



2017 – 2018
Instructors' Resource
Guide

QUICK NOTES

ATTENDANCE - Unscheduled Absences

Blackwood Campus

- Faculty must call the **Public Safety (856) 227-7200, ext. 4288** to report an unscheduled absence as soon as possible prior to the start of class. Note name, room number, building, title and time of class; include the course number if possible. Also note instructions to give class, i.e., test reschedules, reading assignments, etc.
- For faculty teaching outside normal business hours (i.e. classes meeting prior to 8:30 a.m., after 4:30 p.m., and weekend classes) call **Public Safety (856) 227-7200, ext. 4288**. For evening classes, the evening secretary can also be contacted.

Camden City Campus and William G. Rohrer Center

- For all classes, faculty must call the main number for the building as well as their department secretary:
Camden City Campus: (856) 964-1302, ext. 3102 or 1393
William G. Rohrer Center: (856) 874-6000
- Administrative Office/Public Safety will post a sign on the door stating the class is cancelled.

FACULTY HOTELS/LOUNGES

Faculty hotels are office environments equipped with computers, copiers, Scantrons, desks and phones for faculty use. Lounges are social areas equipped with refrigerators, microwave ovens, tables, and chairs. The College has several rooms available to full-time and adjunct faculty members. If a lounge has a combination lock, please contact an area secretary for the combination. Locations are as follows:

Blackwood Campus

- Gabriel E. Danch C.I.M. Center, room 213S
- Madison Hall, room 122
- Kevin G. Halpern Hall for Science & Health Education, room 124

Camden City Campus

The Faculty Suite is located in College Hall on the second floor, room 228. A Faculty Hotel is located in College Hall on the fifth floor, room 506 and has computers, printer, copier, telephones, lockers and a Scantron machine for faculty use.

William G. Rohrer Center

The Faculty Hotel, located on the first floor of the William G. Rohrer Center, is for the convenience of faculty members currently teaching at the William G. Rohrer Center. Contact the Department of Public Safety or the Information Desk for the door combination.

COPIERS - Self-Serve

Walk-up Copiers are located in various buildings on the **Blackwood Campus**:

CIM 302, Jefferson 101, Madison 124

All faculty and staff access the combination door locks by entering **their own Employee ID number [EID]**. The copiers are then accessed via EID for full-time personnel; and via an assigned department code for all adjunct faculty and temporary staff. The department code should be obtained from your departmental secretary.

In **Camden**, copies can be made on the second floor in the Faculty Suite, room 228 and on the fifth floor, Faculty Hotel, room 506.

The **William G. Rohrer Center's** walk-up copier is located on the first floor in room 114 for faculty currently teaching in Cherry Hill, which requires a code that can be obtained from the Information Desk.

The Publication Center offers photocopying, printing and design services.

Copies

Black and white copies are available from the Publications Center in the Library. Faculty and staff must fill out a *Copy Request Form* (available at the Publications Center Service Counter on the lower floor) and date stamp it at the front counter when submitting a job. Normal turnaround time is 48 hours. Please allow additional time for large jobs or those with special finishing needs. See the *Duplication Guidelines* at www.camdenc.edu/communications/Publications-Office.cfm for more details.

*There is no walk-up copier available at the Publications Center.

Copyrighted Materials

It is the responsibility of the requestor to obtain permission to duplicate copyrighted material (including photos) from the author prior to submission to the Publications Center.

SCHOOL CLOSINGS

| | |
|-----------------------|------|
| CCC - Day Classes | 559 |
| CCC - Evening Classes | 2559 |

*Sign up for **Cougar Call** and check our website as well!*

IMPORTANT PHONE NUMBERS

MAIN NUMBERS FOR COLLEGE LOCATIONS

Blackwood Campus: (856) 227-7200
Camden City Campus: (856) 964-1304
or (856) 338-1817
William G. Rohrer Center: (856) 874-6000
Toll Free Number: 1 (888) 228-2466
College Web Page: www.camdencc.edu
College Phone Directory:
www.camdencc.edu/about/College-Directory.cfm

PUBLIC SAFETY

Blackwood Campus: (856) 227-7200, ext. 4288/
Emergency, ext. 7777
Blackwood Campus - Direct: (856) 374-5089
Blackwood Campus Cell-to-Cell: (609) 868-2074
Camden City Campus: (856) 968-1393/
Emergency, ext. 3102
Camden City Campus Cell-to-Cell: (609) 868-2079
William G. Rohrer Center: (856) 874-6057/
Emergency, ext. 6057
William G. Rohrer Center Cell-to-Cell: (609) 868-2081

BOOKSTORE

Blackwood Campus: (856) 232-6813
Camden City Campus: (856) 968-1200
William G. Rohrer Center: (856) 489-3349

COLLEAGUE ACCESS & TRAINING

(856) 227-7200, ext. 5076

COMPUTER LABS – OPEN ACCESS

Blackwood Campus: (856) 227-7200, ext. 4446
(Taft 113, 114, 115)
Camden E-Village: (856) 968-1266 (CTC 202)
William G. Rohrer Center: (856) 874-6001 (ROH 208)

DEAF AND HARD OF HEARING SERVICES

(856) 227-7200, ext. 4255

DISABILITY SERVICES

(856) 227-7200, ext. 4430

DISCIPLINE PROBLEMS

(856) 374-5088

DISTANCE LEARNING

(856) 227-7200, ext. 5056

ESL [English as a Second Language]

Advising: (856) 227-7200, ext. 4861
Learning Coach/Lab: (856) 227-7200, ext. 4526

E-MAIL ASSISTANCE

OIT Help Desk: (856) 374-4900
E-mail: helpdesk@camdencc.edu
Adjunct E-mail: outlook.com
Outlook WebAccess:
Outlook.com/faculty.camdencc.edu
Student E-mail: mail.live.com

GRADE SUBMISSION ASSISTANCE – WEBADVISOR

(856) 227-7200, ext. 4419

HELPDESK/OFFICE OF INFORMATION TECHNOLOGY

(856) 374-4900 or (856) 227-7200, ext. 4900
E-mail: helpdesk@camdencc.edu

INSTRUCTIONAL SUPPORT (ISD)

