

# Adjunct Faculty Guidebook



**MUSKEGON COMMUNITY COLLEGE**

# Welcome

*We are delighted to welcome you to our faculty community! As an adjunct faculty member, you bring valuable professional experience, expertise, and perspectives that enrich our students' learning and strengthen our academic community.*

*This handbook is designed to provide you with the information, resources, and guidance you need to get started and feel supported in your role. It includes important policies and procedures, instructional expectations, campus resources, and practical information to help you navigate your responsibilities with confidence.*

*We recognize that adjunct faculty balance teaching with many other professional and personal commitments. We appreciate the time, energy, and expertise you dedicate to our students. Your contributions are an important part of Muskegon Community College's commitment to student success and academic excellence.*

*Thank you for joining our team. We look forward to working with you and supporting you throughout your time with us. **Welcome—we are glad you are here!***

*Best,*

*Tucker*

Tucker Brown, Ph.D.  
Provost and Chief Student Services Officer  
Muskegon Community College

## **TABLE OF CONTENTS**

|                                                         |    |
|---------------------------------------------------------|----|
| IMPORTANT DATES                                         | 6  |
| CONTACTS                                                | 7  |
| ADJUNCT FACULTY DEFINITION                              | 8  |
| AVAILABLE SERVICES                                      | 8  |
| Office of Information Services                          | 8  |
| Media Services                                          | 8  |
| Academic Support                                        | 9  |
| Tutoring Center                                         | 9  |
| Disability Support Services                             | 9  |
| Testing Center                                          | 10 |
| Bookstore                                               | 10 |
| Well-being                                              | 10 |
| Computer Labs / Classrooms                              | 11 |
| Lost and Found                                          | 11 |
| Hendrik Meijer Library / Information Technology Center  | 12 |
| Copy Center                                             | 13 |
| Center for Teaching and Learning (CTL)                  | 13 |
| Department Support                                      | 14 |
| BEFORE CLASSES BEGIN                                    | 14 |
| Confidentiality of Student Records                      | 14 |
| Campus Mailbox / Email                                  | 15 |
| Photo Identification Name Badges                        | 16 |
| Office Keys and Security                                | 16 |
| Materials for your Class                                | 16 |
| Blackboard Access for your Class                        | 16 |
| Preparing your Class Syllabus                           | 17 |
| COLLEGE POLICIES AND LEGAL RESPONSIBILITIES FOR FACULTY | 18 |
| Non-Discrimination and Harassment                       | 18 |
| Employee Responsibilities Under Title IX                | 19 |
| Statement on Professional Ethics                        | 19 |
| Code of Conduct                                         | 20 |

|                                                               |    |
|---------------------------------------------------------------|----|
| FIRST CLASS MEETING                                           | 21 |
| Adding a Student                                              | 23 |
| Class Breaks                                                  | 23 |
| Prerequisites / Co-requisites                                 | 23 |
| FIRST WEEK OF CLASS                                           | 24 |
| Drop and Add Period                                           | 24 |
| Faculty Load Report                                           | 24 |
| Students with Special Needs                                   | 24 |
| DURING THE SEMESTER                                           | 25 |
| Grade Books / Keeping Grades                                  | 25 |
| Writing Assignments and Examinations                          | 25 |
| Academic Dishonesty                                           | 25 |
| Artificial Intelligence                                       | 25 |
| Plagiarism                                                    | 26 |
| Withdrawals (Dropping a student from a class)                 | 26 |
| Audit versus Credit                                           | 26 |
| Accelerated Classes                                           | 26 |
| Midterm / Final Grades                                        | 26 |
| Evaluations                                                   | 27 |
| Staff Development                                             | 27 |
| Canceling a Class Due to Illness or Emergency                 | 27 |
| Substitute Employment and Absences                            | 27 |
| Holding Class at Another Location                             | 28 |
| Student Dispute Procedure                                     | 28 |
| Classroom Emergencies                                         | 28 |
| Emergency Evacuations/Fire Alarms/Shelter In Place - Lockdown | 28 |
| THE LAST WEEK OF CLASS...AND BEYOND                           | 29 |
| Final Exams                                                   | 29 |
| Final Grades                                                  | 29 |
| Incomplete Grade                                              | 29 |
| Grade Changes                                                 | 29 |
| SECURITY AND SAFETY                                           | 29 |
| Security                                                      | 29 |
| Emergency Information                                         | 29 |
| Postponement/Cancellation of Class due to Inclement Weather   | 30 |

|                                                                    |        |
|--------------------------------------------------------------------|--------|
| Ideas for making up “lost” class time due to weather cancellation: | 30     |
| Heating and Cooling                                                | 30     |
| GENERAL INFORMATION                                                | 30     |
| On-Campus Phones                                                   | 30     |
| Paychecks                                                          | 31     |
| Compensation Increases                                             | 31     |
| Taking Over A Course                                               | 31     |
| Employment at Will                                                 | 31     |
| Retirement Deductions                                              | 32     |
| Mileage                                                            | 32     |
| Adjunct Tuition Discount                                           | 32     |
| Earned Sick Time Act (ESTA)                                        | 32     |
| Applying for Other Positions                                       | 32     |
| <br>A-1 Instructor Permission and Drop Add Form                    | <br>33 |
| <br>A-3 Inclement Weather Procedures                               | <br>34 |
| <br>A-4 Report of On-Campus Injury                                 | <br>35 |
| <br>A-5 Request for Grade Change/Correction                        | <br>36 |
| <br>A-6 Compensation by Contact Hour                               | <br>37 |
| <br>A-7 Emergency Information                                      | <br>38 |
| <br>A-8 Faculty / Staff Quick Resource Guide                       | <br>39 |
| <br>A-9 Faculty / Staff Quick Resource Guide                       | <br>40 |
| <br>ADJUNCT FACULTY PAY SCHEDULE                                   |        |

## **IMPORTANT DATES**

|                                       |                                                         |
|---------------------------------------|---------------------------------------------------------|
| <b>FALL 2026</b>                      |                                                         |
| Faculty Seminar Days                  | August 19 - 20 (Wednesday-Thursday)                     |
| Fall Classes Begin                    | August 24 (Monday)                                      |
| Labor Day Break                       | September 7 – 8 (Monday – Tuesday) <b>No Classes</b>    |
| Fall Classes Continue                 | September 9 (Wednesday) – November 24 (Tuesday)         |
| Thanksgiving Break                    | November 25 – 29 (Wednesday – Sunday) <b>No Classes</b> |
| Fall Classes Continue                 | November 30 – December 5 (Monday – Saturday)            |
| Final Exam Days                       | December 7 – 12 (Monday – Saturday)                     |
| Final Grades Due                      | December 16 (Wednesday) by 10:00 a.m.                   |
| <b>WINTER SEMESTER 2027</b>           |                                                         |
| Faculty Seminar Days                  | January 7 – 8 (Thursday - Friday)                       |
| Winter Classes Begin                  | January 11 (Monday)                                     |
| Dr. Martin Luther King Day            | January 18 (Monday) <b>No Classes</b>                   |
| Winter Classes Continue               | January 19 (Tuesday) – February 28 (Sunday)             |
| Mid-Semester Vacation                 | March 1 (Monday) – March 7 (Sunday)                     |
| Winter Classes Continue               | March 8 (Monday) – March 26 (Friday)                    |
| Half-Day                              | March 26 (Friday) <b>No Classes after 12:00 pm</b>      |
| Winter Classes Continue               | March 27 (Saturday) – April 26 (Monday)                 |
| Final Exam Days                       | April 27 (Tuesday) – May 3 (Monday)                     |
| Commencement                          | TBA                                                     |
| Final Grades Due                      | May 6 (Thursday) by 10:00 a.m.                          |
| <b>SUMMER SESSION 2027 (12 Weeks)</b> |                                                         |
| Summer Classes Begin                  | May 17 (Monday)                                         |
| Memorial Day                          | May 31 (Monday) <b>No Classes</b>                       |
| Summer Classes Continue               | June 1 (Tuesday) – July 2 (Friday)                      |
| Independence Day                      | July 3 (Saturday) - July 5 (Monday) <b>No Classes</b>   |
| Summer Classes Continue               | July 6 (Tuesday) – August 9 (Monday)                    |
| Final Grades Due                      | August 12 (Thursday) by 10:00 a.m.                      |

## **CONTACTS**

|                                       |                                                                                          |                |
|---------------------------------------|------------------------------------------------------------------------------------------|----------------|
| Academic Affairs                      | <a href="mailto:Lori.Haggerty@muskegoncc.edu">Lori.Haggerty@muskegoncc.edu</a>           | 231-777-0254   |
| Athletics                             | <a href="mailto:Tonya.Letner@muskegoncc.edu">Tonya.Letner@muskegoncc.edu</a>             | 231-777-0674   |
| Bookstore                             | <a href="mailto:Kim.Oakes@muskegoncc.edu">Kim.Oakes@muskegoncc.edu</a>                   | 231-777-0235   |
| Campus Security                       | <a href="mailto:Security.Office@muskegoncc.edu">Security.Office@muskegoncc.edu</a>       | 231-777-0545   |
| Dean of Instruction                   | <a href="mailto:Edward.Breitenbach@muskegoncc.edu">Edward.Breitenbach@muskegoncc.edu</a> | 231-777-0526   |
| Disability Services                   | <a href="mailto:Donella.Cooper@muskegoncc.edu">Donella.Cooper@muskegoncc.edu</a>         | 231-777-0404   |
| Extension Center                      | <a href="mailto:Cheryl.Flannery@muskegoncc.edu">Cheryl.Flannery@muskegoncc.edu</a>       | 231-777-0308   |
| CTL Coordinator                       | <a href="mailto:Megan.Lockard@muskegoncc.edu">Megan.Lockard@muskegoncc.edu</a>           | 231-777-0214   |
| Instructional Support Specialist      | <a href="mailto:Elliot.Lassitter@muskegoncc.edu">Elliot.Lassitter@muskegoncc.edu</a>     | 231-777-0424   |
| Blackboard or Simple Syllabus Support | <a href="mailto:BBSupport@muskegoncc.edu">BBSupport@muskegoncc.edu</a>                   |                |
| Human Resources                       | <a href="mailto:Kristine.Anderson@muskegoncc.edu">Kristine.Anderson@muskegoncc.edu</a>   | 231-777-0447   |
| President                             | <a href="mailto:John.Selmon@muskegoncc.edu">John.Selmon@muskegoncc.edu</a>               | 231-777-0303   |
| Printing Services                     | <a href="mailto:Allison.Cooper@muskegoncc.edu">Allison.Cooper@muskegoncc.edu</a>         | 231-777-0647   |
| Registration                          | <a href="mailto:Registration@muskegoncc.edu">Registration@muskegoncc.edu</a>             | 231-777-0240   |
| Student Services                      | <a href="mailto:Patti.Davignon@muskegoncc.edu">Patti.Davignon@muskegoncc.edu</a>         | 231-777-0328   |
| Switchboard                           |                                                                                          | 231-773-9131   |
| Information Technology Support        | <a href="mailto:Helpdesk@muskegoncc.edu">Helpdesk@muskegoncc.edu</a>                     | 231-777-0351   |
| After Hours Tech Support              | <a href="mailto:Helpdesk@muskegoncc.edu">Helpdesk@muskegoncc.edu</a>                     | 1-866-718-5170 |

## **ADJUNCT FACULTY DEFINITION**

Adjunct faculty are temporary faculty members appointed to teach one (1) or more course(s) in a single academic term/semester. An adjunct may teach up to 24 contact hours per year and a limit of no more than 12 contact hours per semester with no assurance of teaching from one semester to the next.

