



ADJUNCT FACULTY HANDBOOK

2006-2007

Office of Academic Affairs

(July 2006 update)

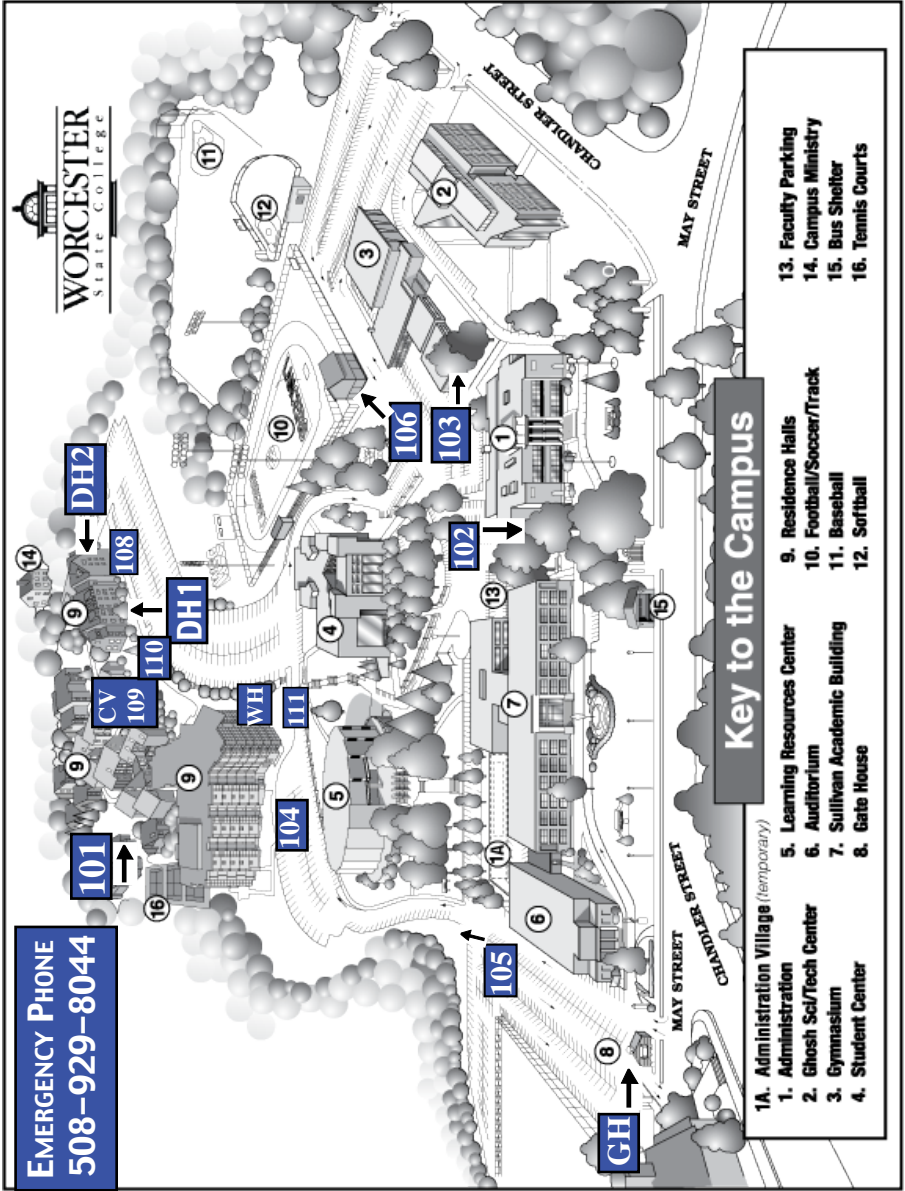
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Emergency Procedures

It is the responsibility of each faculty member to become familiar with the designated evacuation location for the building in which they teach. Each room on campus will have a map of evacuation locations posted by the classroom door. There also will be a map of emergency telephone locations throughout the campus. Adjunct faculty are expected to take a head count for each class, so that in an emergency the faculty will be able to account for all their students at the building's evacuation location.

We ask that adjunct faculty members mention this procedure to their students during the first class of each semester. Copies of the full Emergency Management Plan for the Worcester State College Community may be picked up at the Graduate and Continuing Education Department located in the Gym Building, Room G-205.