(856) 374-4900
E-mail: isd@camdencc.edu

INTERNATIONAL STUDENT SERVICES

(856) 227-7200, ext. 4543

LIBRARY

Blackwood Campus: (856) 227-7200, ext. 4407, 4404
Camden City Campus: (856) 225-6033

STUDENT ACTIVITIES, CLUBS, ORGANIZATIONS, STUDENT GOVERNMENT ASSOCIATION

(856) 227-7200, ext. 5088

TEACHING AND LEARNING CENTER

(856) 227-7200, ext. 4448

TESTING CENTER

(856) 227-7200, ext. 4710
Blackwood Campus: Library 2nd Floor Room 200
Camden Campus: College Hall 117
Wm. G. Rohrer Center: Room 208

TUTORING CENTER

Blackwood Campus (Taft): (856) 227-7200, ext. 4411
Camden City Campus: (856) 968-1359
William G. Rohrer Center: (856) 874-6001

VETERANS SERVICES

(856) 227-7200, ext. 4960
va@camdencc.edu

WEBADVISOR

(856) 227-7200, ext. 4200
<https://webadvisor.camdencc.edu>

Academic Divisions - Office Directory

| Arts, Humanities & Social Sciences | | Hours | Contact | Location | Ext |
|---|-------------------|-------------------------------------|-----------------------------------|-------------------------------|----------------------|
| Dean's Office / Community Center 101A | | Mon-Fri 8:30 a.m. – 4:30 p.m. | N Beatty M Amos M Torres | COM101A COM101A COM101A | 4448 4449 4381 |
| | Evening Secretary | Mon-Thurs 4:15-8:15 p.m. | A Fuselli | MAD-214 | 4421 |
| Department | | | | | |
| Communications, Visual & Performing Art, Language & Culture, Early Childhood Education, History/Political Science/Philosophy, ASL/Interpreter Education | | | P Langston | MAD-314 | 4364 |
| Academic Skills English, English as a Second Language, Work & Life Skills | | | A Wilson | MAD-309 | 4271 |
| English, Psychology, Sociology/Geography/Anthropology, Elementary & Secondary Education, Criminal Justice | | | A Barker | MAD-214 | 4323 |
| Business, Computer & Technical Studies | | Hours | Contact | Location | Ext |
| Dean's Office / CIM 301 | | Mon-Fri 8:30 a.m. – 4:30 p.m. | L Christopher M Barnhill | CIM-301 CIM-301 | 4420 4277 |
| | Evening Secretary | Mon-Thurs 4:15-8:15 p.m. | A Fuselli | MAD-214 | 4421 |
| Department | | | | | |
| Automotive Technology, Computer Graphics, Photonics | | | K Reitano | TRU-100 | 4382 |
| Accounting/Economics/Finance, Business, Marketing, Office Systems Technology/Paralegal | | | I Quann | MAD-209 | 4427 |
| CADD, Computer Information Systems, Computer Integrated Manufacturing, Computer Science, Computer Systems Technology, Engineering Technology | | | J Barr | CIM-302 | 4388 |
| Fire Science | | | S Hanstein | RETC | 4986 |
| Math, Science & Health Careers | | Hours | Contact | Location | Ext |
| Dean's Office / Halpern Hall 106 | | Mon-Fri 8 a.m. – 4:30 p.m. | L Barbin L Bright K McKenna | HAL-106 HAL-106 HAL-106 | 4469 4748 4468 |
| | Evening Secretary | Mon - Thurs 4:30 – 8 p.m. | M Shannon | HAL-106 | 4573 |
| Department | | | | | |
| Academic Skills Math | | | K McKenna | HAL-106 | 4468 |
| Addictions Counseling, Human Services, Dental Programs, Food & Nutrition Science/Hospitality Technology, Health Information Technology | | | L Dyer | HAL-117 | 4247 |
| Allied Health Partners: Massage Therapy, Health Science | | | K McKenna | HAL-106 | 4468 |
| Health & Exercise Science, Vision Care/Ophthalmic Science, Veterinary Technology | | | D Jones- Edwards | GYM-118 | 4037 |
| Biology, Physics | | | S L'Esperance | HAL-231 | 4467 |
| Chemistry, Mathematics | | | C Danielson | HAL-117 | 4461 |
| Nursing Programs: OLOL, Certified Nurse Aide, Multi-Skilled Technician, Patient Care Technician, Surgical Technology | | | S Hansen | HAL-329 | 4359 |

School, Community & Workforce Training Programs

Camden Offices Staff Directory

| School, Community & Workforce Training Programs | | Hours | Contact | Location |
|--|-------------------------------------|---|---|--|
| Dean's Office Connector 351 | Mon-Fri 8:30 a.m. – 4:30 p.m. | J Craig | CON 351 | 4530 |
| Department | | | | |
| Career & Technical Institute Occupational Skills General Interest Programming | | K Hanna A Spagnolia S Iannucci T Gallagher | COM 101 COM 101 COM 101 COM 101 | 4902 4058 4911 4029 |
| Workforce Development & Continuing Education Customized Training | | C McCormick J Wallace S Iannucci M Margolis* | COM 101 COM 101 COM 101 COM 101 | 4908 4914 4911 4048 |
| High School/College Partnership Programs | | Y Kilson L Lord E Rodriguez | CON 351 CON 351 CON 351 | 4383 4437 4098 |
| Outreach & Education Services | | D Delaney | CON 360 | 4660 |
| Transition to College | | C Ferguson J Miloszewski* L Smith* | WASH 126 WASH 113 WASH Lobby | 4254 4076 4304 |
| Camden City Campus | Hours | Contact | Location | Ext |
| Executive Dean's Office College Hall Administrative Offices, 2 nd floor | Mon-Fri 8:30 a.m. – 4:30 p.m. | J O'Hara S Ballen E Nieves | 2 nd Floor 2 nd Floor 2 nd Floor | 1279 1280 1368 |
| Adult Basic Skills | | C Dann S Johnson A McKie M McNasby S Petty-Ford N Siniari I Velez | 5 th Floor 5 th Floor 5 th Floor 5 th Floor 5 th Floor 5 th Floor 5 th Floor | 1315 1315 1315 1315 1315 1315 1238 |
| Gateway to College | | I Sweeney S Ballen S Oliver K White | 118 2 nd Floor 118 118 | 1247 1280 1243 1219 |
| Faculty Suite | | | 228 | 1329 |
| | | | | |

* Indicates Temporary Part-time Employee

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INSTRUCTIONAL SUPPORT

Classroom Instructional Support

Classroom instructional support is available to facilitate teaching and learning, providing services and resources to support the College's educational mission in both on-site and virtual venues.

