THE INSTRUCTIONAL SETTING AND RELATED ISSUES

Orientation for New Employees

During the first week of employment, new employees will participate in various orientation activities. The Human Resources staff will provide employees with assistance in completing necessary employment forms and arrange meetings with key college personnel as feasible. Also during the initial probationary period of employment, the employee’s immediate supervisor schedules meetings for orientation and evaluation. The college also provides group orientation for new employees semi-annually. Instructional Services also offers a semi-annual new faculty orientation.

The Teaching and Learning Center provides an orientation for all new faculty members prior to the beginning of the fall and spring semesters. This orientation introduces instructors to division policies and procedures and clarifies support mechanisms in place for new faculty. New full-time faculty members are also provided with a peer mentor from the faculty for their first year of employment with the college.

The First Class Meeting

The first class meeting is critical in establishing the tone and groundwork for a successful course. After verifying course enrollees, the instructor should make every effort to ensure that students know what is expected of them and to gather basic information about the students. Also, if time permits, the instructor should plan an introductory instructional activity to engage students in the subject. In any case, the instructor should plan for a first class meeting that will fully utilize the class time in a productive manner. Such a class will definitely set the tone for the remainder of the course.

Course Syllabus

The instructor should ensure that every student receives a copy of the course syllabus at the first class meeting. The syllabus should be reviewed in detail. The syllabus contains all the basic information that the student will need for the entire course and should indicate clearly what is expected of the student. The information contained should include the following:

- **Instructor Information**: The syllabus should include the instructor’s name, office location, office hours, telephone number, and email address.

- **Required Materials**: The syllabus should include a list of required and optional textbooks and other materials.
• **Instructional Activities:** The syllabus should give information on daily or weekly assignments, class activities, and tests, as well as special projects due, with corresponding dates. The instructor should ensure that these activities reflect all topics listed in the official course outline of instruction.

• **Grading Policies:** The syllabus should include the instructor's grading system and should provide clear information on all methods of student evaluation (tests, projects, reports, etc.), on the value given to each method, and on how the final course grade is determined.

• **Late and Missed Work:** The syllabus should contain a clear statement on the instructor's policy, if any, regarding work submitted late or any missed work, including make-up tests.

• **Attendance Policy:** The syllabus should contain an accurate and clear statement of the college's current attendance policy and how this policy will be applied by the instructor since the current policy allows for the instructor’s discretion to be exercised.

• **Student Conduct:** The syllabus should include the college's catalog statement of the Student Code of Conduct as well as a statement on the instructor’s specific policy regarding classroom behavior.

• **Students with Special Needs:** Durham Technical Community College abides by Section 504 of the Rehabilitation Act of 1973, which stipulates that no student shall be denied the benefits of an education "solely by reason of a handicap." Disabilities covered by law include, but are not limited to, learning disabilities, psychological disabilities, health impairments, hearing, and sight or mobility impairments. If you have a disability that may have some impact on your work in this class and for which you may require accommodations, please contact the Disability Services office by calling 919-536-7207, emailing disabilityservices@durhamtech.edu, or visiting Wynn 1209 for additional information regarding requirements for arranging accommodations.

**Course Outline and Learning Outcomes**

The official course outline should be obtained from the appropriate program director or discipline chair and reviewed during the first class meeting. The course outline provides the course description, the course learning outcomes, a detailed outline of the instructional topics, the required textbook(s) and other materials, and a statement for students with disabilities. Instructors should adhere to this outline when teaching the class. No changes to the official course outline can be made except by the program director with the approval of the Director of Curriculum Development.
Unauthorized Persons in Classes/Labs/Clinical Settings

Only authorized persons and students registered for the course may attend classes, labs, or clinical settings. Children are not allowed in these instructional areas. It is further prohibited for children to be left unattended in the library or lounges or on the campus grounds. Any use of college facilities and equipment by persons or groups who are not employees or students must be officially authorized by the president or his designee. Visitors (including vendors or recruiters) should not interrupt classes or labs unless prior arrangements have been made. All vendors should receive clearance through the appropriate administrative office prior to visiting an instructor in a classroom, lab, or clinical setting. Visitors seeking a student on campus should be directed to the Campus Police and Public Safety office.

Record Keeping and Document Submission

Instructors should provide a copy of their course syllabi to their supervisor by the end of the second week of class. Full-time faculty should submit a copy of their weekly schedule to their supervisor by the end of the second week of class.

Preliminary Class Roster and Enrollment Verification

During the first week of class, the instructor will receive a preliminary roster that shows all registration activity to that point. At the first class meeting, the instructor should verify that all students are properly registered, either by being listed on the preliminary roster or presenting a validated registration receipt form. When checking the registration receipt form, the instructor should ensure that the course section number matches that section of the course.