The combination of teaching and other assignments (committee participation hours, curriculum/text review hours, etc.) will be limited to a total no greater than 28 hours per week, while also staying within the above semester and annual contact hour limits.

Adjunct faculty members are at will employees and there is no guarantee of continued employment from semester to semester.



## **AVAILABLE SERVICES**

There are a number of services and tools available for teaching and learning on campus.

### **Office of Information Services**

OIT is located in Room 1031 across from the Testing Center. If you have trouble with your MCC email, on-campus computers or media equipment such as classroom projectors, smart boards, or audio, please contact the MCC Help Desk by phone (231-777-0351), or send email to [helpdesk@muskegoncc.edu](mailto:helpdesk@muskegoncc.edu). For priority issues affecting classes and students during off-hours or the weekends, additional help is available: call **1.866.718.5170**.

### **Media Services**

Media Services is coordinated by Auxiliary Services. They can provide the equipment you need for audio/visual, photographic, and interactive multimedia instruction in your classroom (if not already there). If you need training on this equipment, contact the IT Help Desk (x7351). It is necessary to schedule equipment in advance. You can do this one of two ways:

1. Call 231-777-0319
2. Notify your Department Support of your media needs



## Academic Support

Academic Support (231-777-0392) is located in Room 3081, which is located on the 3<sup>rd</sup> floor of the main campus. It offers credit classes in writing, math, reading, and study skills. Academic Support provides educational courses and educational resources intended to help MCC students improve their study habits as well as their academic skills in math, reading and writing.

## Tutoring Center



Students are entitled to tutoring for each class they take. They may sign up for tutors (or apply to become a tutor) online. You and your students should familiarize yourselves with the resources and information on the Tutoring Center website, available on the MyMCC homepage under the “Student Services” tab. Blackboard has a NET TUTOR link in tools. The Tutoring Center is in Room 3081, or through the MyMCC portal page at [MCC Tutoring Center](#).

## Disability Support Services

At Muskegon Community College, the Disability Support Services (DSS) provides assistance to all qualified students with documented disabilities, whether they are physical, psychological or educational. The Americans with Disabilities Act (ADA) of 1990, as amended (ADAAA) of 2008, and Section 504 of the Rehabilitation Act of 1973 require that accommodations are developed in a dialogue between the student with a disability and the institution.

It is important to note:

- *All accommodations must be filtered through the DSS office.* Therefore, if a student in your course self-identifies as a person with a disability or pregnancy, please immediately refer them to our office. By law you may not ask for documentation regarding their disability or provide accommodation requests without approval of the DSS office.
- If you have concerns about an accommodation or have a student in your course that you feel may qualify for services, please contact the DSS office directly; do not approach the student and ask if they have a disability or suggest that a student has a particular disability.

- The Disability Support Services (DSS) office is located in Room 2046. Please don't hesitate to contact the DSS office at any time at: phone: (231): 777-0309, e-mail: [mccdss@muskegoncc.edu](mailto:mccdss@muskegoncc.edu)

### Testing Center

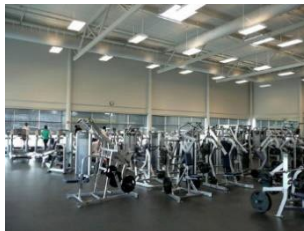
The Testing Center in Room 1032 is available to proctor make-up tests for your students. Additional information can be found on the MyMCC homepage by clicking on Academics/[Testing Center](#).



Before you send a student in to take a test, you must complete a cover sheet that includes any special instructions, time limits, calculator use, etc. for the test. Students **must** make an appointment to take the test. They must bring a picture ID and their own Scantron sheet (if needed) to the Testing Center. Contact the Testing Center at 231-777-0394 for more information. Email: [TestingCenter@muskegoncc.edu](mailto:TestingCenter@muskegoncc.edu) or through the MyMCC link at [MCC Testing Center](#)

### Bookstore

The MCC Bookstore, managed by Barnes and Noble, has all texts and supplies for your students including exam bluebooks and Scantron sheets. They also have current magazines, bestsellers, and MCC gift items. They can special order books and supplies. The bookstore may be reached at 231-777-0235. As an employee you are eligible for a 10% discount on most items.



### Well-being

We care about your well-being and offer a number of resources to support you! Exercise facilities are available for faculty and staff use at the Health and Wellness Center (HWC) for FREE! Treadmills, bikes, rowing machines, elliptical riders and weightlifting equipment are available. You must show your current MCC ID card to use the equipment. Facility hours are posted on the [Health and Wellness Center](#) page of the MCC website. Sign up your family members for a HWC enrichment course and they can join you.

Muskegon Community College cares about your health and well-being. Our Employee Assistance Program or (EAP) services are offered through Ulliance and are available to assist you in overcoming barriers or challenges in your life. The resources and services provide support in almost any area including anxiety, relationships, drug/alcohol use, depression, parenting, caring for aging parents, loved ones or other situations. These resources may be accessed by contacting 1.800.448.8326. A number of visits are offered for free. On the [Ulliance](#) website, you can find many free resources including articles for general health and well-being. Contact Human Resources with additional questions at 231-777-0350 or [mccofficeofhumanresources@muskegoncc.edu](mailto:mccofficeofhumanresources@muskegoncc.edu)

### **Computer Labs / Classrooms**

Computers and printers for students' and public use are located in the Library. The library also has several computer labs that may be reserved. Other computer classrooms allow an instructor and 16 – 32 students an opportunity for computer-based instruction. Use of these rooms may be arranged by contacting Conference & Catering at 231-777-0587.



### **Lost and Found**

The MCC Security Office, located in the Stevenson Lobby, is headquarters for lost and found items. Phone number is 231-777-0545 or night 231-557-5648 Email: [Security.Office@muskegoncc.edu](mailto:Security.Office@muskegoncc.edu)



### **Hendrik Meijer Library / Information Technology Center**

Hendrik Meijer Library has a wealth of resources to help students, faculty and public patrons. Students will find easily accessible database resources which include information from:

- scholarly books
- academic journals
- subject specific magazines
- world class newspapers

Students may schedule a virtual appointment with a librarian for assistance with their research at [library@muskegoncc.edu](mailto:library@muskegoncc.edu).

Faculty may:

- schedule a library information session for their students and/or request library tutorial videos created for their classes
- request a tour of the library
- place materials on reserve for their classes
- receive assistance with copyright and open educational resource (OER) questions

All Patrons (in good standing) may:

- Obtain a library card
- Access Muskegon Community College's wireless service (login information is available in the library)
- Use computers in the Library (login information is available in the library)
- Access the library's database collection when using a computer in the Library or Information Commons
- Check out books (must have a library card)
- Request books and other materials through InterLibraryLoan (must have a library card)

To contact the library, call 231-777-0326 or email [library@muskegoncc.edu](mailto:library@muskegoncc.edu)

**Copy Center**

The Copy Center in Room 1355 is our main source for copying large quantities (20 or more).

Requests for copies are usually done through your Department Support. Remember to provide ample time (at least 24 hours) for copying, especially during peak times at the start and end of the semester. The Copy Center can also provide copies on colored paper, binding, and a variety of other services. Contact your Department Support or the Copy Center at 231-777-0670 if you have special requirements. Look for updates on the [Copy Center Page](#)

**Center for Teaching and Learning (CTL)**

The CTL is a resource, support center, and lounge for all faculty members. It is located in Room 2020 of the main campus building. The CTL provides opportunities for faculty development and training.

Training is offered for faculty to learn various software and tools for teaching, including Blackboard. One-on-one support is also available by appointment. If you need advice on how to improve your teaching, create assessments, handle unusual classroom situations, find resources available to instructors, or just need to talk about your work here at MCC, please feel free to contact [bbsupport@muskegoncc.edu](mailto:bbsupport@muskegoncc.edu).

For Blackboard related issues, additions or troubleshooting email [bbsupport@muskegoncc.edu](mailto:bbsupport@muskegoncc.edu) or Elliot Lassitter (777-0424).

## **Department Support**

Your Department Support person is a very valuable resource for faculty at MCC. They provide a variety of clerical support services. Check with your Department Chair to determine which services are available.

|                       |                                                                                        |              |
|-----------------------|----------------------------------------------------------------------------------------|--------------|
| Academic Support      | <a href="mailto:Jennifer.Symons@muskegoncc.edu">Jennifer.Symons@muskegoncc.edu</a>     | 231-777-0392 |
| Allied Health         | <a href="mailto:Chris.nowak@muskegoncc.edu">Chris.nowak@muskegoncc.edu</a>             | 231-777-0231 |
| Applied Technologies  | <a href="mailto:Tammisha.Morris@muskegoncc.edu">Tammisha.Morris@muskegoncc.edu</a>     | 231-777-0333 |
| Arts & Humanities     | <a href="mailto:Melissa.Davidson@muskegoncc.edu">Melissa.Davidson@muskegoncc.edu</a>   | 231-777-0385 |
| Athletics             |                                                                                        | 231-777-0381 |
| Business              | <a href="mailto:Dequecha.crews@muskegoncc.edu">Dequecha.crews@muskegoncc.edu</a>       | 231-777-0378 |
| Counseling            | <a href="mailto:Kellie.Rachow@muskegoncc.edu">Kellie.Rachow@muskegoncc.edu</a>         | 231-777-0401 |
| English               | <a href="mailto:Kelli.loughrige@muskegoncc.edu">Kelli.loughrige@muskegoncc.edu</a>     | 231-777-0371 |
| Library/HPER          | <a href="mailto:Brianna.Humphreys@muskegoncc.edu">Brianna.Humphreys@muskegoncc.edu</a> | 231-777-0385 |
| Life Science          | <a href="mailto:Kristin.Hepfer@muskegoncc.edu">Kristin.Hepfer@muskegoncc.edu</a>       | 231-777-0273 |
| Math/Physical Science | <a href="mailto:Tamera.Owens@muskegoncc.edu">Tamera.Owens@muskegoncc.edu</a>           | 231-777-0289 |
| Nursing               | <a href="mailto:Jodie.Leonard@muskegoncc.edu">Jodie.Leonard@muskegoncc.edu</a>         | 231-777-0281 |
| Social Science        | <a href="mailto:Tamera.Owens@muskegoncc.edu">Tamera.Owens@muskegoncc.edu</a>           | 231-777-0378 |
| Student Services      | <a href="mailto:Julie.harrell@muskegoncc.edu">Julie.harrell@muskegoncc.edu</a>         | 231-777-0491 |

## **BEFORE CLASSES BEGIN**

Faculty are required to maintain confidentiality of student records and information.

### **Confidentiality of Student Records**

To be in compliance with the Family Educational Rights and Privacy Act (FERPA), you must keep all student records confidential and only make them available to the student. Under FERPA, parental and third party access to student records is only permitted in limited cases. All requests for student information from ANYONE other than the student should be referred to the Office of the Registrar.