Distance Learning - The term 'distance learning' encompasses learning in a virtual mode where the virtual aspect varies in intensity. The variations include the following:

- course delivery completely online with no face-to-face interaction among instructors and students or students and students;
- course delivery that is 'hybrid,' the course meets approximately half of the credit contact hours with a strong online presence facilitating the delivery of the course;
- or a 'web-assisted' course that meets face-to-face every class session, but teacher and students use a course website frequently to augment class delivery.

Instructional Media - The Instructional Media Department is dedicated to assisting instructors in the use of digital media technology in their research, instruction and outreach. In addition, the department provides an array of services including digital imaging, creation of media for the Web, multimedia presentations, digital video and the design and creation of CD's and DVD's.

Instructional Support Department (ISD) – As part of the Office of Academic Support, the Instructional Support Department oversees the purchase, installation and repair of audio/visual equipment at all three College locations. Among the frequently asked questions regarding ISD services are the following:

- **Who do I contact?** You can e-mail the department at isd@camdenc.edu or call the Instructional Support Department at **(856) 374-4900** to request services. All requests should be received one week prior to the event to guarantee service.
- **How do I borrow a laptop with LCD projection?** Many rooms now have computers with LCD projection in the room. If you use a laptop with LCD projection regularly in your classes, you should notify your area dean so you can be assigned a technology-equipped room. If you have an occasional need for projection, you can borrow a laptop computer and LCD projection system from your area dean. Academic deans maintain division units that can be signed out by instructors. Evening instructors should call the dean's office to make arrangements for their evening secretary to reserve a unit for pick-up.
- **How much notice should I give?** The standard request time for classroom support is one week. For major events, you need to specify AV equipment needed on a *Facilities Request Form* for the event. A minimum notice of 30 days is recommended.
- **What if I have an event scheduled but I am not sure of the equipment available or the proper use of it?** Call the department and ask to speak to Brian Higgins. He will walk you through the process. If training is necessary, it can be scheduled through ISD and performed at your location.
- **What do I do if the electronic podium or LCD projector in my classroom is not working?** Call ISD at ext. 4900 and report the problem. Someone will fix the problem within 24 hours. *When available*, it may be possible for a technician to resolve some issues while the class is still in session.
- **How do I reserve equipment in Camden?** In Camden, equipment such as VCR units can be requested through the Department of Public Safety. To reserve equipment, complete an *AV Request Form*. These forms are kept in the second floor faculty suite. Completed forms must be hand delivered to public safety, College Hall, room 116. All requests should be submitted one week prior to class.
- **How do I reserve equipment in the William G. Rohrer Center?** Classrooms are all equipped with electronic podiums, including projectors that provide VHS/DVD capability as well as a document camera. If you experience technical problems with any of the equipment, contact the information desk at (856) 874-6000/internal ext. 6000. The information desk also can provide an orientation to the audio-visual equipment if needed.

Scantrons

At the Blackwood Campus, Scantron machines are available in the Gabriel E. Danch C.I.M. Center, room 213S; Lincoln Hall, room 002; Madison Hall, room 122; and Kevin G. Halpern Hall for Science & Health Education, room 124. At the Camden City Campus, a Scantron machine is located on the fifth floor of College Hall in the Faculty Hotel, room 506. At the William G. Rohrer Center, a Scantron machine is located on the second floor in the Faculty Hotel, room 114. Supplies for the Rohrer Center's Scantron machine are available at the Information Desk.

Testing, Make-up

The Testing Center has a procedure for administering most paper and pencil make-up testing required for your classes.

Instructors are responsible for the following:

- deliver to the Testing Center, **48 hours in advance**; all test materials and a completed "Instructor Cover Sheet" form that includes specific information for the proctor;
- supply all testing materials for each student, i.e., answer sheets, tests, essay booklets, blue books, Scantrons, etc. Test materials must match the number of students you would like tested;
- provide the name of each student who is eligible to take the test;
- inform the student(s) about Testing Center locations, make-up test hours and any approved instructional aids;
- inform the student(s) that a photo ID must be presented to the proctor at the time of testing;
- make arrangements to retrieve completed and/or past-dated tests;
- submit a copy of the "Instructor Cover Sheet" forms to Blackwood for any tests administered at the Camden City Campus and William G. Rohrer Center.

When the College is in session, make-up testing will be administered at the Blackwood Campus Testing Center located in the Blackwood Campus Library, room 200 (second floor), Camden City Campus College Hall, room 117 and William G. Rohrer Center, room 208.

A schedule of specific days and times is published each semester on the Testing Center website at www.camdencc.edu/testing. Students requiring assistance or extended time may also be tested in the Testing Center. Further questions about testing services may be addressed to the Testing Center at (856) 227-7200, ext. 4710 or visit the website at <http://www.camdencc.edu/testing/>. (Or follow links in the Student Services main menu and select Testing Center).

Tutoring

Free walk-in and online tutoring is available to students who are registered in and attending a current course. The College provides professional one-on-one or group tutoring opportunities to meet student needs. Schedules are available for biology, business, chemistry, economics, English, reading, writing, mathematics (all levels), computer applications, programming, foreign languages, physics and Public Speaking.

Students may use the tutoring services at all three CCC locations:

Blackwood Campus - Taft Hall, first floor, ext. 4411

Camden City Campus - College Hall, fifth floor, room 508B, ext. 1359

William G. Rohrer Center - E-Library, second floor, ext. 6001

A tutoring schedule can be found on the website at www.camdencc.edu, **Academics**, roll over the topic and click on **Tutoring Center**. Tutoring resources include: computers with Internet access for online work, professional and student tutors, and a variety of day, evening, and Saturday hours suited to students' schedules. Call the Blackwood director to discuss specific areas of concentration that would benefit your students, or any restrictions on tutoring help that you wish to place on your course material.

COMMUNICATIONS

E-mail

It is critical to read your College e-mail messages since grading instructions and other important information will be communicated via e-mail.

Instructors should use CAUTION when emailing students on class rosters, using BCC for all students for privacy.

