

PACE

(Program for Accelerated College Education)

Faculty Handbook

PIERCE COLLEGE

**6201 Winnetka Avenue
Woodland Hills, CA 91371
(818) 719-6455**

PACE Faculty Handbook

Welcome to PACE

Thank you for participating in one of the most successful single programs for retention, graduation rates, and transfers to four-year universities. Our students are typically adults that have entered the program due to its convenient evenings and Saturday schedule and due to our eight-week semesters. This is a dynamic program created to meet the needs of adults. The program offers college credit courses that fit hectic work and family schedules. A student may choose between three educational paths that lead to an associate degree in two years. Presently, these paths are **Business, Educator Preparation, and General Studies**. Each of the courses in these paths has been designed for acceptance at any CSU and at most UC and private colleges and universities in California.

Absences, Reporting-

Critical: (818) 710-6455

In the event that you are unable to make it to class, call the **PACE** office. The office is open Mondays through Thursday from 8:00 a.m. to 6:00 p.m. and Friday 8:00 am to 5:00 pm. After hours, please call the Academic Affairs office at (818) 719-6444. Voice Mail is active when the office is closed. Please do not make your own arrangements. If a substitute is authorized, the **PACE** office will make the arrangement.

Bookstore-

The student Bookstore is now open during the following times:

Monday - Thursday	8:30 a.m. – 7:00 p.m.
Friday	7:45 a.m. – 3:30 p.m.

The Bookstore accepts personal checks, VISA, MasterCard, and Discover for payment of merchandise at the store. Checks are accepted only from students and faculty who have appropriate identification. Staff and faculty must show employee ID cards to obtain a 10 percent savings on textbooks and supplies.

Campus Center/Student Activities Office-

The Student Activity office is open during the following hours:

Monday – Friday	8:00 a.m. – 4:30 p.m.
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Change of Location-

If you plan to schedule your class in an alternate location, a request form must be completed by the **PACE** office.

Confidentiality of Student Information-

Federal and state laws prohibit giving any personal or academic information about students to the public. The District policy is not to release any information unless the student's consent is obtained.

Emergencies and College Police-

The Pierce College Sheriff's office is responsible for reporting and investigating crimes, issuing traffic citations, responding to medical emergencies, traffic collisions and fire emergencies, as well as other incidents that require their assistance. Please report traffic accidents, injuries, thefts, items lost and found, or any unusual circumstances to the Sheriff's office. The Sheriff's office is located in front of the men's gym and is staffed twenty-four hours a day, seven days a week.

In case of **an emergency**, there are Blue Emergency Phones at various locations around the campus. You may also dial the Campus Sheriff's emergency line at extension 311 or use the on campus pay phones to contact the Sheriff's Office by dialing *80. These phones are to be used **in cases of emergencies** or to report serious matters requiring immediate attention. Do not use these phones for non-emergency purposes.

If for any reason you are locked-out of your classroom or you cannot lock your classroom when finished, please contact the Sheriff's Office for aid. ***DO NOT USE THE BLUE TELEPHONES.*** The telephone number of the Sheriff's office is (818) 719-6450.

Food Service-

Cafeteria hours:

Monday – Thursday	7:00am – 7:30pm.
Friday	Closed

The Fruedian Sip Café hours:

Monday – Thursday	7:00am – 7:30pm
Friday	7:00am – 7:30pm
Saturday	7:00am – 4:30pm

Key(s)-

Prior to the start of the semester, you should be provided with a classroom key(s). You will receive a notice in your mailbox that your key is ready for pickup in The Academic Affairs office. You will need to sign a receipt when you pickup the key and sign the same receipt when you return the key.

Library-

The Library hours (fall & spring semesters):

Monday – Thursday	8:30 a.m. – 8:30 p.m.
Friday	8:30 a.m. – 2:30 p.m.

Hours vary for summer and winter sessions and will be posted.

Telephone: Main Line (818) 719-6409
Reference Desk (818) 710-2833

Orientation for classes may be arranged by calling the Reference Desk.

Mailboxes-

Prior to the start of the semester, you should be provided with a mailbox. If for any reason, one has not been provided, please inform the **PACE** staff. The Mailroom is located next to the Information Desk in the Administration Building. Mailboxes should be checked each day before class.

