

Bay Mills Community College

Faculty Handbook

2017

Bay Mills Community College

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INTRODUCTION

Bay Mills Community College (BMCC) is located on the southeastern shore of Lake Superior, within the Bay Mills Indian Community (BMIC) in Michigan's Upper Peninsula, approximately 17 miles west of Sault Ste. Marie. As Michigan's first fully accredited, Tribally Controlled College, BMCC meets the educational needs of a wide variety of students, from its Main Campus, West Campus, off-campus sites, and online courses. Control is vested in the Board of Regents, which elects the officers of the Board and establishes overall institutional policy. BMCC is one of three Tribally Controlled Colleges in the State of Michigan, and the only community college in Michigan's Eastern Upper Peninsula; it is committed to providing affordable, culturally relevant, accessible, and high quality educational opportunities to Tribal communities and their neighbors. BMCC is also committed to providing leadership in the areas of economic and community development for the Bay Mills Indian Community and the Eastern Upper Peninsula (EUP). As a 1994 Land Grant Institution, BMCC works closely with land grant partners to provide service and expertise to the Bay Mills Indian Community and the surrounding region.

Accreditation

Bay Mills Community College is accredited by the Higher Learning Commission. The Higher Learning Commission (HLC) is an independent corporation that was founded in 1895 as one of six regional institutional accreditors in the United States. HLC accredits degree-granting post-secondary educational institutions in the North Central region, which includes the following 19 states:

- Arizona
- Arkansas
- Colorado
- Illinois
- Indiana
- Iowa
- Kansas
- Michigan
- Minnesota
- Missouri
- Nebraska
- New Mexico
- North Dakota
- Ohio
- Oklahoma
- South Dakota
- West Virginia
- Wisconsin
- Wyoming

In 2008, BMCC's accreditation was reviewed and extended in a recommendation for an additional 10 years. For more information regarding accreditation, visit www.hlcommission.org.

Affiliations

The Michigan Association of Collegiate Registrars and Admissions Officers (MACRAO)

The American Association of Community Colleges (AACC)

The American Council on Education (ACE)

The American Indian Higher Education Consortium (AIHEC)

The National Association of State Universities and Land Grant Colleges (NASULGC)

Mission Statement

As a Tribally Controlled Community College and land grant institution, the mission of Bay Mills Community College is to provide quality educational opportunities, promote research, and facilitate individual development in an accessible, community-based, and culturally diverse environment that supports and maintains the Anishinaabek culture and language.

In carrying out our mission, the BMCC Board of Regents stresses a positive, student-centered atmosphere, which promotes preservation of the customs and beliefs of Native Americans. The curriculum is designed to integrate traditional Native American values with higher education as a way of preparing students to assume responsible roles in their respective communities.

The objectives of the College are:

- to provide the Native American communities of Michigan with educated and trained human resources
- to provide educational opportunities, including academic, research, vocational, basic skill building, cultural, and in-service programs leading to appropriate certificates, degrees, and diplomas
- to foster a spirit of pride in Native American language, culture, and history through participation in course work and cultural activities
- to provide a qualified, dedicated, student-centered staff and faculty
- to help students attain the necessary skills and self-esteem which will facilitate personal and career fulfillment
- to prepare and encourage all students to pursue advanced degrees
- to provide continuing and community education.

Vision Statement

With learning as its central mission, BMCC prepares students to become productive self-confident and responsible members of an increasingly diverse workforce by providing them with academic, technical, work and life skills needed for successful transfer into baccalaureate programs or directly into the workforce. By establishing itself as an effective partner, alongside other academic institutions, private and public sector employers, and neighboring communities, BMCC will ensure its long-term viability and positive impact on the Upper Great Lakes region. BMCC will work to ensure the viability and sustainability of the language, culture and way of life of the Anishinaabe people while promoting and emphasizing life-long learning for all students.

RECRUITMENT, SELECTION, AND APPOINTMENT

All full-time faculty members follow the Bay Mills Community College Personnel Policies as outlined in that policy manual; therefore, those particular policies will not be addressed in the Faculty Handbook.

It shall be the policy of BMCC to recruit and select the most qualified individuals to teach, subject to Native American preference. Recruitment and selection will be conducted to provide open competition (fairness) and equal employment opportunity. As a condition of employment, all faculty are required to have on file with the Human Resources Office the following:

- Resume
- I-9 Employment Eligibility form with copies of identification
- W-4 Federal Employee Tax Withdrawal Form
- W-4 State Employee Tax Withdrawal Form
- Official Transcripts

Equal Employment Opportunity

Bay Mills Community College is an equal opportunity college. Discrimination on the basis of religion, race, color, national origin, age, sex, marital status, sexual orientation, disability, or any other category protected by the law is prohibited.

Appeals

Any faculty member who feels he or she has been the subject of discrimination in violation of a rule may appeal in accordance with the BMCC dispute resolution procedure (Personnel Policy # 904). If an applicant for employment feels discriminated against in the application or selection process because of color, race, national origin, political or religious affiliation, age, physical disability, sex or sexual preference (except where age or physical ability constitutes an occupational qualification), he or she may appeal in writing to the President and Board of Regents in accordance with the BMCC grievance procedure.

Faculty Qualifications

Bay Mills Community College shall recruit and hire faculty based on the qualifications of the individuals. In order to teach at BMCC, faculty must meet minimum qualifications for the specific subject, based on the individual's major and minor concentrations of study and professional experience and expertise.

Faculty Evaluation

Full-time and adjunct faculty members are evaluated on a regular basis. Each new faculty member shall serve at least one semester probationary period. This period is for the purpose of training, observing, and evaluating the new faculty's work and conduct to determine fitness for the position. During this period, the appropriate department chairperson or supervisor will observe the faculty member and discuss performance expectations and standards. Prior to the end of the semester, the department chairperson or supervisor completing the performance evaluation will discuss the review with the faculty member. Probationary faculty must receive at least a satisfactory performance review at the end of the probationary period before becoming a regular status faculty member. If the faculty member's performance or conduct is unsatisfactory, the department chairperson or supervisor that conducted the review will furnish reasons if the recommendation is for termination of the faculty member. Final determination will be made by the Vice President of Academics with the approval of the President.