Camden County College e-mail accounts are provided for all instructors. Full-time faculty e-mail accounts are created using the first letter of their first name, then their last name followed by @camdencc.edu. Adjunct faculty members receive notification regarding their e-mail accounts at the beginning of each semester. The Office of Information Technology will send information regarding these e-mail accounts to the deans' offices for distribution to

adjunct faculty.

E-mail services and training sessions are provided by OIT. Questions or requests regarding these services should be directed to the OIT Help Desk, ext. 4900 or via e-mail at oitdept@camdencc.edu.

Instructors should read and become familiar with the [Guide to Acceptable Use of Technology](#). This brochure is available from OIT and details the College's *Acceptable Use of Technology Policy, e-mail Policy*, and provides advice on managing your e-mail account. This policy can also be found on the OIT website at www.camdencc.edu (scroll down to **Additional Information** and select **Faculty and Staff**).

It is important to note that all instructors may forward emails from their College-assigned account to a personal address, but that personal address should NOT be shared with students.

Mail Service

Mail is one of our main methods of communicating with you. It is important to **check your mail daily and reply promptly** when a reply is requested. This is especially true if a signature is needed to verify attendance.

Blackwood Campus

Your academic dean or chairperson will tell you where to pick up your mail. For both day and evening adjunct faculty, mailboxes are usually located in the department secretary's office or in the office of the area evening secretary. Please check your mailbox before going to class each day.

Camden City Campus

If you teach at the Camden City Campus only, you will receive your mail on the second floor, College Hall, in the Faculty Suite, room 228.

William G. Rohrer Center

Mail can be picked up at the Information Desk on the first floor.

Off-Campus

If you teach at an off-campus site only (such as area high schools), we will send important mail to your home or to any address you specify to your dean.

Self-Serve Copiers

Walk-up Copiers are located in various buildings on the Blackwood Campus:

CIM 302, Jefferson 101, Madison 124

All instructors and staff access the combination door locks by entering their own Employee ID number. The copiers are then accessed via EID for full-time personnel; and via an assigned department code for all adjunct faculty and temporary staff. The department code should be obtained from your departmental secretary.

In Camden, copies can be made on the second floor in the Faculty Suite, room 228 and on the fifth floor, Faculty Hotel, room 506.

The William G. Rohrer Center's walk-up copier is located on the first floor in room 114 for instructors currently teaching in Cherry Hill, which requires a code that can be obtained from the Information Desk.

The Publications Center offers photocopying, printing and design services.

Copies

Black and white copies are available from the Publications Center in Wilson Center. Instructors and staff must fill out a *Copy Request Form* (available at the Publications Center) and date stamp it at the front counter when submitting a job. Normal turnaround time is 48 hours. Please allow additional time for large jobs or those with special finishing needs. See the *Duplication Guidelines* at www.camdencc.edu/communications/Publications-Office.cfm for more details.

Copyrighted Materials

It is the responsibility of the requestor to obtain permission to duplicate copyrighted material (including photos) from the author prior to submission to the Publications Center.

Print and Graphic Design Jobs

New print and/or design projects must be discussed with Greg Bender at (856) 374-4941. You must allow a six-week completion time for special projects. Any repeat job must be accompanied by a *Copy Request Form*. See the *Creative Design Guidelines* and *Printing Press Guidelines* at www.camdencc.edu/communications/Publications-Office.cfm for more details.

College Logo

The College logo is available in various formats for instructors designing their own printing pieces or for use by outside vendors. Logos are available at www.camdencc.edu/communications/college_logos.cfm.

Writing Style

The College seeks to shape and maintain coordinated and accurate publications. Please use the *Writing Style Guidelines* when preparing the copy for your publication. These can be found at www.camdencc.edu/communications/Publications-Office.cfm. Copy not adhering to these guidelines may be returned to you for editing.



COMPUTER LABS

Camden County College has both academic computer classrooms, an open access lab and wireless locations at all three locations.

Academic Computer Classrooms are located throughout College buildings and contain computer, network, printing and projection capabilities. The software that resides in these labs includes Microsoft Windows, Microsoft Office Suite, Microsoft Internet Explorer and curriculum specific software. These classrooms are scheduled through R25 Web Viewer and are not generally open when classes are not in session. These classrooms are operated and maintained by the Office of Information Technology. Questions or requests for these computer classrooms should be directed to the OIT help desk, ext. 4900 or e-mail at helpdesk@camdencc.edu.

Blackwood Campus Labs

Open Access Lab - Taft Hall, first floor, rooms 113, 114, and 115

This lab area is open to all Camden County College instructors, students and staff and is equipped with curriculum specific software, as well as basic Microsoft Office applications and Internet Explorer. The lab is operated, maintained and staffed by the Office of Information Technology. Lab aides are on hand to assist users. Questions or requests regarding this facility can be directed to the OIT Help Desk at ext. 4900. Check the website for hours of operation. Students must present a current student ID to access the lab. Fee-based printing is also available.

Library Workstations - The Library, Blackwood Campus, Reference Area, first floor

Reference area workstations are primarily for gaining access to online resources for research through the library's website: www.camdencc.edu (follow links). Resources include CamCat, the library catalog for electronic and printed books, electronic reference sources, online full text journal articles and more. Fee-based printing and copying are available. Check the website for library hours of operation. Phone: (856) 227-7200, ext. 4408 or 4404.

Testing Center - The Library, Blackwood Campus, second floor, room 200

Workstations are used for testing and assessment only.
Phone: (856) 227-7200, ext. 4710. Check the College website for hours.

Cyber Café -second floor - Otto R. Mauke Community Center

The Cyber Café is a lounge area with 31 workstations that can be used to check e-mail, use WebAdvisor or surf the Internet. The Cyber Café is open during working hours of the Otto R. Mauke Community Center.

Graphics Lab - CIM 208 and 216

Access is limited to students taking courses in graphic arts.
Phone: (856) 227-7200, ext. 5001. Hours vary by semester, depending on class schedules.

Academic Skills English Access Lab – Blackwood Campus Taft Hall, first floor, rooms 104 and 105

Access is limited to students taking courses in Reading/Writing.
Phone: (856) 227-7200, ext. 4559. Hours vary by semester, depending on class schedules.