Media Services Center-

The Instructional Media Services Center (IMC) is located on the ground floor of the Library. Instructors requiring media equipment and/or materials should place an order during the week prior to their need.

The IMC office hours are:

Monday – Thursday	7:45 a.m. – 4:30 p.m. 5:00 p.m. – 10:00 p.m.
Friday	7:45 a.m. – 4:00 p.m.
Saturday	Upon Arrangement

For information, please call the **PACE** Office.

Parking-

Entrance to the inner campus is by use of a gate card and is restricted to faculty and staff members. Gate access cards and parking permits should be acquired prior to the semester. You will need to contact the **PACE** office to receive a temporary staff-parking permit allowing you to park on campus. Please inform the **PACE** staff of your needs as early as possible.

Pay Phones – Location

<u>Pay Phones - Location</u>	<u>Indoor/Outdoor</u>
Administration Building	Indoor
Agricultural Science	Outdoor
Auto Shop	Outdoor
Bungalow 0363	Outdoor
Cafeteria	Indoor
Campus Center	Outdoor
College Services Building	Indoor (2)
Horticulture	Outdoor
Library	Outdoor
Men's Gym	Outdoor
Music Building	Outdoor
Performing Arts Building	Outdoor
Special Services	Indoor
Stadium Entrance	Outdoor
Women's Gym	Indoor

Religious Holidays-

Faculty and staff have the option of observing religious holidays without loss of pay. Students have this same privilege and should not be penalized. They must, however, make up any work that is missed. Instructors observing Jewish High Holidays, or other religious holidays which may require absence from work, need to notify the **PACE** Office and sign a personal Emergency Form. No substitutes will be provided.

Reprographic Center Services (*CopyTech*)-

The Reprographics/Staff Services Center provides document duplicating services and bindery services for faculty and staff. The office is set up for walk-up (while-you-wait) service, first come first serve, or one-day printing of less than 250 copies. A period of 24-hours is requested for jobs of 250 to 2,500 copies. For larger jobs, two-days to one week may be required (based on the volume of work required). Please remember to allow for enough time to process large print projects. Reprographics must follow all copyright protection laws.

Telephone (818) 710-4422 or campus Ext. 4422

Reprographics Office Hours:

Monday – Thursday	7:30 a.m. – 7:30 p.m.
Friday	7:30 a.m. – 4:00 p.m.

Smoking/Food in the Classroom-

Smoking is not permitted in classrooms or any indoor areas. **THIS IS A BOARD RULE THAT INSTRUCTORS ARE TO ENFORCE.** Food is not allowed in the classroom. You may allow students to drink coffee, but make it your responsibility to have them dispose of their cups in the wastebasket. Paper cups are not to be left around in various parts of the classroom.

PLEASE TURN OUT LIGHTS. FOR SECURITY REASONS, LOCK DOORS WHEN YOU LEAVE THE CLASSROOM.

Special Services for Disabled Students-

Special Services is located in the Administration Building, Room 1024. The services to students include: special classes, tutoring, interpreting, and assessment of learning disabilities.

The office is open:

Monday	8:00 a.m. – 4:30 p.m.
Tuesday/Thursdays	8:00 a.m. – 7:00 p.m.
Wednesday	8:00 a.m. – 4:30 p.m.
Friday	8:00 a.m. – 4:30 p.m.

Several of these services are available in the evening, so if you have a student with an apparent physical or learning disability in need of support services, please contact Special Services during regular hours. Telephone (818) 719-6430 or campus Ext. 6430.

Student Discipline-

The District has adopted Student Discipline Procedures to provide uniform procedures to assure due process when a student is charged with a violation of the Standards of Student Conduct, as outlined in the Catalog and Schedule of Classes. The student grievance procedure is designed to provide an equitable means for resolving student grievances. For details, see the schedule of classes.

Student Telephone Calls-

Please inform your students that they should NOT call the campus when they are going to be absent for one class meeting. The student(s) may call if the absence is to be an extended one, or they may come in

and leave a message at the Information Counter located in the Administration Building. Telephone (818) 719-6401.

Tape Recordings in the Classroom-

It is unlawful for a student to use an electronic device or tape recorder in class without the consent of the instructor. However, recent legislation allows handicapped students with certain disabilities to use a tape recorder. Consult Special Services for specifics. According to advice from the County Counsel's Office, no administrator, faculty member, or other employee of the college should direct any student to make a tape recording of any other person or persons without their expressed permission. In cases where taping is part of a class assignment, it should be clear that students doing the tape recording are not acting under their own volition if an individual objects to being taped.

