<table>
<thead>
<tr>
<th>Event</th>
<th>Date(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Financial Aid Priority Deadline to Complete File</td>
<td>Tues 5/31/2016</td>
</tr>
<tr>
<td>Class Schedule Available Online</td>
<td>Mon 12/14/2015</td>
</tr>
<tr>
<td>Foundation Scholarship Applications Available</td>
<td>Mon 5/2/2016</td>
</tr>
<tr>
<td>Foundation Scholarship Application Deadline (BY 4:30PM)</td>
<td>Tues 5/31/2016</td>
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<tr>
<td>Admission Application Deadline (BY 4:30PM)</td>
<td>Mon 8/8/2016</td>
</tr>
<tr>
<td>Fall 2016 Early Registration for Current Students 45+ Hours</td>
<td>Mon 3/14/2016 - Tues 5/10/2016</td>
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<tr>
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<td>Current Student Registration 0+ Hours</td>
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<tr>
<td>Credit by Exam &amp; Career Pathways Deadline to Register &amp; Pay (BY 4:30PM)</td>
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<tr>
<td>Fee Payment Deadline (BY 4:30PM)</td>
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</tr>
<tr>
<td>Career Pathways Assessments</td>
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</tr>
<tr>
<td>Classes Begin</td>
<td>Mon 8/22/2016 - Mon 1/9/2017</td>
</tr>
<tr>
<td>Add/Drop Begins</td>
<td>Mon 8/22/2016 - Mon 1/9/2017</td>
</tr>
<tr>
<td>Add/Drop Ends (Last day for refund*) (BY 11:59PM)</td>
<td>Fri 8/26/2016 - Fri 1/3/2017</td>
</tr>
<tr>
<td>Last Day to Submit Residency and Fee Waiver Documentation (BY 4:30PM)</td>
<td>Fri 8/26/2016 - Fri 1/3/2017</td>
</tr>
<tr>
<td>Add/Drop Payment Deadline (in person until 4:30PM or online until 11:59PM)</td>
<td>Fri 8/26/2016 - Fri 1/3/2017</td>
</tr>
<tr>
<td>Graduation Application Deadline (BY 4:30PM)</td>
<td>Fri 10/21/2016 - Fri 2/17/2017</td>
</tr>
<tr>
<td>Withdrawal Deadline* (BY 4:30PM)</td>
<td>Mon 10/31/2016 - Fri 3/24/2017</td>
</tr>
<tr>
<td>Classes End</td>
<td>Sat 12/3/2016 - Mon 4/24/2017</td>
</tr>
<tr>
<td>Final Exams</td>
<td>Mon 12/5/2016 - Sat 10/12/2016</td>
</tr>
<tr>
<td>Grades Due (BY 4:00PM)</td>
<td>Mon 12/12/2016</td>
</tr>
<tr>
<td>Grades Available via LOIS</td>
<td>Wed 12/14/2016 - Thurs 5/4/2017</td>
</tr>
<tr>
<td>Commencement Ceremonies (At 6PM)</td>
<td>Tues 12/13/2016 - Fri 5/5/2017</td>
</tr>
<tr>
<td>Graduation Application Deadline (BY 4:30PM)</td>
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<tr>
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<tr>
<td>Final Exams</td>
<td>Mon 12/5/2016 - Sat 10/12/2016</td>
</tr>
<tr>
<td>Grades Due (BY 4:00PM)</td>
<td>Mon 12/12/2016</td>
</tr>
<tr>
<td>Grades Available via LOIS</td>
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</tr>
<tr>
<td>Commencement Ceremonies (At 6PM)</td>
<td>Tues 12/13/2016 - Fri 5/5/2017</td>
</tr>
</tbody>
</table>

*For mini-term courses, the add, drop and withdrawal date will be designated in the course syllabus.
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http://www.lssc.edu/staff/Pages/EmployeeForms.aspx
President’s Message  
2016 - 2017 Faculty Handbook

Dear Faculty,

Welcome to the 2016-2017 academic year. This is my first opportunity to welcome you back to another year of academic excellence. I am honored to lead such an exceptional college and the outstanding faculty who have made the commitment to student excellence. Your commitment to students as their guides, mentors and examples of academic integrity makes Lake-Sumter State College a bright star on the national landscape. The brightest night of my first few months was commencement and spending time with you in celebration with our graduates. I could see and feel your pride and had the opportunity to hear both you and some of our student’s stories about their experiences at our college.

This new year has many changes - a new partnership with Lake Technical College, the new building at the South Lake Campus and development of new programs targeted to our community’s needs. I am looking forward to these and other creative initiatives we will develop together that will continue to make Lake-Sumter State College a great institution.

Two of many indicators about our college being so great is our recent participation in the Aspen prize and once again being named a top performer, earning gold status in the Florida College System. To perform at this high a level means that a focus on student excellence is part of the DNA of this college.

I am looking forward to another exciting year and having candid and focused conversations with the faculty as we look to continuing to improve Lake-Sumter State College.

Thank you for your support and candor in my first few months and thank you for your commitment to our students.

Dr. Stanley Sidor
I: ABOUT LSSC

Lake-Sumter State College is a public, comprehensive state college dedicated to serving the needs of students and enhancing and promoting the economic vitality of the College service district containing Lake and Sumter Counties. Classes were first offered in 1962, and LSSC now serves more than 7,300 students annually.

VISION

Lake-Sumter State College will be a leader in higher education and the destination of choice for education, training, and cultural activities in Florida.

MISSION

Lake-Sumter State College responds to community needs by providing high-quality, accessible programs from enrichment and career training to associate and baccalaureate degrees. LSSC embraces excellence, diversity, and innovation to maximize student learning and success.

VALUE STATEMENTS

Lake-Sumter State College provides an affordable, quality education in a supportive, student-centered environment challenging everyone to high achievement.

➢ Be Affordable: Deliver value
➢ Be the best: Seek quality
➢ Be Supportive: Do more than expected
➢ Be Challenging: Empower learning
➢ Be Student Centered: Inspire growth

DISTRICT BOARD OF TRUSTEES

Mr. Kelly S. Rice, Chairman
Mr. R. Scott Blankenship, Vice Chairman
Mr. Richard P. Bowersox
Mrs. Marcia M. Butler
Ms. Emily A. Lee
Mr. Peter Wahl
Mr. Bret Jones
Mr. Timothy Morris
Dr. Stanley Sidor - College President

ACCREDITATION STATEMENT

Lake-Sumter State College is accredited by the Southern Association of Colleges and Schools Commission on Colleges to award associate and baccalaureate degrees. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, GA 30033-4097 or call 404-679-4500 for questions about the accreditation of Lake-Sumter State College.
GENERAL EDUCATION COMPETENCIES

General Education Competencies represent broad areas of knowledge, skills, and experience that student’s gain by the time they graduate from any degree program at LSSC. Students are assessed for their levels of achievement in these Competencies through their matriculation in the College’s General Education Core Curriculum, as well as through some elective courses.

The General Education Competencies are the Student Learning Outcomes (SLOs) for the Associate in Arts Degree, which includes 36 hours from the Core Curriculum. All Associate in Science and Associate in Applied Science Degree programs also contain a substantial component of Core Curriculum courses through which students are assessed for their achievement levels in the General Education Competencies.

The following chart outlines General Education Competencies:

<table>
<thead>
<tr>
<th>General Education Competency</th>
<th>By graduation from any degree program at LSSC, the student...</th>
</tr>
</thead>
<tbody>
<tr>
<td>Analytical Thinking</td>
<td>Analyzes information or data, evaluates, and draws rational and warranted conclusions, integrating quantitative and/or scientific reasoning as appropriate.</td>
</tr>
<tr>
<td>Communication - Oral</td>
<td>Demonstrates effective verbal delivery, message content, and organization of material.</td>
</tr>
<tr>
<td>Communication - Written</td>
<td>Writes with clear thesis and organization, proper development and presentation of ideas, and virtual freedom from grammar, spelling, and punctuation errors.</td>
</tr>
<tr>
<td>Information Fluency – Research</td>
<td>Selects, evaluates, uses, and documents appropriate college-level resources.</td>
</tr>
<tr>
<td>Information Fluency – Technology</td>
<td>Effectively applies current technology appropriate for academic assignment and/or career needs.</td>
</tr>
<tr>
<td>Social Responsibility</td>
<td>Demonstrates understanding of the breadth and variety of human culture and/or the complex inter-relationships between humans and the environment.</td>
</tr>
</tbody>
</table>

STUDENT DEMOGRAPHICS

The following information is provided in order to generate an awareness of student characteristics and the general College environment. Statistical data has been extracted from Lake-Sumter State College Office of Planning and Effectiveness reports. In composite form, dominant statistical attributes of LSSC students are:

- 18-24 years of age
- female
- part-time
- not coming directly from high school
- white
- returning to school
- residing in Lake County

General Demographic Information

<table>
<thead>
<tr>
<th>Enrollment By Gender</th>
<th>Enrollment by Ethnicity (Spring 2016)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Male</td>
<td>38.92%</td>
</tr>
<tr>
<td>Female</td>
<td>61.08%</td>
</tr>
<tr>
<td>White</td>
<td>64.42%</td>
</tr>
<tr>
<td>Under 18</td>
<td>15.65%</td>
</tr>
<tr>
<td>18-19</td>
<td>30.18%</td>
</tr>
<tr>
<td>20-21</td>
<td>16.42%</td>
</tr>
<tr>
<td>22-24</td>
<td>11.40%</td>
</tr>
<tr>
<td>25-29</td>
<td>8.67%</td>
</tr>
<tr>
<td>30-34</td>
<td>5.66%</td>
</tr>
<tr>
<td>35-39</td>
<td>4.06%</td>
</tr>
<tr>
<td>40-49</td>
<td>5.47%</td>
</tr>
<tr>
<td>50-64</td>
<td>2.34%</td>
</tr>
<tr>
<td>65+</td>
<td>0.14%</td>
</tr>
<tr>
<td>White/Non-Hispanic</td>
<td>4.13%</td>
</tr>
<tr>
<td>Hispanic</td>
<td>7.07%</td>
</tr>
<tr>
<td>Black Non-Hispanic</td>
<td>10.16%</td>
</tr>
<tr>
<td>Asian</td>
<td>3.48%</td>
</tr>
<tr>
<td>Pacific Islander</td>
<td>0.48%</td>
</tr>
<tr>
<td>American Indian/Alaska Native</td>
<td>0.74%</td>
</tr>
<tr>
<td>Non-Resident Alien</td>
<td>0.69%</td>
</tr>
<tr>
<td>Not Represented</td>
<td>9.44%</td>
</tr>
<tr>
<td>Two or More</td>
<td>2.87%</td>
</tr>
<tr>
<td>Full-time Students</td>
<td>31.64%</td>
</tr>
<tr>
<td>Part-time Students</td>
<td>68.36%</td>
</tr>
</tbody>
</table>
DEGREE & CERTIFICATE PROGRAMS OFFERED AT LSSC

Associate in Arts (A.A.) Degree

The Associate in Arts Degree (A.A.) program is designed for those students who plan to transfer to a four-year college or university. The courses of study are equivalent to those offered to freshman and sophomore students in the state universities of Florida. The A.A. degree program is comprised of 60 credit hours – 36 of General Education and 24 of electives, and does not need to be completed in two years.

Articulation with the State University System (SUS) in Florida

The student who earns an Associate in Arts degree from a Florida community or state college will be accepted as a junior at one of the state universities in Florida. However, many schools and colleges within the universities have additional requirements, including selective admission standards, specific course requirements, (e.g. specific sciences), minimum grades, and/or test scores, among many factors. It is the student’s responsibility to investigate transfer requirements at his or her chosen institution in order to take the appropriate course work while at Lake-Sumter State College.

Graduation Requirements

It is the student’s responsibility to meet all the requirements as outlined in the Graduation Requirements section of the LSSC Catalog and Student Handbook.

Lake-Sumter complies with the Gordon Rule, 6A-10.030. There must be 12 credit hours of Gordon Rule (GRW) courses designated with CODE: GRW in the 60 credits of an A.A. degree. These 12 semester hours will include six (6) semester hours of English coursework and six (6) semester hours of additional coursework in which the student is required to demonstrate college level writing skills through multiple assignments. A grade of C or higher shall be considered successful completion for purposes of this rule. (Florida Administrative Code 6A-10.030.)

This rule also requires six (6) semester hours of college-level mathematics for a Florida College System A.A. Degree and for entrance to the upper level of a state university. Courses which will minimally fulfill these requirements are listed in the 2016 - 2017 Catalog and Student Handbook.

Any course which is covered by the FDOE rule (English and mathematics) can be counted toward graduation only if a “C or better” is the grade in the course.

General Education Requirements

Lake-Sumter State College believes that general education makes an important contribution to the total development and educational growth of the student by providing a basic liberal education. All degree programs, therefore, include general education coursework.

Associate in Science (A.S.) and Associate in Applied Science (A.A.S.) Degrees

Associate in Science (A.S.) degrees are the career education and transfer degrees of community colleges in the Florida College System. The two-year degree is intended to prepare students for immediate entry into the workforce and some programs can lead to transfer to a higher degree in that same field in the State College and University System. Each program contains at least 15 college credit hours in general education.

Associate in Applied Science (A.A.S.) degrees are career education programs consisting of college level courses that prepare students to directly enter the workforce instead of transferring to a university. The programs contain college credit offerings of a specialized nature and at least 15 college credit hours in general education.
**Bachelor's Degrees**

Bachelor of Applied Science (B.A.S.) degrees are designed to accommodate the unique demands of students seeking entry and advancement within specific workforce sectors. B.A.S programs follow the 2+2 model, requiring the completion of an associate degree for admission into the upper-division program. Lake-Sumter State College currently offers the Bachelor of Applied Science in Organizational Management (BAS-OM) program. Students may be admitted with an earned A.A. degree or an A.S. degree in any discipline from a regionally accredited institution.

For further information, contact or refer students to the Office of Baccalaureate Programs in SSB 159, call the Senior Manager of Baccalaureate & Workforce Programs at 352-435-5033, or visit www.lssc.edu/BP.

**Technical Certificates**

Technical Certificates are shorter career education programs which are part of an A.S. or A.A.S. degree program and lead more quickly to employment in specific occupations. College credit hours earned in a Technical Certificate can be applied to a related Associate in Applied Science or Associate in Science degree.

**Workforce Education/Career Pathways**

Florida’s system of workforce education is designed to prepare a workforce that will allow Florida’s employers to remain competitive in the global economy. Each student will be provided the opportunity to achieve economic independence and attain the quality of life to which he or she aspires. Students are encouraged to take advantage of available internships, education programs, career related work experience, and career counseling.

Career Pathways programs prepare students for technically demanding jobs. Articulation agreements have been developed to allow Lake and Sumter County students to begin their career education in high school and earn college credits based on their high school curriculum and performance on assessment examinations or earned industry certification, where applicable.

**Youth Outreach**

Through grants from the U.S. Department of Education and the Florida Department of Education, LSSC is able to operate its Youth Outreach Department. This Department, consisting of the Educational Talent Search, Upward Bound and College Reach-Out programs, serves 800 middle school and high school students in Lake and Sumter Counties. These three programs primarily serve low-income students who would be among the first in their immediate families to attend college. Volunteers are often needed to conduct educational, cultural and soft-skills workshops for these young participants who are often brought to our three LSSC campuses for enrichment activities. If you are interested in volunteering and helping LSSC’s Youth Outreach Department in its efforts, please call 352-323-3606. More information about these programs is available at [http://www.lssc.edu/community/youthoutreach](http://www.lssc.edu/community/youthoutreach).

**Articulation Agreements**

Lake-Sumter State College has postsecondary articulation agreements with the Lake Technical Center in Business Administration, Business Development and Entrepreneurship, Health Information Technology, Medical Office Management, Nursing, and Office Administration. Additionally, LSSC maintains articulation agreements with many colleges and universities. For current partnership and articulation information, visit [http://www.lssc.edu/academics](http://www.lssc.edu/academics). See an LSSC academic advisor for further information.
CAMPUS FACILITIES

Bookstore

Follett, a private company, operates the LSSC Bookstores located in the Student Center on the Leesburg Campus and in the Cooper Memorial Library on the South Lake Campus. The stores offer both new and used textbooks, a textbook rental program, ebooks, laptops, tablets and software; as well as, academic supplies, imprinted LSSC clothing, gifts, and snacks.

- **Leesburg Bookstore hours:**  Monday & Tuesday 8:00 a.m. – 6:00 p.m.  
  Wednesday - Friday 8:00 a.m. – 3:00 p.m.
- **South Lake Bookstore hours:**  Monday & Tuesday 9:00 a.m. – 6:00 p.m.  
  Wednesday & Thursday 9:00 a.m. – 3:30 p.m.

Extended hours are posted for the beginning of classes and during exam week.

Students can also order online at [www.efollett.com](http://www.efollett.com). Orders are shipped within 24 hours from either the Leesburg or South Lake Campus or they can be picked up at either campus. Software at academic pricing is also available online. Buyback is done daily at both Leesburg and South Lake locations. For more information, contact the Leesburg Campus bookstore at 435-6334 or e-mail at LBBookstore@lssc.edu or the South Lake Campus bookstore at 536-2184 or e-mail at SLBookstore@lssc.edu.

Instructor’s desk copies of textbooks should be obtained through the Department Chairs or Program Managers.

Faculty and staff members receive a 10% discount on trade books, clothing, supplies and gifts. When purchasing in the Bookstore, faculty should always identify themselves as a faculty member to receive the Faculty/Staff discount.

CAMPUS PROCEDURES

Emergency Procedures

Emergency situations may derive from a variety of sources including fire, accidents and those which are environmental in nature such as hurricanes or tornados. As faculty members, our first priority is those situations involving threats to the safety and health of students, faculty, staff and guests.

Where there is a threat to an individual’s health and well-being, immediately call 911 or 9-911 from a College phone and then render appropriate aid. Contact Security at the numbers listed on the next page as soon as possible to assist in contacting other College responders and directing emergency responders to the location of the individual.

If a significant weather or criminal threat becomes known that has the potential to cause harm to the College/campus as a whole; an emergency notification siren system will be activated. Reaction to the siren should generally be to seek shelter in a nearby classroom, lock the door, and remain out of sight until notified that the emergency is over. Classroom door hardware is configured so that a key is not necessary to lock it from the inside. There are three siren tones; weather, criminal act, and all clear. Siren details are explained in the Emergency Management manual at [http://www.lssc.edu/staff/Pages/Departments/Facilities/EmergencyPlan.aspx](http://www.lssc.edu/staff/Pages/Departments/Facilities/EmergencyPlan.aspx).
When it becomes necessary to evacuate a building or area, follow the evacuation instructions posted in strategic locations throughout the campus. All faculty and staff members are expected to be familiar with these procedures and responsibilities and to discuss both safety and emergency management during the first class day of each new semester.


In summary:

1. **Where there is a threat to individual health and safety, immediately dial 9-911 and Security from a campus phone or 911 from a cell phone.**

2. When it becomes necessary to evacuate a building or area, follow posted evacuation procedures.

3. Report all accidents/incidents to campus security:

   - Leesburg 352-365-354
   - South Lake 352-516-5074
   - Sumter 352-303-7296

Make a follow-up Accident-Incident Report to the Human Resources/Risk Management Office as soon as possible after the event has occurred. The (FCCRMC) Florida Community Colleges Risk Management Consortium Accident-Incident Report can be found at http://www.lssc.edu/staff/Pages/EmployeeForms.aspx under Accident-Incident Report Form. Security should be contacted whenever an accident/incident occurs.

4. Lake-Sumter State College makes every effort to ensure the health and safety of its students, faculty, staff and visitors on campus. Two major inspections are conducted annually to assist the College in this effort. One inspection is a comprehensive safety inspection conducted by the Florida Department of Education that helps identify safety hazards and also benefits the College by reducing issues that might result in liability issues.