Definition of Positions

Full-time Faculty members are instructional personnel who teach a minimum of thirty (30) credit hours per year, are employed under an annual faculty contract, and are compensated in accordance with the Faculty Salary Scale.

Adjunct Faculty members are qualified professionals who are employed under an adjunct faculty contract each semester and instruct no more than twelve (12) credits on campus per semester. Adjunct faculty are compensated on the basis of classroom contact hours per semester. Adjunct teaching positions are not considered permanent in any manner, and there is no implication that an adjunct faculty member will be rehired.

Online Faculty members are qualified professionals who are employed under an online adjunct faculty contract each semester. Compensation for online faculty is determined by course enrollment, and instructors are paid a specified amount for each student enrolled in the course.

Department Chairperson responsibilities include, but are not limited to, the following: assist with the hiring of new instructors, coordinate teaching assignments, and supervise teaching within the department; oversee curriculum and program development, determine textbook usage, and plan and manage course and program assessment within the department; submit required reports for the department and conduct and attend necessary meetings; recruit and advise students within the department; and assist with articulation activities for the department.

Adjunct and Online Faculty Compensation

The compensation for adjunct faculty is outlined as follows: one course credit entails fifteen hours of instruction per semester and \$35 is paid for each hour of instruction completed. For example: a three (3) credit course equals forty-five (45) instruction hours; the 45 instruction hours are multiplied by \$35 to equal a total of \$1575. Adjunct faculty who qualify with a doctorate credential may be eligible for the rate of \$45 per instructional hour.

The compensation for online faculty is determined as follows: each course credit is paid \$50 per student enrolled in the course after the ten day drop period is completed at the beginning of the semester. For example: a three (3) credit course with ten (10) students still enrolled after the drop period equals \$1500. Online faculty who qualify with a doctorate credential may be eligible for the rate \$55 per credit per student.

Orientation of New Faculty

The Vice President of Academics, or a designated individual, shall provide each new faculty member with an orientation including the following:

- Introduction to BMCC staff and faculty, and tour of college facilities
- Explanation of duties and responsibilities
- Copy of job description and/or teaching contract
- Copy of BMCC Personnel Policies, Faculty Handbook, and Student Handbook
- Familiarization with payroll procedures, travel reimbursement, purchase orders, fringe benefits
- New faculty members are required to attend a Faculty Orientation meeting. The Faculty Orientation meeting is scheduled as needed twice per school year, prior to the beginning of Fall and Spring semesters. All new online faculty are invited to attend the on campus orientation if possible, and are required to visit “Online Instructor Procedures” in Moodle, BMCC’s learning management system for online courses. The mandatory in-service training includes, but is not limited to, BMCC Personnel Policies, overview of classroom equipment and other instructional technology, and introduction to teaching at a Tribally Controlled College.

INSTRUCTOR DUTIES AND RESPONSIBILITIES

General Expectations of Instructors (Full-time, Adjunct, Online)

Faculty members are required to be in attendance for the scheduled class meeting times except when on an approved leave. Each class hour consists of fifty (50) minutes of scheduled lecture or lab. Class hours shall be consistent with the established fifteen (15) week semester. In addition, faculty members are expected to:

- regularly review and update course syllabi and outlines.
- develop and distribute to students during the first week of class a course syllabus which contains information on required textbooks, course content, course objectives and outcomes, course evaluation, testing and grading procedures, guidelines for student success in the course, and standard Americans with Disabilities Act information. Copies of both the College's on campus and online Master Syllabi are included in the appendix of this handbook. The Master Syllabus must be used as the prescribed template for syllabi for all courses offered through the College.
- serve as role models for students in punctuality, attendance, and ethical behavior.
- plan class activities appropriate to the College mission, institutional goals, and objectives.
- show sensitivity to ethnicity, race, and gender in classroom presentations and conduct.
- be accessible to students by posting and maintaining conveniently scheduled office hours (full-time and adjunct faculty) and other means of communication (online faculty)
- assist students with subject area study problems.
- provide students in each course with timely appraisals of their progress and with an opportunity to review all graded written work and tests. Submit grades and other required reports promptly, including attendance reports through the Empower Student Management System.
- participate in College activities and events, and serve on BMCC committees.
- additionally, ONLINE INSTRUCTORS are expected:
 - to provide a high level of educational guidance to all enrolled students, which may include one-on-one conferences through chat programs, or frequent messaging via the learning management system, MOODLE
 - to log into the course page often, since online students typically do not have the opportunity to meet face to face with their instructor or classmates, it is imperative that instructors demonstrate their commitment to the course by establishing a regular online presence.
 - to reply to student postings/inquiries within 48 hours
 - to inform the students and the College's administrative staff in advance of any planned absence if the instructor must be out of contact longer than one week.

Academic Freedom (Full-time, Adjunct, Online)

Faculty are entitled to academic freedom to select supplemental teaching materials and to choose the method of presentation as well as the manner of discussion for the subject matter in the classroom. Along with such freedom comes the responsibility to have classroom presentations related to learner objectives. Faculty should use discretion with nonessential issues in the classroom by drawing clear relations between the subject matter at hand and the educational goals (learner outcomes) outlined in the course syllabus.

Academic freedom cannot result in insult or be detrimental to the Bay Mills Indian Community and Anishinaabe community beliefs and culture. For questions pertaining to academic freedom see the Vice President for Academic Affairs.

Documenting Student Attendance (Full-time, Adjunct, Online)

Attendance and class participation are extremely helpful in developing a thorough understanding of course material. The BMCC Board of Regents has set a base attendance policy of seventy percent (70%) attendance, which is required in order to receive a grade of “C” or better in the respective course. Individual instructors, with the approval of the Department Chair, may set a course’s attendance policy higher to reflect the requirements of the individual course and discipline of study. This policy applies to all forms of class absence, including excused absences.

Faculty are to keep accurate records of student attendance. All Faculty are required to enter attendance each week into Empower, the College’s student information system. In consideration of the Federal Financial Aid guidelines regarding monitoring student attendance, the College has restricted instructors’ ability to change attendance after attendance has been entered and saved. Faculty will need to contact the Department of Academics staff if a mistake is made and needs to be corrected.