Academic Skills Math Access Lab – Blackwood Campus Taft Hall, first floor, rooms 102 and 103

Provides support for students taking courses in Academic Skills Math'
Phone: (856) 227-7200, ext. 4272. Hours vary by semester, depending on class schedules.

ESL Learning Lab – Blackwood Campus Library, room 008

All non-native, English speakers are welcome into the lab.
Phone: (856) 227-7200, ext. 4526. Hours vary by semester, depending on class schedules.

Wireless Locations

The Library, Blackwood Campus, Otto R. Mauke Community Center (2nd floor, Cyber Cafe and Cafeteria), Madison Hall and the Gabriel E. Danch C.I.M. Center Atrium.

Camden City Campus Labs

E-Village, room 202 – Camden Technology Center

The E-Village provides open computer access for students and county residents, technology training and instructors instructional design services. Resources include Microsoft Office Suite and curriculum specific software. Students must have a current student ID to use the lab. Fee-based printing is also available.

Phone: (856) 968-1266

Spring and fall hours:

Monday - Thursday 8 a.m. to 9 p.m.

Friday 8 a.m. to 4 p.m.

Saturday 9 a.m. to 2 p.m.

Academic Skills English Learning Lab – College Hall, room 323

Access is limited to students taking courses in Reading/Writing

ESL Learning Lab – College Hall, room 323

All non-native, English speakers are welcome into the lab.

Academic Skills Math Access Lab – College Hall, room 424

Provides support for students taking courses in Academic Skills Math.
Phone: (856) 227-7200, ext. 4272. Hours vary by semester, depending on class schedules.

Wireless Locations

Entire campus

William G. Rohrer Center Labs

Cyber Café - first floor

The Cyber Café is a study/lounge area with six workstations that can be used to check e-mail, use WebAdvisor or surf the Internet. The Cyber Café is open during working hours of the William G. Rohrer Center.

Wireless Locations - Entire building



DEPARTMENT OF PUBLIC SAFETY

**** Consider placing these numbers into the contacts of your own cell phone! ****

Public Safety Office Locations

Blackwood Campus

Otto R. Mauke Community Center, first floor
(856) 227-7200, ext. 4288/**Emergency ext. 7777**; Direct to our Nextel (609) 868-2074

Camden City Campus

College Hall, first floor Reception Desk
Camden Technology Center (CTC), first floor Reception Desk
(856) 968-1393/**Emergency ext. 1393**; Cell-to-Cell (609) 868-2079

William G. Rohrer Center

First floor
(856) 874-6057/**Emergency ext. 6057**; Cell-to-Cell (609) 868-2081

The Department of Public Safety provides the following services:

- responds to incidents requiring immediate attention including disturbances and student behavioral issues and forwards all student issues to the executive dean of enrollment and student services;
- investigates any on-campus accident, disturbance or alleged criminal act;
- assists with vehicle problems such as jump-starts and keys locked inside vehicles;
- escorts instructors and students to buildings and vehicles as requested;
- maintains a lost and found property service;
- responds to medical emergencies and is the primary source of urgent medical care on campus;
- handles all other emergencies such as fires, criminal acts, power failures and student behavioral problems;
- enforces parking and traffic control on campus.

Should an accident, injury, disturbance or other emergency occur, immediately notify the Department of Public Safety using the emergency telephones or the above-published emergency numbers. Do not attempt to move a seriously injured person. A good rule of thumb is that if you are unsure about whether to call, MAKE THE CALL.

Instructors are expected to instruct their students in the proper safety practices (lab safety policies and procedures, eye washes, emergency shutoffs, first aid kits, emergency showers, etc.) in the laboratory or workshop.

Instructors should also:

- inform and instruct subordinates or students on proper procedures and safety practices;
- ensure all necessary safety equipment and personal protective equipment is available in proper working order and used when applicable;
- report any unsafe conditions or safety recommendations to your supervisor and/or the appropriate department. Contact public safety for any conditions requiring immediate attention;
- be aware that a safety **Tipline** has been established to report any safety concerns or suggestions for any campus. Leave a recorded message on ext. 4907 (or direct-dial: 868-374-4907) at any time. Voicemail is checked daily. This number accepts a recorded message and should never be used to report a crime or incident occurring at the time of the call. For all instances needing immediate attention, call the direct public safety numbers;
- report all accidents or suspicious activity to the Department of Public Safety;
- be alert for physical or mental conditions in employees or students that may cause safety risks. Report concerns immediately to your supervisor or to public safety;
- develop cooperative safety awareness in employees and students through education, friendly persuasion and setting good examples.

Building Access

The Blackwood Campus buildings open at 7 a.m. Monday through Saturday. On Sundays, the buildings are unlocked according to class schedules. On holidays, the buildings are closed.

At the Camden City Campus, the buildings are unlocked at 7 a.m. Monday through Saturday. On Sundays, the buildings are unlocked according to class schedules. On holidays, the buildings are closed.

The William G. Rohrer Center unlocks its doors at 7 a.m. Monday through Saturday. On Sundays and holidays, the building is closed.

Instructors must report their entry to public safety officers on weekends, holidays and late nights. Instructors must also present, on request, a current Camden County College identification card. Should an instructor need access to a building during weekends and off hours, they may utilize the emergency telephones on campus or contact public safety directly.

Identification Cards

All instructors and staff members are required to possess a valid Camden County College identification card while on any campus or branch location. Most permanent employee identification cards are valid for three years. Adjunct faculty and temporary employee identification cards are valid for one semester. College identification cards

may be obtained from the Department of Public Safety at any location.

Parking Decals and Parking Information

In order to utilize the reserved parking spaces, all instructors must display a valid faculty/staff decal on their vehicle. These decals expire every two years and must be replaced when expired. Use of an expired decal may result in a summons being issued by the Department of Public Safety. Instructors and staff are personally responsible for any summons issued to their vehicles. If driving a rental or borrowed vehicle other than the employees own, a temporary, reserved parking pass may be obtained from the Department of Public Safety.

Instructors may obtain parking decals from any public safety office during regular business hours. No overnight parking is allowed on any campus or branch location. Instructors leaving their vehicles on campus overnight in an emergency situation must inform the Department of Public Safety. Some free parking spaces are available for instructors at the Camden City Campus on the lot adjacent to College Hall. Spaces are allocated by availability only and will be accessible only during the instructor's specified teaching schedule. Check with public safety on availability. Employees using the Camden Technology Center parking garage are required to pay the parking fees. Discount passes are available through the reception desk located on the first floor of the CTC building. Pre-tax, *Payroll Deduction Authorization Forms* for garage passes are also available at the reception desk.