The second inspection is aimed at eliminating fire hazards and is conducted by the local Fire Marshal. Fire may originate from a variety of ignition sources including electrical systems, chemical agents, flammable liquids, careless smoking and those which are environmental in nature such as lightning. To that end, all faculty members are requested to be alert at all times, to observe all fire regulations, and to identify the location of fire alarms, extinguishers and building evacuation routes. Faculty members are encouraged to report safety and fire hazards to the Vice President of Business Affairs or to a member of the Campus Safety Committee. Committee members are listed in the current Committee Directory located on the LSSC Committee/Council Minutes & Information homepage at http://www.lssc.edu/staff/Pages/Committees/default.aspx.
Help us to help you by:

- Driving safely on campus roads and in our parking lots
- Observing NO SMOKING rules
- Eliminating the use of extension cords.
- Handling and storing chemical agents and flammable liquids in accordance with safety guidelines
- Knowing the location of Material Safety Data Sheets (MSDS)
- Operating equipment only when properly trained and equipped
- Knowing the location of the nearest telephone and fire alarm
- Identifying evacuation routes
- Always being aware of your surroundings
- Ensuring that our students and guests are oriented to potential hazards which may affect their health and safety
- Becoming familiar with the College emergency notification siren system and expected response if activated.
II: FACULTY EMPLOYMENT INFORMATION

CONTRACTS

Part-time/Adjunct/Temporary Instructional Schedules need to be signed upon receiving them. Return all signed Instructional Schedules promptly to Donna Glover, South Lake Campus.

EMPLOYMENT PROCEDURES

Hiring Procedures

For Adjunct Instructors

a. Positions will be advertised as needed.
b. Candidates may be interviewed by Department Chairs, Program Managers or an academic administrator before or after all application materials are completed.
c. Qualified candidates must complete all required application forms. All official transcripts must be on file in the Human Resources office within 30 days of hire. Official transcripts should be sent directly to Human Resources.

For All Instructors (Full-time and Adjunct)

a. Eligibility for employment will include undergraduate and graduate transcripts verifying a master’s degree in the teaching discipline or a master’s degree, with a concentration in the teaching discipline (a minimum of 18 graduate semester hours in the teaching discipline, for all faculty teaching courses that transfer to upper level institutions. Faculty teaching baccalaureate courses are required to have a doctor’s or master’s degree in the teaching discipline or master’s degree with a concentration (minimum of 18 graduate semester hours) in the teaching discipline. Faculty teaching non-transfer courses must submit undergraduate and/or graduate transcripts at a minimum for the level of degree course work being taught and documentation of work experience in the teaching discipline.

b. For full-time faculty, oral communication skills will be evaluated through the teaching sample and interview process. For adjuncts, communication skills will be evaluated by the cover letter, the resume, the application, and a teaching demonstration.

c. Adjunct faculty members are welcome and encouraged to apply for full-time teaching positions at LSSC. Adjunct faculty applicants will be considered with all other qualified applicants. A search committee will then rate applicants based on academic credentials, teaching experience, and other criteria. Top candidates are then invited for interviews and a teaching demonstration for the search committee. Finalists are presented to the Vice President and President for their consideration. Although some adjunct instructors have been hired for full-time faculty positions at LSSC, the adjunct status should not create an expectation for a full-time position.
FACULTY ABSENCE

All faculty must complete a “Course Coverage Arrangements During Faculty Absence” form (http://www.lssc.edu/staff/Documents/EmployeeForms/CourseCoverageArrangements.pdf) for any class sessions which they miss. Completed forms must be submitted to the Associate Vice President’s office on the day of return.

**Full-Time Faculty Absence**

An unexpected daytime absence must be reported directly to the Academic Affairs Administrative Assistants (please see directory at end of this handbook) who will notify the appropriate academic administrator and post a notice on the classroom door for students. A direct conversation is required; an e-mail and/or voicemail message is not sufficient to ensure that the message was received. Completed Course Coverage, Departmental Leave Request, and Bi-Weekly Leave Summary forms must be submitted to the Associate Vice President’s office on the day of return.

An unexpected absence during evening hours should be reported to the Academic Affairs Administrative Assistants who will notify the appropriate Academic Administrator, and post a notice on the classroom door for the students. For planned absences, a “Departmental Leave Request” or a “Travel Request Form” (if applicable, www.lssc.edu → Faculty & Staff → Forms) accompanied by a class coverage form must be completed and approved prior to going off campus. A Travel Request and expense reimbursement form must be completed and submitted even if no College budget expenses will be incurred.

**Adjunct Faculty Absence**

In Leesburg and South Lake, an unexpected daytime absence must be reported to the Academic Affairs Administrative Assistants. If the faculty member is teaching at the Sumter Center, the appropriate Academic Administrator and campus main office must be notified. An unexpected absence during evening hours at the Leesburg Campus, South Lake Campus, or Sumter Center should be reported to the front desk. A direct conversation is required; an e-mail and/or voicemail message is not sufficient to ensure that the message was received. Class sessions that do not meet will result in a reduction in final compensation. Special arrangements for class coverage, substitute instruction, and future make-up sessions must be approved by the Department Chair, Program Manager, or academic administrator.

**Leave Requests**

All regular full-time faculty shall earn 3.5 hours of sick leave in the first two pay periods each month except in the summer.

Such sick leave shall be cumulative from year to year. Full-time faculty members do not earn vacation leave.

Adjunct faculty members do not receive sick leave or vacation leave; class absences will be deducted from final compensation.

**FACULTY E-MAIL**

Every LSSC faculty and staff member is issued an LSSC e-mail account to be used as the official mode of communication with students and employees. See E-MAIL COMMUNICATION in Classroom Information section for further details.
FACULTY TEACHING LOAD & COMPENSATION

Full-Time Faculty

A full-time teaching load is equated to 15 credit hours per semester (fall and spring). Student contact hours and specific assigned duties may be used in determining load only when approved by the College President. Compensation for lab hours scheduled beyond lecture hours will be determined by the Vice President of Academic Affairs.

The regular work week for full-time instructional personnel is 35 hours, which shall include 15 instructional credit hours, 10 office/student contact hours, and the remaining 10 hours comprised of committee work, individual student assistance, meetings, grading, lecture preparations, or such other College-related activities as may be necessary to support the instructional effort. Faculty teaching courses beyond 15 credit hours must indicate the additional hours over 25 hours on campus time on the class and office schedule.

The standard LSSC Class and Office Schedule shall be submitted to the appropriate Department Chair, Program Manager, and Academic Administrator’s office prior to the start of each semester showing the required number of hours.

Faculty who request to do so may be permitted to teach up to six additional credit hours over their assigned loads in the fall and spring; additional hours must be based on academic need and must be recommended by the appropriate Associate Vice President and approved by the Vice President of Academic Affairs. Full-time faculty may teach up to 21 credit hours in the summer term(s) based on student demand and supervisor’s approval.

Standing committee assignments and special stipend projects are reviewed and limited for faculty to ensure adequate time for instructional responsibilities. Faculty assignments for various activities, such as club sponsorship, intramurals, etc. will be compensated as documented in the list of specialized activities in the current salary schedule.

Course sections at Lake-Sumter State College are delivered to students online, hybrid, or fully seated.

All full-time faculty must complete “Notification of Outside Employment” per District Board Rule 5.15 and submit it to their supervisor prior to the beginning of each contracted semester, where applicable.

Adjunct Faculty

Adjuncts are classified as temporary, part-time instructional personnel for credit classes only. The teaching load for adjunct instructors is limited to 9 credit hours per semester. Excess teaching hours must be recommended by the Associate Vice President and approved by the Vice President of Academic Affairs or the College President. Adjunct, as well as full-time faculty members, are expected to meet all non-hybrid classes for the full scheduled time.
**Adjunct and Overload Pay**

Adjunct instructors and full-time faculty teaching overload will be compensated based on earned degree status as follows:

**Adjunct Pay per Credit Hour**

Adjuncts will be paid according to the degree level of the instructor.

- Associate’s Degree $448
- Bachelor’s Degree $520
- Master’s Degree $568
- Doctorate Degree $613

Example: An adjunct has a Master’s degree in English and a Ph.D. in Biology. The class taught is English. The adjunct will be paid $568 per credit hour.

Adjunct payroll checks (if not enrolled in Direct Deposit) are mailed the afternoon prior to payday. Direct Deposit information may be found in LOIS and printed by employees. We strongly encourage all employees to enroll in Direct Deposit.

**Full Time Faculty Overload Compensation per Credit Hour**

Full-time instructors teaching credit classes in excess of the stated full-time semester hour load will receive overload pay per credit hour as follows:

- Bachelor’s Degree $520
- Master’s Degree $568
- Doctorate Degree $613

Full-time Faculty teaching in the summer will be paid at the rate of $2,202 per 3-credit course ($734.00 per credit hour). Full time Faculty are required to have some office hours in the summer if they are teaching which is enumerated in the Office Hours section.

Compensation includes time required for instruction, associated paper work (e.g., grading written assignments and exams, calculating grades), consultations with students, meetings, plus faculty and staff development activities. Payment to full-time faculty for overload courses and adjunct instructors is made on a bi-weekly basis, with the first payment made on the second pay date after the Add/Drop period, and the final payment made on the pay date immediately following the Final Grade submission due date.

Faculty teaching mini-semester courses will be paid for each course following the completion of the course and submission of grades.

All instructors must submit grades via LOIS by the established deadline listed in the College catalog and in Admissions & Records Office communications.

**NOTE:** As qualified by IRS: in lieu of Social Security (FICA) taxes being withheld, temporary/adjunct employees will contribute 7.5% of their wages (before tax) to an Alternative FICA investment account in their name. Medicare contributions at 1.45% will continue to be withheld. The plan is mandatory for temporary/adjunct employees (excluding student workers) and employees will be automatically enrolled and receive an information packet. For details contact HR-Payroll Office at 365-3546.
FACULTY CLASSIFICATIONS

Lake-Sumter State College (LSSC) is committed to providing an adequate number of full-time faculty members to support the mission and goals of the College, which focus on improving student success. Additionally, the College ensures the quality and integrity of its academic programs by fostering academic excellence through effective teaching and academic assessment, professional development of faculty, and ongoing evaluation of program effectiveness to improve student success.

DEFINITIONS

Faculty - Personnel classified as faculty include those with primary duties involving classroom instruction (teaching) and those with primary duties not involving classroom instruction (non-teaching) such as librarians. Full-time teaching faculty are employed on a 163-day contract, have more than 50% instructional duties, and are assigned a teaching load of 15-credit hours per fall and spring semester as required by Florida Statute 1012.82.

Regular Full-Time Faculty - Instructional positions are classified as regular full-time if requiring 35 hours of work per week and are established with the expectation of being in continuous existence in excess of six months. All regular, full-time positions require approval by the President and District Board of Trustees and are eligible for all employment benefits including health, dental, vision and life insurance, retirement and FICA, workers' compensation, paid non-duty days (holidays, Spring Break & Winter Break) and leave according to state regulations and local Board rules. These positions must be classified and compensated according to approved salary schedules in the college budget.

Full-Time Non-permanent Faculty – ONE Semester
A faculty position will be classified as non-permanent full-time if established for only one full semester and requiring 35 hours of work per week. These positions do not require Board approval, but do require funding approval. Persons employed as non-permanent full-time faculty shall serve no longer than one semester; be eligible for FICA or Bencor Alternative FICA plan, worker's and unemployment compensation; but will not be eligible for health, dental insurance, or accrued paid leave.

Persons employed in non-permanent full-time faculty positions that become “regular” positions shall be required to apply and be considered for the regular position vacancy along with other applicants. A ONE Semester non-permanent full-time faculty who is hired into a regular full-time faculty position will not have his/her LSSC non-permanent employment time counted toward continuing contract.

Full-Time Non-permanent Faculty – Full Academic Year

Based on the needs of the college, a full-time, non-permanent faculty position may be established for one academic year (two semesters) requiring 35 hours of work per week. These positions do not require Board approval, but do require funding approval. Persons employed as non-permanent full-time faculty for one full academic year will be eligible for FICA or Bencor Alternative FICA plan, workers' compensation, and health and dental insurance, but will not be eligible for accrued paid leave.

In either case, persons employed in non-permanent full-time faculty positions that become “regular” positions shall be required to apply and be considered for the regular position vacancy along with other applicants. A Full Academic Year non-permanent full-time faculty who is hired into a regular full-time faculty position may have his/her LSSC non-permanent time counted toward continuing contract as determined by Administration.

Non-Permanent Positions: Instructional Staff and Non-Instructional-Faculty

A non-permanent position may be established in situations where a short-term need exists for services to the College. Staff and non-instructional positions classified as non-permanent will be permitted to work no more than twenty-eight (28) hours per week on average non-permanent instructional positions (adjuncts) will be permitted to teach a maximum of three courses or 9 credit hours per semester.
These positions do not require Board approval, but do require funding approval. Persons employed as non-permanent employees are eligible for workers’ compensation, Bencor Alternative FICA plan and unemployment compensation. Non-permanent employees are not eligible for sick or vacation leave.

**Adjunct Faculty** – Part-time temporary faculty limited to a teaching load of 9 credit hours per semester. Adjunct faculty are employed on a semester basis and must meet the same credential requirements as full-time faculty.

**Employment Policies of Adjunct Faculty**

The employment of adjunct faculty is based on historical and projected student enrollment. Adjunct faculty members are hired on a temporary, semester-to-semester basis to supplement full-time faculty in high demand areas. Positions are advertised as needed, candidates are interviewed by the Department Chairs or the Program Manager/Associate Dean, and credentialing information is completed and kept on file in the Resources Department.

Adjunct faculty members are assigned a full-time faculty member to provide guidance and clarification on academic policy and procedure. All adjunct faculty members teaching a course for the first time are observed, and continuing adjunct faculty with proven success are observed periodically but not less than once every three years. Adjunct faculty members may be observed for evaluation at any time at the discretion of the supervisor, and may be observed by the full-time faculty liaison for the purpose of improving effectiveness of the instructional process.

**Responsibilities of Full-time Faculty**

The regular work week for full-time instructional faculty includes 15 instructional hours, 10 office/student contact hours, and the remaining 10 hours are comprised of committee work, individual student assistance, meetings, grading, lecture preparations, or such other College-related activities as may be necessary to support the instructional effort.

In addition to planning and carrying out instructional duties which maximize student learning, full-time instructional faculty may be required to serve on a College-wide committee; demonstrate knowledge of current instructional developments; regularly examine content of assigned courses and recommend changes to the Curriculum Committee as needed; and utilize appropriate evaluation results for planning, counseling, and program modification. Faculty play a primary role in serving on committees in developing the instructional program and educational philosophy of the College, such as the Curriculum and Instruction Committee, which is composed primarily of faculty representatives across disciplines and campus sites.

**Duty Day Definition**

Duty days and non-duty days are employment terms used in various College documents. In the interest of clarity and transparency these terms and associated expectations are defined as follows.

**Duty Day:** an employment/contract day when the College is in operation and employees are either required to be in scheduled service or available for service to fulfill employment obligations unless leave is granted. Duty days are typically Monday through Friday. Full-time faculty duty days are either instructional days or non-instructional days as specified in the current College Personnel Dates calendar. Full-time faculty do not have to be at the college for all of the hours that the college is open; however, they are obligated professionally to be present for scheduled office hours, committee work, departmental meetings, planned college sponsored training or college-wide meetings, graduation, etc. unless excused by administration.

Employees’ failure to comply with duty days and hours with the exception of granted leave may lead to compensation adjustments or discipline up to and including unsatisfactory performance review, contract status changes or employment termination.

**Non-Duty Day:** a non-employment/contract day because the College is not in operation, i.e. holidays and semester breaks. Non-duty days are published in the current College Personnel Dates calendar.

If non-exempt staff is required to work on non-duty days they would be compensated appropriately. Exempt staff and faculty are not normally compensated for working non-duty days. For unusual circumstances special consideration may be given as approved by Cabinet.
SUMMER SEMESTERS

In the summer when the College is in operation full-time faculty who are not instructing are expected to respond within a reasonable time period to critical e-mails or phone calls from department chairs, program managers, or administrators. The reasonable time period is within one business day in keeping with LSSC’s Golden Rule of Service. Critical e-mails or phone calls are defined as department chair or administrator communications necessary to obtain important information for making time-sensitive business decisions.

The College recognizes that critical communication may not be possible in the summer with some full-time faculty who are out of reach. Those faculty who will be out of reach are expected to communicate their out-of-reach timeframes to their respective chairs. Administration will need to make decisions without information or consultation from those out-of-reach faculty.

Amongst all parties, good discretion, common courtesy, professionalism and common sense should prevail in all situations.

DUTY DAY FAQS

What is a critical communication and who decides such?

A critical communication needing a response is one that involves either a time sensitive decision or a time sensitive action. Administrators will determine if a communication is critical. An example is communication about finalizing book orders. Reasonableness will prevail when making these decisions.

Are faculty members expected to be on call 24/7?

The College is open on duty days from approximately 8:00 a.m.-10:00 p.m.; the expectation is faculty members are to carry out their assigned schedule responsibilities.

The intent of this policy is to clarify that when the College is closed for holidays and semester breaks the College does not anticipate calling employees except for emergencies. While some faculty members are not teaching during the summer, the College is still in operation and they are to return critical communications within one business day. The reasonable exception is any faculty member who is out-of-reach, e.g. traveling abroad, would not be expected to return critical communications. Faculty members who will be out-of-reach are expected to inform their respective chairs of the specific timeframes when they will be out-of-reach.

Are we becoming a 9-5 outfit?

Aside from non-duty days as defined, actually the college’s operation is Monday through Saturday 8am to 10pm. Both staff and faculty employees work varied hours and/or days as defined by their assigned schedules. Full-time faculty are contracted to work 35 hours per week. The College respects faculty’s assigned workload and provides overloads and stipends to compensate faculty for extra work. That practice shall continue.

Is a faculty member who is scheduled to teach Saturday classes expected to be at the desk during those normally defined periods?

A faculty member’s regular 35 hour per week schedule is comprised of 15 credit hours of instruction, 10 office hours and 10 hours of other duties. As long as those hours are met during the week there is no further expectation. The faculty member can decide if he/she wants to do some office hours on Saturday (most likely before and after the class) in lieu of doing all of those hours during other scheduled days of the week.
INSTRUCTIONAL EVALUATION AND RANK & PROMOTION

Full-Time Instructional Faculty Evaluation

❖ Annually during the first five years of applicable full-time employment, annual contract review conferences and a contract recommendation will be completed prior to March 1. During the fifth year of applicable full-time employment, the conference will be designated as a Continuing Contract Review Conference and a Synopsis/Contract Recommendation will be completed prior to March 1.

❖ These procedures will occur subsequent to instructional performance appraisal and professional development planning. An annual contract shall not create an expectancy of employment beyond the term of the contract and the employee is not entitled to reasons for non-renewal or to a hearing (Rule 6A-14.041(3), FAC).

❖ The following procedure is in effect for faculty hired January 2012 and beyond:

❖ Continuing contracts will be awarded to faculty who (according to Rule 6A-14.0411, FAC)

  ➢ have completed successfully five (5) years of satisfactory service during a period not in excess of six (6) years with service being continuous except for leave duly authorized and granted;
  ➢ have completed a “Portfolio for Continuing Contract”,
  ➢ have been recommended by the President for continuing contract based on successful performance of duties and demonstration of professional competence through submission of a portfolio as defined by the College.

Faculty Learning Outcomes

A faculty learning outcome is a proposal developed by a faculty member, with the guidance of their Department Chair/Program Manager/Supervisor, that enhances student learning experiences, improve instructional methods, and ultimately lead to improved teaching or librarianship excellence. Each proposal should contain at least three measurable outcomes and each outcome should be observable, measurable and achieve a specific action. The outcomes may be clustered around one specific project, or may be stand-alone projects.

Guidelines/Procedures for Faculty Learning Outcomes

❖ Upon the completion of year one of employment, a meeting is arranged between the faculty member and their Department Chair/Program Manager/Supervisor. With their aid, the faculty member drafts a proposal of a project that will enhance their teaching or librarianship excellence.
❖ The project is then implemented at the beginning of year two of employment.
❖ Each year the faculty member will collect and analyze the data/results of their project and will meet with the Department Chair/Program Manager/Supervisor to assess the strengths and weaknesses of the project and devises a plan for possible improvement.
❖ In year five of employment, all data and analysis is compiled, along with the continuous improvement actions for the project, and will be submitted to the Department Chair/Program Manager/Supervisor for final assessment. This will complete the fulfillment of the Faculty Learning Outcomes requirement for continuing contracts. Documentation of the entire process will be included in the Portfolio for Continuing Contract.
The appropriate supervisor will annually complete the Instructional Performance Appraisal form for each full-time faculty member. The performance appraisal, as part of the Instructional Personnel Review process, has four major objectives. First, it fulfills the requirements of Lake-Sumter State College for ongoing assessment of the educational program. Second, it helps determine the extent to which the individual faculty member is assisting the College in fulfilling its purpose, goals, and objectives. Third, it assists the individual faculty member in planning and reviewing content, technique, and professional development. Fourth, it reinforces communication between faculty members and administrative supervisors. Faculty members must complete a self-evaluation as part of the process.