EMERGENCY / ASSISTANCE CALL BOX LOCATIONS

Box #101: CHANDLER VILLAGE, LAUNDRY ROOM

Box #102: PARKING LOT, ADJACENT HANDICAP ACCESS TO ADMINISTRATION BUILDING

Box #103: ALUMNI PARK, ADJACENT HANDICAP ACCESS TO GYM BUILDING

Box #104: RESIDENT LOT, ADJACENT TENNIS COURTS

Box #105: ADJACENT RED FLASHING LIGHT

Box #106: ENTRANCE TO ATHLETIC FIELD

Box #108: DOWDEN HALL, RESIDENT LOT

Box #109: CHANDLER VILLAGE, BUILDINGS 23-26

Box #110: CHANDLER VILLAGE, PARKING LOT

Box #111: WASYLEAN HALL, CROSSWALK

BOXES

DH1 & 2: DOWDEN HALL - FRONT INSIDE ENTRANCE & COURTYARD INSIDE ENTRANCE

Box GH: Gatehouse

Box WH: Wasylean Hall, Front and Side Entrances

Quick Facts about Worcester State College

Worcester State College is a public institution of higher education that serves primarily the citizens of Central Massachusetts. The college offers programs at the baccalaureate and master's levels in a wide range of disciplines and professions. Teaching, research, and public service—traditional components of the mission at most colleges—are all-important at WSC, but excellence in instruction clearly is our priority.

Since its inception in 1874, Worcester State College has been truly a college of Worcester. We serve as a gateway for a more fulfilling life for citizens from Central Massachusetts and across the State and region. For over 130 years, the College has adapted its curriculum mission to the changing needs of the people of Worcester and Central Massachusetts. The College offers programs in the traditional liberal arts and sciences while maintaining its historical focus on teacher education. In recent years, health care has become the largest employer in Central Massachusetts, with biotechnology also a rapidly growing industry. In an effort to be responsive to these trends in the region, the College adopted a focused programmatic mission in the fields of health professions, biomedical sciences, business, and computer science. Within this focus, however, our commitment to the liberal arts and sciences, and to programming in selected professional areas, remains strong. While change has been the only constant for the College, in one fundamental respect Worcester State has never changed, always providing affordable access and opportunity for quality education.

Worcester State is especially proud of the diversity of its student body as well as in the presence on campus of both traditional-age and adult students. Finally, we at Worcester State strive for excellence in our programs and in the services we offer. We are committed to preparing students who, upon graduation, possess the skills and abilities to compete successfully either in the workplace or in advanced study and who, when they leave the College, are committed to being life-long learners.

Fall 2006 Academic Calendar

September

- 5 Pre-College Conference
- 6 Classes begin: day, evening, graduate**
- 12 Last day to add day courses (state-supported)
- 19 Last day to drop day courses (state-supported)
- 19 Last day to add/drop evening/graduate courses (non state-supported)

October

- 9 Columbus Day: NO CLASSES**
- 13 Last day to declare/change major/minor
- 17 Last day to make up *Incomplete* grades from Spring/Summer 2006
- 24 Failure warnings due in the Registrar's Office
- 27 Failure Warnings issued to students

November

- 3 Last day to withdraw from courses/school
- 6-21 Pre-registration for Spring 2007
- 10 NO CLASSES (Veterans' Day Observed)**
- 11 Veterans' Day: NO SATURDAY CLASSES**
- 13 Last day to elect Pass/Fail option
- 22-25 Thanksgiving Recess**
- 27 Classes Resume

December

- 12 All classes end**
- 13 Reading Day
- 14-21 Final Exams—day classes
- 22 Make-up day for exams postponed due to inclement weather
- 31 Semester ends**

EXAMINATION SCHEDULE: FALL 2006

<u>CLASS DAY & TIME</u>		<u>EXAMINATION DAY & TIME</u>		
MWF	8:30AM	Friday	December 15	8:30AM
MWF	9:30AM	Monday	December 18	8:30AM
MWF	10:30AM	Wednesday	December 20	8:30AM
MWF	11:30AM	Friday	December 15	12:30PM
MWF	12:30PM	Monday	December 18	12:30PM
MWF	1:30PM	Wednesday	December 20	12:30PM
MW	3:00PM	Thursday	December 21	12:30PM
F	1:30PM	Thursday	December 21	8:30AM
TR	8:30AM	Thursday	December 14	8:30AM
TR	10:00AM	Tuesday	December 19	8:30AM
TR	11:30AM	Thursday	December 14	12:30PM
TR	1:00PM	Tuesday	December 19	12:30PM

