 phone # (718) 482-5940

Complete the new hire packet hand in to HR Room: E-407 & E-408

Telephone: (718) 482-5075 HR will give you a form

Ask HR about direct deposit
 Get an ID, with form in hand and 1 other piece of identification go to C101
 Fill in adjunct time sheets follow payroll schedule in new hire packet
 Open LaGCC Email address M204 (718) 482-5940 (Maureen/Carli)
 Open CUNY first account
 All lab instructors must have a certificate of fitness from NYC Fire Dept call 718 482-5772
 Parking, fill out the form to get a sticker at Bursar C110
 Contact the Course coordinator for text, lab manual and syllabi
 Room M201B is an area with desks and mailboxes available for your use. You will need to know the combination-lock sequence for the door M 294 see Maureen/Carli (718) 482-5940
 Make sure that you have a roster for each class and lab
 Keep attendance at CUNY first (Census) and web attendance on the LaGCC web site
 Keep grades and attendance on an excel sheet to hand in at the end of the term
 If you're teaching 6 hours you need to post 1 office hour
 Use the printing center via email for copies, homework and exams
 Security (718) 482 – 5558 (non-emergency)
 (718) 482 – 5555 (emergency)

Natural Sciences Course Coordinators

FYS100	Preethi Radhakrishnan (First Year Seminar)
SCB101	Tonya Hendricks (Topics in Biology)
SCB115	Maria Entezari (Principles of Biology)
SCB201	Charles Keller (Fundamentals of Biology I)
SCB202	D. Priyantha Wijesinghe (Fundamentals of Biology II)
SCB203-204	Howard Motoike (Anatomy & Physiology)
SCB208-209	Boris Zakharov SCB208-Fall I & II only (Vert. A & P)
SCB252	Thomas Onorato (Fundamentals of Biotechniques)
SCB255	Thomas Onorato (Cell Biology)
SCB260	Olga Calderon (Microbiology)
SCC101	Ian Alberts (Topics in Chemistry)
SCC201	Dionne Miller (General Chemistry I)
SCC202	Philippe Mercier (General Chemistry II)
SCC205	Ian Alberts (Introduction to Chemistry)

SCC110	Nalband Hussain (Foundations of Chemistry)
SCC251-252	Janet Gonzalez (Organic Chemistry I & II)
SCG150	Holly Porter-Morgan (Intro. To Geographic Systems)
SCP101	Jaime Nieman (Topics in Physical Sciences)
SCP140	John Toland (Topics in Astronomy)
SCP201-202	Jaime Nieman (Fundamentals of Physics I & II)
SCP231-232	John Toland (General Physics I & II)
Biology Area Coordinator:	Howard Motoike
Chemistry Area Coordinator:	Dionne Miller
Biology Major:	Thomas Onorato
Environmental Science Major:	Holly Porter-Morgan

General Information and Forms

Email account/ CUNY First

In addition, all faculty must set up an account with CUNYfirst. Go to the LaGuardia website and click CUNYfirst and it will prompt you. Remember to print out your ID & password. Attendance must be entered in CUNYfirst by the **census date** indicated on the **academic calendar**.

IDs

You will need to get a College ID, which you should wear whenever you are on campus. After you've completed your **New Hire Packet**, HR will provide you with a memo that you bring to C101 (College ID office) along with photo identification (driver's license or passport) to complete the process. Their hours are 9 AM to 8 PM Mon-Thurs and 9 AM to 5 PM Fri.

Human Resources

Human resources is located in the E building rooms 407 and 408, there you can inquire about direct deposit and payroll issues. See the following site:
<http://www.lagcc.cuny.edu/humanresources/>

Observations and Teaching Evaluations

Observations should be conducted during the first 10 weeks of a semester for your first 10 semesters at a college. You must have at least 24 hours' notice before you are observed by a faculty member of your department. The observer will submit a written report to the chair within 1 week. The chair should schedule a post-observation conference within 2 weeks of receipt of the written report. You will receive a copy of the written observation report and a copy of the post-observation conference for your signature before it is placed in your file. You may place a response to your evaluation in your file. After 10 semesters of required observations you may be observed at the request of your chairperson or yourself.

Computer Services and Support

Most Class rooms are equipped with a computer that is connected to the internet, and a projector. If this equipment is unavailable, it can be reserved in the library; reservation forms are available online or in person.

Library Services

Library Services: The Library offers equipment such as laptops for use in the classroom, information about equipment availability can be found at the library. Access to CUNY wide research materials, such journals and interlibrary book loans, are also available at the Library.

Adjunct Room and Mailboxes

M201B is an area with desks that is available for your use. You will need to know the combination-lock sequence to access the room; the secretaries in M204 can provide you with that information. In addition there is a scantron machine, ask the secretaries for blank scantron forms when you need them. E256 is a faculty computer facility; feel free to use it.

Your mailbox is in M201B. You will be receiving important communications throughout the semester; check it every time you are on campus. The class roster can be accessed at either CUNYfirst or LaGuardia's web attendance site. The roster will include students' names, and the times and locations of your classes.