Fire Evacuation Procedures

Instructors shall:

- **discuss fire evacuation procedures with students** on the first day of class. Follow fire evacuation plans posted in your building. Have the students familiarize themselves with the nearest exits and emergency devices;
- **re-determine a point approximately 200 feet from the building where the class will meet and attendance can be taken.** The gathering point should not impede any emergency response vehicles;
- **immediately evacuate their students** from the building upon seeing smoke, fire or hearing the fire alarm;
- **activate the fire alarm** while exiting the building **if there is fire or smoke and the alarm has not sounded**;
- **ensure that all windows and doors are closed and all students have exited the area. Do not lock doors!** Locking doors will hinder the building search;
- **help evacuate handicapped students from the building or to the nearest stair tower. Do not let anyone use the elevator during a fire.** Immediately notify public safety or a member of the emergency response team of any handicapped person remaining in the building along with their location;
- **take attendance** and carry their attendance roster with them during any evacuation;
- **immediately report any missing students** to public safety officers or any other members of the emergency response team responding to the fire;
- **report the location of any smoke or fire** immediately to public safety officers or any other members of the emergency response team responding to the fire;
- **not attempt to fight the fire without proper training.** The priority is to evacuate all students safely from the building as well as protect their own safety;
- **not re-enter the building under any circumstances until authorized by the Department of Public Safety.**

School Closing Procedures

In the event of inclement weather, especially during the winter months, school closings or delays will be announced on KYW News Radio 1060 AM and CBS 3 KYW-TV. You also may check the Camden County College website at www.camdencc.edu. Those who have signed up for **Cougar Call**, the College's Emergency Notification System, will receive notifications via voice and text messaging; see **Emergency Notification**

System below.

On KYW and CBS 3, the College's emergency closing number for day classes is **559**. If evening classes only will be canceled, the emergency closing number is **2559**.

In some instances, day classes are canceled but evening classes are held because conditions clear. It is important for evening instructors and students to listen for the **2559** closing number.

Emergency Notification System

Camden County College also has implemented the **Cougar Call** telephone and text messaging system. The **Cougar Call** system is a program for which our instructors, staff and students can register to receive emergency

notifications and other important information including **weather-related closings**.

If you register for this service, the College will be able to reach you at a moment's notice. This means, if you provide us with the information to reach you, you will be the first to know if the College will close for bad weather or if an unforeseen event is affecting any campus.

We want every member of the Camden County College community to be just minutes away from critical and sometimes developing information. **Cougar Call** is the best way to stay in touch.

To register for this service contact the Department of Public Safety on any campus or send an e-mail request to nhixon@camdencc.edu. If you have any questions about the **Cougar Call** system, please call public safety at (856) 374-5089 or internal ext. 4288.

Keys and Combinations

Instructors are responsible for security of keys and confidentiality of access codes. It is imperative that keys and combination codes are not shared with anyone. Keys and access codes are issued by the Department of Public Safety only upon completion of a *Key/Access Device Request Form* signed by the instructor and approved by the academic dean. Authorization to access any secured space must be obtained from the Department of Public Safety via the dean of the respective division. Please remember that keys, access codes and cards are College property. No employee is permitted to duplicate or share keys or other access devices without proper written authorization. Every effort must be made to prevent students and unauthorized persons from obtaining access codes.

Combination changes must be approved by the Department of Public Safety. If you believe any code has been compromised or keys have been lost, you must report this to public safety immediately.

Non-Discrimination in Educational Programs Policy

Camden County College complies with *Title VII of the Civil Rights Act of 1964, Title IX of the Educational Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Older Americans Act of 1975 and New Jersey's Law Against Discrimination*. These laws prohibit discrimination on the basis of race, creed, color, national origin, nationality, ancestry, age, marital status, affectional or sexual orientation, sex, familial status, domestic partnership status, disability or handicap. Decisions on admission, recruitment, financial aid programs, access to course offerings, or other aspects of its educational programs or activities, including vocational programs and vocational opportunities, are not made on the basis of any of these factors. Inquiries regarding these laws may be directed to the Office of Human Resources, Roosevelt Hall, room 106, Camden County College, PO Box 200, Blackwood, NJ 08012, (856) 227-7200, ext. 4221 or to the Secretary, Department of Education, Washington, DC 20201.

Diversity Policy

As an academic institution comprised of individuals from diverse backgrounds, Camden County College is committed to creating an atmosphere free from all manifestations of bias and from all forms of harassment, exploitation or intimidation. As an intellectual community that attaches great value to freedom of expression and vigorous debate, the College condemns expressions of hatred and insensitivity directed against any individual or group. Statements that undermine the civility and sense of community on which the well-being of the College depends; that devalue the distinct contributions of individuals and groups; and impair individuals' opportunities to contribute their views and talents to the community have no place at Camden County College.

ENROLLMENT AND STUDENT SERVICES

Admissions, Records & Registration Services

Family Educational Rights and Privacy Act [FERPA]

The Family Educational Rights and Privacy Act of 1974, which became effective November 19, 1974 sets out requirements designed to protect the privacy of students. Specifically, the statute governs (1) access to records and (2) the release of such records.

In accordance with the federal act of 1974 and board policy 624 outlines these rights as follows:

All students at Camden County College are afforded certain rights under FERPA concerning their educational

records. Generally, these include the right to inspect and review educational records, the right to have incorrect entries in educational records amended, and the right to have some control over the disclosure of information from those records. Several sections of FERPA have a direct impact on teaching instructors specifically:

- Except in limited situations, instructors cannot release or disclose student information to any third party, including a student's parent(s) without the student's consent.
- Without a student's written consent, instructors cannot publicly post student grades with any identifier [typically name, student ID, or social security number] that would allow a third party to identify the specific individual to whom the publicly posted grade relates.
- Without a student's signed release, an instructor cannot include in any letters of recommendation any information from the student's educational records such as grades, GPA, etc. Instructors may, however, include personal observations and knowledge of the student without obtaining a release.

Even a summary explanation of the many other issues relating to FERPA is far beyond the scope of this handbook. Questions concerning the application of FERPA to other situations should be referred to the Office of Enrollment and Student Services at ext. 4371.