Information sources for completing the performance appraisal instrument include required submissions of syllabi student rating of instruction, professional development planning activities, participation as a member of the academic division, participation as a member of various forums (College committees, professional organizations, educational groups), and other relevant, objective information.

The supervisor will review the completed performance appraisal instrument with the faculty member. Following this review, the Instructional Performance Appraisal form is to be signed by the evaluator, faculty member, and academic administrator, indicating that all individuals have reviewed and discussed the content and that the faculty member has had an opportunity to respond either orally or in writing to the performance appraisal. As a final step, the Instructional Performance Appraisal form will be reviewed and signed by the Vice President of Academic Affairs.

As a part of the Instructional Personnel Review process, the evaluator, faculty member, and academic administrator will jointly develop an annual professional development plan. At the time of the performance appraisal conference, the faculty member and the supervisor or the Associate Vice President will review the implementation of professional development activities. The Professional Development Planning form will be signed by the faculty member and the appropriate supervisor or academic administrator. Following the initial implementation year, the faculty member and the appropriate supervisor or academic administrator will review a previously established plan and develop a future year plan.

Copies of the completed Instructional Performance Appraisal and Professional Development Planning forms will be provided for the faculty member, Department Chair, Academic Administrator, and Vice President of Academic Affairs.

Original Instructional Performance Appraisal and Professional Development Planning forms will be placed in the faculty member’s personnel file.

**Non-Instructional Faculty Evaluation (Librarians)**

During each of the first five years of applicable full-time employment a Managerial and Technical Evaluation Form will be completed and an evaluation conference will take place between the faculty member and his/her supervisor. During the fifth year of applicable employment, the supervisor will conduct an evaluation conference, complete the evaluation form and contract recommendation, and submit this information to the Vice President of Academic Affairs.

**Full-Time Faculty Rank & Promotion**

LSSC has faculty ranks and therefore promotion can be considered. The LSSC Faculty Rank & Promotion Plan (FR&P) is the official prospectus and guide detailing the processes of the faculty rank system including promotions. These guidelines may be obtained from the LSSC website link [www.lssc.edu](http://www.lssc.edu) → Faculty & Staff → Employee Resources → Faculty.
There are five faculty ranks in ascending order: Instructor, Assistant Professor, Associate Professor, Professor, and Senior Professor. There are also distinct faculty ranks for Librarians.

New faculty members are automatically placed in the Instructor rank and will be eligible to apply for rank promotion once their continuing contract has been approved. Any faculty member on continuing contract with a satisfactory performance review may apply for promotion consideration to another rank after he/she has completed the required years of service for their current rank.

**Adjunct Faculty Evaluation**

The evaluation process of part-time adjunct faculty will include the following:

1. **Assignment of Liaison** - Full-time faculty will be assigned to each adjunct in the same academic discipline to provide feedback to the supervisor (Department Chair or Dean) for the purpose of improving the effectiveness of instruction. Liaisons are encouraged to observe classroom teaching and to meet with adjunct to review informal classroom observation notes, request the adjunct observe instruction of full-time faculty, utilize additional resources to enhance their classes, and/or implement certain classroom management techniques.

   A copy of the course syllabus must be submitted to the full-time liaison and the Associate Vice President’s Office at the start of a semester.

2. **Classroom Observation** - Adjunct faculty will be observed by the supervisor or other assigned full-time faculty member or administrator while conducting classes ([Adjunct Performance Evaluation Form available at http://www.lssc.edu/staff/Pages/EmployeeForms.aspx](http://www.lssc.edu/staff/Pages/EmployeeForms.aspx)). All adjuncts teaching at LSSC for the first time will be observed, and continuing adjuncts with proven success will be observed periodically, but no less than once every three years. Adjunct faculty may be observed for evaluation at any time at the discretion of the supervisor, and may be observed by the full-time faculty liaison for the purpose of improving effectiveness of the instructional process or other assistance.

   Criteria that will be measured during faculty classroom observations include: professional knowledge, instructional planning, communication skills, and instructional management. Evaluators will note any additional observations, and suggestions for improving instruction. Instructors may also note their comments. The evaluator and instructor will sign the form.

3. **Student Feedback** – Student evaluation of instruction forms are distributed through Blackboard in each semester. A summary of the feedback forms will be provided to the supervisor and to the instructor for each course, and the supervisor will address any concerns that are noted with the instructor.

4. **Teaching Contract** - Adjunct faculty are apprised prior to agreeing to teach a course(s) that it may be re-assigned to a full-time faculty or the course(s) may be cancelled for insufficient enrollment. Adjunct faculty are rehired at the discretion of the supervisor.
RESPONSIBILITIES FOR DEPARTMENT CHAIRS, ASSISTANT DEPARTMENT CHAIRS, PROGRAM MANAGERS, AND LEAD FACULTY

Department Chair Responsibilities
1. Assists with course content and curriculum in keeping catalog information current, complete, and accurate.
2. Initiates, recommends, and coordinates courses, days, times, instructors, and campuses for fall, spring, and summer class schedules.
3. Assists with planning and coordination of adjunct faculty orientation.
4. Holds meetings with department faculty on a regularly scheduled time frame.
5. Coordinates and assists in the recruitment and selection of adjunct faculty and coordinates mentoring of new adjunct and full-time faculty.
6. Coordinates textbook selections and changes in a timely manner with departments and adjunct faculty.
7. Initiates and coordinates departmental program reviews including recommendations and budget analysis.
8. Assists the Academic Administrator in the supervision and assessment of full-time and adjunct department members.
9. Responsible for student advising functions to fulfill department duties, as directed by the respective Dean.
10. Facilitates the assessment of Student Learning Outcomes (SLOs)
11. Other duties as assigned.

Assistant Department Chair Responsibilities
Assists the Department Chair with the following:
1. Developing and implementing curriculum.
2. Planning and coordinating adjunct faculty orientations.
3. Coordinating the recruitment and selection of adjunct faculty.
4. Supervision and assessment of adjunct faculty.
5. Completing the annual departmental area reviews.
6. Facilitating the assessment of Student Learning Outcomes (SLOs) and the Assessment Analysis of Results report.
7. Course scheduling.
8. Other duties as assigned by the department chair or dean.

Program Manager Responsibilities
1. Assists with recruiting adjunct faculty. The program manager (or department chair, if appropriate) completes the Faculty Qualifications Data Sheet (see link for documentation on the website) and submits documentation to either the dean or department chair. Confirms that adjunct faculty member has submitted the employment packet to the dean.
2. Assists with developing the class schedule and submits to the department chair, if appropriate.
3. Collaborates with faculty to complete book orders.
4. Reviews and provides input on marketing materials and plans prior to preparation/implementation.
5. Implements plans for student recruitment; tracks student retention, completion, and placement.
6. Prepares the Program Review in collaboration with faculty, department chair, and Planning and Effectiveness department.
7. Collaborates with the department chair and associate dean in reviewing and updating articulation agreements and Career Pathways assessments.
8. Reviews program budget and submits recommendations for budget changes to the department chair/associate dean, where applicable.
9. Facilitates advisory committee meetings and ensures minutes are recorded and archived.
10. Assists with curriculum development and implementation.
11. Reviews the catalog and submits corrections as needed to ensure that program information is current.
12. Facilitates the assessment of Program Student Learning Outcomes (PSLOs).
13. Represents the College at local, regional, and statewide meetings. Provides updates to the department chair/associate dean.
14. Assists the Academic Administrator in the supervision and assessment of full-time and adjunct department members.

Lead Faculty
1. Work with department chairs, assistant department chairs, or program managers to oversee course content and textbook selection.
2. Meet with discipline faculty as necessary to coordinate instruction.
3. Work with department chairs, assistant department chairs, or program managers to create schedules.
4. Work with other faculty to initiate new courses, modify courses, and delete courses through curriculum process.

ORIENTATION WORKSHOPS FOR NEW FULL-TIME & ADJUNCT FACULTY

Each year a required adjunct faculty orientation workshop is conducted to review College procedures and information about the following instructional areas of each campus: mail box keys and access, e-mail address access, student services, library, computer support, administrative supervisor contact and support, academic administrative assistant, courier service, and the Learning Centers.

The new full-time and adjunct faculty orientation process includes learning how to access and navigate LOIS, and learning how to access and use Outlook Web Access for LSSC e-mail. Contact the appropriate Department Chair or Program Manager to identify help in these areas.

PARKING & DECALS

All vehicles driven by faculty, staff, and students on any LSSC campus must display a current parking permit (decal). Parking decals are issued at no charge and are renewable every two years with fall semester.

Full-time faculty decals and a Parking Regulations and Rules brochure are placed in the employee hire packets by the Human Resources Department. Adjunct faculty at the Leesburg campus may obtain their parking decal and a Parking Regulations and Rules Brochure by contacting Human Resources, located in the Williams-Johnson Building; the security office for adjunct faculty at the South Lake campus; and the administrative office for adjunct faculty at the Sumter Center.

Faculty and staff parking spaces are designated by white cement wheel stops and are for full-time or adjunct faculty members with a current decal. A decal must be affixed to the vehicle on the driver’s side rear bumper or rear window. Persons who violate College traffic regulations and rules are subject to a Parking Violation Notice and fine. A $10.00 fine is issued for most violations. EXCEPTIONS ARE: $25.00 fine for parking without a current decal, and $100.00 fine for the unauthorized use of a handicapped parking space.

PROFESSIONAL DEVELOPMENT (CENTER FOR EXCELLENCE IN TEACHING)

LSSC believes in the importance of lifelong learning for all members of our college community – faculty, staff, and administration, as well as our students. Faculty members will be offered a number of opportunities to promote their personal and professional growth as teachers, scholars, and professional and occupational practitioners throughout the year. Faculty are expected to engage and maintain in related professional development from either credit or non-credited learning in an area related to their position. These hours can include online training programs, attending or
presenting special training classes, personal improvement, public, speaking, participation in or presentations at conventions, and so on. Faculty members may be eligible for reimbursement of tuition or registration fees through Staff and Program Development (SPD) funds, for taking courses at other institutions, or attending conferences and seminars. Adjunct faculty all have access to the LSSC Faculty Resource Center in Blackboard, where they will find information about the College, helpful links, contacts, and training information.

**TEACHING QUALIFICATIONS**

Lake-Sumter State College is committed to maintaining full SACSCOC accreditation compliance in the hiring of all faculty, including adjunct and dual enrollment instructors. Each full-time and part-time faculty member teaching credit courses leading toward the baccalaureate degree, other than physical education activities courses, must have completed at least 18 graduate semester hours in the teaching discipline and hold at least a master’s degree, or hold the minimum of a master’s degree with a major in the teaching discipline. Faculty teaching baccalaureate courses must have a doctor’s or master’s degree in the teaching discipline or a master’s degree with a concentration (minimum of 18 graduate semester hours) in the teaching discipline.

Each full-time and part-time faculty member teaching credit courses in professional, occupational and technical areas that are components of associate degree programs not usually resulting in college transfer, or in the continuation of students in senior institutions, must possess appropriate academic preparation or academic preparation coupled with work experience. The minimum academic degree for faculty teaching in professional, occupational and technical areas must be at the same level at which the faculty member is teaching. The typical combination is a baccalaureate degree with appropriate work experience.

Faculty members who teach developmental courses must hold a baccalaureate degree in a discipline related to their teaching assignment and have either teaching experience in a discipline related to their assignment or graduate training in developmental education.

All degrees must be from a regionally accredited college or university and verified by official transcripts. It is the responsibility of the instructor to ensure that official transcripts are on file in the Office of Human Resources as soon as possible and not later than thirty days of employment. Payment for adjunct instructors will not be released until official transcripts are on file in the Human Resources office.
III: ACADEMIC & ADMINISTRATIVE INFORMATION

CURRICULUM & INSTRUCTION COMMITTEE

The quality of educational courses and programs is determined by Curriculum and Instruction Committee review and action. The majority of the Curriculum and Instruction Committee is comprised of full-time faculty. The purpose of this committee is to review all proposals related to curriculum and instructional matters, including course and program additions, deletions, and modifications.

Recommendations are made to the Vice President of Academic Affairs for submission to the President and subsequent submission to the District Board of Trustees. The final approved actions are submitted to Statewide Course Numbering System (SCNS) for implementation as required. Please see the Curriculum & Instruction Committee Handbook at http://www.lssc.edu/staff/Pages/Committees/Curriculum.aspx for instructions and proposal forms.

FERPA (Family Educational Rights & Privacy Act)

The Family Educational Rights and Privacy Act (FERPA) has a significant impact on how faculty and staff members can communicate information about students, in order to protect student privacy. FERPA, also known as the Buckley Amendment, regulates the release of student academic records.

Once a student turns 18 or enters a postsecondary school, the student, and not the parent, may access, seek to amend, and consent to disclosures of his or her education records. FERPA affords students specific rights regarding their educational records:

- The right to review all information the institution is keeping in his/her student file, within a designated period of time from the date the student requests access to those records
- The right to request amendment to those records that the student believes are inaccurate
- The right to consent to disclosures of personally identifiable information within those records, except to the extent that FERPA authorizes disclosure without consent (e.g., disclosure between school officials with “legitimate educational concerns”)
- The right to file a complaint with the U.S. Department of Education, Family Policy Compliance Office, concerning alleged failures of a school to comply with FERPA requirements

Most student information the College has for use in the educational process is considered a “student educational record,” including names, social security numbers (SSNs), X-ID numbers, personal characteristics, grades, class schedules, etc. Student records include, but are not limited to, documents in the Admissions and Records office, Financial Aid office, Student Accounts office, computer printouts and class lists in faculty members’ offices or classrooms, computer display screens, and notes one has taken during an advising or other meeting with a student.

Student educational records are considered confidential and may not be released without the written consent of the student, except by provisions outlined in the law. These exceptions are handled by the Registrar. All faculty, as well as staff members, have the responsibility to protect student records in their possession.
Information that is considered “directory information” may be released without written permission, at the discretion of the Registrar, unless the student requests in writing that this information be withheld. LSSC defines directory information as:

- Name
- Major Field of study
- Participation in officially recognized sports and activities.
- Weights and heights of athletic team members
- Dates of attendance at LSSC
- Degrees and awards received

The faculty and staff have access to information only for a “legitimate educational purpose” in completion of their responsibilities as a College employee; information cannot be used for any other purpose. Faculty and staff members need to be aware that the following are violations of FERPA:

- Using even a portion of a student’s name, social security or X-ID number in a public posting of grades
- Linking the name of a student with that student’s SSN or X-ID in any public manner including e-mail
- Leaving graded tests or other work in a stack for students to pick up by sorting through papers of other students
- Circulating or otherwise allowing students to see a printed list of student names, along with SSNs, X-IDs, and/or grades as an attendance roster, in a grade book, or in any other format
- Discussing a student’s progress, attendance, grades, etc. with anyone other than the student (including parents, spouses, and other family members) without a written release on file
- Providing lists of students enrolled in your classes for any commercial use
- Providing student schedules or assisting anyone other than a known LSSC employee in locating a student on campus

For further information regarding FERPA, go to: http://www2.ed.gov/policy/gen/guid/fpco/ferpa/index.html; or the LSSC Catalog and Student Handbook.

**FLORIDA STATUTE LIMITS ON COURSES**

Florida State Statutes limit the number of attempts for both college preparatory and college level courses before academic or financial penalty.

**COLLEGE PREPARATORY COURSES - FS 1009.28**

**State Board Rule 6A-14.0301**

Effective fall semester 1999, students are charged 100% of the full cost of instruction after the second attempt of the same course at the same institution. This is an amendment of the legislation that was passed in 1997, which assessed 100% of the full cost of instruction after the first attempt of the college preparatory same course.

Students are allowed a total of three (3) attempts per course. After the third attempt, students are not permitted to retake that course at Lake-Sumter State College. All previous attempts, including withdrawals, are counted for purposes of this rule. Students are not allowed to withdraw from or receive an “I” grade for a course on the third attempt.
COLLEGE LEVEL COURSES - FS 1009.285

State Board Rule 6A-14.0301
Effective fall semester 1997, students are charged 100% of the full cost of instruction after the second attempt of the same course at the same institution. College level courses taken prior to fall 1997 WILL NOT be counted as attempts.

Effective fall semester 1997, students are allowed a total of three (3) attempts per course. After the third attempt, students are NOT permitted to retake that course at Lake-Sumter State College. Students are not allowed to withdraw from or receive an "I" grade for a course on the third attempt.

See the current LSSC Catalog and Student Handbook for further details.

GORDON RULE

Lake-Sumter State College complies with the Gordon Rule, 6A-10.030, by requiring students to complete twelve (12) semester hours of specified Gordon Rule writing courses. These 12 semester hours will include six (6) semester hours of English coursework and six (6) semester hours of additional coursework where at least 60% of the overall grade is comprised of multiple assignments demonstrating college level writing.

This rule also requires six (6) semester hours of college-level mathematics for a community or state college A.A. Degree and for entrance to the upper level of a state university. Courses which will minimally fulfill these requirements are listed in the 2016-2017 LSSC Catalog and Student Handbook.

Any course which is covered by this FDOE rule (English and mathematics) can only be counted toward graduation if a “C or better” is earned in the course.

STANDARDS OF ACADEMIC PROGRESS

The College Standards of Academic Progress serve two major purposes:

- To provide a vehicle for the early identification of students who are experiencing academic difficulty, and
- To make available a process for providing as much assistance as possible to those students to facilitate their success in achieving their educational goals.

Identification and Assistance

Students’ cumulative grade point average (GPA), including transfer grades, will be used to determine academic progress. Students failing to make satisfactory progress will be required to see an Advisor prior to any subsequent registration. Students whose cumulative GPA might be above standard, but who have a term GPA below standard, will also be required to see an Advisor. Individual problems will be identified and solutions will be sought in an attempt to help students improve their academic status.

<table>
<thead>
<tr>
<th>Hours Attempted</th>
<th>Minimum Cumulative GPA</th>
</tr>
</thead>
<tbody>
<tr>
<td>0-06</td>
<td>Standards not applied</td>
</tr>
<tr>
<td>7 or more</td>
<td>2.00</td>
</tr>
</tbody>
</table>
**Academic Classifications**

Cumulative GPAs, including transfer grades, are used to place students in one of four academic classifications:

- Good Standing
- Probation
- Continued Probation
- Suspension

**Good Standing**

The following criteria must be met in order to maintain Good Standing: A cumulative GPA of at least 2.00 with 7 or more credits attempted.

A student who does not meet the criteria of Good Standing must see an Advisor in his/her subsequent term of enrollment.

**Probation**

A student who has attempted seven (7) or more college credits with less than a 2.0 cumulative GPA (does not include college preparatory courses) will be placed on Probation for his/her next term of enrollment.

**Continued Probation**

- Continued Probation will occur when the student earns a minimum 2.0 term GPA and the cumulative GPA remains below a 2.0.
- The student will return to good standing when the cumulative GPA is a 2.0 or higher.

**Suspension**

- A student on Probation will progress to Suspension for one semester if the term and cumulative GPA fall below a 2.0.
- A student who returns after Suspension will be placed on continued probation.
- A student suspended once will automatically be dismissed for a period of one calendar year if his/her cumulative GPA falls below a 2.0.
IV: CLASSROOM INFORMATION

ACADEMIC FREEDOM

The District Board of Trustees (DBOT) subscribes to the following statement regarding academic freedom:

Academic freedom and responsibility in teaching, research, and creativity are essential to Lake-Sumter State College. In the development of knowledge, research endeavors, and creative activities, College faculty and the student body must be free to cultivate a spirit of inquiry and scholarly criticism and to examine ideas in an atmosphere of freedom and confidence. Consistent with the exercise of academic responsibility, faculty members must have the opportunity to study a full spectrum of ideas, opinions, and beliefs in acquiring maturity for analysis and judgment, and are expected to present such matters objectively and skillfully.