Faculty are required to submit attendance no later than Monday at noon for on-campus and Monday at midnight for online. Submitting attendance records each week is the responsibility of each instructor, if an instructor submits attendance records after the set deadline more than four times in one semester the contract to teach that course may be discontinued the following semester.

Defining Attendance for Online:

- Students must submit some kind of work in order to be considered present for the week; communication alone is not considered attendance and only logging into a course is not enough to be considered present. The student must complete at least one assignment, quiz, or discussion post each week for proof of attendance. It is not a requirement by administration that ALL assignments are submitted for attendance, if the student completes at least one assignment, quiz, or discussion post work they may be considered present. The instructor has the option of raising these requirements as he or she feels necessary, provided it is clearly stated in the syllabus.
- Attendance and class participation may not be considered the same. If a student does not submit assigned work during the week, the student is not present for that week. A decision to accept and grade late work is the prerogative of the instructor, but this will not allow the instructor to adjust attendance at a later time if the student was not actually present during the week in question.
- If a student is not submitting work because they are disconnected from Moodle due to non-payment the student is considered absent.
- Online faculty are required to submit attendance on time each of the fifteen weeks of the semester, weekends, holidays, and school breaks do not alter the online schedule.

Grading Policies (Full-time, Adjunct, Online)

Faculty members shall maintain adequate student records and evaluate and report students' progress in a timely manner, the return of graded work shall not exceed a two week time period. Notice of due dates for grade submissions by faculty will be provided each semester by the Department of Academics.

The student's academic achievement is recorded on a scale of letter grades assigned by instructors each semester. The grades used by BMCC with the corresponding numerical values are as follows:

<u>Grade Significance</u>		<u>Grade Points</u>
A	Excellent	4.0
A-		3.7
B+		3.3
B	Good	3.0
B-		2.7
C+		2.3
C	Average	2.0
C-		1.7
D+		1.3
D	Poor	1.0
D-		0.7
F	Failure	0.0
W	Withdrawal	0.0
I	Incomplete	0.0
AU	Audit	0.0
P	Passing	0.0
CR	Credit	0.0
R	Repeat	---

I (Incomplete) Students are responsible for completing the requirements of courses in which they are enrolled by the end of the semester. Grades of incomplete will only be given when the student has completed seventy percent (70%) of the course requirements with a passing grade, and when in the opinion of the instructor, the student has a valid excuse for not completing on time and there is reasonable probability that the work can be completed in the extension time. If the student does not complete the course requirements by the end of the extension granted (no later than five weeks after the semester ends), the grade earned up to that date will be recorded.

AU (Audit) Individuals who are interested in a particular subject and not interested in earning credit for it may audit the course. Students may audit courses with permission of the instructor. The course will be marked Audit on the official student grade transcript.

P (Passing) Students enrolled in special courses/workshops may be graded on a Pass/Fail system. Credit earned counts toward the total required for graduation; however, it is not included in the grade point average calculation.

CR (Credit) The grade of "CR" is recorded for departmental exams. Credit earned counts toward the total amount required for graduation; however, only 12 credits of courses taken as CR (credit) may be applied toward an associate's degree, and 6 credits may be applied toward a certificate. Grades of CR are not included in the calculation of the grade point average.

R (Repeating Courses) Any course may be repeated, but credit is granted only once. The last grade received on a repeated course is used in computing the grade point average, even if the last grade is lower than the earlier grade. However, a grade of “W” (withdrawal, no credit) for the repetition of a course will not replace a previous grade in the course.

Courses with A, A-, B+, B, or B- grades may NOT be repeated, courses with a C grade may not be repeated without written permission from the Department of Academics. A course cannot be repeated after receiving credit in a course for which the repeat course is a prerequisite.

Assessment (Full-time, Adjunct, Online)

All BMCC faculty members (full-time, adjunct, online, and off campus) must participate in ongoing assessment efforts. BMCC is committed to excellence in teaching and learning; it is equally committed to assessment as a means of ensuring effective student learning. Assessment is a continuous process of review and refinement at the course, program, and institutional level. Faculty and administration are engaged in on-going assessment activities that measure student learning based on specific goals and objectives in all courses and programs. Each faculty member is required to complete course level assessments and course level summary reports for each class taught. It is the responsibility of all faculty members to check with department chairpersons to determine assessment protocols and to obtain the most current assessment forms and rubrics. A blank course level assessment form is provided in this document in the forms section.

Personnel Records (Full-time, Adjunct, Online)

Faculty members must inform administration of any pertinent changes of status, documentation, completed academic credit, additional degrees or training, special awards, and any professional achievements. Written documentation of achievements and/or status changes may be required.

Records will be maintained on all official personnel transactions including hiring, performance evaluations, education and training programs, promotions, demotions, dismissals, resignations, and other information concerning disciplinary action, grievances, and appeals for all faculty members. The Accounting Department will be responsible for maintaining the above records and transactions in each faculty member’s personnel file. Personnel files will be treated as confidential and shall only be viewed by appropriate administration as needed. Time and attendance records, as well as personal leave and short term leave records will be maintained by the Accounting Department.

Faculty Absence (Full-time, Adjunct and Online)

In the event of UNPLANNED FACULTY ABSENCE (i.e. illness, emergency, transportation trouble, etc), all faculty members must contact and speak directly with a staff member in the office of the Vice President of Academics and their department chairperson. Faculty members are required to either provide work which can be disseminated to students or make up contact hours at a later date. In order to receive payment, adjunct faculty must make up contact hours at a later date.

Unplanned absences must also be reported to students using the student e-mail system and/or Moodle messaging system. All full-time and adjunct faculty members should e-mail or Moodle message students on a regular basis to ensure the system is reaching each student and also to encourage students to check their e-mail accounts and their Moodle message accounts.

In the event of a PLANNED FACULTY ABSENCE, faculty members must contact and speak directly with a staff member in the Department of Academics and their department chairperson prior to the

planned absence, and complete a Faculty Approved Absence form. Faculty members are required to either provide work which can be disseminated to students or make up contact hours at a later date. In order to receive payment, adjunct faculty must make up contact hours at a later date.