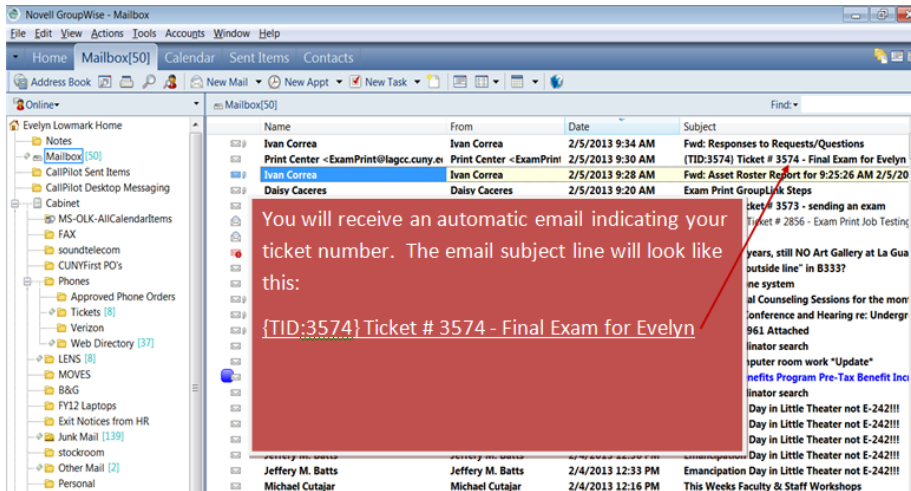
No student is allowed in your class who is not on your roster or who does not provide you with an official add slip from the registrar. Only students on the roster will receive a grade. Updated rosters can be printed from the Web Attendance as you need them.

Printing Services

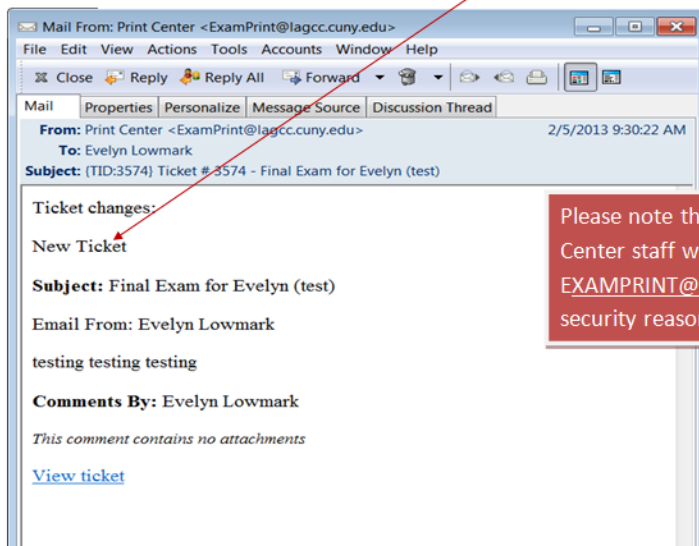
Materials can be sent for printing in hard copy or via email. Exams and quizzes have to be sent to; EXAMPRINT@lagcc.cuny.edu. All other materials can be sent to printcenter@lagcc.cuny.edu

Steps for using EXAMPRINT:

Step # 2: Confirmation of Jobs received

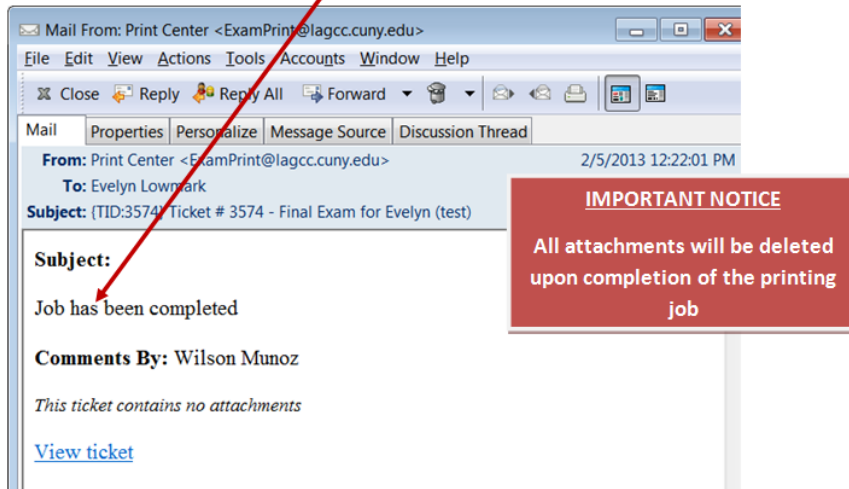


Step # 3: Upon opening email, you will see all the details of the job you have requested. The email will also indicate that this is a NEW TICKET.



Please note that only two people in the Print Center staff will have access to the EXAMPRINT@LAGCC.CUNY.EDU account for security reasons.