**FERPA**  
Family Educational  
Rights and Privacy Act



To avoid violations of FERPA rules, DO NOT:

- At any time use the entire Student ID Number.
- Do not post student grades.
- Link the name of a student with that student's ID number in any public manner.
- Leave graded tests in a stack for students to pick up by sorting through the papers of all students.
- Circulate a printed class list with student name and student ID number or grades as an attendance roster.
- Discuss the progress of any student with anyone (including parents) other than the student without the written consent of the student.
- Provide anyone with lists of students enrolled in your classes (outside of MCC) for any purpose.
- Provide anyone with student schedules or assist anyone other than college employees in finding a student on campus.

**Campus Mailbox / Email**

All faculty members have an on-campus mailbox; contact your Department/Program Department Support for the location. This is where you will find official communications, notices from your Chairperson / Coordinator and notes from your students. Check your mailbox often! If you are teaching off campus, contact your Department Support to arrange for getting mail to you.

All faculty members must use their MCC email address when corresponding with students and other MCC team members. The email address will be available through our campus server (firstname.lastname@muskegoncc.edu). Important information will be sent by the school and your students to your MCC email address so *check it often*. You may access your email off campus through MyMCC – [mymcc.muskegoncc.edu](http://mymcc.muskegoncc.edu) or if MyMCC is down Outlook.com and use your MCC credentials to log in. If you do not know your password, call the Helpdesk at 231-777-0351 or their after hours number 866-718-5170.

**Photo Identification Name Badges**

Each MCC employee is required to wear a photo ID name badge at all times while on campus. Email HR at [mccofficeofhumanresources@muskegoncc.edu](mailto:mccofficeofhumanresources@muskegoncc.edu) if you need a badge.

**Office Keys and Security**

Faculty will be issued keys for the offices or rooms where they will be meeting students. Ask your Chairperson / Coordinator or your Department Support for your key(s). It is important that you lock any office doors when you leave. Do not lend your keys to any unauthorized persons. Report lost keys immediately at 231-777-0318. At the end of the semester return classroom keys after the last day of classes, as you may not be teaching in the same classroom in the future.

**Materials for your Class**

Your Chairperson / Coordinator should provide you with the textbook and any other necessary materials for your class. You will also be given a copy of the Departmental Course Syllabus or a sample syllabus for your course. Supplies (such as markers, grade books, paper, etc.) are available from your Departmental / Program Support. Be sure to contact the MCC Bookstore to verify that they have the correct book for your students to purchase for your course.

**Blackboard Access for your Class**

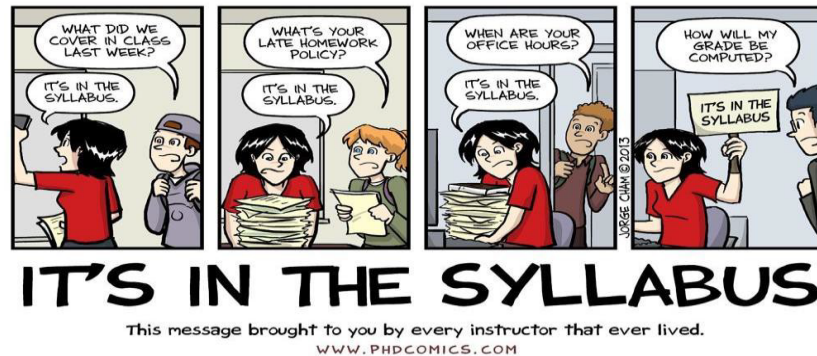
Each student has access to Blackboard, our online learning management system (LMS). All classes have a Blackboard course shell assigned. Instructors use Blackboard to teach their online classes and support their face-to-face classes. All faculty – even those teaching on-campus classes – must use blackboard to link their Simple Syllabus and post grades to the Gradebook.

Logins and password are the same as accessing MyMCC. If you have difficulty accessing Blackboard or need training, contact Elliot Lassitter, the Instructional Support Specialist, at 231-777-0424 or email [mccbbsupport@muskegoncc.edu](mailto:mccbbsupport@muskegoncc.edu).

If you need help with course design or curriculum alignment, contact Meg Lockard, Coordinator for the CTL/Instructional Designer, at [megan.lockard@muskegoncc.edu](mailto:megan.lockard@muskegoncc.edu).



## Preparing your Class Syllabus



MCC uses a 3rd party plug in to our LMS (Blackboard) called Simple Syllabus. This link can be renamed in the LMS to suit the instructor preferences. However, the link must be available for students to access it.

Some of the fields are editable, some are not. Editable fields allow for each instructor to enter course relevant content and each syllabus. Non-editable content are set at the administrative level.

Fields the instructor chooses to make private are only hidden from those not directly enrolled in the course

### Sample Syllabi:

**ENG 102 F07H**  
Edward Breitenbach

2022FA

English Composition

**Muskegon Community College**

ENG102-F07H English Composition

3.0 credit hours (3) - 3 contact hours (3)  
MCC Meeting Days & Times: ENG102-12/06/2022 Hybrid Tuesday 09:00PM - 07:00PM, Main Building, Room 1007

**Catalog Description**

3.0 Cr. Hrs. 3 Contact Hrs. A course in which the student will develop the ability to interpret and criticize a variety of literary forms, especially fiction, drama and poetry. Students will discuss these works and write critical essays.

**Prerequisites or Co-requisites**

Prereq: ENG 101, Minimum grade C- or better.

**Course Objectives**

The student will be able to:

- Course Objectives: The successful student will: 1. Read with an understanding of the author's or writer's purpose and comprehension of the main theme(s) of a particular literary work. 2. Read with recognition of the basic elements of fiction such as, but not limited to, plot, characters, setting, theme, point of view, symbolism, irony, and etc. 3. Describe the psychological and ethical complexities of relationships among people through analysis of characters as represented in literature. 4. Demonstrate an understanding of the various approaches to interpreting a work of fiction. 5. Interpret particular literary works supported by evidence from the work itself. 6. Share interpretations with others in class.

View

Print

Share

**BUS 263 F01H**  
Christopher VanOosterhout

2022FA

Advertising Dynamics

**Muskegon Community College**

BUS263-F01H Advertising Dynamics

3.0 credit hours (3) - 3 contact hours (3)  
MCC Meeting Days & Times: BUS263-12/06/2022 Hybrid Wednesday 12:00PM - 03:00PM, Online, Room 1007

**Catalog Description**

3.0 Cr. Hrs. 3 Contact Hrs. Through case, this course presents methods and techniques in modern advertising strategy, providing information to prepare an overall advertising campaign including selection of media, copywriting and advertising decision making.

**Prerequisites or Co-requisites**

None/REQ

**Course Objectives**

The student will be able to:

- Define advertising and differentiate it from other forms of marketing communication.
- Identify and explain the economic, social, ethical, and legal issues advertising must consider.
- Introduce the people and groups who create, produce, and place advertising.

View

Print

Share

**CIS 110 F04X**  
Barbara Landes

2022FA

Computer Concepts

**Muskegon Community College**

CIS110-F04X Computer Concepts

3.0 credit hours (3) - 3 contact hours (3)  
MCC Meeting Days & Times: CIS110-12/06/2022 Hybrid Thursday 08:00PM - 08:00PM, Online, Room 1007

**Catalog Description**

3.0 Cr. Hrs. 3 Contact Hrs. A survey course in computer concepts and applications associated with the current generation of computer technology. It includes technological trends and the potential impact computers have on careers and lifestyles. Also discussed: Computer Concepts also provides hands-on work with computers through the introduction of commonly used application packages (word processing, electronic spreadsheets, presentation graphics, image editing, and Internet browsing software) within the software operating environment. Students interested in business applications and the introduction to computer programming should enroll in CIS 100A Introduction to Computer Information Systems.

**Prerequisites or Co-requisites**

Prereq: Ready to Succeed

**Course Objectives**

The student will be able to:

- Identify computer types along with suitability and limitation to applications.
- Produce basic electronic documents (word, spreadsheet, database and presentation).

View

Print

Share

### Syllabus Content Suggestions:

1. A schedule of topics covered in class
2. Dates for quizzes and exams

3. Due dates for reports, etc.
4. Your policy for making up missed examinations and/or classes
5. Your policy on late work
6. Your policy on keeping papers after class has ended
7. Information on accessing grades or other information via Blackboard, if relevant
8. Your policy on use of cell phones and/or laptops during class time.
9. Any other information students may need to successfully complete the class.

**NOTES:**

1. It is not required that you put your home address, home phone number, and/or personal email address on your syllabus. If you wish to be contacted at home or through another off-campus number, you *may* include that number in your syllabus. Otherwise, you can refer students to the Department / Program Support person who will take messages for you. The Department Support will not give out your home phone number to students without your permission. Let your Department Support know the preferred way to contact you in case of an emergency.
2. Office hours provide valuable out of class contact between instructors and students and have supported successful student outcomes. Typically, for adjunct faculty, office hours are held before or after class. Office hours should be defined in your syllabus.

## **COLLEGE POLICIES AND LEGAL RESPONSIBILITIES FOR FACULTY**

### **Non-Discrimination and Harassment**

Muskegon Community College (MCC) is committed to sustaining a healthy learning and working community environment that recognizes the value of each individual and advances a safe, pleasant and respectful culture for all free from prohibited discrimination and harassment. It is the policy of Muskegon Community College to provide equal opportunities and not discriminate in enrollment, education, employment, public accommodations, activities, or services. MCC is an equal opportunity employer. MCC does not discriminate on the basis of race, color, religion, sex, national origin, marital status, sexual orientation, gender identity, transgender status, political persuasion, disability, height, weight, veteran status, age or any other protected class. Minorities, women, veterans, and the physically challenged are encouraged to apply. Anyone with a disability will be reasonably accommodated by the College. If you have a disability and need an accommodation or assistance in applying for a position, please contact the Human Resources Office.

## Employee Responsibilities Under Title IX

Full Policy Link [here](#).

If someone discloses an incident of sexual misconduct to you, including sexual assault, stalking, dating or domestic violence, or sexual harassment, please take the following steps:

### Safety

- Confirm the persons' safety. If they are not safe, help them create a plan to get to a safe place. Call 911 if needed.
- Provide non-judgmental support. Avoid questions that suggest blame or show doubt. (Don't say... you should have... or why didn't you...)
- Respond with compassion and sensitivity.

### Explain Reporting

- You are a mandatory reporter. Explain **your** obligation to report the information – example of response:  
*"Before you go any further, I need to let you know that I want to support you and that I can keep this private, but I am required to tell the Title IX Coordinator/Deputy Coordinator about this type of issue. If you want to talk to someone confidentially, you can talk to someone in our Counseling Department."*



Care Report

Report by using the button on the MyMCC Page.

For more information, please go to our Title IX page from the main MCC webpage or you may click onto the link [here](#).