Academic Advising (Full-time)

In addition to the regular teaching load, full-time faculty shall be available to advise students regarding course and curriculum selection and concerns. Faculty members will advise students within the faculty member's curriculum on a semester by semester basis.

Faculty Schedule/Credit Load (Full-time)

The full-time faculty annual schedule shall consist of the period of time from two weeks prior to the beginning of fall semester through one week after the completion of spring semester of the following year. The dates established during that period, including the commencement and closing dates, shall be detailed each year in the Academic Calendar.

The academic week will normally be Monday through Friday. Saturday, Sunday, and evening classes may be scheduled. The faculty member shall have two consecutive days free of duties in each seven day period. Also, there shall be at least twelve (12) hours scheduled between the end of the last class of the day for any individual faculty and the beginning of his or her first class of the next day unless prior consent of the faculty member involved is obtained.

Full-time faculty members shall be on campus thirty (30) hours per week. The individual faculty member's weekly thirty (30) hour schedule will include teaching, office hours, and additional student contact hours, and shall be posted outside the faculty member's office and submitted to the office of the Vice President for Academic Affairs.

Full-time faculty members are required to have a teaching load of not more than 30 credit hours over a two semester appointment. Any teaching load in excess of the 30 credit hour limit in an academic year, shall be compensated for at the rate of twenty-five dollars (\$25.00) per class hour. Payment for any credit overload shall be made at the end of the year the overload service is rendered. No overload shall be scheduled for any faculty member without his or her consent.

Faculty Work Weeks: Registration, Orientation, and Graduation (Full-time)

Faculty members will be on campus during regular working hours two weeks prior to the start of fall semester and one week prior to the start of spring semester to assist with student registration and advising, and to participate in student orientation. Faculty will be on campus during regular working hours one week after final exam week of spring semester and will attend the graduation exercises.

Faculty Meetings (Full-time)

Full-time faculty members are required to attend all BMCC faculty meetings, curriculum meetings, assessment meetings, and campus wide meetings as requested by Administration.

Committee Service (Full-time)

Full-time faculty members are required to serve on appointed institutional committees and participate in the activities therein. The College's standing committees are as follows:

- Assessment and Accreditation Committee
- Curriculum Committee
- Faculty Development Committee
- Marketing Committee
- Newsletter Committee
- Retention Committee
- Scholarship Committee

Faculty In-Service Training (Full-time)

Full-time faculty shall attend all professional development, technology training, cultural sensitivity and other in-service training provided or authorized by BMCC. This may entail planning sessions that further the advancement of the College.

Professional Development (Full-time)

Faculty members shall be expected to engage in appropriate professional development activities pertinent to their field of expertise or area as specified in the annual evaluation and their individual education/professional development plan. Faculty members are required to maintain records specific to all professional development activities, and document these activities in Taskstream. BMCC may provide full-time faculty members with funding and release time to attend professional development activities, upon approval from the Vice President for Academics and the availability of budgeted resources. If release time is requested by a faculty member, the Faculty Approved Absence form must be submitted and approval must be attained from the Vice President of Academics with reasonable time to plan for any missed class periods.

The College may provide a reduced credit load when it is found that the reduced credit load will not adversely affect the college, the faculty member's academic department, or the graduation needs of the College's students. Activities that could qualify for a reduced credit load, depending on the circumstance, are the following: Department Chair, Accreditation/Assessment Coordinator, grants and supported research duties, projects assigned by administration, and continued higher education as required by the College and/or the College's accreditor for the academic position currently held by the faculty member.

Faculty Education Assistance for Cultural Awareness

Bay Mills Community College waives the tuition and fees for all Faculty (full-time, adjunct, and online) who wish to improve their knowledge and understanding of the Native American culture. This benefit applies to all Native American and Native Language courses offered at the College. Full-time faculty are invited to visit the BMCC Personnel Policies for further information regarding education assistance that may apply.

ACADEMIC PRACTICES

Academic Standards

It is the responsibility of each faculty member to maintain the academic standards of BMCC. Those standards reflect an educational system based on the academic and career needs of the people living on or near Michigan Indian Reservations. All instructors are expected to act responsibly, ethically, and present themselves with integrity.

It is the purpose of this handbook to outline basic management practices, policies, and procedures for BMCC faculty. Practices, policies, and procedures were designed to establish consistent, efficient, objective, and equitable guidelines that assist BMCC in meeting its mission statement and educational objectives.

Textbook Selection and Ordering

Textbooks for courses will be available through the BMCC bookstore. All textbook requests must be first submitted to the department chairperson for approval. Department chairpersons must order all exam/desk copies of texts from the publishers.

Course Cancellations

The College reserves the right to cancel any scheduled course which has insufficient enrollment.

Cancellation of Classes

Cancellation of on-campus classes due to inclement weather or other conditions will be announced by the College through area radio and television stations. Cancellation of all day classes will be announced before 7:00 a.m. Cancellation of evening classes will normally be announced before 3:00 p.m. Cancellation of off-campus classes due to inclement weather will be regulated by the specific site hosting the college course. Instructors may e-mail students in the event of illness or other circumstances that prevent them from holding class. Daytime and evening on-campus class cancellations due to the absence of the instructor are posted as early in the day of the cancellation as possible. Missed class time will be made up.

Children in Classroom

Children may be allowed in the classroom at the discretion of the instructor. However, parents are requested to be thoughtful and considerate of the learning environment when bringing children to class. It is understood that there are emergencies when the parent has no choice but to bring a child to class, this circumstance may not disrupt the classroom environment.

Faculty Research

Although undergraduate teaching and advising are at the heart of the College's focus, faculty members are encouraged to consider engaging in research activities for which they are qualified and interested. Research becomes particularly important at BMCC when student learning opportunities are included in the project, or when community development may be a result; BMCC also recognizes that the quality of classroom instruction and academic advising will likely improve when faculty members engage in research activities. Faculty interested in pursuing research activities, either as a principal investigator, co-principal investigator, or other role, must inform their Department Chair and the Vice President of

Academics early on in the process. Potential changes to schedules and/or obligations must be considered and approved prior to commencement of a project.