Step # 4: Upon job completion, you will receive an email alerting you that your job is completed. You will also be able to see any comments made to your request. Please note that job completion does not mean delivery to the department. Check with your departmental staff for pick-up time schedules.



Printing through Natural Sciences office

If you need to make copies of exams, test & quizzes for your class, you must leave them in a red envelope either in M-204 (Mon.-Fri. 9-5) or in the adjunct room (M-201-B) for the secretaries to bring to the Print Shop. Attach them to a print-shop request form and place them in the tray. The copies will be put into your mailbox. Please allow 48-hour turnaround time. Or you may go in person to the Print Shop located in Room MB-20 in the evening: **Mon.-Thurs. 5:00-6:45** and wait for copies yourself.

Parking

Parking information can be found at the following web site and forms can be picked up at the Bursars office located in building C-110: www.lagcc.cuny.edu/business/parking.htm

TO BE COMPLETED BY APPLICANT:

- TO BE COMPLETED BY BURSAR'S OFFICE:

- 7

Guidelines for Lecture Instructors

First week

The syllabus is online on Blackboard or on the Natural Sciences website. Paper copies are no longer distributed. The syllabus should be followed diligently to ensure continuity among sections. Exercise good judgment knowing what to emphasize but stay up to date so that you do not run out of time. The curriculum must be completed. Lectures may overlap but complete the material that will be included in a scheduled quiz or exam.

Encourage the students to use the appropriate FREE tutoring services, see section Student Resources, Where to Refer Students.

Check with your course coordinator regarding the availability of online homework options for your course, if you choose to include an online component, such as Sapling or WileyPlus for your class you should distribute the site information for students to sign up on your syllabus or in an email by the end of the first week.

Organizational Matters

It is helpful to print a copy of your class roster from Web Attendance so that you have the names to create your grading spreadsheet. Census day occurs by the end of the 6th or 7th meeting of a course, it will be indicated on your web attendance for that course. On this day you must indicate any students who have not shown up at all to your class on your CUNYFirst Roster (This is different than web attendance) There are videos available on LaGuardia's website that demonstrate this process. As the lecturer you are the instructor of record. You will determine the students' final grades.

Follow the grading policy as set out by your course coordinator. In most courses, individual curving of grades on specific exams should not be done. There is no “R” (repeat) grade in science and extra credits projects are generally not permitted unless your coordinator indicates otherwise. Strictly adhere to the grading guidelines for your course.

Final course grades are entered into CUNYfirst, an online grade entry system. If you have trouble, call the registrar (Jose Plasencia at ext. 6011). Print two copies of your final grade roster, one for the department and one for yourself.

At the end of the semester, you must submit to the department secretary: 1) a spreadsheet showing all exam grades, 2) the final course grade roster and 3) the semester attendance report.

You are required to retain all final examination test papers for a period of one year after the completion of the course. This insures that students can review their papers even though classes are no longer in session.

Testing Procedures

Follow the testing schedule and format listed in your syllabus. If possible, students should be seated in alternate rows during exams and use 2 forms of each exam (A and B). Be sure that students are aware of the policy on cheating. Patrol your class during exams and do not permit cheating. Should a student be caught cheating, refer to the guidelines in the Policy on Academic Integrity that can be downloaded at <http://library.laguardia.edu/files/pdf/academicintegritypolicy.pdf> or in the college catalogue and report the incident to your coordinator.

Students should be given an opportunity to see the exam questions again when they receive their graded papers; allowing them an opportunity to correct any grading errors and to learn from their mistakes.

Fourth exams and final exams are administered during finals week, during one of your regular scheduled times. In some course lab finals are scheduled during the twelfth week of the semester during regular lab hours. **FINAL EXAMS CANNOT BE GIVEN BEFORE FINALS WEEK!**

Attendance

Attendance must be taken at each session and requires that you have a LaGuardia email account (see item 6 above). In the classroom you will find a computer to log onto Web Attendance. Log on using your GroupWise user name and password. Make sure the projector is off before clicking on your section (this protects student privacy). Click your section and the current date and enter the appropriate selection for each student (e.g. “present”, “absent”, etc). Once completed, click “record attendance” then “okay”. If you are not able to do the Web Attendance during class, then pass an attendance sheet around and later transfer the information into Web Attendance. For assistance, go to <http://it.Laguardia.edu>. At the end of the semester, you will be required to submit a copy of the attendance report for each class along with your grades to the department secretary. The attendance report can be printed off Web Attendance.

Grades

Grading Scales and Symbols

Grading scales A-,A = 90-100 B-,B,B+ = 80-89 C-,C,C+ = 70-79 D-,D,D+ = lowest passing grade F = Failure

Grading symbols can be found at the following site

<http://www.lagcc.cuny.edu/advisingcentral/grad-gpa.aspx?id=10737420040>.