Faculty members are expected to take the initiative in promoting their own growth individually as teachers, scholars, and professional and occupational practitioners.

The College instructor is a citizen, a member of a learned profession, and an academic officer of an educational institution. He or she should be constantly mindful that these roles may be inseparable in the public view, and that duties should be carried out in a professional, ethical, and collegial manner that enhances the purpose of Lake-Sumter State College.

(DBOT Rule #3.01) as of 5/18/09

ACADEMIC INTEGRITY

The successful functioning of the academic community demands honesty, which is the basis of respect for both ideas and persons. In the academic community there is an ongoing assumption of academic integrity at all levels. There is the expectation that work will be independently thoughtful and responsible as to its sources of information and inspiration. Honesty is an appropriate consideration in other ways as well, including but not limited to the responsible use of library resources, responsible conduct in examinations, and the responsible use of the internet.

The suspicion of dishonesty in academic activities is a serious matter because it threatens the atmosphere of respect essential to learning. Faculty should openly express a zero tolerance toward academic dishonesty in any form, including but not limited to plagiarism, which is the misrepresentation of someone else’s words, ideas, research, images, video clips, or computer programs as one’s own; submitting the same paper or computer program for credit in more than one course without prior permission; collaborating with other students on papers or computer programming assignments and submitting them without instructor permission; cheating on examinations; violation of copyright laws; forgery; and misuse of academic computing facilities. Faculty should provide a definition of the standards of academic honesty during the first class session, both orally and in writing. (Adapted from the University of Puget Sound and Academic Senate for California Community Colleges.)

Some examples of cheating and/or plagiarism include, but are not limited to, the following items:

a. Asking for or giving another student information during a test;

b. Copying answers from another student’s paper or intentionally allowing someone to copy from one’s own paper during a test;

c. Using materials prohibited by the instructor during a test;
d. Either impersonating another student or having another person assume one’s identity;

e. Changing answers on a previously graded test in order to have a grade revised;

f. Stealing examination materials;

g. Copying material exactly or using material in essence, without providing appropriate documentation;

h. Copying or falsifying a laboratory or clinical project/assignment, including computer programs, in either disk or hard copy form;

i. Allowing someone else to compose or rewrite a student’s assignment;

j. Stealing, buying, selling, or otherwise providing term papers.

The following is a range of actions which could be taken by a faculty member if a student is caught cheating. The specific action should be up to the faculty member’s discretion. The faculty members should state their individual policies in the syllabus for the class.

- **Warning:** Faculty advises student that they are suspected of cheating and that such action is not acceptable.

- **Failure of a particular assignment:** Faculty returns work with proof of cheating and gives a grade of F for that work.

- **Failure of the course:** Faculty gives proof of cheating and fails student for the course.

- **Suspension from the College:** Faculty recommends to the Vice-President of Academic Affairs that student be suspended from the College for a specific period of time.

- **Expulsion from the College:** Faculty recommends to the Vice-President of Academic Affairs that student be permanently expelled from the College.

Contact any reference librarian for assistance in researching a suspected case of plagiarism.

Violations of the LSSC Academic Integrity policy are a serious matter. While faculty members have discretion as to how they want to handle individual cases, it is important that all violations and action taken by the faculty member are documented by using the Student Incident Report [http://www.lssc.edu/staff/Pages/EmployeeForms.aspx](http://www.lssc.edu/staff/Pages/EmployeeForms.aspx) and submitting it to the Dean of Students even if no further disciplinary actions are needed.

**CHILDREN ON CAMPUS**

Employees and students are expected to make off-campus child-care arrangements. The College assumes no responsibility for the supervision of children unless they are enrolled and participating in a College-sponsored activity or program. Children are not permitted in instructional areas, including but not limited to, classrooms, labs, computer labs, or at the work-site. Under no circumstances are children to be left unattended or in unauthorized areas or buildings on the campus. Specialized campus facilities such as the Student Center, the Library, the Learning Center, the open computer labs, studios, laboratories, HSC Fitness Center, and the Gymnasium are not to be used as sites for children to be left unattended. Individuals failing to comply with this policy may be asked to leave campus until off-campus child-care arrangements can be made. (Pro 2-06, #2)

**CLASS ATTENDANCE**

*Attendance Policies for Students*

Faculty must establish a class attendance policy and include this policy, in writing, in their course syllabi (DBOT Rule 3.05, Procedure 3-05). In addition, faculty must take class attendance records and store them for one year in the event of financial aid audits of students. Attendance information may be requested periodically by the Financial Aid Office to
confirm attendance of students receiving some forms of financial aid. Faculty must keep accurate and up-to-date records of class attendance for each course taught. Instructors for online and hybrid sections should note the dates when students submit academic assignments. Students who receive an “F” grade and whose attendance cannot be documented will be required to repay the excess federal assistance that they receive.

*Faculty Attendance*

Faculty members should themselves be punctual and attend every scheduled class meeting. For non-hybrid sections class and lab meetings should run the full scheduled time. Faculty who must miss class due to illness or professional activities must follow Procedure 5-11 and document their absence with the appropriate Course Coverage Arrangements, Leave Request, and/or Travel Authorization forms.

*Initial Attendance Verification*

To assist with the timely processing of students’ Financial Aid, instructors are required to submit the Initial Attendance Verification report in LOIS for each section they teach. The due date for this report, which usually falls within a week after the add/drop period ends, is communicated from the Registrar via LSSC e-mail. Instructors should verify their students’ attendance by using the drop-down grade menu in the Initial Attendance Verification roster:

1. Students who have attended the class at least once should receive a *Y*. For online and hybrid sections instructors should record *Y* if a student has submitted an academic assignment by the Initial Attendance Verification due date.

2. Students who are listed on the roster, but who have never attended the class or never submitted an academic assignment for online/hybrid courses should receive a *Z*.

3. The empty text fields should be left empty.

4. Students who are attending class but are not listed on the roster should be sent to the Admissions and Records Office to correct their registration.

**CLASS MEETINGS**

All individual class and lab sessions are expected to meet for the time listed in the published course schedule unless the section is hybrid. Faculty should not habitually start class late or dismiss class early. Only the contracted faculty member should teach classes unless the Associate Vice President has approved an alternative person or method of instruction.

**CLASS SIZE**

Sometimes a class which has been scheduled does not develop sufficient enrollment to be taught. The appropriate Department Chair, Program Manager, or Academic Administrator will notify the instructor if a class must be cancelled. It is sometimes necessary to ask a full-time instructor to teach a class originally scheduled for an adjunct instructor if enrollments do not meet projections. It is sometimes necessary to ask an adjunct instructor to meet a class for the first class meeting if the final enrollment of the class is in doubt. Such a class may sometimes be cancelled for lack of enrollment.

**CLASS ROSTERS**

Class rosters may be obtained from LSSC’s Online Interactive Services (LOIS). Rosters accessed from LOIS during open registration are subject to change “minute by minute” because students have access to LOIS and can add and drop
courses until the end of the designated Add and Drop periods. Both summary and detailed class rosters continue to be available in LOIS after the end of the designated Add and Drop periods. **You should check your roster in LOIS daily throughout the Add and Drop periods and periodically throughout the semester, as administrative changes can occur at any time.**

**CLASSROOMS**

*Classroom Protocol*

When whiteboards or chalkboards are used, the faculty member is responsible for erasing or cleaning the board before leaving the room. If desks have been rearranged, they must be returned to their original arrangement, and the room left in good order. Another instructor will appreciate your care when using the same classroom the following day or evening.

Smoking is prohibited in the classrooms, restrooms, or other buildings. Special outside smoking areas are designated throughout the campus. Although no formal College rule or procedure prohibits food or drinks (except for water) in classrooms, there are practical cost and appearance factors to be considered. Carpet cleaning costs are expensive even without food and drink stain removal. To help reduce the frequency of carpet cleaning and minimize costs, it is requested that you not permit food and drinks in carpeted classrooms. Most labs do not permit food and drinks as well. It is the responsibility of the faculty member to enforce this effort.

*Reserving Classrooms, Labs, and other Facilities*

See QUICK REFERENCE FOR FACULTY on pages 68-69.

**CONFIDENTIALITY & PRIVACY OF STUDENT INFORMATION**

Respecting the confidentiality and privacy of students’ information at all times is essential for all members of the College community. It is the responsibility of faculty and staff members to be aware of regulations related to students’ privacy in order to avoid violation which can cause serious repercussions for the College. Please refer to the OSD and FERPA sections in this publication for further information and bring any questions or concerns to the attention of your Program Chair, Department Chair or Academic Administrator.

**INTERNSHIPS**

Internship credit courses enable students to gain work experience related to their academic major. For more information, contact Dr. Eugene Jones at 365-3576 or Career Development Services (CDS).
DUAL ENROLLMENT

Class Absence requests related to AP exams and state-mandated end-of-course assessments

Students are encouraged to make any effort not to miss class due to state-mandated assessments. However, if not possible, per the annual Dual Enrollment Articulation Agreement, Dual Enrollment students must make assessment absence requests directly with their LSSC instructor(s) for Advanced Placement (AP) exams, and/or state mandated end-of-course (EOC) assessments conducted at their high school. Should the instructor deny the request for absence, the Dual Enrollment student may file an appeal with the LSSC Director of Student Development, or LSSC designate.

Instructors teaching dual enrollment courses at high school campuses must follow the LSSC academic calendar for planning and instructional purposes. If spring break sessions or various holidays do not coincide with the College and high school teaching schedules, a mutually arranged agreement may be developed between the instructor and high school official with final approval by the LSSC Academic Administrator. No live instructional time or student classroom contact should be missed or substituted.

Students changing, dropping or withdrawing from Dual Enrollment courses must have prior approval from their high school counselors and their Dual Enrollment Advisors. Student questions should be directed to the Dual Enrollment Advisors: Jessica Delgado (Leesburg - DelgadoJ@lssc.edu), Kelly Hickmon (Sumter - HickmonK@lssc.edu), Francine Costa (The Villages - CostaF@lssc.edu) and Kristine Valentine (South Lake - ValentiK@lssc.edu).
HEALTH SCIENCES COLLEGIATE ACADEMY

The Health Sciences Collegiate Academy (HSCA) is a four-year program offering incoming 9th graders in south Lake County area high schools the opportunity to explore careers in the health sciences through hands-on activities and early exposure to college courses. HSCA is a unique partnership among Lake-Sumter State College, South Lake Hospital, Lake County Schools, Montverde Academy, and the University of Central Florida.

Beginning in fall 2015, students will complete their first two years of high school in their host high school preparing for full-time attendance at the college for their junior and senior years of high school. While in the academy, South Lake Hospital will provide direct contact with healthcare educators and practitioners leading to job-shadowing and internship opportunities. This unique partnership allows for early exposure to college-level STEM courses and direct experience in a health care setting which is critical to achievement of future educational and employment goals. The academy will serve a broad and diverse spectrum of students with the aim of increasing the pool of qualified candidates to address Lake County’s shortages in healthcare access and utilization.
EDUCATIONAL TECHNOLOGY

All budgeting and implementation of specialized software and hardware usage for classrooms is handled by individual departments or programs. Request for use of specialized technology in the classroom by instructors should be made to the appropriate Department Chair or Program Manager.

eLEARNING

The role of the Director of eLearning is to assist instructors in integrating technology into their courses. The eLearning department is located in Lake Hall, Room 129, Leesburg Campus, and can be reached by phone at 435-5027 with Help Desk support preferred at HelpDesk@lssc.edu.

Blackboard (Bb) Usage

LSSC uses Blackboard as its primary method of facilitating online learning and offers fully online, hybrid, and technology enhanced seated courses. Access to Blackboard log in is available at http://www.lssc.edu/dl.

The LSSC Catalog and Student Handbook details all course descriptions. Blackboard support is available through IT at HelpDesk@LSSC.edu.

Training for Faculty

Training sessions in developing distance learning environments—addressing both pedagogical and technological issues—and in using specific software for developing online materials are offered at various times throughout the year by request and are open to all instructors, including adjuncts. Instructors who are interested in developing fully online or hybrid courses or technology enhanced courses in Blackboard (TEB) must have the permission of their Department Chair or Program Manager, and Academic Administrator to do so and must commit to attending training. An instructor having designer-level access to an online shell for a course does not constitute a commitment on the part of the College or the instructor to offer that course fully online, as a hybrid class, or a TE(fully seated).

Development of Hybrid and Fully Online Courses

A faculty member begins the process for offering an eLearning course by submitting a proposal to begin development of the class to the appropriate Department Chair. The Department Chair or Program Manager may recommend the development of the course to the Director of eLearning for approval. As the online course is developed, it will be periodically reviewed by the department through reviews. For detailed policies and procedures, refer to the Distance Learning Guidebook, see http://www.lssc.edu/dl.
Instructor and Department Chair Task List
for Hybrid and Online courses

Department Chair Tasks

☐ Check that syllabi for ALL sections are posted on faculty websites 14 days in advance of the course start date.
☐ Check that Blackboard shells are open on the first day for online sections.
☐ Remind that initial attendance is based upon the first educational assignment not just logging in.
☐ Remind that each assignment requires a grade or a zero. Do not leave it blank.

Instructor Tasks

☐ Check schedule listing for accurate information for the class.
   http://www.lssc.edu/academics/schedule/Pages/SearchCourses.aspx
☐ Post syllabi as PDF for each class on your faculty webpage 14 days before the first day of classes.
☐ Make sure you have access to all your Blackboard shells.
☐ Make sure your course is unavailable to students until the first day of class.
☐ Copy course content from your Master course into each Blackboard shell.
☐ Upload syllabi into each Blackboard shell.
☐ Make sure to complete your section updates prior to the first day of class and make the necessary modifications.
☐ Update all dates and times in each Blackboard shell.
☐ Create a welcome message using the Announcement Tool on Blackboard and set the message to activate the week before classes begin. State the purpose of the course and its components; in the case of a hybrid class the statement clarifies the relationship between the face-to-face and online components. Be sure to inform students of the best way to contact you (an example of a welcome message with helpful links is located at the end of this document).
☐ Add your test student into the class.
☐ Review your class as your test student verifying all hyperlinks, dates and content are correct.

First Day of Class Tasks / During the Semester

Please remember to have students notify you should they have any problems accessing Blackboard. When students are not showing in the Bb grade book, instructors should submit helpdesk work orders to eLearning not students. Students can reset their own password using the “Forgot Your Password” feature.

☐ Open your fully online course(s) by 9:00 A.M the first day of class.
☐ Remember to open your Hybrid (H or HB) and Technology Enhanced (TE) Fully Seated according to your department’s policy.
Submit a helpdesk@lssc.edu Work Order if a student is not in Blackboard after 2 hours of appearing on LOIS.

Remember that initial attendance is based upon the first educational assignment not just logging in.

**Semester Closeout Tasks**

- Remember that each assignment requires a grade or a zero. Do not leave it blank.
- Ensure you update your Master course with any new course information before the last day of class.
- Download your grade book as an Excel spreadsheet.
- Download your Course Reports.
- Export each section; these are your final backups.
- Download a copy of your exported sections to a flash/hard drive.
- Delete all export files in Blackboard.

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**Sample Welcome Message** (Please Modify as You See Fit)

Hello and welcome to (Course Name),

I am (Instructor’s Name) and I will be your professor this semester. My syllabus and office hours are located on my faculty page, (Provide Your Faculty Link Here). The first day of class begins on (Add Date) and logging in is easy. Click here: https://lssc.blackboard.com/webapps/login/ and enter your XID and password. If you need any technological help during the semester, please contact helpdesk@lssc.edu and provide as much detail as possible including the prefix and course number, CRN, your X-ID, and the nature of your challenge.

If your question is course related, please contact me. The best method for contact is (phone, e-mail, other).

I look forward to a great semester!

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**Best Practices for Using Blackboard**

- Etiquette expectations (sometimes called “netiquette” for online discussions, email, and other forms of communication)
- New Blackboard students can find a helpful orientation here: [http://lssc.edu/dl/DL/OrientationHome.html](http://lssc.edu/dl/DL/OrientationHome.html).
- Please review the minimum computer requirements expected.
- Please review how to do a browser tune up and plug in check.
E-MAIL COMMUNICATION

Faculty & Staff E-mail

All instructors and full-time employees are issued LSSC faculty/staff network accounts. With these accounts you are able to log into a College PC on the faculty/staff network as well as access your College e-mail box. Access to your e-mail account is available through any internet connected browser; you do not need to be on campus to access it.

The LSSC e-mail system is an official communications vehicle for the College; therefore, it is extremely important that all instructors check their LSSC e-mail accounts regularly and use those accounts when communicating with students via e-mail.

All LSSC students have a college e-mail account. This student e-mail is called “Lakehawk Mail”. More detailed information about these accounts can be found by clicking the “Lakehawk Mail” link on the home page of the College Web site. The students’ addresses will appear in your class rosters on LOIS. Instructors are strongly encouraged to only use the students’ LSSC Lakehawk Mail e-mail addresses in lieu of their private e-mail addresses.

Student e-mail – Lakehawk Mail

All enrolled students at LSSC will receive an e-mail account through LOIS. This e-mail account will be the official tool the College uses to communicate information to LSSC students. Students should not forward their Lakehawk Mail as many Internet service providers filter LSSC e-mail as SPAM, and they may not receive all College communications. LSSC will use Lakehawk Mail to notify students of changes made to their accounts, courses, important College business, registration information, deadlines, tuition and fee changes, and changes to College policies and procedures. Communications that are e-mailed to a student’s e-mail address are considered to be official notices.

Faculty members may require e-mail for course content delivery, class discussion, instructor conferencing, and may specify course-related e-mail policies in their syllabi. Faculty may also require students to confirm their subscription to College-provided mailing lists. Faculty members will determine how student e-mail will be used in their classes, and will specify their requirements in the course syllabus. All student e-mails will end in “@student.lssc.edu” (ex: John.Doe@student.lssc.edu)

Distribution lists for each course will be provided and will contain all students enrolled in the course. During the Add/Drop period these distribution lists will be updated daily. During the remainder of the term these will be updated weekly. All e-mail messages should comply with relevant federal and state laws and with LSSC regulations and policies. These can be found at http://www.lssc.edu/lakehawk/Pages/Guidelines.aspx.

Faculty members teaching online, hybrid or fully seated classes are encouraged to use communication with the current students via Blackboard messages. Confidentiality must be ensured to comply with the Family Educational Rights and Privacy Act of 1974 (FERPA). Blackboard does not show a listing of e-mail addresses, which is why the use of Blackboard messages is encouraged. Group e-mail sent out via any other means must include the group list in the bcc (blind carbon copy) line to suppress the full list of names.

Note: e-mail is not considered a secure means of communication; therefore, faculty members are not allowed to send sensitive information, including grades or academic standing, via e-mail.

LSSC emphasizes the importance of conveying a professional image in all e-mail correspondence. Users should take the same care in drafting an e-mail as they would for any other communication that serves to represent the College.
EXAMINATIONS, GRADES, & ASSESSMENT

Policies on grading and examinations differ among academic disciplines. Adjunct faculty members should seek guidance from their full-time faculty liaison, Department Chair, or Program Manager prior to developing a grading policy or examination process. Adjunct faculty members should contact full-time faculty liaisons to coordinate testing and student evaluation methods and scales that are consistent with academic levels of the departments. Coordination and planning are required for some competency testing. Exam security is the responsibility of the individual instructor. Any public posting of student grades by name, social security number, or student X-ID number is a violation of the Family Educational Rights and Privacy Act (FERPA) and should be avoided.

Final exam schedules are posted on the College website and in the back of the Faculty Handbook. Evening classes have their final exams at the usual scheduled class times.