Veterans Office-

The Veterans Office is located in the Financial Aid Bungalow, Bung 0327. Veterans must complete V.A. paperwork in person in the Veterans Office. For office hours call (818) 710-2954.

Preparing for Your Classes

- I. **Syllabus-** Your syllabus should include the following components to better inform your students:
- A. **School name, location, and your email address and phone number.** The *PACE* has multiple locations. As such, your students should be clearly informed as to class location. Further, as their professor, students may need to contact you. Please include a phone number and email address that they may use to contact you.
 - B. **Course name and section number.** Your class has been assigned a specific section number. Please use this number in your syllabus and all written communications with the *PACE* office.
 - C. **Class meeting times.** Please state the class meeting times on your syllabus. In a number of *PACE* classes, meeting times for shared section classes are not every Friday or every Saturday. Although students are informed as to these meeting dates of your class by the *PACE* office, there may be a misunderstanding. Please include in your syllabus a detailed calendar of your class times.
 - D. **Your office hours.** All *PACE* professors are to provide the students with their office hours for each class taught. You may use the *PACE* office to meet with your students. Please state your office hours in your syllabus.
 - E. **Course description.** The *PACE* office has, or will provide you with a District Academic Senate Outline of Record. In the outline there typically is a description paragraph noted as item 5. Please use this description in your syllabus. The District utilizes the outline for consistency for all its courses. The course content has been reviewed and accepted for articulation with other schools.
 - F. **Course objectives.** The course learning objectives are stated typically as item 11 in the course outline. Once again, the District is trying to attain consistency throughout its campuses.
 - G. **Grading.** A statement as to grading should be included in the syllabus to prevent misunderstandings. A simple table should be included, such as “A”, “B”, “C”, “D”, and “F”. For example:

A	90 – 100
B	80 – 89
C	70 – 79
D	60 – 69
F	59 and below

- H. **Grade distribution.** The students should be informed as to the various components that comprise their final grade. For example:

Quizzes	10%
Exams	30
Homework	10
Independent Learning	10
Research Paper	10
Final	<u>30</u>
Total	100%

- I. **Component explanations.** Each of the grading components should be fully explained in the syllabus. Indicate what you expect from your students. For example: you may or may not accept

late homework. The **Independent Learning** component may require an extensive list of options that the student may choose from.

- J. **Lecture, homework, and test schedule.** The student will need to be informed as to the class many activities during the semester. Due to the brevity of the semester, the student may find a detailed schedule to be imperative for their hectic and busy lives.
- K. **Academic integrity policy statement.** The faculty and administration of Los Angeles Pierce College are committed to the belief that honesty and integrity are integral components of the academic process. Therefore, your syllabus should state clearly the school and your position regarding this matter. Students should be referred to page 30 in the current (2004-2005) General Catalog.
- II. **Mailboxes.** The *PACE* office will provide a Pierce mailbox for your needs. The mailboxes are located in the Administration Building across the isle from Academic Affairs.
- III. **Classroom keys.** The *PACE* staff will facilitate the scheduling for you to acquire your classroom key(s) in the Academic Affairs Office. If for any reason you may need to open your classroom and you do not have a key, please call the Sheriff's office on campus (Ext. 6450 or (818) 719-6450).
- IV. **Class rosters.** Class rosters will be provided before your class begins. The rosters will be put in your mailbox. If for any reason you have not received your roster, please contact the *PACE* office. If you do not have a roster at the time of your first class, please use a "sign-in" sheet for your attendance record.
- V. **Add permits and class waiting lists.** The *PACE* office will provide you with a number of "add slips" that allow students to enroll in your class. Please remember, you will receive a waiting list for your class if the potential enrollment exceeds the initial class limits. If you choose to add students to your class, please start with those students on the waiting list. *PACE* encourages professors to add as many students as possible. Your class is probably on a two-year cycle. This means that a student may have to wait two years until the class is offered again.
- VI. **Exclusion list.** Within a few weeks of the start of classes, the school will provide an exclusion list to "drop" students that either has not attended any classes or those that have attended few. Please remember that an eight-week semester does not allow for poor attendance.
- VII. **Class rules.** A class hour is considered 50 minutes in duration. Please remember that your students are adults. Class breaks are not mandatory. However, please consider that most of your students are coming from a full day of work. During the evening classes, many have not eaten dinner. Students may have a class following yours. It is suggested for class harmony, that adequate time be given to students to use the facilities and time to get to their next class. All *PACE* offerings that meet on Saturdays require the students to attend two classes of four hours each. As such, students begin to be lethargic during the latter part of these classes. We recommend that the professors should consider these facts when scheduling classroom activities. For example, when scheduling exams it might be more effective if an exam is conducted in the beginning of the class rather than the end.
- VIII. **Mutual respect.** *PACE* and Pierce encourage that mutual respect be given to both the professor and the student.
- IX. **Independent learning (directed study).** *PACE* classes consist of approximately 34 hours in the classroom. The state mandated classroom paradigm consists of 48-54 hours. This 20 hours