Spring 2007 Academic Calendar

January

- 15** **Martin Luther King Day: NO CLASSES**
- 16** **Classes begin: day, evening, graduate**
- 22 Last day to add day courses (state-supported)
- 29 Last day to drop day courses (state-supported)
- 29 Last day to add/drop evening, graduate courses (non state-supported)

February

- 19** **Presidents' Day: NO CLASSES**
- 27 Last day to make up *Incompletes* from Fall 2006

March

- 5 Last day to declare or change major or minor
- 12 Failure warnings due in the Registrar's office
- 14 Failure warnings issued to students
- 19-23** **Spring Break**
- 21 Last day to withdraw from courses/school

April

- 4 Last day to elect Pass/Fail status
- 9-24 Pre-registration for Fall 2007
- 16** **Patriots' Day: NO CLASSES**
- 23-27 Student evaluation of faculty

May

- 2** **All classes end**
- 3 Reading Day
- 4-11 Final Exams
- 13** **Commencement and end of semester**

EXAMINATION SCHEDULE SPRING 2007

CLASS DAY & TIME

EXAMINATION DAY & TIME

MWF	8:30AM	Friday	May 4	8:30AM
MWF	9:30AM	Monday	May 7	8:30AM
MWF	10:30AM	Wednesday	May 9	8:30AM
MWF	11:30AM	Friday	May 4	12:30PM
MWF	12:30PM	Monday	May 7	12:30PM
MWF[^]	1:30PM	Wednesday	May 9	12:30AM
MW	3:00PM	Friday	May 11	8:30PM
F	1:30PM	Friday	May 11	12:30PM
TR	8:30AM	Tuesday	May 8	8:30AM
TR	10:00AM	Thursday	May 10	8:30AM
TR	11:30AM	Tuesday	May 8	12:30PM
TR	1:00PM	Thursday	May 10	12:30PM

The Adjunct Contract

Prior to the beginning of your course, you will sign a contract that includes your course or workshop title, number of credits (if a credit course), and compensation amount. All contracts will be ready to be signed one week prior to the beginning of the academic semester. *Day part-time faculty should come to the Academic Affairs Office (A-301) to sign their contracts. Adjunct faculty at Worcester State College, are required to join the Union or pay the agency fee. You will receive information regarding union membership directly from the union office.

Compensation

Credit Courses – In order to be paid, you must have all required paperwork on file in the Human Resources Office. This paperwork includes a completed Worcester State College Application form, a resume, three letters of recommendation, official copies of degree-bearing transcripts, a completed W-4 Form (withholding information), and a completed, signed, and verified I-9 Form.

There are separate faculty negotiated agreements that govern both day and evening part-time faculty.

For day part-time faculty, the contract distinguishes between unit members (currently paid at a rate of \$1,334/credit hour) and non-unit members (compensated at a rate of \$986/credit hour). To qualify as a unit member, an adjunct must have served as: an instructor for three consecutive semesters (e.g. Fall 2003, Spring, 2004, Fall 2004); a temporary full-time faculty member in the state college system within the last twelve (12) months; or recently retired from a tenure-track state college appointment within the last twelve (12) months. Part-time day faculty members should expect to receive six (6) paychecks on a bi-weekly basis, with the first check beginning twelve (12) weeks from the end of the semester. Upon signing your teaching instruction contract, you will receive a schedule of pay dates for the term you will be employed by the College.

Evening part-time faculty fall under the contract agreed upon by the State Division of Graduate and Continuing Education and MSCA/MTA. Compensation for evening part-time instruction is tied directly to faculty rank (Visiting Instructor, Assistant Professor, Associate Professor and Professor). Adjunct faculty members are compensated twice per semester and once each summer term. During the traditional (fall/spring) academic year you should expect your first check at the mid-semester point and the balance at the end of the semester. Compensation occurs at the end of the term for employment that takes place during the College's summer sessions.

For both day and evening part-time faculty, compensation stubs are available at the Human Resources Office. If an anticipated stub is not there for you it is likely you failed to: complete your personal file in Human Resources, signed and/or returned your teaching contract, or failed to submit your course grades by the due date to the Registrar's Office. **Please note:** Direct Deposit is a Commonwealth condition of employment. If you do not have direct deposit now, please contact Payroll (Elaine

Dukes) at 508/929-8116 and she will send you the necessary paperwork. Pay checks will not be available for you until your direct deposit application form is completed.

OneCard

ONECARD is Worcester State College's new identification card. It can be used as a debit card for purchases or payments or as a key to access the residence halls. Because your *ONECARD* can have cash value assigned to it, it is important to take care of it as if it were your bank card or driver's license.