## Statement on Professional Ethics

1. Professors, guided by a deep conviction of the worth and dignity of the advancement of knowledge, recognize the special responsibilities placed upon them. Their primary responsibility to their subject is to seek and to state the truth as they see it. To this end professors devote their energies to developing and improving their scholarly competence. They accept the obligation to exercise critical self-discipline and judgment in using, extending, and transmitting knowledge. They practice intellectual honesty. Although professors may follow subsidiary interests, these interests must never seriously hamper or compromise their freedom of inquiry.
2. As teachers, professors encourage the free pursuit of learning in their students. They hold before them the best scholarly and ethical standards of their discipline. Professors demonstrate respect for students as individuals and adhere to their proper roles as intellectual guides and counselors. Professors make every reasonable effort to foster honest academic conduct and to ensure that their evaluations of students reflect each student's true merit. They respect the confidential nature of the relationship between professor and student. They avoid any exploitation, harassment, or discriminatory treatment of students. They acknowledge significant academic or scholarly assistance from them. They

- protect their academic freedom.
3. As colleagues, professors have obligations that derive from common membership in the community of scholars. Professors do not discriminate against or harass colleagues. They respect and defend the free inquiry of associates, even when it leads to findings and conclusions that differ from their own. Professors acknowledge academic debt and strive to be objective in their professional judgment of colleagues. Professors accept their share of faculty responsibilities for the governance of their institution.
  4. As members of an academic institution, professors seek above all to be effective teachers and scholars. Although professors observe the stated regulations of the institution, provided the regulations do not contravene academic freedom, they maintain their right to criticize and seek revision. Professors give due regard to their paramount responsibilities within their institution in determining the amount and character of work done outside it. When considering the interruption or termination of their service, professors recognize the effect of their decision upon the program of the institution and give due notice of their intentions.
  5. As members of their community, professors have the rights and obligations of other citizens. Professors measure the urgency of these obligations in the light of their responsibilities to their subject, to their students, to their profession, and to their institution. When they speak or act as private persons, they avoid creating the impression of speaking or acting for their college or university. As citizens engaged in a profession that depends upon freedom for its health and integrity, professors have a particular obligation to promote conditions of free inquiry and to further public understanding of academic freedom.

AAUP. (2009). *Statement on Professional Ethics*. Retrieved from <http://www.aaup.org/report/statement-professional-ethics>

### **Code of Conduct**

Our Code of Conduct confirms the behavioral expectations we have for one another with students, peers, supervisors and other community members. Employees must, at all times, comply with all applicable laws and regulations, and do the right thing for our MCC community. Just remember to 'do the right thing'. Muskegon Community College will not condone the activities of employees who, for whatever purpose or goal, knowingly and willfully violate the law or college policy. Muskegon Community College further supports adherence to such core principles as fairness and equity. Faculty or staff uncertain about the application or interpretation of any legal or policy requirements shall refer the matter to their supervisor or Human Resources, who shall if necessary themselves obtain expert professional advice and counsel.

MCC has the following expectations for College faculty/staff, including but not limited to:

- A. Provide a safe work environment.
- B. Promote continuous improvement.
- C. Establish consistent operating standards.
- D. Promote and support respectful and collegial behavior.
- E. Behave ethically and appropriately.

- F. Protect individual rights and well-being.
- G. Protect College property.
- H. Fulfill legal responsibilities.

Some employee conduct does not support these objectives. There is no effective method of pre-determining the seriousness or effect of any one violation of MCC's policies or of making an exhaustive list of all possible violations of policy.

Although some violations may be more severe than other violations, a single severe violation, repeated violations or a combination of violations may result in termination of employment. However, the College will adhere to a fair and equitable process for terminating employees who have demonstrated an unwillingness or inability to abide by MCC or departmental policies.

## **FIRST CLASS MEETING**

### Online Class

1. Each Blackboard class has a link to the Bookstore in Tools (Barnes & Noble), which when chosen will open up the bookstore online ordering system.
2. First day Online Steps:
  - a. The instructors tone before the class sets the tone for the entire semester.
  - b. First day online, should begin the week before classes start with an email introducing yourself, opening up the course, adding a welcome video (which can include technology items the student should access) and information about your course and the instructor, as well as, opening up a discussion board link for the students to introduce themselves.
  - c. A sample announcement email might include:

### ON-LINE DESCRIPTION

Though this course is on-line, it is synchronous, with a specific weekly time and day to meet (see your schedule), video and sound are required to be on (computer and/or cell). All students are required to attend each lecture, afterward, the lecture video will be available in the weekly module.

Please treat this course as you would an in-seat class with proper decorum and dress code for a diverse audience. Avatars used in place of video (if stepping away) must be school yearbook worthy and non-offensive. See student handbook for how to conduct oneself, all face to face rules apply to this course as well.

### CAMPUS ASSISTANCE

If you need help from someone in another area, please call: (231) 773-9131 or

- Admissions – [admissions@muskegoncc.edu](mailto:admissions@muskegoncc.edu)
- Registration – [registration@muskegoncc.edu](mailto:registration@muskegoncc.edu)
- Financial Aid – [fa@muskegoncc.edu](mailto:fa@muskegoncc.edu)
- Counseling – [online.advising@muskegoncc.edu](mailto:online.advising@muskegoncc.edu)

- Computer Issues - [helpdesk@muskgoncc.edu](mailto:helpdesk@muskgoncc.edu)
- Jayhawk Hub – [Emily.merten@muskegoncc.edu](mailto:Emily.merten@muskegoncc.edu)

In a face-to-face class, arrive early to your classroom in order to set up; become oriented with the room, and greet the students as they enter. Familiarize yourself with the technology in the classroom and review any lessons that use technology before class so you know they will work.

Your class is expected to remain in session for the entire scheduled time. Activities that should take place during the first class session are as follows:

1. Hand out and go over the class syllabus.
2. Take attendance. Print out a current class roster from Web Advisor.
3. Confidentially ask students whose names do not appear on your class roster to verify registration in your class section by showing valid registration or ask them to visit a counselor to confirm enrollment. (Note: these students may have been added since you last checked your roster.)
4. Make note of any students who are not in class. (**Students who are registered but never attend the class should be dropped by the census date if they cannot be contacted.**) You will be sent this census date via email by the Registrar.
5. Begin your coverage of the course material.

Other options for the first class:

- Have students introduce themselves.
- Go through the organization of the textbook and other materials.
- Tour labs or other facilities that will be used during the class.
- Pass around examples of reports or projects.
- Give a pretest (graded or ungraded) to determine the present level of understanding of your students.
- Give a quiz over the syllabus so you know students understand your policies

Potential Problems and Solutions:

- Classroom locked – Go to the nearest open office or available phone. Call Security extension 7545.
- Class location changed – If a class has been moved to another room, a sign will be posted outside the classroom door.
- Out of textbooks at the Bookstore – Take a count of number of books needed.
  - Let the Department Support or Chairperson / Coordinator know as soon as possible. You may need to accommodate those students until the books arrive.
- Insufficient seating – Make do for that class (borrow chairs from another room if possible) and contact you Department Support as soon as possible. In the evening, you may call Security for assistance at extension 545.
- Room access/Special seating – Not all classrooms are easily accessible by



elevator nor have the same type of seating. If there is a student in your class who has difficulty getting to the classroom, you may be able to move to another, more accessible room. If a special type of seat is needed (i.e., a table rather than a desk), that may also be arranged. Ask your Department Support.

- Student wants to add the class – You may give permission for a student to add the class. Late additions to a class (after the first day of class). See “Adding a Student” below.
- Student does not show up for class – Make a note of those students who are registered but do not show up for class. If they do not show up at all during the first few class meetings, you must go to Web Advisor and indicate that he/she never attended. It is very important that “no shows” are withdrawn by you from the class by the census date, otherwise they may show up on your grading list at the end of the course or it may affect their future financial aid.

### **Adding a Student**

During Registration, a waiting list of students is kept if a class has reached capacity (“full class”). Students are notified via email as openings occur and are given two days to enroll. This waitlist is void on and after the first day of classes. Students may contact you either before or after classes start, seeking permission to enroll. Most instructors take on additional students if space permits and it is consistent with Departmental Policy.

To enroll students in a full class or after classes have started, you must either sign an *Instructor Permission/ Drop & Add* form (Appendix A-1) or give permission via email [registration@muskegoncc.edu](mailto:registration@muskegoncc.edu). The paper form is available at the Welcome Center (at the main entrance) or from your Department Support.

If the student is taking an online course (or enrolling online), you may email permission to be registered in the course to [registration@muskegoncc.edu](mailto:registration@muskegoncc.edu). Be sure to include the student’s name, the course name and section number, and the semester in the subject line. The student will then be able to register.

### **Class Breaks**

A break may be included in any class that meets for more than two hours per session. Instructors may allow a five-minute break period for each sixty minutes of class. Timing of class breaks is at the discretion of the instructor with consideration of student motivation, safety, and subject continuity.

### **Prerequisites / Co-requisites**

Students must have fulfilled any prerequisites before beginning the course. In most cases, the student will not be allowed to register without the prerequisites. Consult your Chairperson / Coordinator if you would like more information regarding pre – or co-requisite courses.

## **FIRST WEEK OF CLASS**

### **Drop and Add Period**

During the first ten (10) days of classes, students can freely drop classes with a 100% refund. Additions to a class after the first day should be accommodated if possible, but do require a signed *Instructor Permission/ Drop & Add* (Appendix A-1) or email to [registration@muskegoncc.edu](mailto:registration@muskegoncc.edu) Refunds for dropping a class after ten days or dropping a class shorter than 15 weeks are prorated. If a student wants to add your class or switch sections after the first few weeks of class, ask your Chairperson / Coordinator about the Department/Program policy.

### **Faculty Load Report**

The Faculty Load report is used to confirm the classes you will be teaching each semester and to calculate your pay for those classes.

Prior to the start of each semester you will receive a completed *Faculty Load report* emailed to you from your Department support. Please verify the information and email your confirmation as soon as possible, returning it to your Chairperson / Coordinator and Department Support. The confirmed Faculty Load Reports will be sent to Academic Affairs for initial processing and then to Human Resources for final payment processing once approved. Paychecks cannot be processed until you email your confirmation of the Faculty Load Report.

Once your pay has been processed you will be able to view it on MyMCC. Visit the [MyMCC payroll page](#) for instructions.

Pay dates for the semester may be found [here](#) (or the last page of this handbook).

### **Students with Special Needs**

Some students may need special services to facilitate learning. Accommodations are granted through the Office of Disability Services with appropriate documentation. If services have been approved, you will be provided confidential documentation.

Accommodations could include a note taker for students with learning disabilities, or mobility impairments, a sign language interpreter for deaf and hard of hearing students, a reader for blind students, or testing accommodations. All students with special needs should be registered at the Office of Disability Services (231-777-0404 or 231-777-0309). The staff in this office should send you any necessary information about such students early in the semester. If you feel a student may need such services and is not registered, recommend he/she contact the Disability Services Coordinator. The Office of Disability Services is located in Room 2046 or email Disability Support Services (via Maxient) [notifications@maxient.com](mailto:notifications@maxient.com)



## **DURING THE SEMESTER**

### **Grade Books / Keeping Grades**

Grades and class attendance should be kept in your Blackboard grade book. This is an essential record for reference should a question arise about a student's grade. You or the department are required to keep all grades for a period of one year after completion of the class. It is also suggested that you keep master copies of quizzes, exams, etc. for that time. If you are not teaching or will not be available next semester, turn in your grade book and master copies to your Department Chairperson / Coordinator. See section on Confidentiality for information on posting grades.

### **Writing Assignments and Examinations**

Your most valuable resource is a faculty member who has taught the course previously. Your Chairperson / Coordinator may be able to put you in touch with resources. Writing good class materials is an art and a science. Even experienced instructors need to refine and revise materials each time the class is taught. If you need some assistance in designing instructional materials or examinations, call the Center for Teaching & Learning (CTL) at 231-777-0214. [Bbsupport@muskegoncc.edu](mailto:Bbsupport@muskegoncc.edu)

### **Academic Dishonesty**

In your syllabus, you should address with your students what constitutes cheating and/or plagiarism, and describe, in detail, the consequences of such behavior. This can range from a zero for that assignment to dropping the student from the course. MCC's process for dispute resolution concerning academic dishonesty is described in the Student Course Catalog. If you suspect academic dishonesty, contact your Department Chair/Coordinator before taking any action.