Late Registration and Admitting Students to Class

According to College policy, late registration is usually allowed if only one class meeting has been missed. After a class has met more than once, late registration may be denied, or may be allowed with the written permission of the instructor or area dean. In preparation for the first class meeting, instructors should print out a class list using WebAdvisor for each section they are teaching on or before the first day of class. This class list will include the names and ID numbers of all students registered at the time of the printing of the list. Students who register thereafter and who are authorized to attend class will present a registration statement to the instructor, which includes the student's schedule listing the course number, a status of "Add" for added or "Regis" for registered and the status date. After the late registration/drop and add period has ended, instructors should print out an updated class list from WebAdvisor. Any students who do not show on the updated class list should be directed to the Office of Admissions, Records and Registration Services in the Student Services Center for registration confirmation. If the students are authorized to attend courses, they will be given a registration statement by the Office of Admissions, Records and Registration Services and will appear on the instructor's grade reports. The registration statement (RGST) will indicate the date that the student was added to the section. Instructors may print an updated class list from WebAdvisor at any time. Since WebAdvisor is "real time," class lists will reflect all current registrations at that moment.

INSTRUCTOR RESPONSIBILITIES AND GRADING POLICIES & PROCEDURES

Attendance

Blackwood Campus

Unscheduled Absences

- Instructors must call the Public Safety (856) 227-7200, ext. 4288 to report an unscheduled absence as soon as possible prior to the start of class. Note name, room number, building, title and time of class; include the course number if possible. Also note instructions to give class, i.e., test reschedules, reading assignments, etc.
- For instructors teaching outside normal business hours (i.e. classes meeting prior to 8:30 a.m., after 4:30 p.m., and weekend classes) call Public Safety (856) 227-7200, ext. 4288. For evening classes, the evening secretary can also be contacted.
- Department secretary will e-mail an *Attendance Form* to the instructor. Completed *Attendance Forms* should be forwarded to the appropriate dean's office.

Camden City Campus and the William G. Rohrer Center

- For all classes, instructors must call the main number for the building as well as their department secretary:
William G. Rohrer Center: (856) 874-6000
Camden City Campus: (856) 964-1302, ext. 3102 or 1393
- Administrative Office/Public Safety will post a sign on the door stating the class is cancelled.
- Camden City Campus and William G. Rohrer Center secretaries will e-mail absences daily to the dean's office.
- The administrative office of each site will place an Attendance Form in the Instructor's mailbox. Completed

Attendance Forms should be forwarded to the appropriate dean's office upon their return to campus.

Scheduled Absences

- Because all classes **must be covered**, instructors planning an absence must arrange with their department chair/coordinator for an **approved** substitute to work with students. The instructor should make every effort to secure a substitute from their **department-approved list**. In the event the instructor is unable to secure a substitute, the College will make every effort to have classes covered by qualified instructors. **Only approved and qualified substitutes are acceptable.**
- All absences must be reported and the proper paperwork submitted.
- Classes must be held on all scheduled meeting times according to the academic calendar.

Attendance Forms must be completed for all absences and turned into the appropriate academic dean's office.

Instructors' Tips

Instructors should use CAUTION when emailing students on class rosters, using BCC for all students for privacy. *It is important to note that all instructors may forward emails from their College-assigned account to a personal address, but that personal address should NOT be shared with students.*

All instructors are expected to:

- check your class list to assess its accuracy and report discrepancies to both the student and the Office of Admissions, Records and Registration Services. Class lists may be accessed online via WebAdvisor and are available from your department secretary;
- provide instruction according to the Department Master Syllabus;
- inform students in a written handout distributed on the first day of class, your course requirements, the method of evaluation to determine grades, and your attendance policy;
- distribute a course content outline with expected reading assignments;
- inform students about how you may be reached (evening secretary, daytime department secretary or e-mail);
- post attendance grades as requested by the Office of Admissions, Records and Registration Services;
- follow College requirements regarding grading policies;
- take appropriate precautions to ensure academic integrity among students with respect to plagiarism; cheating on papers and examinations; and stealing, mutilating, or concealing institutional resources; ensure students are referred for disciplinary action as appropriate when such are known to have occurred;
- refrain from sharing student contact information with other students. With the growing concerns of "cyber-stalking" class contact lists and personal information should not be made available to students without express permission by that student. Students should be encouraged to share only their College issued e-mail address for the class directory.
- provide appropriate accommodations as required for students as required by the American's with Disabilities Act.

Relationships with Students – Fraternization and Exploitation

Camden County College's *Conflict of Interest* and *Conflict of Commitment Policies* prohibit any employee from engaging "in an amorous relationship with a student for whom the employee has a professional responsibility as a teacher, advisor, evaluator or supervisor."

In addition, Camden County College's *Code of Conduct* requires that instructors "refrain from engaging in, or creating the appearance of any potentially exploitative relationship with a student, consensual or otherwise."

The links referencing the current College Catalog below will take you to the College Publications page where you must scroll to see the icon of the College Catalog; open it by double clicking the Icon; peruse the Catalog for the topic you are seeking. Take similar steps to view the Student Handbook.

[Grading Policies](#)

See current College Catalog.

[Change of Grade Procedures](#)

See current College Catalog.

[Course Withdrawal Procedures](#)

See current College Catalog.

[Letter Grades](#)

See current College Catalog.

[Final Grade Appeal Policy](#)

See current College Catalog and/or Student Handbook

INSTRUCTORS' RESOURCES

[Final Exam Room Request](#)

If you wish to schedule a room for the final examination period, you should make your room request through **R25 Webviewer** which is located on the Faculty/Staff page of the Camden County College website:

www.camdencc.edu/academics/Faculty-and-Staff.cfm .

If you need assistance with R25 Webviewer to request a final exam room, please contact your department secretary.

• **Blackwood Campus**

If you would like to schedule a final exam during the final exam period in Blackwood, please submit the details of your request using **Administrative Events BLK** in the Event Type Field in R25 Webviewer. Note that your normal room, day and time are available to you without request up until the final exam period.