To obtain your *ONECARD*, visit the *ONECARD* Office, located in the Gym Building, Room 204G during regular College business hours, or the College Police Office, located in Wasylean Hall, first floor, Room 102-D. You must be registered for teaching classes at the College, have a photo ID (such as a driver's license) and, if you plan to use your *ONECARD* for business transactions, sign a contract of terms and conditions.

You can add funds to your account (Common Funds) at the Card Management Center (CMC) machine located in the Student Center or the Library via cash or credit card or in person at the OneCard Office. Additionally, OneCard users can manage their accounts online through use of their credit card by accessing our OneCard website <https://community.worcester.edu>.

By depositing money to your Common Funds, you will be able to use your OneCard at any of the on-campus Purchase Locations. Common Funds are non-refundable, but balances will carry over from year to year.

In the event that your *ONECARD* is lost or stolen, you may freeze your account to protect the cash value on your card. To prevent loss of funds, report it immediately to:

1. WSC OneCard Office – 508-929-8888;
2. WSC College Police – 508-929-8017; or
3. Online by accessing onecard.worcester.edu

There is a \$25.00 charge to replace your missing OneCard.

Adjunct Responsibilities

A. COURSE RESPONSIBILITIES

- Provide students with a syllabus containing the objectives and procedures for each course, the criteria and processes for evaluation of student performance, and the academic requirements consistent with the objectives of the course (see sample syllabus format in Appendix A).
- Report to the department chair or the chair's designee during the first 5 weeks of the semester about the progress of the class or classes that are being taught.
- Be available to students by phone, electronic mail, or through stated office hours. Inform departmental secretary of office hours and phone numbers.

- Hold classes as scheduled, giving sufficient notice of cancellation and/or arranging for a substitute if necessary.*
- Administer all final exams at the time and place indicated in the *Schedule of Classes*.
- Confine classroom activities to topics that fall within your area of competence and are germane to the course.
- Administer course evaluations at the conclusion of each course according to departmental procedures/policies.
- Provide a copy of your syllabus to the appropriate department chair (day faculty) and for grad or evening courses to the Graduate and Continuing Education office.

B. RESPONSIBILITY TO STUDENTS

- Employ professional teaching behavior and protect the academic, as well as the personal, privacy of students.
- Respect the intellectual integrity of students and colleagues.
- Complete and return in a timely fashion the “mid-semester warning” forms.
- Give fair and adequate notice to any student whose conduct may be the cause of administrative withdrawal from the course.
- Complete course grades and submit them to the Registrar (G-212) within 48 hours of the final exam. Questions about grades may be directed to the Registrar’s Office, extension 8035/8036, or your academic department.

C. COLLEGE COMMUNITY MEMBERSHIP

- Refrain from judging colleagues in the presence of students and always refer a student with adverse criticism directly to the instructor concerned.
- Ensure appropriate credit to the College when due, protect the College from liability for personal activities, and avoid misrepresenting College policies and positions.
- Respect the rights of colleagues to engage in free inquiry and to express divergent opinions.
- Show respect for instructors in adjoining or succeeding classes.
- Comply with all applicable College policies and procedures, and all Federal and State of Massachusetts laws and regulations.

Academic Policies and Procedures

The policies summarized below are excerpts from among those published in the College catalog. It is important to remember that the policies exist to provide an equitable basis for conducting classes and for dealing with the inevitable student requests for exceptions to rules. Should you have questions about the intent or enforcement of any of these policies, please speak with your chairperson.

A. ATTENDANCE

All students are expected to attend and participate in all class meetings and laboratory sessions. In the event that illness or some other emergency prevents a student from attending class, the student should contact the instructor directly.

In keeping with Chapter 375 of the Commonwealth of Massachusetts, students who are unable to attend class(es) because of religious beliefs shall be excused and permitted to make up any work or examinations missed.

B. ACADEMIC ADVISEMENT

Each student is assigned a faculty advisor from his or her major department. Students who are undecided about their major are assigned advisors in the Academic Success Center (2nd floor of the Gym Building, near the trophy cases). The advisor assists in the selection of courses, changes in schedule, maintaining satisfactory academic progress, and all other academic matters. Students in the Division of Graduate and Continuing Education may receive advising in the Graduate and Continuing Education office. The student meets with his or her advisor during the regularly scheduled advising period each semester to review academic progress and select courses for the forthcoming semester. The advisor must approve all courses taken at other institutions using a form obtained in the Registrar's Office.