Final Grades

Faculty members enter final letter grades via LOIS at the end of the semester by the posted deadline. The following grade system is used:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Rating</th>
<th>Quality Points per Credit Hour</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Excellent</td>
<td>4</td>
</tr>
<tr>
<td>B</td>
<td>Good</td>
<td>3</td>
</tr>
<tr>
<td>C</td>
<td>Average</td>
<td>2</td>
</tr>
<tr>
<td>D</td>
<td>Passing below average</td>
<td>1</td>
</tr>
<tr>
<td>F</td>
<td>Failure</td>
<td>0</td>
</tr>
<tr>
<td>W</td>
<td>Withdraw</td>
<td>0</td>
</tr>
<tr>
<td>S</td>
<td>Satisfactory</td>
<td>0</td>
</tr>
<tr>
<td>U</td>
<td>Unsatisfactory</td>
<td>0</td>
</tr>
<tr>
<td>X</td>
<td>Audit</td>
<td>0</td>
</tr>
<tr>
<td>I</td>
<td>Incomplete</td>
<td>0</td>
</tr>
<tr>
<td>IF</td>
<td>Incomplete Failed</td>
<td>0</td>
</tr>
</tbody>
</table>

Instructors are responsible for entering and submitting their final grades on LOIS by the deadline day and time. The deadlines for submitting student grades are listed in the LSSC Calendar in this Handbook, on the LSSC website, and in the LSSC Catalog and Student Handbook. The Admissions and Records Office must have a grade entered for each and every student in order to proceed with their end of term processing. Any grades not entered by the instructor by the appropriate deadline will be entered as NR – Not Reported so that the processing can begin on time. Students questioning their NR grades will be referred to the appropriate instructor. These types of grades are not acceptable and cannot remain on the student’s record. Therefore, the instructor will be required to complete and submit a grade change form immediately for each student receiving an NR grade.

If a student has properly withdrawn from a class, a "W" will appear on the LOIS grade roster. If the student’s name is on the final grade roster and did not attend the class, and a "W" does not appear, the faculty member must enter the letter grade earned. Often, this may be a failing grade. It is the student’s responsibility to withdraw from the class. Faculty members cannot withdraw students, and they cannot issue a grade of “I”(Incomplete) without a completed and signed Faculty/Staff Incomplete Grade Agreement.

If (and only if) a student receives a grade of F, U, or I, the instructor must enter the last date that the student physically attended class or logged into an online class. The date should be entered in eight-digit format: MM/DD/YYYY. If a
student did not attend at all, enter the date of the first class as the last date attended. 
As each class is completed at the end of the semester, faculty members should enter the final grades into LOIS. Please do not wait until the deadline to enter all grades at once.

If an instructor teaches an evening class which has its final exam on the day before grades are due, there is a very tight turnaround time between giving the exam and submitting grades. Please note that instructors are not permitted to change the date that the final exam is given without permission from the Academic Administrators. Therefore, it will be important to have all grading and calculations up-to-date prior to giving the final exam so that the grade submission deadline can be met.

Faculty should not tell students that their grades can be viewed online as soon as they have been entered in LOIS. Students can only view grades in LOIS after the Admissions and Records Office completes end-of-semester processing. The date when grades will be visible is published in the Academic and Registration Calendar inside the front cover of the LSSC Catalog and Student Handbook.

**Incomplete Grades**

Instructors may assign an “I”, Incomplete, grade for a course, in extreme circumstances in which a student is passing but has not completed the class requirements, as a result of an accident, illness, military duty, or other circumstance beyond his or her control. An “I” grade will be converted to a final letter grade by the end of the semester following the issuance of the “I” Incomplete grade. If no final grade has been submitted to the Admissions and Records Office, the “I” grade will be changed to an “IF” Incomplete/Failed grade by the end of the semester. Summer will be considered as one semester following the issuance of the “I” grade. Before an “I” can be submitted, a faculty/student “I” Incomplete Grade Agreement form must be completed, signed by the faculty member and the student, and submitted to the respective Department Chair or Program Manager, and Academic Administrator for approval, prior to final grade submission. A signed copy of the Incomplete Grade Agreement form will be returned to the instructor by the Department Chair or Program Manager for submission to the Admissions and Records Office. The Academic Administrator’s office will retain a copy of the Incomplete Grade Agreement form.

**Auditing Courses**

Anyone who wishes to attend a class, but does not wish to receive credit, may register as an audit student. Neither grades nor college credit will be awarded. Eligible students who have registered as audit students may change to credit only during the Add/Drop period. For more information, see the current LSSC Catalog and Student Handbook.

**Grade Grievance Procedure**

a. Grades issued by members of the College faculty can be appealed only if the grade is alleged to be arbitrary and capricious. Arbitrary and capricious grading is defined as the following:

1) The assignment of a course grade to a student on some basis other than performance in a course.

2) The assignment of a course grade to a student by resorting to unreasonable standards different from those that were applied to other students in that same course.

3) The assignment of a course grade by a substantial, unreasonable, and unannounced departure from the faculty member’s previously published standards.

b. The appeal of a grade must be made to the faculty member who issued the grade no later than the last day of the full semester that follows the semester in which the grade was given. This policy would apply to the final
course grades. If the faculty member who issued the grade is no longer at the College, the appeal may be made to the Department Chair or Program Manager.

c. If the student is not satisfied with the disposition of the complaint after dealing with the faculty member, the student may appeal to the faculty member’s supervisor. This appeal must be in writing and contain a full description of the issues and must include any documentation needed to facilitate an analysis of the situation. Appeals to the supervisor must be submitted within ten business days from the time a disposition is received by the student from the faculty member.

d. Further appeals to the respective Academic Administrator or eventually to the Vice President of Academic Affairs are possible. The decision of the Vice President of Academic Affairs is final in all cases of grade appeal. Appeals to the Academic Administrator or Vice President of Academic Affairs must be submitted within ten business days from the time a disposition is received by the student from the faculty member’s supervisor.

Grade Point Average

A student’s grade point average is determined by dividing the total quality points earned by the total academic credit hours completed. A student’s grade point average will include grades from courses attempted at other institutions. Only the last attempt of a repeated course is used in computing a student’s grade point average. For example, if the student receives an “F” in a course, repeats the course and earns a “C” on the second attempt, only the “C” is used in calculating the GPA.

If a student withdraws from a course and receives a grade of “W”, those course credit hours are not completed, and are not used in the calculation of the grade point average. A student must have a final cumulative grade point average of 2.0 or better to graduate.

Student Learning Outcomes (SLO) Assessment and eLumen

An essential component of measuring student success is through the assessment of Student Learning Outcomes (SLOs). SLO assessment is focused on measuring a student’s acquisition of a skill, experience, ability, or specific knowledge as opposed to course grades that may include factors unrelated to the SLO.

Student Learning Outcomes assessment is a catalyst for continuous improvement in teaching and learning. Faculty members identify opportunities for continuous improvement throughout each academic year based on student attainment of SLOs. These improvement strategies are provided to the Department Chair or Program Manager, and to the Office of Planning and Effectiveness. Outcomes attainment results drive changes to curriculum, identify opportunities for refining pedagogical plans, uncover need for improving assessment instruments, and galvanize the process of reviewing and acting upon assessment results.

Every semester, Faculty members use eLumen SLO assessment software to enter students’ achievement scores and to record their course improvement plans for the sections they taught.

Your eLumen User ID is the same User ID you use for accessing the LSSC network (last name first initial like your college email) and you will need to create a new password the first time you log in by clicking “forgot password.”

The eLumen login screen is located at https://lakesumter.elumenapp.com/elumen/ where you will enter your eLumen User ID and your new eLumen password.

For additional assistance with using eLumen, contact Phillip Suttkus at suttkusp@lssc.edu or 352-435-6357.
FACULTY OFFICE HOURS

Full-time Faculty

Full-time faculty are required to hold ten hours of office hours each week for fall and spring semesters (DBOT Rule 5.11, Procedure 5-13) and make themselves available to students for conferences, questions, or other matters relating to student progress in the course. During the summer semesters, two office hours a week are required for the first 3 credits taught and four office hours per week are required for the first 6 credits taught by full-time faculty in term A7 or B7. If the course is taught in Summer AE it is expected that faculty member will have one office hour per week for each of the first two classes.

Adjunct Faculty

To provide maximum student access to adjunct faculty, it is expected that all individual non-hybrid seated class sessions begin and end at the required scheduled time frame designated in the published schedule of classes. Adjunct faculty members are encouraged to be available for conferences, questions, or routine matters as the need may arise, or on a regular basis before or after classes. Office space is made available to adjunct faculty, in addition to alternate meeting locations that include empty classrooms, the Learning Center, and conference rooms in the college libraries. Students have access to adjunct faculty through assigned mailboxes, telephone contact through Academic Affairs Administrative Assistants, e-mail addresses issued by the College, Blackboard messages, and individual contact information provided on the course syllabus by the adjunct instructor.

Office Hours for Fully Online Sections

It is assumed that office hours for fully online classes are online office hours, generally observed through a synchronous tool in Blackboard (Bb). These hours must be posted along with regular office hours, but they should be scheduled by the instructor at a fixed time that best suits the students’ needs. The general guideline for virtual or online office hours is the same ratio expected with seated office hours: a three-credit hour online section would have two online office hours per week. The full-time faculty members may keep virtual office hours from their homes provided that they have some on campus office hours posted.

FIELD TRIPS (Board Rule 5.17; PRO 3-06)

1. Field trips are class meetings held at off-campus locations and may extend beyond regular class meeting times.

2. To reduce the possibility of interference with other classes, field trips should be scheduled during periods of low activity when possible. Field trips should not be scheduled during the last week of classes of any term.

3. The field trip should be published in the syllabus and discussed with the class at the beginning of the semester. The instructor will provide information concerning
   a. the dates and times for leaving on the trip and returning from the trip;
   b. any anticipated costs to students;
   c. the mode of transportation; and
   d. class assignments related to the trip.

4. If opportunity arises for a class field trip after the add/drop period is over, the instructor must provide opportunity for alternative activity or assignment for students who cannot attend.
5. No College funds may be used for student expenses on field trips.

6. Students shall not be penalized for absence from class while on approved field trips for other classes, but they may be required to make up the work missed.

7. Students must complete and sign the TRAVEL STUDENT FORM prior to participating in a field trip. The TRAVEL STUDENT FORM can be found at www.lssc.edu → Students → Current Students → Student Forms → Travel Student Form (http://www.lssc.edu/students/Documents/StudentForms/Travel%20Student%20Form%20-%20Interactive.pdf)

8. Method of travel will be determined by the instructor. Students who travel in their own vehicle will be responsible for any costs incurred.

**INSTRUCTIONAL MANAGEMENT**

The key to classroom management is planning. In planning instruction, please carefully consider incorporating the following suggestions.

1. Conduct a full instructional period on the first class day. This sets a positive tone for the learning environment.

2. At the first class meeting, go over the course syllabus in detail. Make certain that each student in the course has access to the syllabus and asks any questions necessary to understand its content. Let the students know that the course can fit in with their personal and career goals and that it was a worthwhile decision to register for this course. Let the students know what they should expect from you in terms of style and requirements and let them know how you will contribute to and facilitate their learning.

3. Inform students about the learning sources available to them outside of class and explain how they can use them. Remember that frequently students in evening courses are unaware of other services which are available to assist them in the learning process. Make them aware of the free tutoring services, as well as the print and non-print materials available in the Learning Centers. Also, if they do not have a textbook, the Textbook Lending Library in the Learning Center at Leesburg and South Lake may be able to assist them.

4. Always check the most recent roster from LOIS. Accurate attendance records should be kept. **Do not distribute a class roster with student names and X-ID’s to record attendance.**

5. It is often valuable to have student telephone numbers and addresses and to have some background information on students. Consider circulating index cards the first class meeting and getting helpful information from students.

6. Always return graded examinations and papers as soon as possible. Write comments when appropriate. Make suggestions for improvement.

7. Vary instructional techniques, including lecture, discussion, small group activity, films, problem solving, the use of Blackboard for online discussions, homework assignments, or study aids.

8. Use familiar examples in presenting materials. If teaching rules, principles, definitions, and theorems, explain with concrete examples that students understand.

9. Provide opportunities for students to ask questions.

10. If you must miss a class, explain how it will be covered.
11. Throughout the class, but especially during the first sessions:
   a. Stress a positive “you can handle it” attitude.
   b. Emphasize your willingness to answer questions and explain problems.
   c. Point out the relevance of your subject matter.
   d. Recognize contributions of students. Well-timed encouragement can make a difference between persevering and dropping out.
   e. Urge students to talk to you about problems or work schedule conflicts before dropping the course. Most often some alternative arrangements can be found so that the student can complete the course.

LIBRARIES

LSSC libraries provide access to a variety of resources and information in print, audiovisual and electronic formats. In addition, online databases provide access to e-books, full-text periodicals, newspapers, digital images, streaming video, and research materials both on- and off-campus.

Library Locations, Hours, and Staff

Visit the Libraries’ website at http://www.lssc.edu/library for current locations, hours, and contact information for library staff. Library hours are subject to change when classes are not in session and during summer semesters.

Computers and Other Devices

Library computer labs are equipped with PCs, Microsoft Office, and a variety of software programs supporting the college curriculum. Library staff is available at library service desks to provide research assistance and support for computer-related questions. IPads are available for checkout at the Leesburg location. Scanners and microform reader/printers are also available.

Library Web Site

The Libraries’ website at http://www.lssc.edu/library serves as a gateway to the full range of research resources and services. It provides links to the LSSC library catalog, local and statewide library catalogs, online resources, copyright and fair use guidelines, guides, and tutorials.

Librarians are available to prepare specialized online research guides (LibGuides) with links to online resources and library tutorials for any college course. A faculty resources page at http://libguides.lssc.edu/facultyresources will provide the latest information.

Many resources, including books, periodicals, newspapers, digital images, streaming video resources, and reference materials, are available online. To access online resources, log in using your X-ID as the Borrower ID and your six-digit birth date (MMDDYY) as the PIN. You can log in to the LSSC library catalog to place interlibrary loan requests for materials in other Florida college libraries. Request materials from public, university or out-of-state libraries using the interlibrary loan form on the libraries’ website.

Library Instruction

The Library instruction program assists all members of the LSSC community in mastering the skills necessary to be successful in their coursework, research, and in lifelong learning. The LSSC libraries offer a variety of library instruction opportunities for LSSC students, faculty, staff, and community users. Faculty members are encouraged to consult with
library staff when preparing class assignments to ensure that the materials students will need to complete the assignment are available. Faculty members may contact reference librarians to schedule one-on-one sessions on any research need. Reference/Instruction librarians will provide library instruction classes at the request of any faculty member and will prepare specialized subject or course research guides, which will be added to the libraries’ website. Please make requests for instruction sessions or research guides at least one week in advance.

**Library Reserves**

Instructors may place library material or personal material on reserve for student use at any campus library. The instructor must submit a reserve request form, available from [http://libguides.lssc.edu/facultyresources](http://libguides.lssc.edu/facultyresources). Faculty may designate reserve material for library use only, 4-hour, overnight, or one-week circulation. Please allow at least 24 hours after submitting a reserve material request before making reserve material assignments. Note: Photocopies of articles or books to be placed on reserve must be approved for copyright clearance. Please contact one of the reference librarians if you have copyright questions.

Many of the libraries’ periodicals are available in online databases, and links to specific articles can be placed on a faculty website or in Blackboard. See [http://libguides.lssc.edu/facultyresources](http://libguides.lssc.edu/facultyresources) for instructions on how to create a persistent link to an article. Contact the Leesburg campus library at 365-3563 for more detailed instructions.

**Collection Development**

All faculty members are urged to take an active part in selecting library resources for their academic disciplines. Requests for books, audio-visual materials, electronic materials, and periodicals may be submitted to any librarian or requested online using the Materials Request Form available on the Faculty Resources guide at [http://libguides.lssc.edu/facultyresources](http://libguides.lssc.edu/facultyresources). Faculty members are also regularly asked to assist with deselection (weeding), an important part of the collection development process. For more information see the libraries’ Collection Development Policy, which is available at [http://libguides.lssc.edu/collectiondevelopment](http://libguides.lssc.edu/collectiondevelopment).

**Copyright**

The copyright law of the United States (Title 17, United States Code) governs the making of photocopies or other reproductions of copyrighted material. Section 107 of The Copyright Act of 1976 provides certain exceptions to the copyright holder exclusive rights. Under Section 107 photocopies of copyrighted materials may be made for purposes such as teaching, scholarship, or research without infringement of copyright.

For more detailed information and links to information on copyright and fair use, see the Libraries’ guide to Copyright and Fair Use at [http://libguides.lssc.edu/copyright](http://libguides.lssc.edu/copyright). Library staff will be happy to assist in seeking permission to duplicate copyrighted materials.
LOIS (LSSC'S ONLINE INTERACTIVE SERVICES)

Instructors access their class rosters and post end of term grades through LOIS, a web interface into the College’s records system. Access to LOIS is available from the College’s home page http://www.lssc.edu/. Instructors who are having difficulty logging into LOIS, accessing rosters, or inputting grades may e-mail the College Helpdesk at HelpDesk@lssc.edu or call 365-3505 for assistance.

MAKE-UP TESTING

The Learning Centers’ staff administers make-up tests for instructors under many circumstances. The Learning Centers will accommodate testing requests by using the following guidelines:

1. The Testing Request Form is available in the Learning Centers and on the website. A link to the PDF form is on Make-up and Distance Testing page and in the FORMS list.

2. Students who have been designated by the OSD office as needing special accommodations are welcome to test in the Learning Centers, where special equipment and quiet rooms are available for them.

3. Faculty members need to arrange for make-up testing soon after the student misses a test, and indicate on the Make-up Testing Request Form what materials can be used, how long the student has to work on the test, and on which date the test will no longer be allowed. Check the preferred campus where the student will be taking the test.

4. Online tests can also be proctored by providing the Learning Center staff with a password for entering the test page. Please select passwords that are secure but also user friendly to help minimize mistakes when entering the password.

5. Completed tests can be returned via campus mail or held in the Learning Center for pickup by the instructor.

6. After the semester ends, all testing materials remaining in the Learning Center will be returned to instructors via campus mail.

Arranging for Make-Up Testing

When referring a student to the Learning Center for make-up testing, the faculty member must:

1. Bring, e-mail or send a completed Make-Up Testing Request Form for each student scheduled to take the test to the Learning Center. These forms must be signed by the instructor. If an entire class is to be tested, a roster may be attached to one Testing Request Form.

2. Inform the student that the test is in the Learning Center, and remind the student to bring a picture ID to the test.

3. Make-up tests can be taken any time the Learning Center is open. Remind your student to arrive with enough time to complete the test before the Learning Center closes; students cannot start a test and then return to finish it on another day without faculty permission.

Picking up the Make-Up Test

It is the student’s responsibility to notify the instructor that he/she has completed the make-up test. There is a place on the form for the instructor to indicate whether the completed test is to be held in the Learning Center or automatically returned by campus mail.

Make-up Test Security

The Learning Center will make every attempt to safeguard the integrity of the make-up testing process. All students will be required to provide photo identification before beginning a test. A designated staff member will monitor students.
Students will be permitted to carry only the items indicated on the referral form into the testing area. If students use materials other than those authorized by the instructor or engage in suspicious behavior, the Learning Center staff will document the incident, collect relevant data and notify the instructor. It is the instructor’s responsibility to determine how to treat the incident.

**Make-Up Test Proctoring**

The Learning Centers staff will proctor make-up tests during regular operating hours (see the current semester schedule published on the Learning Center page online). Students planning to take a make-up test should allow themselves enough time to complete the test within the normal operating hours. Students who arrive at the Learning Center with insufficient time will not be allowed to begin the test and will be asked to return at another time. For example, if the Learning Center is scheduled to be open until 7 p.m. and a student comes in at 6:30 p.m., he/she would be asked to return at another time to ensure having the proper amount of time to complete the test.

Testing for students with disabilities at the Learning Centers:

- The instructor should identify students who qualify for special accommodations and note those accommodations on the Make-up Testing Form sent to the Learning Center. Then it is the responsibility of the student to inform the Learning Center staff that the accommodations need to be provided. Accommodations cannot be provided if they are not specified on the testing form.

The Sumter Center Learning Center will provide make-up testing by appointment only. To schedule an appointment for a make-up test, the instructor should contact the Sumter Center front desk personnel at 352-568-0001 Ext 1011.

The Learning Center hours on all campuses will be announced and posted online at the beginning of each semester. Check with support personnel at each location for any further information.
STUDENT CONDUCT

For specific information, refer to the current LSSC Catalog and Student Handbook, which details guidelines and expectations of student conduct and violations of acceptable student conduct. In addition to campus-wide conduct guidelines, it is important that faculty members clarify their personal classroom expectations in writing in the course syllabus, as well as discuss them in class during the first class meetings.