• **William G. Rohrer Center**

Due to limited classroom space, instructors at the Cherry Hill location are encouraged to administer final exams on the last night of class rather than scheduling an extra class meeting. However, if other arrangements are required, please submit the details of your request using **Administrative Events ROH** in the Event Type Field in R25 Webviewer. Note that your normal room, day and time are available to you without request up until the final exam period.

• **Camden City Campus**

To schedule a room at the Camden Campus, please submit the details of your request using **Administrative Events CAM** in the Event Type Field in R25 Webviewer. Note that your normal room, day and time are available to you without request up until the final exam period.

If you are planning to give your exam on the last day of your **regularly scheduled class**, there is no need to request a room. Please refer to the board-approved, academic calendar for the last scheduled day of class for those teaching in the 15-week term.

[Disruptive Behavior in the Classroom](#)

Preventative Measures

- Establish and communicate academic standards and expectations.
- Clearly spell out expectations of acceptable and unacceptable classroom behavior the first week of class; be as specific as possible (e.g., answering pager or cellular phone in class, eating and drinking in the classroom, leaving a class in the middle of a lecture, etc.)
- Inform students of the consequences of disruptive behavior and academic progress policy (e.g., refer to the *Student Code of Conduct*).

- Establish a good rapport with students. Knowing them by name will go a long way.
- Use an advisor from the College's advisement center, another instructor or your department chair, whenever possible for any necessary mediation.

Mediation Strategies

- Always give students the opportunity to correct an unacceptable behavior before resorting to more formal disciplinary action.
- Infuse a sense of humor and good judgment to arrive at a workable resolution, rather than automatic invocation of *Student Code of Conduct*; whenever possible, create a "win-win" situation.
- Confront unacceptable behavior as early in the semester as possible; avoid delaying a problem until it is out of control.
- Focus on the specific and concrete behavior rather than the individual; avoid attacking the person; and show disapproval to a behavior but give respect to the individual.
- Avoid speculation and psychological jargon when talking to a student or documenting an incident. Phrases such as the student being "psychotic," "crazy," "on drugs," "mentally ill" or "not college material" do not communicate the grounds for disciplinary action.
- An instructor can ask a disruptive student to leave a class session and to stipulate conditions for him/her to return to class.
- Make a written referral to your department chair or the executive dean of enrollment and student services in writing, a student whose misbehavior is recurring and seriously interfering with classroom instruction.

Coping with Destructive and Violent Behavior

- Avoid confronting a student who exhibits a temper and/or destructive behavior; call public safety, if needed.
- Do not attempt to physically touch, detain or stop a student.
- Remember that you do have the option to obtain the assistance of public safety to escort a disruptive student (who would not leave voluntarily) out of the classroom.

Finally, always remember you are not alone. There are systems and resources on campus to support you and to help you work through difficult situations.

For further information, or if you have questions and comments, please contact James Canonica, executive dean of enrollment and student services, at (856) 227-7200, ext. 4371. Contact public safety for the informational brochure: *Recognizing & Assisting Students in Distress – A Guide for Faculty and Staff*.

Student Assistance

Camden County College is concerned about the well-being of every student. We realize that during these times of transition into the college environment, many students are faced with challenges that may be difficult to handle alone. If you believe a student may need help in dealing with personal issues, substance abuse, feelings of depression or prolonged sadness or anger, contact the Office of the Executive Dean of Enrollment and Student Services or call the Department of Public Safety for guidance.

Additional student assistant available:

Disability Services and Veterans' Services can be obtained via the Office of the Executive Dean of Students.

Faculty Hotels/Lounges

Faculty hotels are office environments equipped with computers, copiers, Scantrons, desks and phones for instructor use. Lounges are social areas equipped with refrigerators, microwave ovens, tables, and chairs. The College has several rooms available to full-time and adjunct faculty members. If a lounge has a combination lock, please contact an area secretary for the combination. Locations are as follows:

Blackwood Campus

- Gabriel E. Danch C.I.M. Center, room 213S
- Madison Hall, room 122
- Kevin G. Halpern Hall for Science & Health Education, room 124

Camden City Campus

The Faculty Suite is located in College Hall on the second floor, room 228. A Faculty Hotel is located in College Hall on the fifth floor, room 506 and has computers, printer, copier, telephones, lockers, and a Scantron machine for instructor use.

William G. Rohrer Center

The Faculty Hotel, located on the first floor of the William G. Rohrer Center, is for the convenience of instructors currently teaching at the William G. Rohrer Center. Contact the Department of Public Safety or the Information Desk for the door combination.

Institutional Review Board (IRB)

Anyone wishing to conduct research that involves students or the use of institutional data must secure prior approval from the **Institutional Review Board (IRB)**. The IRB exists to assist the researcher in respecting and protecting the rights and welfare of student subjects and the institution. For more information about conducting research at the College, contact Rebecca Sheppard (rsheppard@camdencc.edu) in the Office of Institutional Research, located in Roosevelt Hall.

TEACHING AND LEARNING CENTER

The Teaching and Learning Center (TLC) at Camden County College inspires and enables instructors to enhance teaching potential and effectiveness so students are more likely to achieve their desired learning outcomes. The TLC serves as a focal point for College-wide efforts to support the improvement of teaching and learning. To achieve its mission, the TLC:

- supports the continuing improvement of instruction by offering programs and resources related to the individual professional development needs of instructors;
- encourages teaching innovation;
- enhances instructors' dialogue and promotes cooperation and information sharing across the disciplines;
- supports the integration of technology as a tool for improving teaching and learning;
- collaborates with other institutions, organizations and individuals to exchange information and share resources; and
- provides a resource for instructors in the development and assessment of curriculum.

The Teaching and Learning Center sponsors numerous activities and resources related to its mission of enhancing teaching and learning. For information about upcoming events check the *E-Newsletter* or visit the TLC webpage: <http://www.camdencc.edu/tlc/index.cfm>. Additional inquiries may be directed to College extension 4448.

Appendix

Items in the following Appendix can also be obtained from your departmental secretary or dean's office. All permanent College personnel have access to these items on the College Shared (S:Drive).

[Blackwood Campus Map:](#)

<http://www.camdencc.edu/upload/BlackwoodMap.pdf>

[Testing Center Instructor Cover Sheet](#)

Adjunct Faculty Attendance Report is not available through the internet and should be requested from your departmental secretary or dean's office.

Change of Final Grade Form is not available through the internet and should be requested from your departmental secretary or dean's office.