### **Artificial Intelligence**

The syllabus should also address the use of Artificial Intelligence and how it will be dealt with in your class. Below is MCC's official statement for your syllabus:

*Muskegon Community College is dedicated to improving lives and communities through education. This mission includes developing proficiency in the use of innovative technologies such as generative AI. The advent of AI is full of promise, but it also calls into question some fundamental aspects of formal education such as the nature of learning, assessment, authorship and ownership. As an institution committed to integrity as well as learning, Muskegon Community College recognizes generative AI both as a useful tool and as a potential threat to scholarly values. Therefore, in the spirit of embracing emergent technologies while maintaining institutional excellence, the college empowers individual faculty members to create their own AI policies in accordance with the needs of their disciplines and the college's policy on academic integrity. Students must adhere to college and instructor policies and cite any use of AI. The unauthorized submission of AI-generated work in place of a student's original work is unacceptable and subject to the consequences outlined in MCC's Academic Integrity Policy.*

## **Plagiarism**

MCC has access to a plagiarism prevention service through Blackboard called SafeAssign. Information on using SafeAssign is available at the Faculty Corner (under Advanced Design) on your Blackboard home page. For more information or training, email the Center for Teaching and Learning Director at [Bbsupport@muskegoncc.edu](mailto:Bbsupport@muskegoncc.edu)

## **Withdrawals (Dropping a student from a class)**

Encourage your students to consult with you or a counselor before dropping a class. Often an alternative can be found. The timelines below are for 15-week courses.

Within the 100% refund period (1<sup>st</sup> through 10<sup>th</sup> day of class), if a student drops him/herself, no grade is recorded.

From the first day of class to the week before final exams, if the student is dropped (either by self or by instructor) a “W” grade is given. NO student-initiated withdrawals will be accepted during Final Exam Days.

Instructors may choose to withdraw a student at any time for just cause. Reasons for instructor-initiated withdrawals *must* be stated in your syllabus. An instructor may not withdraw a student on the final grade report. You must drop the student before final exams start.

For students who are dropping a class due to extended illness, military leave, extended jury duty, etc., the instructor should contact the Chairperson / Coordinator. These students may have other options.

## **Audit versus Credit**

A student can register for a course on a non-credit (audit) basis. Such students are expected to pay for the course and complete course requirements. A student who has completed these requirements can change to a credit status later in the term by contacting the Records Office. Students cannot change from credit to audit status after the end of the Drop/Add period (first 10 days of class).

## **Accelerated Classes**

Not all classes meet for 15 weeks. Some run for just 5 weeks, some for 7.5 or 12 weeks, and some only on selected weekends. The short-term classes still meet the same number of hours per credit as longer classes, but are accelerated. Final exams are scheduled for the last day of class, if the class does not extend to the end of the semester.

## **Midterm / Final Grades**

Midterm grades are not traditionally posted at MCC. The instructor posts all final grades on WebAdvisor. Watch your email for updates and deadlines concerning grading.

## **Evaluations**

In order to continually improve instruction and student outcomes, adjunct faculty members will be evaluated by the Chairperson / Coordinator during the first course they teach at MCC and then at least once each year for the first three years employed. After year three, an adjunct faculty member will be evaluated every two years at minimum as long as they are in good standing and student outcomes are progressing. The evaluation usually consists of a classroom visit, review of syllabi and class climate surveys. Instructors will be notified in advance of the evaluation visit. The evaluation results will be sent back to the adjunct instructor, and a follow-up meeting will be held to discuss the results and areas of growth or development.

MCC also distributes anonymous evaluations for the students to complete toward the end of the semester (Class Climate surveys). These are compiled and shared with the instructor and Chairperson / Coordinator after grades are submitted.

Programs and departments that participate in an independent accreditation process (such as Nursing, Respiratory Therapy, or Early Childhood Education) may have evaluation policies that differ from the above evaluation process. Please contact your Program Coordinator for details.

## **Staff Development**

Free, informative staff development sessions are offered throughout the semester. Specific training for faculty can be found on the Faculty Corner or by contacting Center for Teaching and Learning (CTL). Look for announcements via email or on the MCC website.

## **Canceling a Class Due to Illness or Emergency**

If you are unable to meet your class due to illness/emergency, contact your Department Chairperson or Support person as soon as possible. After 4:30 p.m., call the Evening College Services Coordinator at 231-777-0654 or Security at 231-777-0545 or email at MCC Security Office [Security.Office@muskegoncc.edu](mailto:Security.Office@muskegoncc.edu). Talk to your Chairperson / Coordinator for details.

All students will be informed by an *Instructor's Absence Report* that is posted near the classroom door. You are required to contact your students directly to inform them of a class cancellation using Blackboard.

## **Substitute Employment and Absences**

If you know in advance that you cannot meet a class, please contact your Chairperson/Coordinator as early as possible.

If an adjunct faculty member is unable to meet at the scheduled class time, one of the following will occur:

- a) If the faculty member is able to make-up the class time, the pay for the session

- will not be deducted from the semester pay. (Make-up times/assignments must be approved by your Chairperson/Coordinator and Academic Affairs.)
- b) If the faculty member is not able to make-up the missed class session, the pay for the session will be deducted from the pay for the semester.

Contact your chairperson/coordinator regarding your department policy regarding substitute faculty.

Instructors who do not notify the Department Chairperson, Program Coordinator, or the College Services Evening Coordinator of an absence risk an automatic deduction in pay, prorated to equal the percentage of class time(s) missed. If this happens, the likelihood of the adjunct being offered courses in the future will be jeopardized.

### **Holding Class at Another Location**

If you will not be meeting your class at the usual location; you must post the new location on the classroom door and inform your Department Support and/or Chairperson/Coordinator. It is important that both students and the administration know where you and your students are at all class times, especially if an emergency were to occur.

### **Student Dispute Procedure**

As an instructor, you will be able to resolve most issues. If you or a student has a problem that cannot be resolved, the first person to approach is your Department Chairperson or Program Coordinator.

Although you or a student may be inclined to “go to the top” with a problem, it is most efficient (and politically astute) to follow normal channels. If your Chairperson or Coordinator is unresponsive, make an appointment with the Dean of Instruction through the Office of Academic Affairs (231-777-0254) or [academicaffairs@muskegoncc.edu](mailto:academicaffairs@muskegoncc.edu)

### **Classroom Emergencies**

Use your best judgement and dial 911 if emergency services are needed. If someone is injured or becomes ill during class, there is a fire or other emergency during class – use the nearest phone to contact Security at 7545 or dial 911. With a cell phone you can dial 231-777-0545. If this occurs during the weekend or evening hours call the Custodian/Security cell phone at 231-557-5648. For injuries, a *Report of On-Campus Injury* form should be completed (see Appendix A-4). This report is available from your Department Support. Campus phones are equipped with a “Panic Button” that can be pushed during an emergency situation.

### **Emergency Evacuations/Fire Alarms/Shelter In Place - Lockdown**

Emergency evacuation information is posted in every classroom; please take the time at the beginning of the semester to walk your students physically through the exit process.

Take time to demonstrate the security “boot” at the beginning of each semester.

## **THE LAST WEEK OF CLASS...AND BEYOND**

### **Final Exams**

Some departments have standardized exams for all sections of a course. Others allow instructors to make-up their own exams. Some departments require comprehensive finals; others do not. Contact your Department Chairperson / Coordinator about the requirements for your course. In any case, you must meet with your students during the scheduled final exam time (generally held the final class).

### **Final Grades**

Final grades will be entered via Student Planning WebAdvisor on the MCC website and must be turned in prior to the deadline.

### **Incomplete Grade**

Occasionally, a student is unable to complete all required work for a class during the semester due to illness or other reason acceptable to the instructor. You may give that student an “I” (Incomplete) as a grade in Student Planning Web Advisor at the time you enter the grades for a course. You must also enter the deadline for completion, but no more than one month after the semester end is suggested. One year is the maximum completion time. When the work is completed, fill in a *Request for Grade Change/Correction* form, available from your Department Support (see Appendix A-5).

### **Grade Changes**

Mistakes do happen! If an incorrect grade was issued to the student, it can be changed. Ask your Department Support for a *Request for Grade Change/Correction* form (see Appendix A-5). When completed and approved, a student’s grade will be changed and record of that change will be sent to the student.

## **SECURITY AND SAFETY**

### **Security**

If there is a security issue or an emergency, call Campus Security at 231-777-0545 or dial 911.

### **Emergency Information**

MCC has developed an action plan for handling on-campus emergencies and evacuations of the campus buildings. Please review the attached Emergency Information sheet, Appendix A-7, for details.

### **Postponement/Cancellation of Class due to Inclement Weather**

Local radio and television stations are contacted as soon as a decision has been made to cancel classes. Notice of cancellation is also on the MCC website, [www.muskegoncc.edu](http://www.muskegoncc.edu). Cancellations may include all or only part of a day. Please see Appendix A-3 for a copy of the MCC Inclement Weather Procedures. All students, faculty, and staff are encouraged to register themselves on the RAVE Alert System for weather and emergency notifications.

Cancellations will require instructors to adjust due dates and assignments. The policy on closures and cancellations should be clearly stated in the course syllabus.

### **Ideas for making up “lost” class time due to weather cancellation:**

1. Develop a special assignment or group project that students will complete outside of class.
2. Create some additional discussion forums on Blackboard for students to participate in.
3. Require students to attend an upcoming MCC play or special event and compose a response.
4. Add an additional component to an already scheduled project or presentation.
5. Have students who missed a lab class come to another lab class where similar material will be covered.
6. Check with your department chair if you have questions.

### **Heating and Cooling**

If the air conditioning is not working properly in your classroom during the day, phone 231-777-0465. During the evening, call the Evening College Services Coordinator at 231-777-0654 or campus Security at 231-777-0545.

## **GENERAL INFORMATION**

### **On-Campus Phones**

When using a campus phone, you need to dial “7” then the last three digits of the phone number to reach another campus number. For an off-campus number, dial the full 10-digit number as normal. Campus phones are equipped with a “Panic Button” that can be pushed during an emergency situation. If you accidentally hit your ‘panic button’, please do not push it again.

## **Paychecks**

Your pay is directly deposited to the bank of your choice every other Thursday. You can verify or print your paycheck stub through Self Service as follows:

- a. Log on to MyMCC
- b. Choose the Self Service Icon
- c. Click on *Employee Information*
- d. Click on *Earnings Statements*

The Payroll Office can also handle questions about payroll deductions and direct deposit. You can reach payroll at 231-777-0359 or [payroll@muskegoncc.edu](mailto:payroll@muskegoncc.edu).