As a tribally controlled, land grant college, BMCC seeks to encourage institutional involvement in all scholarly activities, including research. As such, an Institutional Review Board (IRB) process has been established to ensure that all research conducted by BMCC faculty, staff, students, and representatives adheres to accepted standards seeking to protect all people, places, and things involved in, or impacted by research activities. Accepted standards include those established by federal government agencies, the academic and corporate research communities, the legal community, and tribal governments; these standards are typically referred to as those protecting human subjects and maintaining generally accepted ethical, moral, or legal standards, and responsible conduct throughout the research process. Any research conducted by BMCC as the lead institution must be processed through the BMCC IRB review process ; typically, this will be handled by the principal investigator. For more information about the BMCC IRB process, please contact the IRB Administrator as early in the process as possible.

Family Educational Rights and Privacy Act (FERPA)

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students." All faculty members have the responsibility to protect the Education Records in your possession and help the College keep its Education Records safe and secure. Please visit the U.S. Department of Education web site for more information.

Field Trips

A field trip is any class meeting not held on campus in an assigned room. Field trips should be scheduled with advance knowledge of the department chairperson and the office of the Vice President of Academics. Faculty should provide a list of all students who are expected to participate in the field trip; trips involving an overnight stay will require a waiver of liability.

Intellectual Property for Course Materials

The College owns the copyright for materials that are written by an employee if they are written as a specific responsibility of the job, if they are developed through contract with the College, or if substantial College resources are used to develop instructional materials.

Resignation

A faculty member desiring to resign should submit his or her resignation to the Vice President of Academics in writing as early as possible, so that BMCC can plan an orderly transition to a new instructor.

Disciplinary Action and Separation

Faculty members are covered by the BMCC Personnel Policies in the same fashion as all other College employees. Every employee should read the Personnel Policies to understand the rules of employment at the College. The Personnel Policies cover pay practices, travel procedures, employment fringe benefits, and other employee issues including termination, disciplinary procedures and dispute resolution processes. This is not a complete list, so a review of the Personnel Policies can prepare you for many questions that might arise during your employment at BMCC.

SUPPORT SERVICES

Book Store

BMCC has an agreement with Bay Mills Indian Community Advanced Office Technologies (AOT) to provide textbooks to students; however, students may purchase their books from any source available. It is the responsibility of the students to order the correct textbooks from a reliable source and to ensure that the textbooks arrive in time to start classes. The required textbooks, listed by course, can be found on the College's website at www.bmcc.edu.

Computer Technology

The Information Technology Department provides computer support services for faculty members, students, and staff at BMCC. All full-time faculty members will be provided with a computer for work use. All on-campus adjunct faculty members will be provided with access to a computer for work use while they are employed through an adjunct faculty contract with BMCC.

All faculty members are provided with an e-mail address. It is important that BMCC faculty provide their BMCC e-mail address to their students and maintain contact through the BMCC e-mail system throughout the academic year. Faculty members also have access to a number of information technology tools which may be used to enhance student learning, tools such as: audio/video equipment, SMART boards, video cameras, and ELMO systems.

Library

BMCC library is available on campus and online for faculty, staff, students, and the general public. The library has computers with internet access, fax service, video and DVD's, access to Michigan's E-Library, and an inter-library loan service.

Placement Testing

All new, first-time college students entering BMCC must take a placement test. This basic skills test places student on a numerical score list, which determines placement in English and Math.

Placement Exam Policy for Returning Students – The following applies to students who have not enrolled for courses for one or more semesters and are now returning to BMCC. (For more information see the BMCC Catalog)

- English/Math – If the student’s English and/or math courses were taken three (3) or more years ago, he/she will be required to take the placement test or a departmental exam.
- Computer – If the student’s computer courses were taken five (5) or more years ago, and the student wishes to complete a degree requiring computer science courses, he/she will be required to take the placement exam.
- Nishnaabemwin Pane Program – Students do not need to take the placement exam if their only program of study is Nishnaabemwin Pane.

Sequence of General Education Courses

Students first enrolling at BMCC must take the academic placement test to determine the appropriate course placement for English and mathematics courses. Students with limited computer skills should be enrolled in CS112 Introduction to Computers, prior to enrolling in any other computer courses. The sequence of math courses available for BMCC students is as follows: AE109, MA101, MA102, MA114, and MA116, MA118, MA206.

The sequence of English courses is as follows: AE111, EN102, EN103, EN111, EN112, EN205, EN219, EN225, and EN256. Pre-college levels (AE111, EN102, EN103) can be skipped if the student’s placement or post-test scores qualify for a higher level. EN111 and EN112 are two components of a college-level composition class and are recommended to be taken as close to each other as possible. Students with EN111 credits older than three (3) years need to re-take the placement test or qualify by taking a department exam. All 200-level EN courses are electives and might not be offered every semester.

Michigan Transfer Agreement

BMCC is a signatory to the Michigan Transfer Agreement (MTA). This agreement is designed to facilitate transfer from community colleges to baccalaureate colleges and universities in Michigan. The agreement provides transferability of up to 30 semester credits to meet many (in some cases all) of the General Education Requirements at participating Michigan four-year colleges and universities.

STUDENT SERVICES

Bay Mills Community College provides a number of student services designed to assist students to succeed in a college environment. The student services staff is available to assist students in achieving their academic and career goals, and personal/cultural development.

Student Success Center

The Student Success Center (SSC) is a one-stop-center that offers one-on-one assistance to help students plan for and achieve their academic and career goals. The SSC's goal is to provide students with the knowledge, skills, and self-awareness that is necessary to achieve success in college and in life. The center offers a number of programs, resources, and services to all students. These include but are not limited to:

- Professional and peer tutoring
- Academic success planning
- Career planning
- Early Alert Referral System (EARS)
- Proctoring for tests
- Success seminars
- Student activities and clubs
- Laptop and computer lending program

Cultural Services

BMCC promotes the preservation of the culture, traditions, lifeways, language, history, and customs of Native Americans with emphasis on the Anishinaabe people of the Great Lakes. Along with a wide variety of courses in Native American studies and language, the BMCC Cultural Services Director offers assistance to students and community members who would like more information about Native culture for their coursework and/or for personal interest.