C. ACADEMIC TUTORING CENTER

The Academic Tutoring Center is open to all students and provides assistance in a number of academic disciplines, preliminary assessment and assistance on both a one-to-one and small group basis. Qualified tutors are available to assist students and all services provided are free to Worcester State College students. The Center has recently been relocated to the lower level of the Gym building, Room 108B. If students are interested in scheduling a tutoring session, they should contact Nancy Cruz de Pineiro, Coordinator of the Academic Tutoring Center.

D. CLASS ROSTERS

The Registrar's Office delivers the following class rosters to faculty mailboxes:

- | | |
|--|---------------------------------|
| • Initial Class Roster | First Day of Class |
| • Schedule Adjustment Roster
(Day Classes Only) | End of Day Add Period |
| • Add/Drop Roster | After Add/Drop Deadline |
| • Walk Away Roster | 1 1/2 Months into Semester |
| • Failure Warning Roster | Determined by Academic Calendar |
| • Final Grade Roster | 1 Week Before Final Exam |

Part-time faculty who do not have a campus mailbox may obtain a copy of their class roster from their department chair. Attached to each roster is an

explanatory memo, which lists pending academic deadlines and date roster is due back in Registrar's Office.

E. COURSE OVERRIDES (exceeding the class limit)

During the day class *add period*, students may add into any class with space available. Once the class limit has been reached, only students with an add slip signed by the faculty member will be added to the class.

Students will be added into any evening class with space available up until the first class meeting. Once a class meets, a faculty signature is required for all overrides.

F. GRADING

The following letter grades (and their associated numerical equivalents) are to represent student achievement.

A	4.0
A-	3.7
B+	3.3
B	3.0
B-	2.7
C+	2.3
C	2.0
C-	1.7
D+	1.3
D	1.0
D-	0.7
E	0.0

Withdrawals: If a student withdraws from a course before mid-semester failure warnings are issued, a "W" is recorded. After failure warnings are issued, for students who withdraw, the instructor may issue a "W", "WP" (withdrawn with a passing grade) or "WF" (withdrawn with a failing grade). These grades appear on the transcript but are not included in the calculation of the student's Grade Point Average (GPA).

Pass/Fail: Students may elect up to two courses per semester on a pass/fail basis, but not more than 18 hours toward the baccalaureate degree may be taken on a pass/fail basis. Foundation courses and courses required for the major or minor may not be taken on a pass/fail basis. Students must notify the Registrar's Office at least four weeks prior to the last scheduled day of classes if they intend to take a course on a pass/fail basis. The same deadline applies to students who wish to change the basis of grading from pass/fail to standard grading. Students receive either a "P" or an "F" in pass/fail courses. Neither grade is computed in the GPA.

Incomplete Grades: When circumstances prevent a student from completing a course, the student is responsible for requesting an incomplete. The professor may grant an incomplete provided that the student has completed a substantial

portion of the course requirements. The student must make arrangements with the professor to complete the course within six weeks of the beginning of the next semester. If the requirements are not completed, a grade of “E” will be recorded.

An extension of an incomplete may be granted for one semester if circumstances still prevent the student from completing the requirements. In such cases, the students must obtain the approval of the professor who must notify the Registrar in writing of his or her approval prior to the end of the six-week period. All work must then be submitted prior to the beginning of the examination period of the semester following the one in which the incomplete was granted.

Change of Grade: Once a grade has been posted to a student’s transcript, that grade may be changed only if an error has been made in calculations. Under no circumstances may a grade be changed as a result of the submission of additional work after the course has ended. No grade may be changed after the conclusion of the semester following the semester in which the grade was originally issued.

G. ACADEMIC HONESTY

Plagiarism and cheating consist of any attempt by a student to represent the work of someone else as his or her own. It includes, but is not limited to, submitting, copying, or substantially restating the work of another person or persons in an oral or written work without citing the appropriate source; collaborating with someone else in academic endeavor without acknowledging that contribution; and copying the answers of another student in an examination. Worcester State College will not tolerate plagiarism or cheating in the classroom in any fashion. The penalties for academic dishonesty are severe and being unaware is not an acceptable justification. An instructor may fail the student or enforce another penalty concerning academic dishonesty.

H. GRADE APPEAL PROCEDURE

Before lodging a formal appeal, students are urged to use all informal means available to resolve questions about specific grades. The appeals process is intended in cases where there is reason to believe that the faculty member may have made a mechanical error in calculating a grade or there is reason to believe that a grade has been calculated in a manner inconsistent with the stated grading policy. It is not, intended to be used to challenge a grade, which results from a faculty member exercising his or her professional judgment in the evaluation of student work.