Incomplete Grades and Repeat Grades

Repeat, “R”, grades are not given in science courses and Incomplete grades, “IN”, are issued only under very restricted circumstances. In order to receive an Incomplete, a student must have a 75% average or better and be able to document why he/she is unable to complete the course work during the semester. Both the student and the instructor must complete and sign an Incomplete Form (available in the office) and list the exams and/or assignments that must be satisfactorily completed before a grade is issued. Students have until the end of the following semester to take the missing exams; otherwise the Incomplete is automatically converted to FIN (Failure Incomplete). An Incomplete does not provide a student with an opportunity to retake an exam(s); all prior grades are retained and added into the calculation of the final grade. Any instructor who gives an incomplete is making a contract with that student to administer and grade the necessary assignments

Note: Grades of W cannot be altered by instructors or chairpersons. They can only be changed by appealing to the Academic Standing Committee. Grades of WU can be changed by instructors with the chairperson's approval. The change must accompany a reasonable explanation. A grade of WU can also be changed by appealing to the Academic Standing Committee. Grades of A, B, C, D, F, FIN, INC, Z or @ may be changed by the instructors with permission from the department chairperson.

Attendance

Attendance is a class requirement and will be considered in the evaluation of student performance. Instructors are required to keep an official record of student attendance. The maximum number of excused absences is limited to 15% of the number of class hours. Absences are counted from the first day of class even if they are a result of late registration or change of program.

If a student misses a class or lab, it is permissible to allow the student to make up that class in another section. However, the student must receive **written** permission from that instructor to sit in on the class.

Changing Grades

If you incorrectly register a grade you must fill out a form with the student's name and ID number and fully document the error in the explanation section. The secretaries will give you the form and the Chair must sign it.

It is against departmental policy to change a student's grade from a passing grade to an F at the request of the student, if a student wishes to receive an F in their course they must decide to fail.

Reporting Final Grades

Final course grades are entered into CUNYfirst, an online grade entry system. If you have trouble, call the registrar at ext. 6011. Print two copies of your final grade roster, one for the department and one for yourself.

At the end of the semester, you must submit to the department secretary: 1) a spreadsheet showing all exam grades, 2) the final course grade roster and 3) the semester attendance report.

You are required to retain all final examination test papers for a period of one year after the completion of the course. This insures that students can review their papers even though classes are no longer in session.

Guidelines for Lab Instructors

All Laboratory Instructors will be required to attend an annual Departmental training session which will cover general lab procedures and safety. Biology and Chemistry Instructors who teach lab must obtain a Certificate of Fitness from the NYC Fire Department. The C-14 Certificate of Fitness is issued to qualified individuals by the FDNY for the "Supervision of a Non-Production Chemical Laboratory." Certification is good for 3 years and must be renewed within 30 days of expiration to avoid penalties. Please contact Chemical Hygiene Officer Judi O'Toole at jotoole@lagcc.cuny.edu (M219) or call 718 482-5772 for more information. Additional details can also be found at www.fdney.gov.

Notify the Department Office at 718-482-5940 ASAP if you cannot make your laboratory section due to an emergency; after 5PM contact either the Biology lab at 718-482-5757 or Chemistry lab at 718-482-5783. Additionally, switching shifts with other Instructors without prior notification is not permitted. Contact the numbers listed above or notify Chief CLT Olga Calderon at 718-482-5749 or via email at ocalderon@lagcc.cuny.edu ASAP if you need to do so.

Safety Orientation: Providing Day 1 orientation for laboratory students is essential- see below for respective requirements within Natural Sciences courses. For example, all students attending Biology or Chemistry labs must sign a Safety Rule Agreement form provided in the first lab class, which should be left in the lab for CLT's to retain. The no food and drink policy is strictly enforced; if a student needs to eat or drink they may do so during their break but do your best to make sure that all food wrappers and beverage containers are discarded OUTSIDE the laboratory to avoid fines to the College. The evacuation procedure in case of an emergency should also be discussed on Day 1 (refer to posted evacuation procedures inside each lab). If a student discloses a medical condition to their Instructor or the Department that may affect their laboratory participation (i.e., pregnancy, diabetes, epilepsy), they must obtain and provide a legitimate doctor's note in order to continue participating in lab sections. The Instructor, CLT's and CHO will work in conjunction to provide the student with materials that they can bring to their doctor to make a proper determination of the risks associated with the course. A copy of the note should be sent to CHO Judi O'Toole for record-keeping.

Syllabi & handouts: Your lab syllabus may be included as a section of the overall course syllabus. Your course coordinator will provide you with this in advance and you are encouraged to familiarize yourself with it prior to the start of classes. LaGuardia instructors no longer print out and distribute hard copies of syllabi or handouts. Your syllabus and handouts will instead be posted on blackboard. You are encouraged to discuss the details of your class syllabus on the first day of lab to make sure students are aware of all requirements, policies and expectations. This will make your life easier and hopefully prevent the "I didn't know" statements as the class progresses. Proper exit: Never leave the lab unattended while students are inside- if you must step out, notify a CLT on duty. Similarly, at the end of each lab, make sure you are the last one to leave the room and lock the door behind you. Violations: Please note that the lab technicians will randomly inspect all labs during the day, night and weekends to check for safety violations. The Laboratory Instructor will be notified of any violations observed and it is their responsibility to follow up accordingly- if a student refuses to comply with our safety regulations, they will be asked to leave the lab. Should they display any disruptive or aggressive behavior, immediately contact Public Safety at extension 5555. Repeat offenders, both students and faculty, will be reported to the Course Coordinator and Department Chair to follow up.