If a student’s name does not appear on the preliminary roster and the student does not have a registration receipt form, the instructor should send the student to Admissions and Advising Services to acquire a blue verification of enrollment form. The student should not be admitted to the class until verification is presented. There are no exceptions to this procedure.

The instructor should expect to receive students during the schedule adjustment period. In such instances, the same verification procedure should be followed.
Completion of the Grade and Attendance Forms

A Grade and Attendance form with a final class roster indicating all completed registration activity will be issued after the conclusion of the schedule adjustment period and before the 10 percent point of the semester.

If a student's name does not appear on the official Grade and Attendance form and the student does not have a registration receipt form, the instructor should send the student to the Admissions and Advising Services to acquire a blue verification of enrollment form. The student should not be admitted to the class until verification is presented. **There are no exceptions to this procedure.**

The accurate completion of Grade and Attendance forms is an important task for each faculty member, and entering accurate information about the date students first entered the class and information on students who have been withdrawn from the class is critical to the timely processing of the forms.

Faculty will receive a memo with a submission date for the 10 percent Census report.

While the college encourages students to take responsibility for withdrawing from a class, federal reporting requirements for class attendance of students receiving financial aid and VA benefits requires faculty to withdraw students under certain circumstances.

Academic Integrity and Plagiarism and Violation Procedure

Durham Technical Community College demands complete academic integrity from each student. Academic dishonesty is the participation or collaboration in specific prohibited forms of conduct. Participation or collaboration may be active (such as submitting a term paper which includes plagiarized work) or passive (such as receiving a copy of a test before class).

Any student who violates the Academic Integrity and Plagiarism Policy or engages in any other act which constitutes a clear offense against the academic integrity of the college shall be disciplined as described herein.

Student Conduct

Whenever possible, the goal of any disciplinary action at Durham Tech is to teach a student what is appropriate in the educational setting and to provide that student with an opportunity to learn behaviors that will contribute to their success in his or her future
work and life environment. With this goal in mind, the purpose of the disciplinary action is to end the behavior rather than end the student’s educational opportunity. Since Durham Tech’s core values promote “an engaging, collegial atmosphere with professional, ethical, and respectful interactions that enhance learning,” members of our campus community will not tolerate behaviors that are not aligned with these values. We would like to balance the college’s values and the students’ goal of becoming a more educated citizen in such a way that accomplishes both.

**Disruptive Behaviors Definition**

Disruptive behaviors are defined as those actions which are not conducive or productive to others in the learning environment. These behaviors may include, but are not limited to, violations of the Student Code of Conduct, disrespectful language in electronic and/or in-person communication, profanity, use of unapproved electronic devices during instruction, failure to treat employees or other students with respect, yelling, use of humor in a derogatory or demeaning manner, or failure to comply with any specific guidelines in a class or during an educational or college-sponsored activity.

**Response to Disruptive Behavior**

Durham Technical Community College is a Learning College, which means that we recognize that opportunities to learn can occur both inside and outside of the classroom. When disruptive behavior occurs, faculty and/or staff should provide students with information about the consequences of the behavior. **Disruptive behaviors should be addressed with the first incident rather than after a series of incidents using the Disruptive Behavior Procedure.** Students are responsible for reading the Student Code of Conduct and reviewing the consequences of violating the code.

**Student Grievance Procedure**

The faculty and staff at Durham Technical Community College attempt, in good faith, to resolve complaints and problems as they arise. However, if a matter remains unresolved, the purpose of the student grievance procedure is to provide a system to resolve student complaints against faculty and staff. The procedure described [here](#) applies to all student complaints, including, but not limited to, academic issues, student services or administrative concerns, or matters involving any form of discrimination or harassment. Grievances involving academic issues are limited to final course grades and satisfactory completion of instructional program requirements.

**Cancellation of Classes**
Only the President or his designee may cancel classes for institutional reasons such as inclement weather or other emergencies. Instructors should generally not cancel a class unless absolutely necessary. Instructors should meet classes on time and remain for the full meeting time.

**Inclement Weather Policy**

In the event of hazardous weather, Durham Technical Community College will communicate a decision to delay opening or to close the college in these ways:

- An announcement on the Durham Tech website (www.durhamtech.edu)
- Announcements on the following local media outlets:
  - **Television**: FOX 22, WTVD, WRAL, WNCN, News Channel 14, and WUVC-TV Univision
  - **Radio Stations**: WRAL (101.5 FM), WRDU (106.1 FM), WUNC (91.5 FM), and WCHL (1360 AM)
- An announcement on the college’s main telephone number: 919-536-7200

Please also note that the college will not announce a decision to remain open. We will only announce decisions to open on a delayed basis or to close the college.