- Step 1.** Within ten working days of receiving the grade, the student requests in writing a meeting with the instructor. The instructor arranges to meet with the student within ten days of receiving the request.
- Step 2.** If the matter is not resolved to the satisfaction of the student, then within ten working days of the meeting, the student may, in writing, request a meeting with the appropriate Department Chair.
- Step 3.** If the Department Chair is unable to resolve the matter within ten working days of receiving the request, either party may, within ten working days, file a written request to review the matter with

the Associate Vice President for Academic Affairs or the Dean of Graduate and Continuing Education for evening/grad courses.

Step 4. If the Associate Vice President or Dean is unable to resolve the matter to the satisfaction of all parties within ten working days, either party may file a written request to review the matter with the Vice President for Academic Affairs.

Step 5. The Vice President for Academic Affairs shall inform the student, faculty member, Department Chairperson, and Undergraduate Dean of the results of his or her review within ten days of receiving the request. *This is the end of the appeal process.*

I. CANCELLATION OF CLASSES

Day Classes – Contact the Human Resource (508-929-8666) Office. Please give them your name, course and section number, plus day that you will not be available for your students.

DGCE Classes – Contact the DGCE Office at (508-929-8127). Please provide them with the same information.

Note: an adjunct teaching both day and evening classes should contact both offices if s/he will not be available for any given day.

Useful Campus Information

A. EMERGENCIES AND INJURIES

In case of an emergency or injury, contact the Campus Police dispatcher at extension 8044 and describe the nature of the emergency. The dispatcher will send the appropriate assistance.

If you are injured, you must report the incident to your supervisor, who must then complete an Accident/Incident Investigation Form. This form must be hand-carried or faxed to the Human Resource Director (extension 8666) immediately.

If an employee fails to report a work-related injury within 24 hours of its occurrence, payment for medical services and/or lost wages may be denied by the insurance carrier.

B. WEATHER RELATED CLOSING AND ANNOUNCEMENTS

During Normal Office/Class Hours:

If, during normal office/class hours on a work/class day (defined as Monday – Friday from 8 a.m. to 5 p.m.), the President or her designee determines that the College should be closed due to inclement weather or other circumstances, all offices shall be notified of the time and duration of cancellation of normal activity. Normal routine will be expected to commence on the next regular class/work day, unless notified otherwise.

During Other Hours:

A decision to close the College or delay opening will generally be made between 5 and 6 a.m. by the President or the President’s designee. If a decision is made to close for the day, or delay opening, notice will be made for broadcast to the following radio stations:

AM Station	-WTAG	580 AM
	-WBZ	1030 AM
	-WORC	1310 AM
FM Station	-WSRS	96.1 FM
	-WXLO	104.5 FM
Television Station	-WBZ – Channel 4	

C. BOOKSTORE

The Campus Bookstore, located on the first floor of the Student Center, will be happy to place your book orders for you. To place your book order you should know the text title, author, publisher, edition, ISBN number, and number of copies needed. You can reach the Bookstore by phone at 508-929-8591.

Bookstore hours are as follows:

Fall & Spring Semester Hours

8:30 a.m. — 5 p.m. Monday–Thursday

8:30 a.m. — 4 p.m. Friday

Summer Semester Hours

9 a.m. — 4 p.m. Monday–Friday

Extended Hours

We are open extended hours at the beginning of each semester. Please call 508-929-8591 or visit our website (www.wsc.bkstr.com) for details.

D. MAILBOX

The Worcester State College Mail Room is located on the first floor of the Administration Building (A-107) and is open until 8 p.m. Monday through Thursday and Fridays until 5 p.m. Mailboxes are generally created for adjunct faculty each semester. If you do not have a mailbox, please inform your chairperson or the Graduate Office.

E. ACADEMIC SUCCESS CENTER

The Academic Success Center incorporates various offices designed to enhance each student’s experience at WSC. The Center provides academic advising for students who have not declared a major, presents programs for students who may need additional academic preparation for college success, and also houses the Academic Tutoring Center. Staff work with students who excel and those who are at-risk; students who have yet to declare a major and those who want to change; seniors who are preparing to enter the job market and practitioners who are ready for a new challenge. Students should be encouraged to visit the Center when they need information regarding choosing a major, exploring career options, matching curricular interests with future goals,

overcoming personal obstacles to academic success, counseling for personal and academic issues. Part-time faculty should contact the Academic Success Center if they are interested in attending workshop(s) intended to focus on successful advising practices.