LAGUARDIA COMMUNITY COLLEGE
NATURAL SCIENCES DEPARTMENT**SAFETY RULE AGREEMENT**

Full Name of Student: _____

Course & Section: _____

Date: _____

By signing below I certify that I have read the safety rules stated in the Laboratory Manual for the course. I have also seen the safety video and was in attendance for a safety presentation from my Instructor.

I hereby agree to follow ALL of the safety rules and practices for the duration of all laboratory sessions.

Student Signature_____
Last 4 digits of SSN**Emergency Contact Information +**

In the event of an emergency, the following person(s) should be notified:

Name of Contact(s): _____

Telephone #(s): _____



DARE TO DO MORE

Department of Natural Sciences, M204

To: Media Representative

Date: _____

From: Lily Leon, Chemistry CLT

Re: Chemistry Safety Video

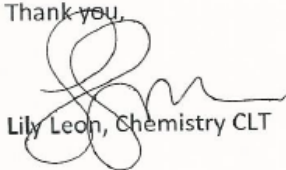
I am sending _____ to view "Starting with Safety: An Introduction for the Academic Chemistry Laboratory" that is on reserve in the Library's Media Center. Please make sure this student views the video. Please sign below when the student above has finished watching the video. I thank you for your cooperation.

Date: _____

I certify that the above name student watched the
Chemistry safety video at the Library's media center

Please let me know if you have any questions. I can be reached at extension 5783.

Thank you,


Lily Leon, Chemistry CLT

Physics

Although Physics labs are "dry" in terms of chemical use, safety procedures should also be discussed on Day 1 of lab. Electrical, mechanical, and (potential) radioactive hazards are present in the lab and this should be emphasized to students. For this reason it is recommended that Instructors enforce the no open-toed shoes policy to prevent easily avoidable injury. As with other NS laboratories, food and drink is prohibited in Physics labs. Lab Instructors should make time for experimentation, recitation, and demonstration. There is wide variety of equipment available in the lab and in the back room; please contact your Coordinator for more info about the experiments that can be run. Make sure all equipment such as LabQuest tablets, calipers and rulers are accounted for before dismissing students, and double check that sensors are not

jammed in the LabQuest tablet box. Encourage them to clean up their work stations before exiting the lab. Before leaving, make sure all equipment has been put away or returned to the prep room and that the garbage can is taken outside into the hallway.

Chemistry

All chemistry lab instructors must obtain a Certificate of Fitness from the NYC fire Department. Please contact Judith O'Toole at jotoole@lagcc.cuny.edu or call 718 482-5772 for more information.

Students must watch the Safety Video, sign the Safety Agreement, and return the Safety Agreement to the instructor in the first week of lab. If a student misses the first week, then in the second week, that student should obtain the safety video request form from the instructor.

Thereafter, the student must go to the Library Media Center, request and watch the safety video. After watching the video, the student should have the Library Media person sign the request form and subsequently submit the signed form to the lab instructor.

It is suggested that the lab instructor cover some basic safety rules before showing the video. These basic safety rules include: no eating and drinking, safety goggles must be worn at **ALL** times if there are chemicals on the bench tops, no open-toe shoes or sandals, no food in the trash containers, careful disposal of chemicals in the appropriate waste containers in the fume hood.

SOP's: Lab Instructors should emphasize to students that they will not be allowed in the lab (and receive a zero grade) if they wear open-toe shoes or sandals, neglect to bring their safety goggles to lab, and exhibit other unsafe behaviors in the lab. Remind students that CLT's are not permitted to loan our personal protective equipment such as gloves and goggles! In chemistry labs the instructors should make sure students clean the area around the balances, remove any trash from the sinks on the bench tops and remove paper from the floor. Emphasize to students proper waste disposal of chemicals- *Do not allow students to dump chemicals down the drain or allow waste bottles to overflow.* Proper procedures for disposal of broken glassware must be followed (i.e., do not place trash in the broken glass container). Additionally, make sure students clean their workspace and glassware before returning it to the appropriate drawer. Remind students that up to 5 points may be taken off their lab reports for lack of cleanliness (in syllabus). Monitor the lab closely while students are using Bunsen burners with an open flame; if gas was used, the Instructor should also ensure that the gas has been shut off and all gas valves on bench tops are turned off before leaving the lab.