difference makes it mandatory that professors assign 18 hours of Independent learning to their students. The professors may require the viewing of various videotapes from our library, perhaps field-trips to landmarks or points of interest, attendance at various museums, Internet research and/or assignments, etc. The importance of this additional work cannot be overemphasized. The program's adherence to state policy is required. Therefore, supplementing your syllabus and grading formulas to include the Independent Learning component is necessary for compliance and should be on your syllabus before classes begin.

Class Preparation Checklist

- Do I Have my Classroom Keys?
- Do I Have my Mailbox?
- Do I Have my Parking Permit?
- Do I Have the District Outline for the Class That I am Going to Teach?
- Have I Submitted my Text Selection to the Pace Office sufficiently in advance?
- Do I Have my Class Roster and Waiting List?
- Do I Have Blank Add Permits?
- Does My Syllabus Have the Following Components Fully and Clearly Explained?
 - Is the School Name, Location, my Phone Number, and Email Address Clearly Stated?
 - Is the Course Name and Section Number Clearly Displayed?
 - Is the Class Meeting Times Clearly Displayed?
 - Are my Office Hours Clearly Displayed?
 - Is the Course Description Exactly Stated as the Description is in the District Outline?
 - Is the Course Objectives Exactly Stated as the Objectives are in the District Outline?
 - Is my Grading Policy Clearly Stated?
 - Is my Grade Distribution Understandable and Attainable?
 - Is Each of my Grading Components Clearly Stated?
 - Do I have a Clearly Stated Class Directed Study Component? Carnegie Hours.
 - Is my Lecture, Homework and Test Schedule Clearly Stated?
 - Is my Policy Regarding Academic Integrity Clearly Stated?
 - Is the Independent Learning component stated with the appropriate grade assignment included?
- Have I Submitted Two (2) Copies of my Syllabus to the *PACE* Office?**

End of Semester

- I. Grade submission.** Near the end of the semester, you will receive a roster for your submission of grades. Please remember to use a No. 2 pencil when entering grades and to sign the grade sheets in ink. The grades are due typically within a week after the final. You will need to submit the grades in-person to the Admissions and Records Department.

The Admission and Records office is open during the following hours:

First 2 weeks of fall and spring semesters-

Monday – Thursday	8:30 a.m. – 8:30 p.m.
Friday	8:30 a.m. – 3:00 p.m.

All other times:

Monday - Thursday	8:30 a.m. – 7:30 p.m.
Friday	8:30 a.m. – 3:00 p.m.

Telephone: (818) 719-6493

- II. PACE end-of-term packet.** After submitting your grades, please submit to the **PACE** office, the syllabus used in the course (with amendments if any), your grade distribution spreadsheet, and your final grades. In an effort to answer student grade inquiries or disputes, **PACE** requires the end-of-term packet.
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End of Semester Checklist

- Have my Grades been Submitted to Admissions and Records? Date: _____
- Have I Submitted a Copy of my Grades to the **PACE** Office? Date: _____
- Have I Submitted a Copy of my “If” Amended Syllabus to the **PACE** Office? Date: _____
- Have I Submitted a Copy of my Grade Distribution Spreadsheet to the **PACE** Office? Date: _____

Please Note: If your Grade Distribution schedule reflects your students' Final grades you do not have to submit an additional set of grades to **PACE.