STUDENT DISCIPLINE

Faculty members have discretion in handling violations of the general rules of conduct and academic integrity, as described in the LSSC Catalog and Student Handbook. As with problematic student behavior, it is critical that LSSC has a central point where disciplinary matters are tracked, in order to more effectively respond to student conduct. Therefore, it is important that documentation of incidents and actions taken are to be made to the Dean of Students even if no further action is needed. Use the Student Incident Report available at www.lssc.edu/staff/Pages/EmployeeForms.aspx

If you are unsure whether or not a situation should be reported, contact the office of the Dean of Students, Carolyn Scott, at 352-536-2211 or via e-mail (scottc@lssc.edu).

STUDENT - INSTRUCTOR MISUNDERSTANDING

Should a misunderstanding or a problem arise between a student and an instructor, the student should contact the instructor for the purpose of resolving the difficulty. If the problem persists, the student should contact the Department Chair or Program Manager. Efforts should be made to resolve the conflict at the instructor level. Information regarding student complaints and grievances can be found in the LSSC Catalog and Student Handbook on page 21.

STUDENTS’ RATING OF INSTRUCTION

Faculty performance must be evaluated at least once each year (DBOT Rule 5.16, Procedure 5-05). Faculty performance evaluation includes information from Student Rating of Instruction surveys. The Associate Vice President’s office supplies these surveys online through Lakehawk Mail and the Blackboard Learning Management system.

A summary of the rating information will be provided to the instructor after the course is completed and final grades submitted, and the faculty’s supervisor will address any concerns noted with the full-time instructor during the performance review or in a meeting with an adjunct instructor.
Lake-Sumter State College Course Syllabus – SAMPLE TEMPLATE

Course Information:

Course Prefix/Number: 

Course Title: 

CRN: 

Credit Hours: 

Semester: 

Class Days, Location, Time: [Enter Text; note if online or hybrid]

Course Description:

Instructor Information:

Name: 

E-Mail: 

Office Location: 

Phone: 

Office Hours: 

Vital Communication Information:

For e-mail, please note that all students are required to use Lakehawk Mail for official college e-mail communications. See the college webpage for instructions on activating Lakehawk mail. (http://www.lssc.edu/lakehawk/Pages/default.aspx).

Sending a private message using the MESSAGES tool in Blackboard is always the most secure method of contacting your Instructor.

Please remember that any phone contact with your Instructor should be of a professional nature. Please always leave a clear, concise, but detailed message with your contact and class information. Always follow up a phone call with a written account via BB Message or e-mail.

Prerequisites/Co-requisites:

Prerequisites: 

Co-requisites: None
Textbook & Other Course Materials:

[Enter textbook information]

Technology Requirements:

Blackboard is a required component of this course. Students unfamiliar with Blackboard are expected to complete the Blackboard Orientation from LSSC’s website (http://lssc.edu/dl/Pages/default.aspx) within the first week of classes.

Major writing assignments need to be created and saved in a file format that is compatible with Microsoft Word. If using a word processing program other than Word, it is the student’s responsibility to adhere to all formatting and submission requirements. Please ask for help if you are unsure how to save a file in a Word-compatible format.

Please see the LSSC Lakehawk Page for information on how to obtain Microsoft Office 365 as an LSSC Student (http://www.lssc.edu/lakehawk/Pages/default.aspx).

Student Learning Outcomes:

The following outcomes will be assessed in this course. An “outcome” is defined as something students take with them beyond this course.

[Enter Course SLOs]

Course Outcomes:

Objectives are defined as what the course will do and/or what the students will do as part of the course.

[Enter Course Objectives]

Institutional Policies & Procedures:

Academic Integrity:

The successful functioning of the academic community demands honesty, which is the basis of respect for both ideas and persons. In the academic community, there is an ongoing assumption of academic integrity at all levels. There is the expectation that work will be independently thoughtful and responsible as to its sources of information and inspiration. Honesty is an appropriate consideration in other ways as well, including but not limited to the responsible use of library resources, responsible conduct in examinations, and the responsible use of the Internet. (See college catalog for complete statement. http://www.lssc.edu/students/Pages/Current/CourseCatalog.aspx)

Important Information for Students with Disabilities:

Any student with a documented disability who requires assistance or academic accommodations should contact the Office for Students with Disabilities immediately to discuss eligibility. The Office for Students with Disabilities (OSD) is located on the Leesburg Campus, but arrangements can be made to meet with a student on any campus. An appointment can be made by calling 352-365-3589 and specific information about the OSD and potential services can be found at www.lssc.edu, then go to “Quick Links” and click on Disability Services. (http://www.lssc.edu/academics/Pages/Academic%20Resources/Disability%20Services/osd.aspx)
**Privacy Policy (FERPA):**
The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part99) is a Federal law that protects the privacy of a student’s education records. In order for your information to be released, a form must be signed and in your records located in the Admissions/Registrar’s Office.

**Zero-Tolerance for Violence Statement:**
Lake-Sumter State College has a policy of zero tolerance for violence as stated in College Board Rule 2.17.

Appropriate disciplinary action will be taken in accordance with Board Rule 2.17.

**Attendance/Withdrawal Policies:**

**Institutional Information:**
Once the Add/Drop period passes, students deciding to discontinue class attendance and/or online participation have the responsibility for formal withdrawal by the withdrawal deadline.

**Withdrawal Deadline:**
[Enter withdrawal deadline]

**Instructor Policies:**
[EnterText]

**Late Work/Extensions:**
[Enter Late Work/Extensions information]

**Classroom Etiquette:**
[Enter Classroom Etiquette information]

**Grading Information:**

**Grading Scale:**
- A 90-100%
- B 80-89%
- C 70-79%
- D 60-69%
- F 59% and below

**Methods of Evaluation:**

Each project will be graded electronically using a rubric provided when the assignment is given. Your work will be judged against accepted academic standards for writing and documentation.
Assignment Overview & Grade Breakdown:

<table>
<thead>
<tr>
<th>Category</th>
<th>Description</th>
<th>Points or %</th>
</tr>
</thead>
<tbody>
<tr>
<td>Reading assignment</td>
<td>Chapters 1 and 2</td>
<td>50%</td>
</tr>
<tr>
<td></td>
<td>Answer questions</td>
<td></td>
</tr>
<tr>
<td>Classroom discussion</td>
<td>Actively participate in classroom</td>
<td>50%</td>
</tr>
<tr>
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<td><strong>Total Points</strong></td>
<td><strong>100%</strong></td>
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Course Calendar:

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<th>Begins</th>
<th>Ends</th>
<th>Objectives &amp; Reading Assignments</th>
<th>Items Due</th>
</tr>
</thead>
</table>

Syllabus Disclaimer:

Information contained in this syllabus is, to the best knowledge of this instructor, considered correct and complete when distributed to the student. The instructor reserves the right, acting within policies and procedures of Lake-Sumter State College, to make necessary changes in course content or instructional techniques without prior notice or obligation to the student.
TEXTBOOKS

Textbooks for Faculty Use
To obtain instructor copies of textbooks or supplements, or for information on procedures concerning desk copies of books and materials, contact your Department Chair Program Manager.

Ordering Textbooks
If you have questions about ordering textbooks, see your Department Chair or Program Manager.

Textbooks for Students’ Use
In order for students to maximize their learning in courses, it is important that they purchase or rent all required textbooks and related materials. All items for LSSC courses are available through the LSSC Bookstores and online at www.efollett.com. See BOOKSTORE section in the About LSSC chapter for further information.

Due to the high cost of textbooks and the limited financial resources of many of our students, you may have students who find it difficult to purchase all of their textbooks. If you are aware of students who are unable to purchase their books, please refer them to the Lending Library, located in the Learning Centers on the Leesburg and South Lake campuses. The Lending Library has a limited supply of current texts, and serves students on a first-come, first-served basis. If faculty members have copies of current texts that could be donated to the Lending Library, the books will be gratefully accepted.

The Learning Centers also keep some textbooks on reserve for student use in the Learning Center only. If you would like the textbook for your class to be on reserve for your students, please contact the Learning Center.

WITHDRAWAL PROCEDURE
The College encourages each student to make every effort to complete the full term. Students who feel they must withdraw will be permitted to do so with a grade of “W” (without penalty) until the date listed in the College catalog for each term. See the LSSC Catalog and Student Handbook or course syllabus for dates. Students enrolled in mini-semesters must withdraw prior to 70 percent of the instructional dates. The withdrawal dates for mini-semester classes may be obtained from your Department Chair or Program Manager and must be listed on the course syllabus.

Before deciding to withdraw from one or more courses, students should be aware of the potential negative impact of withdrawing so that they may make an informed decision. There are limits to the number of times a student may attempt a course and earn a W, D, or F, before experiencing consequences. For detailed information, it is recommended that students meet with an Academic Advisor before completing the withdrawal process.

Students are limited to a maximum of two (2) attempts to successfully complete a course before experiencing additional consequences. After the third attempt, the student will not be permitted to retake that course at Lake-Sumter State College and will receive the grade earned for that course. For further information on this policy, see FLORIDA STATUTE LIMITS ON COURSES (“Third Attempt Rule” for Students) section in the Academic & Administrative Information chapter.

Responsibility for withdrawal rests solely with the student. Students may officially withdraw from a class via their LOIS account before the published deadline on the Academic and Registration Calendar.

NOTE: Failure to withdraw or withdrawals submitted after the withdrawal period will result in an automatic “F” grade. Students with extenuating circumstances may file an Academic Appeal through the office of the Vice President of Academic Affairs.
ADMINISTRATIVE SUPPORT FOR FACULTY

Academic Affairs Administrative Assistants will be on duty to accommodate faculty schedules. Academic Affairs Administrative Assistants are no longer allowed to accommodate typing requests. Faculty advanced planning and preparation is key to this support service working effectively, efficiently, and fairly for all adjunct and full-time faculty.

Administrative support for faculty on the Leesburg Campus is located in the CTL Building and is provided during the following hours:

- Monday - Friday 8:00 a.m. - 4:30 p.m.

Administrative support for faculty on the South Lake Campus is located in Building 1, Room 103 and is provided during the following hours:

- Monday and Tuesday 9:30 a.m. - 6:00 p.m.
- Wednesday - Friday 8:00 a.m. - 4:30 p.m.

Administrative support for the Sumter Center faculty is located in the CM Building front office and is provided during the following hours:

- Monday - Thursday 8:00 a.m. - 5:30 p.m.
- Friday 8:00 a.m. - 4:30 p.m.

Academic Affairs Administrative Assistants are not authorized to monitor students in the classroom, to administer make-up tests, or any evaluative procedures in their offices. Any requests of this nature will be referred to the respective Department Chair or Program Manager.

Duplicating requests should be submitted to the Mailroom’s Sr. Administrative Specialist on the Leesburg Campus and to the Academic Affairs Administrative Assistants at the South Lake Campus and Sumter Center. A specific Duplicating Request form should be completed and attached to appropriate materials. Requests must also be submitted no fewer than three (3) working days in advance. Please consult with the Academic Affairs Administrative Assistants regarding the amount of time needed for each request and where you may be contacted should the need arise.

DEPARTMENT LIAISONS

All adjunct faculty members will be assigned a full-time faculty member to provide guidance and clarification on academic policy and procedure. Adjunct faculty should contact the assigned full-time faculty member, Department Chair or Program Manager for help with answering content or procedural questions, resolving academic issues, and setting appropriate testing, grading, and academic standards.

INFORMATION TECHNOLOGY (IT) SERVICES / PC SUPPORT

The Information Technology (IT) department strives to provide high quality learning centered services that support the strategic initiatives of the College. IT is responsible for providing guidance, implementation, maintenance and support for: all college desktop and laptop computers, the network, classroom audio visual, phones, web, technology security, and database management services.
INFORMATION TECHNOLOGY PERSONNEL

<table>
<thead>
<tr>
<th>Name</th>
<th>Primary Responsibility</th>
<th>Name</th>
<th>Primary Responsibility</th>
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</thead>
<tbody>
<tr>
<td>Rob Johnson</td>
<td>Network, phone &amp; PC support</td>
<td>Debra Seaman</td>
<td>Web support</td>
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<tr>
<td>Richard Trimble</td>
<td>Network, phone &amp; PC support</td>
<td>Francita Williams</td>
<td>Web Support</td>
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<tr>
<td>Al Williams</td>
<td>PC Support - Leesburg</td>
<td>Dave Phillips</td>
<td>LOIS &amp; Banner support</td>
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<tr>
<td>Kathy Suttkus</td>
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<td>Chris Libby</td>
<td>LOIS &amp; Banner support</td>
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<tr>
<td>Vance Meisner</td>
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<td>Nick Kemp</td>
<td>LOIS &amp; Banner support</td>
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<tr>
<td>Sean Wright</td>
<td>PC Support – South Lake &amp; Sumter</td>
<td>Christina Redner</td>
<td>LOIS &amp; Banner support</td>
</tr>
<tr>
<td>Christopher Kuilan</td>
<td>PC Support – South Lake &amp; Sumter</td>
<td>Bill Owens</td>
<td>LOIS &amp; Banner support</td>
</tr>
<tr>
<td>Daniel Espinoza</td>
<td>Audio/visual support</td>
<td>Dallas Henley</td>
<td>LOIS &amp; Banner support</td>
</tr>
</tbody>
</table>

Technology Planning Committee (TPC)

The Technology Planning Committee at Lake-Sumter State College (LSSC) provides a forum for reviewing, evaluating, and recommending strategies, plans, and policies for college-wide information technology. In working through these processes, the committee strives to plan for high-quality, cost-efficient services to facilitate and support the college’s mission. Input can be provided through your committee representative. TPC membership listing can be found on the Planning and Effectiveness section of the college website.

Contacting the Help Desk

Using the College Help Desk is the most effective way to request support. The Help Desk is available from 8:00 a.m. to 7:00 p.m. Monday - Thursday, and Friday 8:00 a.m. - 4:30 p.m. at 352-365-3505 (ext. 3505), or via e-mail at HelpDesk@lssc.edu or through the College website by following this path: Home Page → Quick Links → Help Desk. Voice-mail left at Ext. 3505 is monitored by IT staff via the Help Desk system.

Note: During summer hours Help Desk support is only offered Monday through Thursday.

Outlook Web Access (OWA)

LSSC e-mail may be accessed online at http://outlook.com/owa/lssc.edu or by selecting the Outlook Web Access OWA (e-mail) link from the Faculty & Staff drop-down menu in the College home page. The log-in for College employee’s Web access to e-mail is the LSSC user ID. The password is the same one used to log-in on the office machine. Changing the password through OWA online will also change the password for logging in to LSSC-Domain on the office machine. For assistance with e-mail, please contact the college Help Desk.

Computer Classrooms

Computer classrooms are maintained by the PC Support group of Information Technologies. To report problems with an individual classroom computer, please submit a Help Desk work order providing the following information:

- PC’s unique log-in number (posted prominently on the monitor)
- The campus and room number
- A brief description of the problem
(Leaving a note on the PC indicating that is not functioning correctly and the date that the problem was reported would be appreciated, but is not sufficient to report a problem.) For immediate assistance with the instructor PC, projector or possible server problems, call 352-365-3505 or ext. 3505 from a campus phone. PC Support personnel will be available until 7:00 p.m. on weekdays to accommodate evening classes, so it is suggested that equipment in the computer classrooms is checked immediately before an evening class starts or at the very beginning of the class period.

**Computers for Adjunct Use**

Computers are available for adjuncts in the following locations:

- **Leesburg Campus**  Adjunct offices in the Faculty Office Building, Building M, the Science and Math Building, and the Health Sciences Building; the Faculty Lounge in the Lecture Hall Building; Library
- **South Lake Campus**  Library; Building 1, Room 104; Building 2, 3rd floor workroom; and adjunct carrels on the faculty office halls.
- **Sumter Center**  Adjunct offices in the Library

**Requesting Technology Services**

IT is committed to delivering the highest quality services possible to all LSSC employees. For faculty, the following have been adopted:

1. Software installations or hardware repair requests must be submitted via the college’s Help Desk work order system. Please see - [Contacting the Help Desk](#)

2. At the individual instructor’s request, full-time faculty may be given administrator rights to their personally assigned computers. Faculty must submit or have on file a signed and dated copy of the “Computer Administrative Rights Option and Responsibility Agreement” concerning the acceptable and unacceptable uses of IT resources. A Help Desk work order must be completed requesting this change.

**Guidelines for Completing Help Desk Work Orders**

1. If you are having software problems – please identify the application that you were using or trying to access when the problem occurred (e.g., Banner, Internet Explorer, Word, Excel)
   a. Problems in Banner: give the name of the form that you were accessing (e.g., SOAIDEN).
   b. Problems in Internet Explorer: give the URL of the site that you were accessing.
   c. Problems in LOIS: give the title of the page.

2. Please explain what you were trying to do when the problem occurred (e.g., opening a document, attaching a document to e-mail and changing a formula in Excel).
3. Describe the problem – use as much detail as is needed to be clear about the issue(s).
4. If applicable - include the complete text of any error or alert messages that appeared.
5. Please offer a requested date for completion (please reserve the use of Urgent for urgent matters only)

**For immediate assistance, call 352-365-3505 or extension 3505.**
**Dynamic Online Schedule**

Instructors can check their schedules and seats available in their sections—as well as cancelled, closed, changed, added, and distance learning sections—by selecting the “Class Schedule” link on the LSSC homepage.

**Procedure 7.06**

Procedure 7.06, which addresses the appropriate use of LSSC Information Services resources, is available on the College website under the Faculty and Staff link, employee Resources. This document includes the “Acceptable Use Rules for Information Systems Resources” and the “Unacceptable Uses of Information System Resources.” All personnel are asked to sign the Acknowledgement of Notification concerning the acceptable and unacceptable uses of IS resources.

**MAILBOXES FOR FACULTY**

Individual mailboxes are assigned to all full-time faculty first and as space allows to adjunct faculty. Mailbox requests are made through the Department Chair or Program Manager, who then contacts Sheldon Williams in the office of the Associate Vice President. Mailboxes are for incoming mail and interoffice messages. It is the responsibility of the faculty member to check his/her mailbox daily.

The mailboxes for the Nursing faculty at the Leesburg campus are located in the 2nd floor workroom of the Health Science Center (HSC). Mailbox requests may be made by contacting the Nursing administrative office.

Faculty at the South Lake campus will find their mailboxes in two locations: the Faculty Lounge in Bldg. 2-129A and adjacent to the elevator in Bldg. 1. Mailbox requests must be made through the Department Chair or Program Manager, who then contacts the faculty administrative assistant for keys and mailbox assignments.

The faculty mailboxes at the Sumter Center are located in the break room of the Clark Maxwell Bldg. #4 (CM). Again, all mailbox requests must be made through the Department Chair or Program Manager, who then contacts the administrative assistant in the front office for keys and mailbox assignments as well.

**SUPPLIES**

Instructional materials and supplies must be ordered on a requisition form signed or electronically approved by the Department Chairs or Program Managers. Academic Affairs Administrative Assistants can provide routine office supplies, if available.
VI: SUPPORT FOR STUDENTS

Students often need assistance with issues that are unrelated to the classroom, but that may impact their performance in your class. LSSC has a number of resources to assist students and to serve as a support for faculty members.

ACADEMIC ADVISING

Leesburg: 365-3574    South Lake: 243-5722    Sumter: 568-0001

For a full Academic Advising staff listing, please visit: Home Page → Academics → Academic Resources → Contact Us http://www.lssc.edu/academics/Pages/Academic%20Resources/Advising%20Services/contactus.aspx

LSSC Academic Advisors can help students clarify values regarding life and work, identify possible academic interests, use online tools to obtain academic and career information, select an academic program, assist with registration questions/issues, perform preliminary graduation checks, and are a great source of information and support for any academic or personal challenge that poses an educational barrier.

It is important for students to develop and maintain contact with an Academic Advisor throughout their college career. All new (first time in college) students are required to attend New Student Orientation prior to the first semester to learn valuable information regarding policies and procedures as well as to learn how to utilize online tools. Students also receive a personalized academic advising guide to help them begin to plan for their first semester classes. Transfer students are encouraged but not required to participate. Please encourage your students to meet with an Academic Advisor at least once each semester to ensure that they are fulfilling all graduation and/or transfer requirements.