F. CLASSROOM EQUIPMENT AND SUPPLIES

Most Worcester State College classrooms have an LCD projector, computer, and screen. If you need other AV equipment, please call Audio Visual Services at 508-929-8501. Your order can be taken over the phone. Chalk, erasers, blue books, and other supplies are available from your department secretary. See telephone listings at the end of this brochure for your department number.

G. LIBRARY POLICIES

Part-time faculty members are provided semester-long privileges at the Worcester State College Library. Faculty members may obtain an identification card by providing the library with a copy of your signed contract or a note from your Department Chair. Library hours are 8 a.m. to 11 p.m. Monday through Thursday, 8 a.m. to 5 p.m. Friday, 9 a.m. to 5 p.m. Saturday, and 1 to 11 p.m. on Sunday. These hours change during semester breaks. If you need the library during these break times it is best to call for the exact hours of operation or check the website.

Reserve Policies:

1. Faculty members must bring reserve materials to the Circulation Desk and fill out a standard reserve form for each title.
2. Up to 3 copies of any one item may be placed on reserve.
3. The circulation department will have the materials processed within 3 days of receiving them and will notify you when they are ON RESERVE.
4. If materials have not been used at least 6 times during a semester, they will be removed from RESERVE.
5. Faculty members placing personal copies on reserve do so at their own risk.
6. Faculty members assume responsibility for any infringement of the copyright laws.
7. LRC periodicals cannot be placed on reserve. Photocopies of articles must be submitted instead.
8. To ensure the safety of any materials from your personal library or collection, which you place on reserve, you should return to collect those materials within two weeks of the conclusion of your reserve semester. The reserve shelves will be cleared each semester within that two-week time period to make room for current materials.

H. PUBLICATIONS/PRINTING SERVICES

Department and individual offices that are supported by secretarial staffing and equipped with office copiers are expected to accomplish their own short

run requirements. Duplicating work requiring 25 or fewer copies of a single sheet should not be sent to Publications and Printing Services. The photocopier located in L-108 is restricted and not for use by the general college community. Work requiring more than 25 copies per page should be done on one of our other pieces of supporting equipment, e.g., offset duplicating machine, digital duplicator or high volume ImageRunner. The average turnaround time for quick copy is 48 hours. All you need do is drop off your work in Room L-108 between the hours of 8:45 a.m. and 5:00 p.m., Monday through Friday. A secure “Drop Box” is provided outside the office door of room L-108 for people who wish to leave copying requests after 5:00 p.m. The pick-up room (L-172) for completed work, located adjacent to the copy center, will continue to remain open throughout the day. Please address all inquiries to the Office of Publications and Printing Services, LRC, Room L-108, extension 8132. If your question concerns duplicating that is already in process, please refer to the job number indicated in the upper right hand corner of the pink receipt given to each patron when work is requested. For specialized printing services please contact the Office of Publications and Printing Services for further information.

I. ROOM CHANGES

All room changes must be made through the appropriate Department Chair. Because courses are sometimes staggered, a room, which seems empty, might be reserved at a later time. Also, if you change your room without notice, those trying to locate you will find it difficult.

J. COMPUTER AVAILABILITY

Computers are available on the third floor of the Learning Resources Center or the first floor of the Science & Technology Building for both students and faculty. These computers are available during the normal operation hours of the Library and Science & Technology Building. All students have access to 20 MB of e-mail storage and 40 MB of network storage. All files located in the student network directories will be deleted each year on June 1st. Should you require students to obtain an e-mail account, please go to the Academic Computing Office located in the Science & Technology Building, (Room ST-113), phone number 509-929-8864.

K. WRITING CENTER

The Writing Center is located on the third floor of the Sullivan Building, Room S-306. Operating hours are Monday–Friday 8:30 a.m. to 4:30 p.m. and some evenings. Highly skilled graduate assistants staff the Writing Center, and peer tutors who represent a variety of majors and interests. Tutors are available to assist students in critical reading, interpreting assignments, clarifying a thesis, focusing ideas, organizing ideas, developing ideas, clear reasoning, revising drafts, clear sentence construction, grammar and punctuation, note taking, and research skills. Sessions are available on an appointment or drop-in-basis, and

the Writing Center's staff also is available to help faculty members introduce writing activities in their courses. Additionally, the Writing Center is available online at www.worcester.edu/owl. This site contains extensive Writing Across the Curriculum materials, teacher preparation resources, writing guides and references, and online tutorial options.