Disability Services

BMCC is committed to accommodating persons with disabilities. The College adheres to the standards and guidelines set forth in the Americans with Disabilities Act. Students with documented disabilities must contact the Disability Services Office to receive assistance and accommodations. In addition, BMCC contracts with Michigan Rehabilitation Services to provide a broader range of services. The BMCC campus is barrier free with accessible entrances and exits, and handicap accessible parking is available and clearly identified.

TRIO Student Support Services (SSS) Program

The TRIO Student Support Services (SSS) Program is a federally funded program that offers academic support services and individualized resources to eligible students each year. The program is designed to provide services that will assist eligible students to achieve academic success, complete their educational program at BMCC, and successfully transfer to a 4-year institution. To be eligible to participate in the TRIO – SSS Program, BMCC students must meet income guidelines and/or be a first generation college student and/or have a documented disability. For further information, contact the college's TRIO – SSS Director. Services available to TRIO-SSS participants are

- One-on-one advising
- FAFSA assistance
- Disability services and referrals
- Professional and peer tutoring
- Peer mentoring
- Transfer & university application assistance
- University tours & cultural experiences
- Financial aid literacy

- Grant aid per semester
- Scholarship resources
- Workshops & talking circles
- Career and learning style assessment
- Career development & job shadowing
- Leadership opportunities & activities
- TRIO lab with study aids, computers, printers, and supplies

Early Alert Referral System (EARS)

The BMCC Early Alert Referral System (EARS) is an early alert system for faculty to use when they recognize that a student is in jeopardy with their classes. The Dean of Student Services will receive a copy of the EARS form as well as the student through email. The Student Success Center staff will contact the student to make arrangements to meet and together will determine the best solution to help the student succeed in the classroom. This is a great opportunity to get students help EARLY before it is too late.

CAMPUS SECURITY

It is the policy of BMCC to make reasonable efforts to provide for the security of students, employees, authorized visitors, and property. (For further details see BMCC Personnel Policies, Policy 606 and 603)

Employees, students, suppliers, and guests are prohibited from possessing firearms or other weapons on BMCC property and at events sponsored by BMCC. Employees are further prohibited from carrying weapons in employer-provided vehicles or in personal vehicles while on business.

Employees who want to take BMCC property or equipment off premises must have their supervisor or designated official's written authorization. Removing property or equipment without authorization will result in discipline. Employees are responsible for the proper care and return of all BMCC property and equipment assigned to their possession. Employees are expected to exercise reasonable care for their own protection and for that of their personal property while on BMCC premises and while away from the premises on business. BMCC assumes no responsibility for loss, damage, or theft of personal property.

Security Report

BMCC is committed to enhancing the safety and security of our campus community. In accordance with the Clery Act, Bay Mills Community College's Annual Security Report is located on the College's website. This report contains critical campus safety information, such as emergency response and preparedness, crime prevention, crime reporting, and timely warnings. This report also includes crime statistics for the past three years.

Student Conduct

Any student who disrupts a class or attempts to intimidate an instructor may be asked by the instructor to correct their behavior or to leave the class. Should the student refuse to settle down and the instructor subsequently requests that they leave and they refuse or ignore the request, the instructor is authorized to request the assistance of Tribal law enforcement personnel. Any student who is asked to

leave a class will not be allowed to return until the student has met with the President to explain their actions. If they are allowed to return to the class by the President they will be required to apologize to both the instructor and class as a condition of returning to class. Once a student has been asked to leave a class and been readmitted any other act resulting in another request to vacate the class will result in the student being removed from the class roster.

Smoking/Tobacco Use

Smoking cigarettes, e-cigarettes, cigars, chewing tobacco, etc., is prohibited inside all BMCC facilities except for areas where it is specifically authorized. The smoking policy applies to employees during working time and to students and visitors while on BMCC's premises. Employees, students, and visitors are expected to exercise common courtesy and to respect the needs and sensitivities of others with regard to the smoking policy. Smokers have a special obligation to keep smoking areas litter-free.

Appendix



BAY MILLS Community College

Brimley, Michigan 49715 • 906-248-3354

Course Title	On Campus Master Syllabus
Time & Place	[Days, times, location]
Semester	[Term and year]
Instructor	Example Teacher
Office Hours	[Days & Times you will be in your office]

Course Description

[Set by department]

Required Instructional Material

[Set by department]

Prerequisites

[Set by department]

Disability-Related Accommodations

If you have a need for disability-related accommodations or services, please inform the [Disability Services Coordinator](#). Reasonable accommodations and services will be provided to students if requests are made in a timely manner, with appropriate documentation, in accordance with federal, state, and college guidelines.

Student Services

All students are welcome and encouraged to explore the free resources and services available to them through BMCC. These services include, but are not limited to, tutoring, Early Alert Referral System (EARS), academic success planning & career services. Please see the [Student Services website](#) for more information.

Plagiarism & Cheating

The instructor reserves the right to fail any student for cheating on any assignment or plagiarizing (copying) the work of others. Students who cheat or plagiarize may be disciplined by the BMCC Administrative Board. Please see the [Student Handbook](#) for more information.

Attendance & Incomplete Policy

Attendance and class participation are part of developing a thorough understanding of the material covered in this course. **BMCC policy states that seventy percent (70%) attendance is required to receive a grade of C or better.** Grades of incomplete will only be given under exceptional circumstances, and only if the student has completed 70% of course requirements with a passing grade.

Native Culture Emphasis

The BMCC mission statement affirms the objective of fostering “a spirit of pride in Native American language, culture, and history through participation in classes and cultural activities.” In keeping with this objective, this course will include Anishinabek culture and values in its readings, discussions, and assignments whenever possible. Additionally, students who are close to campus are encouraged to attend the cultural events, potlucks, and cultural awareness workshops offered by the college.

Cellular Phones and Electronics

No cellular phones will be allowed in class. No electronic devices such as MP3 players, palm pilots, notebooks or laptops will be used in the classroom unless specifically called for by the instructor. If there is a circumstance that requires you to have your cell phone on please inform the instructor before class and turn off your ringer. If your cell phone rings in class, you may be asked to leave.

Writing Across Curriculum

One objective of Bay Mills Community College is to ensure that all students develop good writing skills. To support this goal, all written work will be graded for form and content.