Academic advising also coordinates through Starfish Retention Solutions the Academic Early Alert program that promotes intrusive advising interventions for students experiencing academic withdrawal or distress. Instructors are prompted via e-mail to complete the online progress twice each semester but can submit a referral, send kudos or raise a concern flag through Starfish at any time in the semester. For more information, please visit the Starfish Folder on the V:drive or check out the Starfish web page by clicking on Academics → Academic Resources → Starfish.

CAREER DEVELOPMENT SERVICES

Tel: (352) 323-3603    E-mail: Careers@lssc.edu    Website: www.lssc.edu/careers

Career Development Services (CDS) provides career-related services to students and alumni at all three of LSSC campuses. Career Advisors assist students to

- find the right major, college/university and career,
- identify and obtain relevant and professional experience,
- discover possible employers, build an attention-grabbing resume and cover letter, hone interview skills, and customize a job search.
Summary of Services

- One-on-one career advising
- Career/major exploration assistance
- Career assessments
- University transfer & professional school
- Online job listings & research tools
- Job search strategies (full-time / part-time / internships)
- Resume/cover letter tips & critiques
- Interview tips & mock interviews
- Salary negotiation tips
- Networking & professional etiquette tips
- Career-related presentations & webinars
- Off-campus online job listings research tools
- Hiring Events
- On-campus employer recruiting tables & interviews
- Career-related resources online & in-office library

Students may schedule an appointment with a Career Advisor in person (LE, SS-144), by phone (352-323-3603) or via our website: www.lssc.edu/careers.

Career/Major Exploration

Selecting the right career and major requires an understanding of one's personality, interests, skills and values. Through the utilization of career assessment tools, such as MyPlan and exploration exercises such as research and reading of online resources, students will obtain a wealth of information regarding general and specific job requirements, earnings projections, future opportunities for employment and industry trends.

Gaining Relevant Experience

CDS staff works in conjunction with faculty to identify areas for students to gain academic and practical experience. Opportunities to gain experience related to a program of study are encouraged in order to become a competitive job candidate. There are a variety of ways to gain related experience such as internship and co-op positions, job shadowing, on-campus and off-campus employment, elective coursework, volunteer work, leadership positions. These opportunities are an excellent way to build skills, network for future jobs and assess your suitability for work in your chosen career.

Job Search Resources

Career Advisors can assist students customize their job search strategy for today’s competitive job market—from creating job search application materials to polishing interview and networking skills. In addition, CDS staff conducts employer outreach to attract local employers to LSSC campuses. Students are invited to participate in on-campus employer interviews and information tables/sessions as well as career hiring events. Job listings are also posted through, the CDS job portal (accessed via www.lssc.edu/careers).
Faculty Resources

Visit the Career Development Services website at www.lssc.edu/careers for a dedicated section with Faculty and Staff Resources. Below is a summary of resources including:

- **Requesting an In-Class Career Development Services Presentation**
  Career Development Services has developed career-related presentations and resources available to assist LSSC students in their career development. Please use the online Presentation Request Form (located on the CDS website) to submit your presentation request(s).

  *A 2-week lead time is requested on all standard presentation requests, and 3-week lead time is requested for custom presentation requests. Presentations are scheduled on a first come first served basis. We will make every effort to accommodate your request based on our staff availability.*

- **What Can I do with this Major?**
  Wondering how to connect majors to careers? The CDS website offers links to majors of interest that outline common career areas, employers, and strategies designed to maximize career opportunities.

- **Career-Related Class Assignments**
  CDS has developed a variety of sample assignment topics that can be used for career research papers, extra credit and special projects on the CDS website.

- **Employer Referrals**
  Do you have an employer contact you would like us to follow-up with? Please complete the online Employer Referral Form (located on the CDS website) to have a Career Development Services staff member follow up with an employer.

  In addition, if you are made aware of a current job or co-op/internship opening, please invite your employer contact to submit their current job opening for our job listings. Job postings can be submitted via either the CDS website or via e-mail at Careers@lssc.edu.

- **Ethical and Legal Standards in Student Hiring**
  Faculty members are encouraged to refer employers with job postings to CDS for appropriate posting and dissemination of position announcements. If at any time you have questions about this process or are unsure how to handle a request for candidate recommendations from an employer, we encourage you to contact a CDS staff member for guidance. In addition, the CDS website contains a “Faculty Guide to Ethical and Legal Standards in Student Hiring” which you may refer to for additional information.

*The Career Development Services staff looks forward to partnering with you! Contact us at Careers@lssc.edu or (352) 323-3603 with questions.*

**COMPUTERS FOR STUDENTS’ USE**

Computers are available for student use at all campus libraries and learning centers. See LEARNING CENTERS and LIBRARIES section and QUICK REFERENCE FOR FACULTY on pages 68-69.
COUNSELING

Counseling is provided on a temporary basis to all LSSC students who request it. LSSC contracts with a local private mental health provider for up to five free counseling sessions. Students must request a referral for this service. To learn more about counseling referrals, visit www.lssc.edu/studev.

DISABILITY SERVICES

Office for Students with Disabilities

Raelynn Poole, Assistant Director - Office for Students with Disabilities  Phone: 352-365-3589; E-mail: PooleR@lssc.edu

Alexandra Guzman, Administrative OSD Specialist  Phone: 352-787-3747 Ext. 7126; E-mail: GuzmanA@lssc.edu

In order to ensure equal access to educational opportunities for all students regardless of disability, LSSC’s philosophy is that students with disabilities should be integrated as fully as possible into all aspects of the college. Educational access is the provision of classroom accommodations, the use of auxiliary aids, and the use of services to afford the student with a disability an equal opportunity to participate in, and enjoy the benefits of, a service, program, or activity conducted by the college.

Students with a disability who need the use of auxiliary aids and/or services are obligated to provide self-disclosure and written documentation to assist the Office for Students with Disabilities (OSD) in determining eligibility. The Americans with Disabilities Act of 1990 (ADA), as amended, and Section 504 of the Rehabilitation Act of 1973 provide protection for students with disabilities from discrimination that may occur due to misconceptions, attitudinal barriers, and/or failure of the college to provide appropriate accommodations, auxiliary aids, or services.

Students requesting services may make a request at any time. More complex services such as interpreters, readers, scribes, and note-takers take more time to arrange so the OSD advises students to self-identify as early as possible to ensure the time necessary to review the student’s documentation and provide reasonable accommodations. Making arrangements well before a semester begins will allow a student to take full advantage of any services they may be eligible to use. In addition, arrangements for ongoing and continuing services must be made each semester through the OSD to maintain continuity of services. To learn more and inquire about accessing services offered through the Office for Students with Disabilities, please visit the college website at: www.lssc.edu (go to “Quick Links” and select “Disability Services”).

LSSC does not have to provide an academic adjustment that would fundamentally alter the nature of a service, program or activity, or result in undue financial or administrative burdens. For certain eligible students to meet graduation requirements; however, LSSC’s Board of Trustees, in collaboration with the OSD, has established a procedure for reasonable course modifications/substitutions. Students seeking information about a modification or substitution must contact the OSD to discuss eligibility and the proper procedure to make such a request.
**Accommodations and Services:** May include, but are not limited to:

- Books in alternative formats
- Extended time on tests and quizzes
- Large print/Braille materials
- Note-takers
- Use of a CCTV
- Use of digital recorders
- Readers/Scribes
- Sign language interpreters
- Instructor notification

**Assistive Technologies/ Software**
- JAWS
- ZoomText
- Open Book
- Dragon Naturally Speaking
- Kurzweil
- Ease Reader
- Snap and Read

Testing in a distraction reduced environment

**Disability Categories:** May include, but are not limited to:

- Autism Spectrum Disorder
- Learning Disabilities
- Attention Deficit/Hyperactivity Disorder
- Visual Impairments
- Hearing Impairments
- Other Health Impairments
- Speech and Language Disorders
- Psychological/Emotional Disorders
- Traumatic Brain Injury (TBI)
- Orthopedic/Mobility Impairments

**CONFIDENTIALITY:**

The law guarantees our students that all disability information will be kept confidential. Thus, at no time should a faculty, staff, or other member of the LSSC community make public references that might identify a student as one with a disability. If you need to speak with a student with a disability in your class regarding a disability issue, please ask for a private conference. Never discuss such issues in a classroom setting or when other students are present, as this is a direct violation of his/her right to confidentiality. When recruiting note-takers for students in your classes, please do so without mentioning names or in other ways identifying the student(s) for whom this service is necessary.

*NOTE: Please see SYLLABUS section in Classroom Information Chapter for required OSD statement for all syllabi.*

**FINANCIAL AID**

The majority of LSSC students receive some type of financial aid. Federal regulations dictate many of the processes and procedures involved with financial aid, so it is imperative that students are proactive in getting accurate, current information, and allow adequate time for all the steps in determining eligibility and awarding aid. Please encourage students who have questions or concerns regarding financial assistance to contact the Financial Aid Office, 365-3567; FinAid@lssc.edu or www.lssc.edu Students → Future Students → Financial Aid

**LAKEHAWK MAIL (LSSC STUDENT E-MAIL)**

For information on Lakehawk Mail, see E-MAIL COMMUNICATION section in Classroom Information chapter.

**LEARNING CENTERS**

The Learning Centers (LC) are dedicated to promoting academic and personal development for all students. The Leesburg LC offers tutoring in math, English, Spanish, computer basics and science; testing rooms for make-up and distance exams; testing rooms for students with a disability; and a variety of study settings. In addition, a number of regular PCs, laptop computers and tablets, which may be checked out by students, enable the students to move about the space as needed. A variety of resources are available as software, books, CD-ROMs, and science manipulatives.
The South Lake LC offers tutoring in English, math, Spanish, computer basics and science as well as make-up and distance testing; computer lab; software and print resources; and study areas. Students who have a disability can be accommodated. The Sumter offers resources to assist students with English, college skills, computer basics and math. Laptop computers are also available for check-out.

Tutors who have at least a BA/BS and Student Assistants who have shown competence in the areas of English, math, and/or science assist students with assignments, class projects, and to overcome areas difficult for the student. The staff is happy to tutor and assist students in developmental classes as well as upper level classes. They offer a good place to study and will assist, as able, in others areas of knowledge.

In addition to helping students, the LC will proctor your test or make-up test in your classroom or the LC; visit your class for presentations on test-taking skills, test anxiety, and a variety of study related topics. We will “sub” for you if given appropriate notice of your planned absence. We are able to assist with several classroom issues – just ask!

Additional services offered by the LC are proctored testing services for students taking distance classes from other universities; a textbook lending library for students; Ask Us Anything booth on the Leesburg quad and South Lake portico during the first week of classes; workshops for non-traditional students to assist in their entry into college, monthly events, and any other ideas we can think of to encourage success for LSSC students!

**LIBRARY SUPPORT FOR STUDENTS**

Libraries on each campus provide a variety of support services for students and faculty members. See the LIBRARIES section in Classroom Information chapter.
TESTING SERVICES: Placement, CLEP, HESI (For MAKE-UP TESTING, see Classroom Information chapter)

LSSC’s Testing Services are based in the Learning Centers.

Contact numbers are:   Leesburg: 365-3554   South Lake: 536-2206   Sumter: 568-0001 ext. 1015

Lake Sumter State College administers the following tests:

PERT (Florida’s Postsecondary Education Readiness Test)

Prospective students are exempt from the requirements of placement testing and mandatory developmental education if they graduated from a Florida public school, with a standard high school diploma, in 2007 or later. Those who are serving as an active duty member of the United States Armed Services are also exempt. This exemption does not include Dual Enrollment students who attend public school.

Home-schooled and private school Dual Enrollment students may be tested by LSSC.

No retakes are allowed in a subject area once the student has enrolled in that academic sequence unless testing is requested by a faculty member and approved by the department chair. PERT testing is offered on all campuses. For more information regarding scheduling, please refer to the Testing Services phone numbers listed above.

CLEP (College Level Examination Program)

General and subject exams, offered nationally by the College Board, covering material taught in college level courses. Credit for courses may be granted to students who achieve specific scores on the exams. LSSC is a “closed” test site: only currently enrolled LSSC students and members of the military are eligible to test. For cost of exams and further information regarding CLEP, please call the Leesburg Testing Services phone number listed above.

HESI (Entrance exam for LSSC’s Nursing program)

The HESI (Health Education Systems Inc.) is a computerized nursing entrance test designed to measure prospective nursing students’ readiness to succeed academically in nursing programs. LSSC nursing program applicants complete 6 of 10 sections with 4 sections being scored and 2 sections being used for informational use within the program. The four scored sections include Math, Reading Comprehension, Vocabulary and General Knowledge, and Grammar. The sections used for informational purposes include Learning Styles and Personality Style. The HESI is offered on the Leesburg and South Lake Campuses during the months of October to February.
Articulation Agreement – A written agreement between institutions that provides students with a non-duplicated sequence of courses leading to degrees or certificates. LSSC has articulation agreements with Florida’s public universities, Lake Technical College, Lake and Sumter County Schools.

Attempt - Any time a student has enrolled and remained in a course beyond the Drop period, thereby receiving a grade, including withdrawal (W) or failure (D, F, or U), at any Florida public college or university. This has an impact on financial aid eligibility, cost of the course, and the number of times a student can register for the same course.

Banner – Banner is LSSC's main computer information system that manages all student, financial aid, financial, and personnel data for the college. Students, faculty and staff access their information within this system through LOIS using their X-ID number.

Blackboard (Bb) – A learning management system which offers a number of tools to facilitate computer accessed learning, including student-instructor and student-student interaction, and a variety of assessment activities.

Career Pathways - High School Career Academy Programs that allow students to earn college credits based on their high school curriculum and performance. For more information, contact Betty Downey at 323-3612 or DowneyB@lssc.edu.

Internships – Courses in which students gain academic credit as well as work experience related to their academic program.

CRN (Course Reference Number) - The unique five-digit identifier for a specific section of a course; used for registration on LOIS. A CRN begins with the term number: Fall semester course CRNs begin with 1; Spring semester course CRNs begin with 2; and Summer semester course CRNs begin with 3.

Dual Enrollment - A Florida program that allows for the enrollment of an eligible secondary student or home education student in a post-secondary course credible toward a high school completion and an associate or baccalaureate degree. Additional requirements apply to Dual Enrollment students; for further information, refer to the LSSC Catalog and Student Handbook. Any questions or concerns can be addressed to the Dual Enrollment Manager at 365-3569.

FERPA (Family Educational Rights and Privacy Act) – Also known as the Buckley amendment, FERPA is a federal law that protects the privacy of student education records. It applies to all schools that receive funds under applicable U.S. Dept. of Education programs, and states that you CANNOT give out any information (other than directory information) or allow it to be seen by anyone other than the student him/herself. See detailed FERPA section for information on how this applies to faculty.

Full Cost of Instruction – Tuition and fees equivalent to the Florida non-resident cost. See Third Attempt Rule.

Fully Online – A class, generally offered in Blackboard and possibly including publisher materials selected by the instructor, in which all or most of the assignments are completed online. The fully online class sections may meet in a regular classroom a few times during a semester. These meetings are not to exceed 20% of the total course hours (e.g., for an orientation session and/or assessments), and the class is not required to ever meet in a regular classroom. Students enrolled in the fully online version of a course must meet the same objectives or competencies as those enrolled in any other version of the course. Additional fees apply.
**Fully Seated** – Fully seated sections meet on campus for all of their scheduled hours and have additional activities (e.g., homework, quizzes, discussion groups) posted in the Blackboard course. These additional activities may be required or optional, at the instructor’s discretion. Occasionally, instructors use Blackboard largely for posting grades. Math classes using MyMathLab instead of Blackboard are also considered to be Web enhanced and are counted in the semester online learning report.

**Gordon Rule** – Florida Rule 6A-10.030 requires that all students seeking A.A. or Bachelor’s degrees must complete certain coursework in college level writing and mathematics (College Algebra or higher) courses, earning a C or higher, prior to entrance into upper level classes at a state university. This requirement must be satisfied to earn an A.A. Degree at LSSC.

**GPA (Grade Point Average)** – Total quality points earned for college level courses taken at LSSC and transfer institutions divided by total attempted credit hours. The GPA is used to determine a student’s academic standing.

**Hybrid Section** – A section with reduced seat time where a student does not always physically attend class with a faculty member at a campus. At least 30% and up to 80% of the course is delivered online with Blackboard. It may include publisher materials selected by the instructor.

**Lakehawk Mail** – E-mail for students at LSSC and required as the only accounts from which students should communicate with faculty and staff.

**Learning-Centered** – An approach to teaching with the focus on student learning rather than on instructor teaching.

**LOIS (LSSC Online Interactive Services)** – LSSC students’ access to course registration, grades, financial aid information, and academic records. Additionally, the Web interface to the College’s database of students and employees. Instructors’ class rosters, personal information, and employee leave or pay information may all be accessed in LOIS.

**Online Learning** – Any use of pages, tools, or activities available via the Web with the end purpose of facilitating learning. LSSC instructors use Blackboard primarily. Math instructors at LSSC use MyMathLab, a publisher’s site, to enhance many of the math classes.

**OWA (Outlook Web Access)** – The off campus browser-based access to LSSC e-mail.

**Pedagogy** – The art or science of teaching.

**PERT (Post Secondary Education Readiness Test)** - Florida’s College Entry Level Placement Test is used at LSSC to determine appropriate level for new students to begin their math, reading and English coursework. In some cases, recent ACT or SAT scores may be used for this placement or students may be exempt from taking the placement test.

**Rubrics** – A clear, graphic method used by some faculty members to show students how the quality of their work will be graded, often presented in a chart format.

**SACSCOC (Southern Association of Colleges and Schools Commission on Colleges)** - The regional accrediting body for LSSC which guides such things as curriculum requirements and faculty credentials for different degrees. Further information can be found at [www.sacscoc.org](http://www.sacscoc.org).
SLO (Student Learning Outcomes) – Student learning outcomes are defined in terms of the knowledge, skills and abilities that students have attained as result of their involvement in a particular set of educational experiences.

Third Attempt Rule – Florida statutes limit the number of times students may attempt courses – developmental as well as college-level. Students are allowed a total of three attempts per course, the third attempt costing the student the full cost of instruction. An attempt includes any time a student stays enrolled in a course beyond the drop period and earns a grade, including “D,” “F,” “W,” “I,” and “U” grades.

X-ID - The LSSC Identification Number assigned from Banner for every student, faculty, and staff member and used in place of the Social Security number to help protect the privacy of students and employees. The X-ID begins with an upper-case X, followed by 8 digits. Faculty members will use their X-IDs to log into LOIS for such things as entering grades, attendance verification, and obtaining their pay stubs.
**FALL 2016 FINAL EXAM SCHEDULE**

<table>
<thead>
<tr>
<th>EXAM TIME</th>
<th>Monday December 5</th>
<th>Tuesday December 6</th>
<th>Wednesday December 7</th>
<th>Thursday December 8</th>
<th>Friday December 9</th>
</tr>
</thead>
<tbody>
<tr>
<td>8 am TO 9:55 am</td>
<td>Any M, W, MW, or MWF Class that starts at 8 am</td>
<td>Any T or TR Class that starts at 8 am</td>
<td>Any W only class that starts at 9:30 am</td>
<td>Any T, R, or TR Class that starts at 9:30 am</td>
<td>Any Friday only class that starts at 8 or 9 am</td>
</tr>
<tr>
<td>10 am TO 11:55 am</td>
<td>Any M, W, MW Class that starts at 9:30 am</td>
<td>Any T or TR Class that starts at 11 am</td>
<td>Any M, W, MW, or MWF Class that starts at 11 am</td>
<td>Any R Class that starts at 11 am</td>
<td>Any Friday only class that starts at 10 or 11 am</td>
</tr>
<tr>
<td>12 pm TO 1:55 pm</td>
<td>Any M, W, MW, or MWF Class that starts at 12 or 12:30 pm</td>
<td>Any T or TR Class that starts at 12:30 pm</td>
<td>Any W only class that starts at 12 or 12:30 pm</td>
<td>Any R Class that starts at 12:30 pm</td>
<td>Any Friday only class that starts at 12 or 1 pm</td>
</tr>
<tr>
<td>2 pm TO 3:55 pm</td>
<td>Any M, W, MW Class that starts at 2 or 2:30 pm</td>
<td>Any T or TR Class that starts at 2 pm</td>
<td>Any W only class that starts at 2 or 2:30 pm</td>
<td>Any R Class that starts at 2 pm</td>
<td>This Time Left Open</td>
</tr>
<tr>
<td>4:30 pm TO 6:25 pm</td>
<td>Any M, W, or MW Class that starts at 4, 4:30 or 5 pm</td>
<td>Any T, R, or TR Class that starts at 4, 4:30 or 5 pm</td>
<td>Any M, W, MW, or MWF Class that starts at 3 or 3:30 pm</td>
<td>Any T, R, or TR Class that starts at 3 or 3:30 pm</td>
<td>This Time Left Open</td>
</tr>
<tr>
<td>6:30 pm TO 8:25 pm</td>
<td>All Mon. Night Classes</td>
<td>All Tues. Night Classes</td>
<td>All Wed. Night Classes</td>
<td>All Thurs. Night Classes</td>
<td>This Time Left Open</td>
</tr>
</tbody>
</table>

To find the day and time of your final exam first find the days and time that your class normally meets in the exam grid, then find the column header to locate the day of your final exam and find the time of your final exam at the beginning of the row on the left. For example, if your class normally meets on TR at 12:30, first find this entry in the grid, then notice the final exam will be on **Tuesday, December 6 from 12 - 1:55 pm**.