## **Compensation Increases**

Human Resources will monitor advancement on the salary schedule. However, it is the responsibility of each adjunct to track their hours taught at Muskegon Community College and initiate movement to the next step. The College will not issue retroactive pay in situations where an adjunct does not initiate the increase. To assure consistent placement, movement on the schedule will require that an adjunct instructor complete the listed number of contact hours prior to the beginning of the semester. Placement and increases will be based only on courses taught, based on continuous employment, at Muskegon Community College following the Fall 2006 Semester. A break in continuous employment occurs upon separation or end of employment. When an employee in an adjunct status does not teach for 4 or more consecutive semesters or employment has ended, they will be required to be rehired. If they are rehired within 18 months of separation, their pre-retirement status will be reinstated. This is not a guarantee of future employment; however, if an adjunct reapplies and is selected for rehire this would apply.

Please see Appendix A-6 for pay scale details.

## **Taking Over A Course**

When an adjunct faculty member takes over a course or courses of another faculty member, as deemed necessary by Administration that these courses must be covered, the adjunct faculty member substituting shall be paid at fifteen percent (15%) of their current contact hour rate for each hour teaching of substitute work. (For example, if a faculty member covers a three-contact hour class as requested, they will be paid *current contact hour rate/15 ( \* 3).*)

## **Employment at Will**

Each adjunct employee is an at-will employee. Although MCC does anticipate you will fulfill your commitment to teach, you may leave your employment at any time, with or without cause, and with or without prior notice, MCC also retains this same right. If you haven't received pay in 18 months, employment will be ended. Nothing contained in this policy or our handbooks is intended to nor does it modify the at-will nature of your employment with Muskegon Community College.



### **Retirement Deductions**

Adjunct faculty members are covered by the Michigan Public School Employees' Retirement System to which Muskegon Community College makes the appropriate employer contributions. Employee contributions (optional or mandated) will be deducted per pay period as required by the Office of Retirement Services.

### **Mileage**

Round trip mileage in excess of 50 miles per class session, if requested, will be reimbursed at the completion of the semester at the rate established by Financial Services. Total mileage reimbursement will not exceed 100 miles per class session. (Effective Winter 2019.)

### **Adjunct Tuition Discount**

Our current Adjuncts, their spouse and dependent children (as defined by IRS regulations) will be eligible for a 20% tuition discount on available class seats.

This discount must be requested upon enrollment each semester (by the end of the first week of classes). Adjuncts who have taught within the last two semesters and are still in an active status will be eligible for the tuition discount. This discount will not be retroactive.

The discount may be requested by filling out the [Adjunct Tuition Request](#) form. Once eligibility has been confirmed, Human Resources will notify Financial Services that the discount will apply.

### **Earned Sick Time Act (ESTA)**

Effective February 21, 2025, per Michigan's Earned Sick Time Act (ESTA), eligible employees will begin accruing one hour of earned sick time for every 30 hours worked. Adjuncts paid by contact hour will have their ESTA time calculated based on their semester contact hours and front loaded at the beginning of the semester. Please see the [Employee Handbook](#) for the MCC Earned Sick Time Policy for detailed information.

### **Applying for Other Positions**

We welcome adjunct faculty to apply for other positions at MCC. As a part of our community, you have first-hand knowledge of our students, processes and commitment to student success and inclusion. Please note due to contractual agreements positions within the Educational Support Staff unit and the Custodial/Maintenance unit are open first to unit members. Our open positions may be found at <http://www.muskegoncc.edu/employment-opportunities/>.



# A-1 Instructor Permission and Drop Add Form

Drop/Add Forms are available from Department Support or the Welcome Center.

Date: \_\_\_\_\_

## MUSKEGON COMMUNITY COLLEGE DROP & ADD FORM

Student # \_\_\_\_\_ Last Name \_\_\_\_\_ First Name \_\_\_\_\_ Middle Initial \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_

Signature \_\_\_\_\_ Year \_\_\_\_\_ Semester/Session: ☐ Fall ☐ Winter ☐ Summer

### ADD COURSE(S)

(Check All That Apply)

| Course      | Section # | Credit Hours | Taken > 2 times          | Course full                         | Pre-req. waived          | Course started           | Instructor Signature when applicable |
|-------------|-----------|--------------|--------------------------|-------------------------------------|--------------------------|--------------------------|--------------------------------------|
| Ex: BUS 101 | W04       | 3            | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <i>Instructor Signature Here</i>     |
|             |           |              | <input type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/> | <input type="checkbox"/> |                                      |
|             |           |              | <input type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/> | <input type="checkbox"/> |                                      |
|             |           |              | <input type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/> | <input type="checkbox"/> |                                      |
|             |           |              | <input type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/> | <input type="checkbox"/> |                                      |

### DROP/CANCEL COURSE(S)

Instructor Initiated Drop

| Course | Section # | Credit Hours | Drop Reason Code<br>*(Codes on Back) | Lacks Prereq.            | Never Attended           | Excessive Absences       | WP/WF | Instructor Signature when applicable<br>(Needed for all Instructor Initiated Drops) |
|--------|-----------|--------------|--------------------------------------|--------------------------|--------------------------|--------------------------|-------|-------------------------------------------------------------------------------------|
|        |           |              |                                      | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |       |                                                                                     |
|        |           |              |                                      | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |       |                                                                                     |
|        |           |              |                                      | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |       |                                                                                     |
|        |           |              |                                      | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |       |                                                                                     |

For Office Use Only: Date Entered: \_\_\_\_\_ Staff Initials: \_\_\_\_\_ Comments: \_\_\_\_\_

As of 12/19/2007

### **DROP REASON CODES - please fill in appropriate blanks on reverse side.**

| CODE | DESCRIPTION                   | CODE | DESCRIPTION              |
|------|-------------------------------|------|--------------------------|
| AC   | Academic Dismissal            | IP   | Instructor Permission    |
| AD   | Administrative Dismissal      | LP   | Lack of Prerequisites    |
| BK   | Books/Supplies not Available  | LT   | Lack of Time             |
| CA   | Counseling/Advising Incorrect | MO   | Moved                    |
| CC   | Child Care Issues             | MR   | Military Resources       |
| CI   | Complaint with Instructor     | NA   | Never Attended           |
| CL   | Credit Load too Heavy         | NP   | Non-Payment              |
| CM   | Church Mission                | NR   | Not Required for Program |
| CS   | Complaint with Staff          | OL   | Overload Capacity        |
| DC   | Dissatisfied with Course      | PW   | Pre-requisite Waiver     |
| DE   | Deceased                      | TD   | Too Difficult            |
| DI   | Disabled                      | TE   | Too Easy                 |
| FA   | Not Enough Financial Aid      | TI   | Time Inconvenient        |
| FR   | Financial Resources           | TR   | Transportation Problems  |
| FS   | Foreign Services              | WS   | Work Schedule            |
| II   | Instructor Initiated          | UN   | Unknown                  |
| IL   | Illness/Medical               |      |                          |

## **A-3 Inclement Weather Procedures**

The College intends to be in full operation every scheduled class day. However, during extremely inclement weather, when it appears that the interests of all concerned will be best served by closing the College, appropriate announcements will be made over local radio and television stations, and using all of the emergency notification means:

- RAVE – text message to registered student and employee recipients
- GRAIL – Regional TV and Radio
- MCC Website Home page ([www.muskegoncc.edu](http://www.muskegoncc.edu))
- MyMCC
- MCC Facebook
- Electronic mail messages
- Campus Phone System

All announcements should be noted carefully inasmuch as only morning, afternoon or evening classes may be canceled.

The cancellation of on-campus courses may not affect online or off-campus classes. Muskegon Community College classes taught at off-campus sites may be canceled based upon cancellation of classes by individual school districts: i.e., Grand Haven, Fremont, etc.

If teaching online, have a plan B backup for your students to complete work if inclement weather causes loss of power or internet services.

When warned of a tornado or other severe weather conditions, staff and students should proceed to the posted shelter areas outlined on the severe weather poster in each room. No one should leave the building under these circumstances. Once we have determined if the building is safe to evacuate, students will be instructed what to do. Proper authorities will be notified to help mitigate the situation and aid with any injuries of victims.

## A-4 Report of On-Campus Injury

(Shortened for appearance here, reverse side of form contains injury codes)

| REPORT OF ON-CAMPUS INJURY                                                                                                                                                                                                                             |                                    | MUSKEGON COMMUNITY COLLEGE<br>Muskegon, Michigan |                                                                                                                 |                                                                                                                                                                                                                                                                          |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------|--------------------------------------------------|-----------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Date of Report _____ Time of Report _____                                                                                                                                                                                                              |                                    | □                                                |                                                                                                                 |                                                                                                                                                                                                                                                                          |
| Name of Injured _____                                                                                                                                                                                                                                  |                                    |                                                  |                                                                                                                 |                                                                                                                                                                                                                                                                          |
| Soc. Sec. No. _____                                                                                                                                                                                                                                    |                                    | Telephone No. _____                              |                                                                                                                 |                                                                                                                                                                                                                                                                          |
| Address _____                                                                                                                                                                                                                                          |                                    |                                                  |                                                                                                                 |                                                                                                                                                                                                                                                                          |
|                                                                                                                                                                                                                                                        |                                    | City                                             | State                                                                                                           |                                                                                                                                                                                                                                                                          |
|                                                                                                                                                                                                                                                        |                                    | Zip                                              |                                                                                                                 |                                                                                                                                                                                                                                                                          |
| <input type="checkbox"/> Employee<br><input type="checkbox"/> Student Employee<br><input type="checkbox"/> Student<br><input type="checkbox"/> Visitor                                                                                                 |                                    |                                                  |                                                                                                                 |                                                                                                                                                                                                                                                                          |
| Sex:    M       F                                                                                                                                                                                                                                      |                                    |                                                  |                                                                                                                 |                                                                                                                                                                                                                                                                          |
| Date & Time of Injury _____                                                                                                                                                                                                                            |                                    | Date of Birth: _____                             |                                                                                                                 |                                                                                                                                                                                                                                                                          |
| Location of Accident (Be Specific) _____                                                                                                                                                                                                               |                                    |                                                  |                                                                                                                 |                                                                                                                                                                                                                                                                          |
| * * * Use Code numbers from reverse side * * *                                                                                                                                                                                                         |                                    |                                                  |                                                                                                                 |                                                                                                                                                                                                                                                                          |
| CAUSE OF<br>ACCIDENT<br>(See Code A)                                                                                                                                                                                                                   | ACTUAL<br>ACTIVITY<br>(See Code B) | ACCIDENT<br>TYPE<br>(See Code C)                 | BODY PART<br>INJURED<br>(See Code D)<br><div style="text-align: center; font-size: small;">Left<br/>Right</div> | INJURY CONTRIBUTING<br>FACTOR<br>(See Code E)                                                                                                                                                                                                                            |
|                                                                                                                                                                                                                                                        |                                    |                                                  |                                                                                                                 |                                                                                                                                                                                                                                                                          |
| Describe Accident (include clothing worn) _____                                                                                                                                                                                                        |                                    |                                                  |                                                                                                                 | <div style="border: 1px solid black; padding: 10px; width: fit-content; margin: 0 auto;">             The Report of On-Campus<br/>Injury is available in the<br/>Business Office, Office of<br/>Human Resources, Evening<br/>Switchboard, and Security.           </div> |
| Person Notified of Accident _____                                                                                                                                                                                                                      |                                    |                                                  |                                                                                                                 |                                                                                                                                                                                                                                                                          |
| Describe Care or Treatment _____                                                                                                                                                                                                                       |                                    |                                                  |                                                                                                                 |                                                                                                                                                                                                                                                                          |
| Witness(es) to Accident _____                                                                                                                                                                                                                          |                                    |                                                  |                                                                                                                 |                                                                                                                                                                                                                                                                          |
| How Could This Accident Have Been Prevented? _____                                                                                                                                                                                                     |                                    |                                                  |                                                                                                                 |                                                                                                                                                                                                                                                                          |
| It is your responsibility to report all work-related injuries promptly. Failure to do so may bar you from benefits to which you would otherwise be entitled.                                                                                           |                                    |                                                  |                                                                                                                 |                                                                                                                                                                                                                                                                          |
| Supervisor/Instructor's Statement _____                                                                                                                                                                                                                |                                    |                                                  |                                                                                                                 |                                                                                                                                                                                                                                                                          |
| Supervisor/Instructor's Signature _____ Department _____                                                                                                                                                                                               |                                    |                                                  |                                                                                                                 |                                                                                                                                                                                                                                                                          |
| Medical Treatment Referred To: Name of Physician/Hospital: _____                                                                                                                                                                                       |                                    |                                                  |                                                                                                                 |                                                                                                                                                                                                                                                                          |
| <div style="border: 1px solid black; padding: 5px; text-align: center;"> <b>Complete and return this form to:</b><br/>             8:00 AM - 4:30 PM    4:30 PM - 10:00 PM<br/>             Room 108              Evening Switchboard           </div> |                                    | Injured Party's Signature: _____                 |                                                                                                                 |                                                                                                                                                                                                                                                                          |
| <b>OVER</b> →                                                                                                                                                                                                                                          |                                    |                                                  |                                                                                                                 |                                                                                                                                                                                                                                                                          |