Faculty members are encouraged to arrange for their students a brief ten-minute in-class presentation that introduces the Writing Center. Additionally, the Writing Center accepts student referrals, and many faculty members incorporate writing center sessions as an integral component of their courses' writing assignments. You can contact the director of the Writing center at x8112 for additional information.

Other Policies

A. SEXUAL HARASSMENT

Worcester State College affirms its commitment to ensure an environment that is fair, humane, and respectful for all staff, faculty and students.

The College supports and rewards performance on the basis of relevant consideration, such as ability and effort. Sexual harassment is damaging and intolerable in such an environment. The College will not condone acts of sexual harassment by any member of the College community. Therefore it is in the faculty member's best interest from having sexual relations with a student currently enrolled in his or her class.

A faculty member who feels he or she is the object of sexual harassment should contact the Human Resources Office or the Office of the Dean of Students immediately for confidential assistance and for detailed information on policies and procedures.

B. EQUAL OPPORTUNITY

It is the policy of Worcester State College that no discrimination on the grounds of age, race, color, religion, gender, sexual preference, national or ethnic origin, or disability status will be permitted in any College activity.

C. PARKING

Day and evening adjunct faculty may park in any of the general parking areas on campus. Parking LC-Tags issued for the current year are required for general parking areas. As in any parking area, individuals who park in spaces marked handicapped must display handicapped plates or placard. Between 8 a.m. and 5 p.m. spaces marked "staff only" are limited to individuals who display a staff parking E-Tag. All individuals who park on Worcester State College property are required to abide by the rules and regulations established by the College.

Campus Main Telephone Numbers

BUILDING CODE

A = Administration Building	S = Sullivan Building
CV = Chandler Village	SC = Student Center
DH = Dowden Hall	ST = Science & Technology Building
G = Gymnasium	WH = Wasylean Hall
LRC = Learning Resources Center	

DEPARTMENT – QUICK REFERENCE DIRECTORY

<u>DEPARTMENT</u>	<u>PHONE #</u>
Academic Affairs: Vice President	929-8038
Associate Vice President	929-8938
Director of Academic Administrative Support	929-8010
Academic Success Center	929-8111
Academic Tutoring Center	929-8530
Admissions	929-8758
Alternatives for Individual Development/ Multicultural Affairs	929-8049
Athletics	929-8034
Audio-Visual Reservations	929-8501
Biology/Biotechnology	929-8569
Bookstore	929-8591
Bursar	929-8051
Business Administration/Economics	929-8091
Campus Ministry	929-8017
Campus Police Information	929-8886/8054
Career/Counseling Services	929-8072
Central Receiving	929-8570
Chemistry	929-8583
Communication	929-8829
Communication Sciences and Disorders	929-8055
Computer Science	929-8832
Continuing Education	929-8127
Corporate Education	929-8126
Criminal Justice	929-8940
Dining Services	929-8657
Disability Services	929-8733
Diversity/Affirmative Action	929-8117
Education	929-8671
Emergency	929-8044

(Bold denotes academic departments)

Environmental Safety Office	929-8099
Facilities	929-8025/8050
Facilities Reservations	929-8078
Faculty Federation Union	929-8595
Financial Aid	929-8056
Fiscal Affairs	929-8087
Graduate Admissions	929-8787
Health Services	929-8875
Health Sciences	929-8832
History/Political Science	929-8162
Human Resources	929-8666
Information Technologies Help Desk	929-8856
Instructional Media Center	929-8508
Intensive English Language Institute	929-8128
International Programs	929-8747
Languages and Literature	929-8154
Library	929-8027
Lost and Found	929-8886
Mail Room	929-8572
Mathematics	929-8962
Multimedia Services	929-8180
Nursing	929-8129
Occupational Therapy	929-8624
Office of the President	929-8020
Payroll/Benefits	929-8061
Philosophy	929-8145
Physical/Earth Sciences	929-8583
Printing/Publication Services	929-8132
Psychology	929-8159
Registrar	929-8235/8036
Residence Life/Housing	929-8074
Safety/Security	929-8887
Sexual Assault Counseling	929-8851
Sociology	929-8159
Sports Information	929-8034
Student Center Activities	929-8073/8918
Student Affairs	929-8077
Urban Studies	929-8940
Veterans' Affairs	929-8773
Visual/Performing Arts	929-8145

(Bold denotes academic departments)