Netiquette

The term “netiquette” is used to refer to etiquette over the internet, including online chats, discussion forums, emails, Moodle messaging and any other form of electronic communication. Following the rules of netiquette improves the readability of messages and posts, and allows participants to better understand each other. Proper netiquette ensures respectful and positive interactions with others. Here are some guidelines for BMCC teachers and students to follow in electronic communication:

- Be careful and considerate when wording your message
- Choose words that best express your intended purpose and are appropriate for your audience
- Avoid slang and uncommon abbreviations
- Do not use obscene or threatening language; be respectful.
- Do not share confidential information.
- Avoid using all capital letters in your text. This can come off as ‘SHOUTING’ in an online environment.
- Use proper English, grammar and remember to spell check.

Add/ Drop/Withdrawal Policy

- **Add** - Additions to registration must be done by the registration deadline posted in the BMCC Academic Calendar. Additions after the deadline will be under special circumstances only, and will be determined by the Registrar, the student’s advisor and instructor.
- **Drop** - Students may drop a course by logging in to Student Records. This option is only available during the 10-day drop period. The last day to drop can be found on the BMCC Academic Calendar.
- **Withdrawal** - To officially withdraw from a course with a “W” on your transcript, students must email the Assistant Registrar/Online Coordinator by the withdrawal deadline posted on the BMCC Academic Calendar. Please be advised that non-attendance (i.e., not uploading or posting work in Moodle) does not constitute a withdrawal.

Technical Assistance

If you need technical assistance during regular business hours, you may contact our Information Technology (IT) Department:

- Robin Bedell, Network Administrator at 1-800-844-BMCC (2622) or rbedell@bmcc.edu
- John Lindsay, System Administrator at 1-800-844-BMCC (2622) or jlindsay@bmcc.edu

Technology Requirements

Students need to have regular access to the internet on a personal computer, tablet or other device that meets the following technical requirements for online courses:

Browsers (Need at least one)

PC/Windows:

- Internet Explorer 8 (IE 10 required for drag and drop of files from outside the browser into Moodle), Firefox 4 or later, Google Chrome 11 or later (Must use if course requires an online proctored exam), or Opera 9 or later - Free Downloads available online for all browsers

Mac:

- Firefox 4 or later, Safari 5 or later, Google Chrome 11 or later, Opera 9 or later - Free Downloads available online for all browsers

Additionally, browser settings should be set to the following:

- Security Level - set at Medium
- Accept all cookies
- Enable JavaScript

Software

Many classes will require the use of Microsoft Office. Students close to campus can visit the IT department with their laptop to have it installed, free of charge. Remote students will need to acquire their own copy of Microsoft Office or Office 365 (365 free with student email account) prior to beginning their course work. The computer used for coursework might also need a webcam and/or microphone, please contact your instructor to find out.

Computer Failure/Crashes and Internet Connectivity

Computer Failures/Crashes and Internet Connectivity are not a valid reason for late coursework. The college provides on campus computer accessibility to all students, and the college library has additional Saturday hours. For those who are not near campus, free wireless internet can be found in emergency situations at locations such as restaurants and public libraries. The only exception to this policy is a region wide electrical failure, or a temporary failure of the Moodle website itself. Please remember, even if the BMCC's webpage is not reachable, Moodle can be accessed directly by typing in the following address into the browser's address bar:

<https://moodle.bmcc.edu>

Learner Outcomes

[Set by department]

Grading Standards

[Set by department]

Grading Scale

[Set by department]

TENTATIVE COURSE OUTLINE – Subject to change to accommodate needs of students. The instructor may also choose to add/delete or change homework assignments as the semester progresses; notice will be provided. [You may choose to provide the course outline using the Moodle calendar. If this is the case, please direct your students to that calendar here.]



Brimley, Michigan 49715 • 800-844-BMCC (2622)

Course Title	Online Master Syllabus
Time & Place	Asynchronous, online
Semester	[Term and year]
Instructor	Example Teacher

Office Hours and Contact Information

Moodle Messaging will be the primary source of communication between students and instructors. You can expect a response to course related questions within 48 hours. If you are unable to reach your instructor via Moodle, you may email the instructor at exampleteacher@bmcc.edu.

Course Description

[Set by department]

Required Instructional Material

[Set by department]

Prerequisites [Set by department]

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Additionally, browser settings should be set to the following:

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Proctoring Services

This course requires proctored quizzes, tests and/or exams during the semester. BMCC uses a proctoring service called Proctorio, which allows students to take proctored exams at home or another location by monitoring test taking through video and audio.

You will need the following:

- **Google Chrome Internet Browser** – the final exam must be taken through Google Chrome; no other browser is permitted for proctored exams. This is a free download and can be downloaded here: [Google Chrome Internet Browser](#)
- **Webcam** – May be internal (in your computer or laptop) or external, but consider that you might be asked to do a scan of the room you are in, so make sure it is mobile enough you can move it.
- **Speakers** – You will need audio; they can be built-in speakers in your computer/laptop or external.
- **Identification** – You will be asked to show identification. You can use your BMCC school ID, a tribal card, driver's license, or state ID

Computer Failure/Crashes and Internet Connectivity

Computer Failures/Crashes and Internet Connectivity are not a valid reason for late coursework. The college provides on campus computer accessibility to all students, and the college library has additional Saturday hours. For those who are not near campus, free wireless internet can be found in emergency situations at locations such as restaurants and public libraries. The only exception to this policy is a region wide electrical failure, or a temporary failure of the Moodle website itself. Please remember, even if the BMCC's webpage is not reachable, Moodle can be accessed directly by typing in the following address into the browser's address bar: <https://moodle.bmcc.edu>

Learner Outcomes

[Set by department]

Grading Standards

[Set by department]

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Bay Mills Community College TIME AND ATTENDANCE RECORD

NAME: _____ PROGRAM: _____ P.P.ENDING: _____

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
DATE:					
HOURS:					
DATE:					
HOURS:					

SUMMARY:

