

## Section II

### General Instructional Information



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## SECTION III GENERAL INSTRUCTIONAL INFORMATION

### A. *COURSE OUTLINES*

A course outline for each course is available through instructional supervisors or on the college website at **www.yc.edu**. This outline includes:

- ..the catalog description of the course
- ..learning outcomes to be achieved
- ..content to be covered

The purpose of the outline is to assure that all sections of the course, regardless of where, when, or by whom they are taught, will achieve the same outcomes. Therefore, the outline is binding. Faculty may not deviate from the outline by failing to pursue defined learning outcomes or to cover the designated content.

Faculty do have discretion for such matters as:

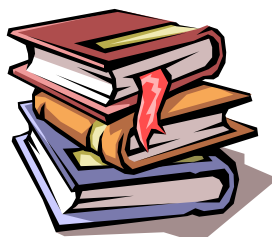
- ..method of instruction
- ..supplemental materials, readings, projects
- ..activities designed to achieve learning outcomes
- ..learning outcomes in addition to those defined
- ..grading standards - evaluation system
- ..calendar of activities
- ..allocation of time to various course topics
- ..homework assignments
- ..classroom assessment strategies

provided that this discretion is exercised in such a way that standards of learning and quality of instruction are not compromised. Faculty must inform students of information about the course by providing, on the first class day, a written course syllabus.

If an adjunct instructor wants to propose a change in a course outline, including a change relating to textbooks or required instructional materials, the instructor should contact his/her supervisor to initiate the changes. Procedures for changing outlines and required textbooks are found in the Curriculum Policy and Procedure Manual available through your instructional supervisor or the District Office of Curriculum (located on the Prescott Campus.)

Course Outlines Website Link: [Course Outlines](#).

## **B. TEXTBOOKS**



Texts are selected by the instructor with approval from the Division Dean. Faculty will be advised of the method of student-text procurement at their orientation meeting. Each part-time instructor will be supplied with a desk copy of the adopted text at no cost. If an instructor doesn't have a desk copy, one may be obtained from one of the following offices:

### **PRESCOTT CAMPUS**

Division Office  
1100 E. Sheldon St.  
Prescott, AZ 86301  
Phone (928) 445-7300

### **VERDE VALLEY CAMPUS & SEDONA CENTER FOR ARTS & TECHNOLOGY**

Teresa Schwickerath, Liberal Arts  
& Social Sciences Division  
Division Office – VC.E-103  
601 Black Hills Dr.  
Clarkdale, AZ 86324  
Phone: (928) 634-6575

Alice Burroughs, Science  
& Professional Studies Division  
Division Office – VC.G-127  
601 Black Hills Dr.  
Clarkdale, AZ 86324  
Phone: (928) 634-6589

#### **Sedona:**

Melissa Kramer  
4215 Arts Village Drive  
Sedona, AZ 86336  
Phone: (928) 649-4276

### **CHINO VALLEY AGRIBUSINESS & SCIENCE TECHNOLOGY CENTER**

Suzie Check, Program Office Manager  
2275 Old Home Manor Way  
Chino Valley, AZ 86323  
Phone: (928) 717-7760

### **PRESCOTT VALLEY CENTER**

Eileen Russell, Operations Manager  
6955 Panther Path  
Prescott Valley, AZ 86314  
Phone: (928) 717-7925

If the class is canceled for any reason, the desk copy is returned to the appropriate college office or supervisor. If the class makes, the text becomes the personal property of the instructor.

**C. CLASS TIME**

A semester at Yavapai College is made up of approximately 16 weeks of instruction. Courses offered through Yavapai College are based on either required instructional time specified as lecture or lab activities, or competency mastery, as is the case in open entry/open exit courses.

Instructors must hold classes as scheduled – including online class schedule - unless otherwise approved by the supervising instructional administrators.

The official college calendar schedules the required number of meetings per semester.