If classes on the Main Campus are cancelled, classes will also be cancelled at all other college locations. From time to time, however, the college may cancel operations at a remote location and still operate on the Main Campus.

To the extent possible, we will make a decision to remain open or to close by 6 p.m. the night before the anticipated weather event. We will also make a decision regarding evening operations by 3 p.m. the day of the weather event. Any additional changes about the college’s schedule will be posted on Durham Tech’s website as decisions are made. The message system on the college's number, 919-536-7200, will also be updated with any closure or delay information.

Please realize, however, that inclement weather can occur at any time; thus, timetables regarding decisions to remain open or to close are flexible. Division heads should develop plans for notifying employees under their supervision about decisions to close or delay opening the college in cases of inclement weather. Employees who do not report for work when the college is open should report the time missed as annual leave.
Rescheduling Canceled Classes

State law requires each class to meet for the scheduled number of contact hours. When a class is canceled for whatever reason, the instructor must modify the course syllabus to allow for the makeup of missed instructional hours. **In certain instances, additional days at the end of each semester may be designated as makeup days, or Faculty Work Days during the semester may be designated as makeup days.**

Options for making up missed canceled classes include:

- Adjusting your syllabus by adding independent study assignments to ensure that certain crucial material is addressed;
- Organizing field trips for times other than your class’s regularly scheduled meeting time;
- Using the course website to cover content that must be addressed; and/or
- Adding ten minutes to the beginning or ending of several class sessions until you have accounted for the missed class time.

As necessary, additional instructions, including any additional required documentation, will be provided by the Vice President and Chief Instructional and Student Services officer.

Employee/Instructor Absence

When an employee cannot report to work due to illness, accident, or other extenuating circumstances, he or she should notify the immediate supervisor. If the absent employee is an instructor, the immediate supervisor should make a reasonable effort to have another instructor cover the class, if feasible. If class coverage is not possible, the supervisor should meet the absent instructor’s class to inform students and to notify them of when the class is expected to resume. **Also, the supervisor should take class attendance and make an assignment, if practical. A class cancellation notice should be placed on the classroom door. For evening classes, the Evening Coordinator must also be notified of any class cancellations.**

When annual leave is requested during days of instruction, instructors are to submit to their supervisor a Make-up Content form of how the day’s course material is to be covered in their absence or at a makeup session.
Class Schedules

Program Directors and Discipline Chairs are responsible for developing, modifying, and maintaining the schedule of classes under their area of responsibility. The collected schedules of all programs and disciplines constitute the Master Class Schedule.

The Master Class Schedule is the college’s official publication of each term’s course offerings. The Vice President and Chief Instructional and Student Services Officer, the Executive Dean, and the Schedule Coordinator>Data Manager coordinate the development of the curriculum class schedule. A draft of the schedule is reviewed by the Vice President, who, after consulting with the appropriate Dean, determines if any adjustments will be made.

In preparing the Master Class Schedule, the Program Director or Discipline Chair should refer to his or her plan of study to ensure that offerings are consistent with that plan.

Basic Assumptions in Scheduling

The following basic assumptions for scheduling should be considered in revising the Master Class Schedule:

- For each full-time student beginning a program of study in the first term of the plan of study, the college will ensure that at least one section of each required course is offered during the term specified in the program of study. Adequate elective courses will also be available.

- The full-time student beginning study in the first term specified on the plan of study with no transfer credit and no developmental education course requirement will be able to develop a full class schedule each semester if he or she follows the plan of study.

- The college generally will not cancel required courses that are scheduled in the terms specified on the program plan of study if full-time, on-track students are enrolled.

- For purposes of course sequences, the college will consider the summer term as the third and sixth semesters of the program plans of study (unless the program’s sequence of courses begins in spring semester or summer term).

- The college will address the needs of program students who have not followed the course sequence listed on the plan of study by offering courses
or additional sections of courses based on an analysis of enrollment from preceding semesters, analysis of the college budget, and availability of instructors.

- **Course substitutions for on-track students should be kept to a minimum.**

- Program Directors and Discipline Chairs should work closely with one another to ensure maximum efficiency in scheduling courses required in multiple programs. Department Heads will ensure close coordination between departments to ensure maximum efficiency in the use of the same courses and sections, particularly in the scheduling of required common general education courses.

**Course Scheduling Change Forms**

The course scheduling change forms, available under [College Forms](#), are used by the Program Director (or Discipline Chair) for all changes to the Master Class Schedule. Changes, additions, and deletions must be approved by the appropriate Department Head and the Vice President.