Please note that the lab technicians will randomly inspect the chemistry labs to check for student violations. Instructors that have student violations will be reported to the course coordinator. If a student should exhibit a medical condition that may be adversely affected by their participation in laboratory exercises, the instructor is to make the recommendation that he/she

obtain a doctor's note for laboratory clearance, while providing any pertinent information about the course expectations (syllabi, MSDS, etc)

Biology & Environmental Science

All Biology & ES Lab Instructors will be provided with a PowerPoint presentation covering lab safety rules and considerations on the first day of class (graciously prepared by our excellent lab staff, this presentation is available on the lab computers, entitled “Biology Safety PPT”). All Lab Instructors are required to show this- students must attend this presentation and sign a confirmation statement while also providing emergency contact information. These forms are to be left for the CLT's to retain for the semester; if you would like to keep a copy for your records just notify the CLT on duty and they will accommodate. Instructors are encouraged to remind students about the strict policies forbidding food, beverages, open-toed shoes, short skirts/shorts etc, in the laboratories during this orientation. Such rules will be enforced by laboratory staff during the aforementioned (routine) inspections. If students miss the first day of Biology lab, they must go to the Study Hall in E-312 to view the Safety PowerPoint presentation. Tutors on duty will provide make-up Safety Agreement forms for them to sign afterward.

Student lab supplies: some biology labs may require students to supply their own goggles, gloves, lab coats, and/or dissecting kits. Such requirements should be clarified in advance with your Course Coordinator and explicitly stated on your syllabus. Please note that CLT's are not permitted to supply any such items to students- please do not send them to the prep areas for equipment loans. If a student arrives unprepared for lab they can purchase these items in the Campus Bookstore or at nearby stores, otherwise they will have to make-up the lab. To limit this inconvenience it is recommended that you remind them during each session what they will require for the following lab.

SOP's: It has been decided to limit laboratory procedures that require the students to contribute bodily fluids. For that reason, salivary amylase preparation will be supplied and no urine or blood analysis will be performed. However, prepared slides of normal urine and the multi-stix procedure should be demonstrated and explained in relevant courses. All videos shown during lab have been digitized and are available on the lab computers as of Fall 2012. Models: We have had problems with students keeping the keys which go with the muscle manikins and other models, so now we have students sign in and out when borrowing a key. Some of the small models or pieces of models also tend to disappear, so please be extra vigilant and make sure students know all models are numbered and that the lab is checked at the end of each session. Microscopes: Make sure your students are well versed in general microscope handling, safety, and usage prior to their actually getting their hands on them! These are expensive pieces of equipment to purchase to maintain. Microscopes are no longer numbered as of Fall 2013, instead they must be kept in the lab storage cabinets in a 3-3-4 formation (as in 3 on the top and middle shelves, and 4 on the bottom shelf). Deviating from this set-up may cause shelves to be over-burdened and break. Please also make sure that students know how to clean and store the microscopes properly especially in regards to the oil immersion lenses and the use of lens paper (only) to wipe them. Remind students not to discard the prepared slides and return them to the

proper trays. Dissections: If required for your course, make sure that your class completes all dissections since their specimens are used to prepare the practical exams. Also ensure that your students clean their tables and tools after dissection and leave the lab the way they found it. After dissection, any liquid preservative that remains on the dissecting trays should be poured into the hazardous waste container underneath the fume hood while particulate matter (skin, fat, etc...) may be discarded in the general garbage container unless otherwise specified. Any specimens that are to be re-used should be placed neatly in the appropriate white storage container provided that has their Instructor name and section number on it. Students must also wash and dry the dissecting trays before they are put away. Clay manikins: If used in your laboratory, Instructors must have the students handle the clay mannequins with one hand on its skull and the other hand on the base. DO NOT hold them by the leg or the boon (the support extension) as it may easily break the models, which are very expensive. Similarly, make sure the lab benches and clay tools are cleaned and returned to the proper drawer for your class. Waste disposal: If waste is generated during your lab, make sure it is disposed of properly in the Satellite Accumulation Area underneath the fume hood. Waste must be stored in properly sealed and labeled waste bottles ONLY. Do not allow your students to discard of lab waste in any other manner and supervise them closely during labs that include waste generation.

Microbiology

Special precautions should be taken in Microbiology labs due to the presence of potentially infectious agents. Students must purchase their own lab coats for use in every lab and goggles may also be required at times. Emphasize the importance of not eating, drinking or even chewing gum due to the live bacterial agents stored and used in the lab! Monitor the lab closely while students are using Bunsen burners with an open flame and make sure that gas is shut off and all valves are in the closed position prior to exiting the lab. Staining dyes must be disposed of as flammable waste and may only be used inside the staining trays on the lab benches. Used plates must be disposed of in the clear bag provided next to the Instructor's desk and test tubes containing bacteria should be disposed in the metal bucket on the opposite side of the desk. All other procedures outlined in the Biology section above must also be followed, including the PowerPoint presentation and Safety Agreement Forms.

Testing Procedures for Labs

Review the lab testing and grading procedures with your course coordinator and adhere to them. Student attendance is compulsory for all labs and Web Attendance must be taken daily.

Absentees may make up a lab in another section but they need the **WRITTEN** permission of the other instructor to sit in on his/her class.

Written laboratory examinations should include a combination of objective questions, some essay questions, and diagrams. We should encourage writing and reinforce the students' English skills. To that end, it is helpful to answer, "YES" to the proverbial question "Does spelling count?" You can always be somewhat lenient about spelling subsequently.