# A-5 Request for Grade Change/Correction

[\(Link here\)](#)

The request for Grade Change/Correction is available from Department Support or Registration (Room 1048 G or 1048H)



## Muskegon Community College REQUEST FOR GRADE CHANGE/CORRECTION

### TYPE OF CHANGE REQUESTED

PLEASE CHECK APPROPRIATE BOX:

☐ Academic Grade to another Academic Grade  
(Must be signed by both Instructor and Provost/AA Designee)

OR

☐ Change Incomplete Grade to Academic Grade  
(Must be signed by instructor and returned to Registrar)

\_\_\_\_\_  
Instructor Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Instructor Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Provost/Academic Affairs Designee

\_\_\_\_\_  
Date

### STUDENT INFORMATION

|                                |               |                 |
|--------------------------------|---------------|-----------------|
| Muskegon Community College ID# | Phone:<br>( ) | Date of Request |
| Last Name                      | First Name    | Middle Name     |
| Address                        | City          | State Zip       |

### COURSE INFORMATION

|                            |                |              |                        |           |
|----------------------------|----------------|--------------|------------------------|-----------|
| Course & Number            | Section Number | Credit Hours | Orig. Grade & Semester | New Grade |
| Instructor Name – Printed: |                |              |                        |           |
| Full Course Title          |                |              |                        |           |
| Reason for grade change:   |                |              |                        |           |

Submit this completed form to: Muskegon Community College, Office of the Registrar/Transcripts, Room 1048G or 1048H, 221 S Quarterline Rd., Muskegon, MI 49442 Phone: 231-777-0310 Fax: 231-777-0209

|                |                        |              |
|----------------|------------------------|--------------|
| Date Received: | Date Recorded on STAC: | Recorded by: |
|----------------|------------------------|--------------|

☐ Office of the Registrar Copy ☐ Student Copy ☐ Instructor Copy

## **A-6 Compensation by Contact Hour**

(Adjuncts)

**2026-2027**

| <b>Degree Level</b>              | <b>Base</b> | <b>+72 MCC Hours</b> | <b>+144 MCC Hours</b> |
|----------------------------------|-------------|----------------------|-----------------------|
| AA/ No Degree                    | \$718.00    | \$748.00             | NA                    |
| AA/ No Degree Hourly             | \$28.72     | \$29.92              | NA                    |
| BA/BS                            | \$770.00    | \$807.00             | \$840.00              |
| BA/BS Hourly                     | \$30.80     | \$32.28              | \$33.60               |
| RT/Assoc. Degree Clinical Hourly | \$35.10     | \$36.36              | NA                    |
| BSN/RT Clinical Hourly           | \$51.33     | \$53.80              | \$56.00               |
| MA/MS                            | \$852.00    | \$870.00             | \$885.00              |
| MA/MS Hourly                     | \$34.08     | \$34.80              | \$35.40               |
| MSN/RT Clinical Hourly           | \$56.80     | \$58.00              | \$59.00               |
| Counselor/Librarian Hourly       | \$37.87     | \$38.67              | \$39.33               |

**\*\* See page 8 for semester and annual load limits.**

### Classification

- a. Degree • AA/No Degree = Associate's Degree /Specialized Skill Set (No Formal Degree)
  - ASE Certification + degree = one level up on chart (i.e. ASE certificate + AA degree = BA/BS level)
  - BA/BS = Baccalaureate Degree or equivalent
  - MA/MS + = Master's Degree or equivalent and above
- b. Pay schedule will be based on Contact Hours or Clock Hours Definition:
  1. Contact Hour  
A contact hour is when an instructor meets with students in a classroom or laboratory setting one hour per week (50-minute classes) for 16 weeks.
  2. Clock Hour  
Some employees work in a teaching environment and are paid on an hourly basis; i.e., Nursing Clinical, Part-time Counselors.

For clinical and hourly instructors, 72 contact hours is the equivalent of 1080 clock hours.

## **A-7 Emergency Information**

(Posted in all classrooms)

| <h1>EMERGENCY INFORMATION</h1>                                                                                                                                                                                                                                                                                                                                                                                                           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                                                                                                                                                                                                                                                                                                                                                                                                                    |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Evacuation                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | Shelter-in-Place                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | Lockdown                                                                                                                                                                                                                                                                                                                                                                                                           |
| <b>When:</b> <ul style="list-style-type: none"> <li>▶ FIRE ALARM</li> <li>▶ POWER OUTAGE</li> <li>▶ AS DIRECTED</li> </ul>                                                                                                                                                                                                                                                                                                                 | <b>When:</b> <ul style="list-style-type: none"> <li>▶ SEVERE WEATHER</li> <li>▶ HAZARDOUS MATERIAL SPILL</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                   | <b>When:</b> <ul style="list-style-type: none"> <li>▶ VIOLENCE OR THREAT OF VIOLENCE</li> </ul>                                                                                                                                                                                                                                 |
| <b>What to Do:</b> <ul style="list-style-type: none"> <li>▶ Leave the building immediately</li> <li>▶ Remain calm - walk, do not run</li> <li>▶ Last person out closes the door</li> <li>▶ Leave by the nearest safe exit</li> <li>▶ Do not use elevators</li> <li>▶ Assist others, if safe to do so</li> <li>▶ Report missing persons or persons left behind to emergency responders</li> <li>▶ Report to Evacuation Area and await instructions</li> <li>▶ Do not re-enter building until "All Clear" is given</li> </ul> | <b>What to Do:</b> <ul style="list-style-type: none"> <li>▶ Follow directions given by security</li> <li>▶ Stay away from windows and doors</li> <li>▶ Move to an interior room, stairwell, or hallway with no windows on the lowest floor</li> <li>▶ Use phones only for emergencies</li> <li>▶ Stay in place until the "All Clear" is given</li> </ul> <div style="background-color: #f4a460; padding: 5px; text-align: center;"> <b>FIRE, MEDICAL EMERGENCY<br/>or VIOLENCE ▶ CALL 911</b> </div> <div style="background-color: #0056b3; color: white; padding: 5px; text-align: center;"> <b>CAMPUS SECURITY 231-777-0545</b> </div> | <b>What to Do:</b> <ul style="list-style-type: none"> <li>▶ Use the "Boot" to secure the door</li> <li>▶ Secure and lock windows and close blinds/shades</li> <li>▶ Turn off lights and monitors</li> <li>▶ Keep quiet</li> <li>▶ Silence cell phones</li> <li>▶ Do not open doors during a lockdown, even in the event of a fire alarm</li> <li>▶ Stay in safe areas until directed by law enforcement</li> </ul> |



## A-8 Faculty / Staff Quick Resource Guide

### RESPONDING TO DIFFICULT BEHAVIORS:

Providing support and then addressing the behavior is an important step in the process of helping someone in a difficult situation.

- Find a private (non-secluded) and comfortable place to talk. If you're concerned about your own safety, DO NOT meet with the person alone.
- Set aside adequate time for the discussion so you're not rushed or preoccupied.
- Be calm. Stay relaxed. Pay attention to your demeanor and tone of voice.
- Listen carefully and attentively.
- If you are initiating the discussion, be as specific as possible about the behaviors that concern you. Provide examples of your observations in a direct, non-judgmental way.
- Express interest, care, and concern. Remember that although what is being shared may not seem like a crisis to you, it may feel like one to that person.
- Be direct about the limits of your ability to assist him/her. Help explore available options and the benefit to the student.

### MCC CONTACTS AT A GLANCE

**Campus Safety**  
**777-0545 or cell 557-5648**

Behavioral Intervention Team:  
File a CARE Report from  
the Employee Portal page.

|                                  |          |
|----------------------------------|----------|
| Academic Affairs.....            | 777-0254 |
| College Success Center.....      | 777-0392 |
| Counseling.....                  | 777-0362 |
| Disability Support Services..... | 777-0309 |
| Financial Aid.....               | 777-0228 |
| Financial Services.....          | 777-0249 |
| Human Resources.....             | 777-0350 |
| IT Help Desk.....                | 777-0351 |
| Library.....                     | 777-0269 |
| Mailroom.....                    | 777-0429 |
| Records.....                     | 777-0250 |
| Student Services.....            | 777-0341 |
| Tutoring.....                    | 777-0393 |
| Veteran Affairs.....             | 777-0342 |

### Faculty/Staff QUICK RESOURCE GUIDE

*Title IX Reporting/Assistance  
Responsibilities*

*Responding to a Student in Crisis*

*Responding to Difficult Behaviors*

*MCC Important Contacts*



# Did you know - You're a "MANDATORY REPORTER"?

## Employee RESPONSIBILITIES UNDER TITLE IX:

If someone discloses an incident of sexual misconduct to you, including sexual assault, stalking, dating or domestic violence, or sexual harassment, please take the following steps:

### Safety

- Confirm the persons' safety. If they are not safe, help them create a plan to get to a safe place. Call 911 if needed.
- Provide non-judgmental support. Avoid questions that suggest blame or show doubt. (Don't say... you should have... or why didn't you...)
- Respond with compassion and sensitivity.

### Explain Reporting

- Explain your obligation to report the information – example of response:
- *"Before you go any further, I need to let you know that I want to support you and that I can keep this private, but I am required to tell the Title IX Coordinator/ Deputy Coordinator about this type of issue. If you want to talk to someone confidentially, you can talk to someone in our Counseling Department."*

- Click on



or

Contact a member of the Title IX Team:

- Ken James ..... 777-0617
- Kristine Anderson..... 777-0447
- Donielle Nichols ..... 777-0698
- Dr. Patti D'Avignon..... 777-0341
- Tonette Brown-Garner ..... 777-0654 (Evening Supervisor)

### Referral Options

- A. Provide the resources for you - Sexual violence and harassment brochure
- B. Review reporting options with the person (both the right to file a complaint with law enforcement and the right way to file a complaint with MCC.)
- C. Direct the person to on-campus confidential resources.
- D. Share off-campus resources.