TOTAL HOURS WORKED: _____	S – SHORT TERM LEAVE
SHORT TERM LEAVE: _____	DO - REGULAR DAY OFF (HOLIDAY)
PERSONAL LEAVE: _____	P - PERSONAL LEAVE
VACATION LEAVE: _____	V – VACATION LEAVE
REGULAR DAY OFF (HOLIDAY): _____	O – OTHER LEAVE: _____
LEAVE WITHOUT PAY: _____	
OTHER LEAVE PAID: _____	
TOTAL HOURS: _____	

Check the box that applies to this payroll request:

- | | |
|--|---|
| <input type="checkbox"/> Regular BMCC Employee | <input type="checkbox"/> Adjunct Instructor |
| <input type="checkbox"/> Contractual | <input type="checkbox"/> Student Employee |
| <input type="checkbox"/> Federal Work Study | <input type="checkbox"/> State Work Study _____ |

I CERTIFY THAT THE REPORTED INFORMATION IS CORRECT:

EMPLOYEE'S SIGNATURE	DATE	SUPERVISOR'S SIGNATURE	DATE



Instructor's Guide Early Alert Referral System (EARS)

The Early Alert Referral System (EARS) is an EARLY alert system for all on-campus and online faculty to use when they recognize that a student is at risk for not succeeding in their class. The Dean of Student Services will receive a copy of the EARS form through email. The Dean will review the referral form and determine the best support resources for the student. The referred student support staff will contact the student to provide support and recommendations to help the student succeed in the classroom. This is a great opportunity for our students to get the help EARLY before it is too late.

Please remember to address your concern with the student prior to submitting an EARS form. Communicating openly with your student lets them know that you care about their success, and it creates an opportunity to explain to them that support resources are available.

The electronic Early Alert Referral System (EARS) form is available on the BMCC website. To find the form, go to the BMCC homepage, click on the Faculty/Staff icon; on the right side, click on the Instructor Resources link, and on the very bottom, you will find the EARS link. In order to submit a form, you must be logged into your BMCC Gmail account.

The first two-three weeks of class are crucial for each student's success!

Indicators of At-Risk Early in the Semester

1. Attendance (3+ consecutive absences, or two-week absences)
2. Low grades (below C) on assignments
3. Missing or late assignments
4. Illness
5. Lack of computer skills to accomplish required class work
6. Poor writing skills
7. Absences on quiz or test day
8. Lack of basic academic skills or commitment
9. Conflict with work schedule
10. Overall risk of failing the course

Your support is much appreciated. Thank you!

Student Services Department updated on 1-12-2017



EXAM PROCTOR REQUEST FORM

DIRECTIONS:

1. Complete this form and return it with the exam to the Student Success Center.
2. Have the student contact Heather Church, Assistant to the Dean of Student Services, at 248-8456, email at hchurch@bmcc.edu or stop by the Student Success Center to schedule an appointment.

Student's Name: _____

Instructor: _____ Course Number _____

PROCTORING INSTRUCTIONS:

Open book: Yes No

Open Notes: Yes No

Note Card(s): Yes No Note Card Requirements: _____

Calculator: Yes No

ATTENTION INSTRUCTORS: Students who are **registered with the Disability Services Office** will need to schedule with the BMCC Library for the testing room located in the BMCC Library.

Regular Classroom Time Limit: _____

The exam must be completed by the following date: _____

Other Instructions: _____

COMPLETED EXAM NOTIFICATION:

Instructors will be notified by phone or email when exams are complete. The exam will be kept in the Student Success Center, Dean of Student Services Office.

STUDENT SUCCESS CENTER USE ONLY

Date Exam Received: _____ Date Proctored: _____

Time Exam Started: _____ Time Exam Finished: _____

BAY MILLS COMMUNITY COLLEGE
Faculty Application for Approved Absence

Name _____ Date _____

Absence from scheduled work starts: _____ Return to work: _____
Time/Month/Day/Year Time/Month/Day/Year

Reason for absence: _____

Destination: _____

Arrangements for Professional Responsibilities Scheduled During this Absence

Class	Time	Day/Date	Room	Substitute Instructor/Other Arrangements

Special Conditions: _____

Faculty Signature _____ Date _____

V.P. Academic Affairs _____ Date _____

BAY MILLS COMMUNITY COLLEGE

**Incomplete Course
Contract**

When a student has been making satisfactory progress, but cannot complete the course requirements by the end of a term, the instructor may permit that student to continue on an independent study basis for 5 more weeks. If the requirements cannot be completed in that time period, the course must be repeated.

The instructor and student agree to the following:

Course _____ Semester _____
Beginning date _____ Ending date _____

I. Meetings with the instructor
_____ times per week for five weeks. Day _____ Time _____

II. Progress
The student will:
Week 1 _____
_____ Completed _____
Week 2 _____
_____ Completed _____
Week 3 _____
_____ Completed _____
Week 4 _____
_____ Completed _____
Week 5 _____
_____ Completed _____

Student Signature

Instructor's Signature

Vice President of Academic Affairs

Department Chair

FINAL GRADE _____

Course Level Assessment Reporting Form (C1) / Revised 4/13/17

Instructor:	Course # & Title:	Semester:	# Enrolled at Semester End:
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What changes have you made throughout the semester to improve student learning?

Learner Outcomes (Two to four core outcomes selected by the department chair and uniformly assessed by all instructors.)	Tool Used to Measure Learning (for each objective): single test or quiz, written assignment, presentation, portfolio, etc.	Week of Administration (or date)	Define Excellent / Good / Poor Performance on the Tool Indicate a range of scores or attach a narrative rubric.	Assessment Results Report numbers (#) for all; Excel will automatically calculate percentages based on total enrollment. Explain anomalies in footnotes #1.			
				# of E	# of G	# of P	# Not Present
			E				
			G				
			P				
			[] = check if narrative rub	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!
			E				
			G				
			P				
			[] = check if narrative rub	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!
			E				
			G				
			P				
			[] = check if narrative rub	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!
			E				
			G				
			P				
			[] = check if narrative rub	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!

1. Note anomalies or concerns that might have impacted results here. (Attach a memo if more space is needed.)

What changes have you made from the last time you taught or you plan to make for the next time you teach this course?

*follow this link to find a downloadable version of this form <http://www.bmcc.edu/faculty-staff/instructor-resources>