Discuss the test makeup policy of both written and practical exams with your course coordinator. Biology instructors must arrive 45 minutes early on the day of a practical exam. Since practical

exams are designed and set up by the lab technicians, this extra time allows you to review the questions and make whatever changes you wish without impacting class time. Some classes such as Intro Bio will most likely not include a practical exam component though this may be incorporated at instructor discretion in discussion with the lab techs and the course coordinator. Warn students before the practical exams that NO ONE is admitted to a practical exam once it is underway. **THEY MUST BE ON TIME.** (Check with your coordinator, some coordinators have a different policy with regard to this issue.) No student will receive a course grade if they miss a practical exam. However, if the course coordinator permits, a student that was absent from a practical may take it with a subsequent class (within that week). However, explain to the student that taking an exam with a different class may be to their detriment since they are not familiar with the other instructor's orientation.

At the end of the semester, all lab instructors must submit a complete attendance report and a complete set of grades to their lecture instructor as well as to the department secretary. Try to get these documents to the lecture instructor at least 48 hours before the Final Grade submission deadline, this will provide them with enough time to calculate the final grades and to submit them on a timely basis. Do not tolerate cheating; supervise students carefully during exams. Twelve full lab sessions have been scheduled. Final lab exams will be given during finals week (Speak to your coordinator since this may vary by course).

Student Resources, Where to Refer Students

Chemistry, Biology, Physics Tutoring Center

Encourage students to use the appropriate free tutoring services (e.g. A&P Study Hall (E312) and CSTEP (E342) & the websites for your course (e.g. www.lagcc.cuny.edu/anatomyandphysiology).

Center for Student Success

The Center for Student Success (CSS) at LaGuardia Community College will help your students find answers and connect you to the resources they need to succeed. They can meet with friendly, trained professionals who will listen to their concerns and point them in the right direction. They can even make appointments to meet with the people on campus who can help them find the answers to academic, advising, financial, immigration and career questions. The Center is located in room C-249. Hours are from Monday through Friday from 9 a.m. to 7 p.m., or call 718-482-5245, or email at css@lagcc.cuny.edu.

Counseling Center

Counselors help students develop the skills needed to overcome personal problems that are interfering with their academic progress. Some of the personal issues for which students seek counseling are: family issues/conflicts, drug and alcohol related problems, sexual concerns, self-confidence, anxiety, depression, interpersonal difficulties, developing a sense of identity, and loss and bereavement.

Students receive personal counseling services through individual short-term counseling sessions, and counselors may make referrals to outside agencies when necessary. The counseling relationship is completely confidential and private.

Students can meet with counselors in the following ways: **Walk-In Counseling:** Walk-in counseling allows students an opportunity to speak with a counselor on a drop-in basis. These sessions are designed to be brief in duration. If the issue requires more time, an individual counseling appointment is scheduled. **Individual Counseling:** Individual counseling sessions are scheduled by appointment and provide time for a more in-depth discussion of the student's issues. The Counseling Department located in B-100, or call 718.482.5250.

Disability Resources

Instructions for Faculty with Special Needs Students

If a student presents you with a letter from the Office of Disabled Students (ODS) they are entitled to special exam conditions for the semester. These students will be allowed to take written exams in the ODS where they are given additional (1.5 times that of the class) time in a quiet yet supervised environment. The students are also eligible to take practical exams separate from their regular class with additional time from the Department of Natural Sciences.

The student must present the instructor with the qualifying letter for services from the ODS. Note that this may occur in the middle of the semester.

The instructor should submit the exam in advance to the ODS office. You must specify exactly the day and time the student should take the test. It should be close to the same time as the rest of the class. Ideally it should be the same exam. The student should begin the quiz or exam before the start of class so that they will finish with the rest of the class and avoid missing any part of the lecture or laboratory. This is only suitable if they do not have another class preceding your course. Thus, for a one hour exam a student should begin 30 minutes before the start of class.

The student must reserve a room in the ODS to take the exam. If they fail to make a reservation the ODS will prohibit the student from taking the exam. As a result the student will be required

to take the exam with the class and they will not be given additional time. Thus, you should make sure you have a spare exam for them.

The instructor should specify if they want the completed exam delivered to M-204 or kept on file in the ODS. The advantage of the latter is that the professor can pick up the exam right after class and grade the exams of the entire class together. Note: It might take some time if you request the exam to be delivered to M-204 as it will be dependent on the number of exams the ODS has given on that day.

Lab practical exams must be scheduled at least a week in advance with Mr. Alfredo Cifuentes, Chief CLT for the Department of Natural Sciences. The student will be provided a set time to complete the entire practical exam. There will be no timing of individual stations. Mr. Cifuentes may be found in E-315 or contacted through x5757. Faculty should introduce the student to Mr. Cifuentes at the beginning of the semester so they will know whom to contact during the semester. Note: due to room availability the exam may be scheduled on a different day and time than the student's regular class. This also avoids the student from missing class. Mr. Cifuentes can hold on to the completed exam or place it with the answer key in your mail box.