## RESPONDING TO A STUDENT IN CRISIS:

BIT or Behavioral Intervention Team will assist in these cases. Please contact Chair of BIT, Jason Cooper at 777-0690.

A student in crisis can take many forms:

### Self-Harm

The College's Behavioral Intervention Team should be alerted as soon as possible if a student verbalizes or writes any statement of self-harm or suicide ideation. A Care Report can be submitted through the portal or when in doubt, call Security at ext. 545 or 911 if an emergency.

### Food

Hunger and lack of adequate food resources is a problem for many of MCC's students. Students needing assistance may call either Student Life x216, Counseling x362, or United Way 211.

### Report a Concern

The College offers an online form where any member of the campus community can report a concern. From the Employee Portal, click onto the CARE REPORT button on the right hand side of the screen.



**MUSKEGON COMMUNITY COLLEGE**



## A-9 Faculty / Staff Quick Resource Guide

### COMMUNITY RESOURCES

#### **Every Woman's Place**

For Domestic or Dating Violence,  
Sexual Assault and Stalking  
24-Hour Crisis Line: (231) 722-3333  
Text 9 am - 5 pm (231) 468-6060  
Walk-In Services:  
1221 W. Laketon Avenue.  
Monday-Friday, 9:00am-5:00pm  
[www.everywomansplace.org/crisis](http://www.everywomansplace.org/crisis)

#### **Grand Haven/Holland**

Positive Options  
Crisis Line: (616) 546-0610  
Text: (616) 421-9696

#### **Newaygo County**

Women's Information Service Inc. (WISE)  
Phone: (231) 796-6600  
Crisis: (231) 796-6600 or (800) 374-9473

#### **Kent County**

YWCA West Central Michigan  
Women's Crisis Center  
(616) 459-4681

#### **Legal Advocacy**

Personal Protection Orders and Legal Advocate Office  
Michael E. Kobza Hall of Justice  
990 Terrace Street, 4th Floor  
(231) 724-6422

### MEDICAL CARE CLOSE TO CAMPUS

Emergency Services at Mercy Health, Mercy Campus  
1500 E. Sherman Boulevard (Near US-31)  
(231) 672-3916

#### **Grand Haven** (616) 847-5310

Emergency Department at  
North Ottawa Community Hospital  
1309 Sheldon Road

### CAMPUS RESOURCES:

#### **MCC Counseling and Advising Center**

(231) 777-0362, Room 1050  
[www.muskegoncc.edu/counseling](http://www.muskegoncc.edu/counseling)  
(Confidential)

#### **Title IX Coordinator**

**Ken James**  
2109F, (231) 777-0617  
[kenneth.james@muskegoncc.edu](mailto:kenneth.james@muskegoncc.edu)

#### **Deputy Coordinators:**

**Kristine Anderson, Chief Human Resources Officer**  
2109M, (231) 777-0447,  
[kristine.anderson@muskegoncc.edu](mailto:kristine.anderson@muskegoncc.edu)

#### **Dr. Patti Davignon, Dean of Student Success**

1045A, (231) 777-0341  
[patti.davignon@muskegoncc.edu](mailto:patti.davignon@muskegoncc.edu)

#### **Tonette Garner, Evening College Services Coordinator**

1353, (231) 777-0654  
[tonette.brown-garner@muskegoncc.edu](mailto:tonette.brown-garner@muskegoncc.edu)

#### **Jason Cooper, Dean of College Services and Athletics**

HW124A, (231) 777-0690  
[jason.cooper@muskegoncc.edu](mailto:jason.cooper@muskegoncc.edu)

#### **April Shirey, Registrar**

1048F, (231) 777-0310  
[april.shirey@muskegoncc.edu](mailto:april.shirey@muskegoncc.edu)

#### **Rebecca Sytsema, Nursing Faculty**

3055B, (231) 777-0305  
[sytsemar@muskegoncc.edu](mailto:sytsemar@muskegoncc.edu)

#### **Jeff Hawke, Safety and Security Supervisor**

w1360D, (231) 777-0259  
[jeffery.hawke@muskegoncc.edu](mailto:jeffery.hawke@muskegoncc.edu)

#### **Donielle Nichols, Director of Human Resources**

2109N, (231) 777-0698  
[donielle.nichols@muskegoncc.edu](mailto:donielle.nichols@muskegoncc.edu)

#### **Dan Rinsema-Sybenga, Dean of Academic Affairs**

STC224B, (231) 777-0569  
[daniel.rinsema-sybenga@muskegoncc.edu](mailto:daniel.rinsema-sybenga@muskegoncc.edu)

#### **Tom Henry, English Faculty**

1003, (231) 777-0483  
[tom.henry@muskegoncc.edu](mailto:tom.henry@muskegoncc.edu)

## Resources For You

### *Sexual Violence & Harassment*

#### **Commitment to Our Campus Community**

Muskegon Community College is committed to developing and sustaining a healthy and diverse learning and working environment that recognizes the value of each individual. MCC advances a safe, pleasant and respectful culture for all, free from sexual violence and sexual harassment as well as dating violence, domestic violence, and stalking. At MCC such behaviors are forms of sexual discrimination and are not tolerated, they are prohibited by College policy and the law.

If you have experienced sexual violence, it's not your fault. Sexual violence occurs when a person ignores or denies someone else's wishes through violent sexual means. No one ever asks to be raped or sexually assaulted. Even if you had too much to drink, or used drugs, or froze and did not fight back, or said "yes" to one type of sexual intimacy but not to what happened – you are not to blame for harm being done to you.

#### **The Law**

Sexual harassment and sexual violence is prohibited in the education context by Title IX of the Education Amendments of 1972; in the employment context by Title VII of the Civil Rights Act of 1964, as amended; and Section 304 of the Violence Against Women Reauthorization Act of 2013.

MCC

**MUSKEGON COMMUNITY COLLEGE**

## **AT MCC, SURVIVORS OF SEXUAL MISCONDUCT SHALL HAVE THE RIGHT TO:**

- Receive prompt and survivor-sensitive cooperation of campus personnel for recommendations of obtaining, securing and maintaining evidence, including recommendations to receive a medical examination at a local emergency room when necessary to preserve evidence;
- Expect notification from campus personnel of your options to prevent further unwanted contact by alleged assailants, including issuing of “no contact” orders and changing academic and on-campus working schedules, provided such changes are available;
- Receive information describing options to pursue a criminal complaint with the appropriate law enforcement agency, to pursue the College’s disciplinary process, or to pursue both processes simultaneously;
- Be notified of existing campus and community-based medical, counseling, mental health, and student services for survivors of sexual assault, whether or not the assault is formally reported to campus or civil authorities;
- Be informed of the right to confidential or anonymous testing for sexually transmitted infections, HIV, and pregnancy;
- Be free from any threat of retaliation or other attempt to prevent the reporting of sexual misconduct;
- Be notified of the opportunity to identify witnesses and other evidence to the College investigation and resolution process, information about procedures, and written notice of the outcome in a manner equivalent to the process of the accused;
- Have a support person of choice accompany them throughout the disciplinary process. While a support person is there to support, they may not speak for you or act as your legal counsel;
- Be informed in a timely fashion (60 days) of the outcome of the process concurrently with the accused;
- Have the right to appeal the outcome.

## **CAMPUS REPORTING**

The College can only respond to allegations of sexual harassment or sexual violence that are reported to campus authorities. Anyone who believes they have experienced or witnessed sexual misconduct or related retaliation is encouraged to report such behavior promptly. If in doubt, please report.

Reporting to the College does not mean you have to report to local authorities, but you have the option to report to local authorities. MCC can assist with reporting to the proper law enforcement agency.

### **How to Report**

Reports may be made to MCC Title IX Coordinator or Title IX Deputy Coordinators (listed on back), or Campus Safety.

Student Conduct Report Form:  
<https://www.muskegoncc.edu/care-report>

Please note that MCC’s response will be limited without the reporter’s information.

Confidential reporting is available by reporting to MCC counseling staff when you may not want to trigger an investigation.

## **OTHER SUPPORT SYSTEMS AND ADVOCATES**

There are plenty of trustworthy people at MCC who want to support you and can point you in the right direction. They can be mentors, faculty, and/or staff. However, it is important for you to remember they cannot guarantee confidentiality.

### **RETALIATION**

MCC prohibits retaliation against individuals who engage in reporting a complaint of sexual harassment, sexual misconduct, dating or domestic violence, and/or stalking. Retaliatory behavior is regarded as additional misconduct and may lead to increased sanctions.

As always, in the case of an emergency call 911 to reach the Police Department.





## Adjunct Faculty Payroll Schedule 2026-2027 Academic Shool Year

### Fall 2026

**08/22/2026 - 12/11/2026**

| Week | Pay Period Beginning | Pay Period Ending | Payroll Pay Date |
|------|----------------------|-------------------|------------------|
| 1    | 8/22/2026            | 9/4/2026          | 9/10/2026        |
| 2    | 9/5/2026             | 9/18/2026         | 9/24/2026        |
| 3    | 9/19/2026            | 10/2/2026         | 10/8/2026        |
| 4    | 10/3/2026            | 10/16/2026        | 10/22/2026       |
| 5    | 10/17/2026           | 10/30/2026        | 11/5/2026        |
| 6    | 10/31/2026           | 11/13/2026        | 11/19/2026       |
| 7    | 11/14/2026           | 11/27/2026        | 12/3/2026        |
| 8    | 11/28/2026           | 12/11/2026        | 12/17/2026       |

### Winter 2027

**01/09/2027 - 04/30/2027**

| Week | Pay Period Beginning | Pay Period Ending | Payroll Pay Date |
|------|----------------------|-------------------|------------------|
| 1    | 1/9/2027             | 1/22/2027         | 1/28/2027        |
| 2    | 1/23/2027            | 2/5/2027          | 2/11/2027        |
| 3    | 2/6/2027             | 2/19/2027         | 2/25/2027        |
| 4    | 2/20/2027            | 3/5/2027          | 3/11/2027        |
| 5    | 3/6/2027             | 3/19/2027         | 3/25/2027        |
| 6    | 3/20/2027            | 4/2/2027          | 4/8/2027         |
| 7    | 4/3/2027             | 4/16/2027         | 4/22/2027        |
| 8    | 4/17/2027            | 4/30/2027         | 5/6/2027         |

### Summer 2027

**05/15/2027 - 08/06/2027**

| Week | Pay Period Beginning | Pay Period Ending | Payroll Pay Date |
|------|----------------------|-------------------|------------------|
| 1    | 5/15/2027            | 5/28/2027         | 6/3/2027         |
| 2    | 5/29/2027            | 6/11/2027         | 6/17/2027        |
| 3    | 6/12/2027            | 6/25/2027         | 7/1/2027         |
| 4    | 6/26/2027            | 7/9/2027          | 7/15/2027        |
| 5    | 7/10/2027            | 7/23/2027         | 7/29/2027        |
| 6    | 7/24/2027            | 8/6/2027          | 8/12/2027        |

The above scheduled is based on the classes that start at the beginning of the semester. If your class has an alternative schedule then the pay date would typically begin on the first pay after your start date. This is also dependent upon payroll receiving the completed load sheet by the deadline dates.

Please email [payroll@muskegoncc.edu](mailto:payroll@muskegoncc.edu) with any questions you may have.