Final exams are generally given in the same classroom in which the course was taught.

**Faculty: Grades are due by 4 pm on Monday, December 12, 2016**

---

**SPRING 2017 FINAL EXAM SCHEDULE**

<table>
<thead>
<tr>
<th>EXAM TIME</th>
<th>Tuesday April 25</th>
<th>Wednesday April 26</th>
<th>Thursday April 27</th>
<th>Friday April 28</th>
<th>Monday May 1</th>
</tr>
</thead>
<tbody>
<tr>
<td>8 am TO 9:55 am</td>
<td>Any T or TR Class that starts at 8 am</td>
<td>Any M, W, MW, or MWF Class that starts at 8 am</td>
<td>Any T, R, or TR Class that starts at 9:30 am</td>
<td>Any Friday only class that starts at 8 or 9 am</td>
<td>This Time Left Open</td>
</tr>
<tr>
<td>10 am TO 11:55 am</td>
<td>Any T or TR Class that starts at 11 am</td>
<td>Any M, W, MW, or MWF Class that starts at 9:30 am</td>
<td>Any R Class that starts at 11 am</td>
<td>Any Friday only class that starts at 10 or 11 am</td>
<td>This Time Left Open</td>
</tr>
<tr>
<td>12 pm TO 1:55 pm</td>
<td>Any T or TR Class that starts at 12:30 pm</td>
<td>Any M, W, MW, or MWF Class that starts at 11 am</td>
<td>Any R Class that starts at 12:30 pm</td>
<td>Any Friday only class that starts at 12 or 1 pm</td>
<td>Any M, W, MW, or MWF Class that starts at 12:30 pm</td>
</tr>
<tr>
<td>2 pm TO 3:55 pm</td>
<td>Any T or TR Class that starts at 2 pm</td>
<td>Any M, W, MW, or MWF Class that starts at 12:30 pm</td>
<td>Any R Class that starts at 2 pm</td>
<td>This Time Left Open</td>
<td>This Time Left Open</td>
</tr>
<tr>
<td>4:30 pm TO 6:25 pm</td>
<td>Any T, R, or TR Class that starts at 4, 4:30 or 5 pm</td>
<td>Any M, W, or MW Class that starts at 4, 4:30 or 5 pm</td>
<td>Any T, R, or TR Class that starts at 3 or 3:30 pm</td>
<td>This Time Left Open</td>
<td>Any M, W, MW, or MWF Class that starts at 3 or 3:30 pm</td>
</tr>
<tr>
<td>6:30 pm TO 8:25 pm</td>
<td>All Mon. Night Classes</td>
<td>All Tues. Night Classes</td>
<td>All Wed. Night Classes</td>
<td>All Thurs. Night Classes</td>
<td>This Time Left Open</td>
</tr>
</tbody>
</table>

To find the day and time of your final exam first find the days and time that your class normally meets in the exam grid, then find the column header to locate the day of your final exam and find the time of your final exam at the beginning of the row on the left. For example, if your class normally meets on TR at 12:30 first find this entry in the grid, then notice the final exam will be on **Tuesday, April 25 from 12 - 1:55 pm**.

Final exams are generally given in the same classroom in which the course was taught. Classes should meet as scheduled on Monday, April 24, 2017.

**Faculty: Grades are due by 4 pm on Tuesday, May 2, 2017.**

Key to abbreviations: M = Monday; T = Tuesday; W = Wednesday; R = Thursday; F = Friday, MW = Monday AND Wednesday, MWF = Monday, Wed., AND Friday, TR = Tuesday AND Thursday.
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CAMPUS CONTACT INFORMATION

All LSSC phone numbers are area code 352

For additional faculty, staff, and departmental directory information, go to www.LSSC.edu/directory or the 2016-2017 LSSC Catalog and Student Handbook

| President – Dr. Stanley Sidor | 365-3523 |  |
|------------------------------|----------|  |
| Executive Assistant to President – Ms. Linda Holiman | 365-3523 |  |
| Sr. Vice President Business Affairs – Mr. Richard Scott | 365-3525 |  |
| VP Staff Assistant – Ms. Linda Peshek | 365-3524 | Leesburg 365 - 3500 – 3599 |
| Vice President Academic Affairs – Dr. Douglas Wymer | 365-3520 | 435 - 5000 – 6500 |
| VP Staff Assistant – Ms. Suzanne Jones | 365-3522 | 561 - 2100 – 2299 |
| Vice President Enrollment & Student Affairs - Ms. Claire Brady | 435-6308 | South Lake 536 - 2100 – 2299 |
| VP Staff Assistant – Ms. Geneva Jones | 435-6309 | Sumter (all) 568 - 0001 + ext |
| Assoc. VP Baccalaureate & Workforce Programs - Dr. Eugene Jones | 365-3576 |  |
| Assoc. VP General Studies - Thom Kieft | 323-3670 or SL 536-2150 |  |
| Senior Staff Assistant - Ms. Sheldon Williams | 435-5025 |  |
| Administrative Staff Assistant - Ms. Julia Rogers | 365-3595 |  |
| Instructional Admin Staff Assistant - Ms. Erin North | 536-2240 |  |
| Curriculum Master Specialist - Ms. Donna Glover | 536-2119 |  |
| Associate VP Staff Assistant - Ms. Carol L. Henry | 365-3552 |  |
| Associate Dean Workforce Programs – Ms. Karen Hogans | 435-6358 |  |
| Senior Staff Assistant - Monica Gabler | 435-5017 |  |
| Sr. Manager Baccalaureate & Workforce Programs - Ms. Sara Corvil | 435-5033 |  |
| Interim Director Nursing - Ms. Nicole Tinny | 536-2145 |  |

<table>
<thead>
<tr>
<th>Department Chairs</th>
<th>SL</th>
<th>LE</th>
<th>SU</th>
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<tbody>
<tr>
<td>Dr. Scott Hopkins</td>
<td>536-2161</td>
<td>435-6302</td>
<td></td>
</tr>
<tr>
<td>Ms. Robyn Winship</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Dr. Debra Hicks</td>
<td>536-2128</td>
<td>435-6421</td>
<td></td>
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<tr>
<td>Ms. Sybil Brown</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>Dr. Michael Morse</td>
<td>536-2206</td>
<td>435-6304</td>
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<tr>
<td>Mr. Jeremy Norton</td>
<td></td>
<td>323-3611</td>
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<tr>
<td>Mr. Chris Sargent</td>
<td></td>
<td>365-3531</td>
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</tr>
<tr>
<td>Dr. Imke Casey</td>
<td>536-2130</td>
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<table>
<thead>
<tr>
<th>Admissions and Records</th>
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<tbody>
<tr>
<td>Director of Admissions – Mr. Bryan Anderson</td>
<td>365-3571</td>
</tr>
<tr>
<td>Registrar – Ms. Alba Rodríguez</td>
<td>323-3677</td>
</tr>
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| Advising – Academic and Career | 243-5722 | 365-3574 | 568-0001 |

<table>
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<tr>
<th>eLearning</th>
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<tr>
<td>Director – Mr. Mike Nathanson</td>
<td>435-5027</td>
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<tr>
<th>Learning Centers and Testing</th>
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<tbody>
<tr>
<td>Mr. Khoy Stoutt</td>
<td>536-2206</td>
</tr>
<tr>
<td>Ms. Wendy Houdek-Erskine</td>
<td>365-3554</td>
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<tbody>
<tr>
<td>536-2148</td>
<td>365-3563</td>
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<tr>
<td>x.1015 or x.1018</td>
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<table>
<thead>
<tr>
<th>Student Development</th>
<th></th>
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<tbody>
<tr>
<td>Dean of Students, Ms. Carolyn Scott</td>
<td>536-2211</td>
</tr>
<tr>
<td>Director of Student Development, Mr. Mark Duslak</td>
<td>435-6348</td>
</tr>
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<table>
<thead>
<tr>
<th>South Lake Campus</th>
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<tbody>
<tr>
<td>Dean of Students – Ms. Carolyn Scott</td>
<td>536-2211</td>
</tr>
<tr>
<td>Senior Staff Specialist – Ms. Mary Lunsford</td>
<td>243-5722</td>
</tr>
</tbody>
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<table>
<thead>
<tr>
<th>Sumter Center</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Mngr. Enrollment/Student Affairs – Ms. Kelly Hickmon</td>
<td>568-0001, x.1012</td>
</tr>
<tr>
<td>Senior Staff Assistant – Ms. Becky Fudge</td>
<td>568-0001, x.1011</td>
</tr>
<tr>
<td>Help for ……</td>
<td>Contact……</td>
</tr>
<tr>
<td>--------------</td>
<td>------------</td>
</tr>
<tr>
<td><strong>Blackboard (Bb) /eLearning</strong></td>
<td>Leesburg Campus</td>
</tr>
<tr>
<td>Help Desk <a href="mailto:HelpDesk@LSSC.edu">HelpDesk@LSSC.edu</a> or Mike Nathanson <a href="mailto:NathansM@LSSC.edu">NathansM@LSSC.edu</a> 435-5027</td>
<td>787-3747</td>
</tr>
<tr>
<td><strong>Campus Front Desk</strong></td>
<td>Majors - Academic Advising</td>
</tr>
<tr>
<td>787-3747</td>
<td>243-5722</td>
</tr>
<tr>
<td><strong>Career &amp; Major Explorations</strong></td>
<td>Daniel Espinoza – 365-3560</td>
</tr>
<tr>
<td><strong>Classrooms &amp; Technology Equipment</strong></td>
<td>Faculty Lounge; Library; Faculty Office in HSC; Bldg M; SM Bldg</td>
</tr>
<tr>
<td><strong>Faculty Websites</strong></td>
<td><a href="mailto:HelpDesk@LSSC.edu">HelpDesk@LSSC.edu</a> 365-3505</td>
</tr>
<tr>
<td><strong>Fixed projectors, computers, smart consoles</strong></td>
<td><a href="mailto:HelpDesk@LSSC.edu">HelpDesk@LSSC.edu</a> 365-3505</td>
</tr>
<tr>
<td><strong>Instructor Computers in Classroom</strong></td>
<td>PC Support - <a href="mailto:HelpDesk@LSSC.edu">HelpDesk@LSSC.edu</a></td>
</tr>
<tr>
<td></td>
<td>Daniel Espinoza – 365-3560</td>
</tr>
<tr>
<td><strong>Class Rosters – All campuses</strong></td>
<td>Admissions &amp; Records Office – Alba Rodriguez <a href="mailto:Rodrigua@lssc.edu">Rodrigua@lssc.edu</a> 323-3577</td>
</tr>
<tr>
<td><strong>Computers for Faculty Use on Campus</strong></td>
<td>Faculty Lounge; Library; Faculty Office in HSC; Bldg M; SM Bldg</td>
</tr>
<tr>
<td><strong>Computers for Students’ Use on Campus</strong></td>
<td>Computer Lab, 2nd floor Learning Center, Library</td>
</tr>
<tr>
<td>Library</td>
<td></td>
</tr>
<tr>
<td><strong>Copies – classroom handouts, including Syllabi</strong></td>
<td>Mailroom/Copy Center; Faculty Lounge; SM Bldg, 1st &amp; 2nd floor Bldg M</td>
</tr>
<tr>
<td><strong>Copies – Large Orders</strong></td>
<td>Send Duplicating Request form with items to be copied to Mailroom, Leesburg. Allow a minimum of 3 working days doe completion of order.</td>
</tr>
<tr>
<td><strong>Contracts, Employment Issues</strong></td>
<td>Human Resources 365-3557</td>
</tr>
<tr>
<td><strong>Disciplinary Referrals</strong></td>
<td>Dean of Students, Carolyn Scott <a href="mailto:scotto@lssc.edu">scotto@lssc.edu</a> 536-2211</td>
</tr>
<tr>
<td><strong>Dual Enrollment Issues</strong></td>
<td>LE - Jessica Delgado <a href="mailto:DelgadoJ@lssc.edu">DelgadoJ@lssc.edu</a> 365-3569</td>
</tr>
<tr>
<td></td>
<td>SL –Kristine Valentine <a href="mailto:Valentik@lssc.edu">Valentik@lssc.edu</a> 536-2282</td>
</tr>
<tr>
<td></td>
<td>SU - Kelly Hickmon <a href="mailto:HickmonK@lssc.edu">HickmonK@lssc.edu</a> 568-0001 (ext. 1012)</td>
</tr>
<tr>
<td><strong>E-Mail Assistance for Faculty</strong></td>
<td><a href="mailto:HelpDesk@LSSC.edu">HelpDesk@LSSC.edu</a> 365-3505</td>
</tr>
<tr>
<td><strong>E-Mail Assistance for Students</strong></td>
<td><a href="mailto:HelpDesk@LSSC.edu">HelpDesk@LSSC.edu</a> 365-3505</td>
</tr>
<tr>
<td><strong>Lakehawk Mail</strong></td>
<td></td>
</tr>
<tr>
<td><strong>eLumen Assistance</strong></td>
<td>Phillip Suttkus <a href="mailto:suttkusp@lssc.edu">suttkusp@lssc.edu</a> 435-6357</td>
</tr>
<tr>
<td><strong>Emergencies</strong></td>
<td>Dial 9-911 from campus (911 from other phone), then call campus Security Office</td>
</tr>
<tr>
<td><strong>Facilities, Air Control, Other Urgent maintenance And facilities concerns</strong></td>
<td>Call Security from your campus (They will contact the appropriate staff.)</td>
</tr>
<tr>
<td><strong>Financial Assistance</strong> for College &amp; Child Care (including grants, scholarships, loans, work study)</td>
<td>Office of Financial Assistance, SS Bldg. 365-3512</td>
</tr>
<tr>
<td></td>
<td>Office of Financial Assistance, Bldg. 2 536-2157</td>
</tr>
<tr>
<td><strong>Forms</strong></td>
<td>Front Desk</td>
</tr>
<tr>
<td><strong>Grades</strong> (posting &amp; entering)</td>
<td>Admissions &amp; Records Office – Alba Rodriguez <a href="mailto:Rodrigua@lssc.edu">Rodrigua@lssc.edu</a> 323-3577</td>
</tr>
<tr>
<td><strong>Initial Attendance Verification</strong></td>
<td>Admissions &amp; Records Office – Alba Rodriguez <a href="mailto:Rodrigua@lssc.edu">Rodrigua@lssc.edu</a> 323-3577</td>
</tr>
</tbody>
</table>

For additional faculty, staff, and departmental directory information, see www.LSSC.edu/directory and the 2016-2017 LSSC Catalog and Student Handbook.
### QUICK REFERENCE FOR FACULTY

All phone numbers are area code 352

<table>
<thead>
<tr>
<th>Help for ……</th>
<th>Contact…..</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Keys</strong> – Office (if applicable)</td>
<td>Leesburg Campus: Department Chair/Program Manager</td>
</tr>
<tr>
<td>Learning Center</td>
<td>Wendy Houdek-Erskine, Interim Director 435-5019 <a href="mailto:houdekew@lssc.edu">houdekew@lssc.edu</a></td>
</tr>
<tr>
<td>Learning or Other Disabilities</td>
<td>Raelynn Poole, Asst. Director, Office for Students with Disabilities <a href="mailto:PooleR@lssc.edu">PooleR@lssc.edu</a> (OSD) 365-3589</td>
</tr>
<tr>
<td>Library Card</td>
<td>Library on any campus</td>
</tr>
<tr>
<td>Library – Class tours, library and research instruction, course guides</td>
<td>Reference Librarians 365-3563 Reference Librarians 536-2148 Reference Librarians 568-3074</td>
</tr>
<tr>
<td>LOIS – (Instructors - rosters &amp; posting grades) (Students - add/drop courses, get final grades)</td>
<td>Instructors: Help Desk <a href="mailto:HelpDesk@LSSC.edu">HelpDesk@LSSC.edu</a> 365-3505 Students: Admissions office on each campus</td>
</tr>
<tr>
<td>Lost and Found</td>
<td>Reception Desk – Student Services Bldg Front Desk Front Desk</td>
</tr>
<tr>
<td>Mail</td>
<td>Mailroom Building 1 and Building 2, first floor Front Desk</td>
</tr>
<tr>
<td>Make-up Testing</td>
<td>Learning Center Learning Center Library</td>
</tr>
<tr>
<td>Parking Decals</td>
<td>Full-time - HR Full-Time - HR Full-Time - HR Adjunct - HR or Security Adjunct - Security Adjunct - Front Desk</td>
</tr>
<tr>
<td>Parking Issues</td>
<td>Security on your campus</td>
</tr>
<tr>
<td>PC Support</td>
<td>Help Desk <a href="mailto:HelpDesk@LSSC.edu">HelpDesk@LSSC.edu</a> 365-3505</td>
</tr>
<tr>
<td>Personal issues for students impacting academic work</td>
<td>Student Development Geneva Jones 435-6309</td>
</tr>
<tr>
<td>Reserving Rooms and Labs</td>
<td></td>
</tr>
<tr>
<td>Board/Conference Rooms</td>
<td>Linda Peshek 365-3524 Karen Meade 365-6322 Mary Lunsford 536-2185 Becky Fudge 568-0001 ext. 1011</td>
</tr>
<tr>
<td>Classrooms &amp; Computer Labs - all campuses</td>
<td>Donna Glover <a href="mailto:GloverD@lssc.edu">GloverD@lssc.edu</a> 536-2119</td>
</tr>
<tr>
<td>Library Computer Labs</td>
<td>365-3563 536-2148 568-3074</td>
</tr>
<tr>
<td>Magnolia Room - Leesburg</td>
<td>Kathy Ingold (LSSC Foundation) 365-3518</td>
</tr>
<tr>
<td>Security (program into your cell phone)</td>
<td>352-365-3544 352-516-5074 352-303-7296</td>
</tr>
<tr>
<td>Student Learning Outcomes &amp; Rubrics</td>
<td>Phillip Suttkus <a href="mailto:Suttkusp@lssc.edu">Suttkusp@lssc.edu</a> 435-6957</td>
</tr>
<tr>
<td>Supplies – Instructional &amp; Office</td>
<td>Julia Rogers 365-3595 Erin North 536-2240 Becky Fudge 568-0001 x1011</td>
</tr>
<tr>
<td>Syllabi – E-mail copy to:</td>
<td>Julia Rogers <a href="mailto:RogersJ@LSSC.edu">RogersJ@LSSC.edu</a> 365-3595 <strong>and</strong> your Dept. Chair</td>
</tr>
<tr>
<td>Textbooks for Faculty Use</td>
<td>Julia Rogers <a href="mailto:RogersJ@LSSC.edu">RogersJ@LSSC.edu</a> 365-3595</td>
</tr>
<tr>
<td>Textbooks For Student Use</td>
<td>Bookstore; Lending Library in Learning Center Bookstore; Lending Library in Learning Center Bookstore; LE or SL Lending Library in Learning Centers</td>
</tr>
<tr>
<td>Tutoring &amp; Study Skills Assistance (FREE)</td>
<td>Learning Center, Center for Teaching &amp; Learning Learning Center, Bldg. 1 Library</td>
</tr>
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