The Office for Students with Disabilities (OSD) provides services for students with disabilities to ensure access to College programs. We offer personal, academic, career, and accommodations counseling, evaluation referrals, testing for learning disabilities, and adaptive/assistive technology.

Room M 102 Monday – Thursday: 9:00AM - 8:00PM Friday 9:00AM 5:00PM (except summer)
Telephone 718-482-5279 Fax 718-482-6055

Library Services

The library is located on the first floor of the E building

Schedule a class in the Library

Media Services: Request equipment, taping, or help

Library-faculty liaisons: Ask the Library to purchase materials for your department or program

Request a title for the Browsing Collection

Laptop loan (Faculty and students)

Electronic Reserves (ERES): If it's not on electronic reserve, it might be on print reserve at the checkout desk

Reserve Policies: Information and reserve forms for faculty.

Programs & workshops: See what's going on at the Library

Research review competition: Your research paper could earn you a prize

Institutional archives

Rights and Responsibilities of an Adjunct Faculty Member

Professional Staff Congress

PSC represents full, part-time faculty and the professional staff at CUNY. To join the union you must sign a yellow membership card. More complete information can be found at:

www.psc-cuny.org › **[Part Timer Rights and Benefits](#)**

Workload

Under the current contract adjuncts may teach 9 hours at one CUNY college regardless of the number of courses, and 1 course not to exceed 6 hours at another CUNY college. During the summer months CUNY's policy is to limit adjunct titles to 105 hours, except in departments with 4 credit courses for which a 120-hour assignment is permitted. Non-teaching adjuncts are limited to 375 hours per semester (225 hours at the first college and 150 hours at the second) and 175 hours during summer months. Adjuncts may combine teaching and non-teaching hours.

Reappointment Letters and Salary Increases

Semester to semester appointments; you must receive a written notice of reappointment (which includes your title and hourly rate) or non-reappointment by December 1 in the fall semester and May 1 in the spring semester. Class assignments depend on the budget, the curriculum, and registration. Once you have begun to teach a course you must be paid in full if it is cancelled.

One year appointments; if reappointed after working six consecutive semesters (exclusive of summers) in the same department at the same college over a three year period, an adjunct is entitled to a year-long (fall and spring) appointment and must be notified on or about May 15 for the following academic year.

When determining whether you are eligible for a salary increase, ask three questions in this order: first, have you taught three calendar years, second have you worked at least six semesters including summers, third has a July 1 passed. When you have fulfilled one and two, then your raise should be applied after the next July 1.

Office Hours

Adjuncts assigned to teach 6 or more contact hours at the same college will be paid 100% of their current hourly rate for 1 additional hour per week for office hour and professional development. This hour does not count towards the maximum that an adjunct is allowed to teach. This does not apply to courses taught during summer sessions.

Health benefits

You have the benefit of individual health insurance beginning in your third consecutive semester of teaching if you teach six or more hours CUNY-wide in that semester and have taught one or more courses during your first two semesters; non-teaching adjuncts must work ten hours or more a week for one year on campus to be eligible. You retain this benefit as long as you teach six hours or work ten non-teaching hours. Family coverage is available at additional fees. Contact your college Human Resources Office to apply. Teaching and non-teaching adjunct work at CUNY can also be combined to secure health insurance.

Because the Research Foundation does not offer health insurance for adjuncts, if a Department needs to shift an adjunct to the Research Foundation payroll, the Department is obliged to make every effort to only shift an adjunct who is not covered by CUNY health insurance. For questions about health coverage, call the Welfare Fund at 212-354-5230. You are also covered by Workers' Compensation for on-the-job injuries. Call the local district office at 1-800-877-1373 for more information.

All part-timers are eligible for vision benefits provided by General Vision Services from the first day of employment. Brochures are available at the PSC office and Human Resources.

COBRA If you lose your health insurance because you teach fewer than six hours a semester or work under ten non-teaching hours, you may maintain benefits for a period under COBRA, the federal law which allows you to pay for coverage yourself at group rates for 18 months. If after one semester you resume teaching six hours CUNY-wide or working ten non-teaching hours, the Welfare Fund will restore your health insurance. If you are ineligible for two or more semesters you must establish eligibility as you did initially.

Teachers Retirement System

Pensions & Annuities ; all adjuncts are eligible to join the NYC Teachers' Retirement System (TRS) and Tax-Deferred Annuity programs from their first semester at CUNY. You can get application forms from your campus Human Resources Office. The PSC has a brochure that explains the basics of the TRS pension for CUNY adjuncts, and you can always call the Director of Pension and Welfare Benefits at the PSC at 212-354-1252.

Adjunct Grants and Professional Development

An adjunct that is reaching 6 or more classroom contact hours in the semester and has taught 1 or more courses for the 2 most recent consecutive semesters (not including summer session) shall be eligible to apply for a grant. Applications must be signed by the chairperson. The maximum award in any academic year to an individual is \$3000.

Compiled by: J. Gonzalez, C. Keller and J. Toland