**D. HOLIDAYS**

Holiday dates for Yavapai College are listed in the [academic calendar](#) and [Schedule of Classes](#) for each location. Normally, short term, weekend and evening classes meet any day that day classes meet. Your instructional supervisor must approve any deviation from the holiday schedule. Please note that Yavapai College may not observe some holidays that other school districts and business do.



**E. CLASS BREAKS**

Yavapai College authorizes instructors to permit a 10-minute break when a class extends beyond 85 minutes and for each 85-minute period thereafter. Instructors may choose to forego a "scheduled" break, and take breaks as best fits the class situation. Faculty are encouraged to ensure that some scheduled breaks occur in all classes that extend beyond the normal college hour. Minutes for break time are scheduled as part of the required number of minutes for the class.

BREAK TIME TABLE			
<u>HOURS</u>	<u>MINUTES</u>	<u>BREAK ALLOWED</u>	
1	55	0	
1 1/2	85	0	
2	110	10	
2 1/2	140	20	
3	165	20	
3 1/2	195	30	
4	220	30	
4 1/2	250	40	
5	275	40	

## **F. INSTRUCTOR ABSENCES**



Unless classes have been officially dismissed by administrative authority, the instructor is responsible for meeting all classes as scheduled. In the event that illness or personal emergency requires an instructor to be absent, the instructor will notify the Division Dean immediately. Special arrangements will be made to cover the class, including the use of qualified substitutes, as deemed necessary by the Division Dean. Adjunct Faculty are not compensated during the course of an absence. The Chief Academic Officer or designee establishes the criteria and procedures for hiring, credentialing, and compensating substitute faculty.

Some Divisions maintain substitute lists of adjunct faculty to assist you. Please check with your Division Office. [HR Link for Instructor Absences](#).

## **G. FIELD TRIPS**

Subject-related field trips can be a valuable aid to instruction. Meeting course objectives, as well as student safety, is a primary concern in these instances. Field trips are subject to budget limitations and must be authorized by the appropriate dean or Chief Academic Officer. Yavapai College accident insurance applies only when field trips have been pre-approved by the responsible supervisor. A Travel Request Form must be completed and approved before field trips may be taken. It is the responsibility of the faculty member to obtain a Field Trip/Event Consent Form from each participating student.



Field trips are normally funded only in classes in which the course outline requires them. Instructor and student drivers are covered by their own insurance coverage when driving privately owned vehicles. Students and instructors driving college-owned vehicles must be licensed Arizona drivers. Student drivers must be authorized and accompanied by an instructor or member of the college staff. **Please Note: NO alcoholic beverages are allowed from the beginning to the end of the field trip.**

Please refer to the information and forms listed below:

[Guidelines for College-Sponsored Off-Campus Field Trip/Events](#)

[Field Trip Consent Form](#)

**H. GUEST LECTURERS OR SPEAKERS**

It is college practice to draw upon community resources in the form of guest speakers when appropriate. Instructors should select guest speakers on the basis of expertise in topics directly related to course content. Normally, the college does not pay guest speakers for their visit to class. Prior approval for payment of a guest speaker by the instructional supervisor and appropriate dean is required.



**[Guest Lecturer Guidelines](#)**

**I. INSTRUCTOR EVALUATION AND ASSISTANCE**

In order to maintain the highest quality in teaching and learning, improve teaching effectiveness, and acquire information for future employment decisions, adjunct faculty are evaluated. New adjunct faculty will be evaluated during the first two consecutive semesters of their teaching assignment, and periodically thereafter.

Evaluations include class observations by the instructional supervisor or a designated evaluator, and through student evaluations. Faculty will have an opportunity to discuss the evaluation results. Please see your Division Dean for the updated student and instructor evaluation forms.

**J. PURCHASES**

You do not have authority to purchase materials for college classes. Purchases require prior approval of the instructional supervisor, including (as applicable) Division Dean, Program Director and/or the Dean of Instruction. The college may decline to reimburse faculty for any purchase made without prior approval.

**K. TRANSPORTATION REIMBURSEMENT PROCEDURES**

The college attempts to assign adjunct faculty members to teach in locations close to their homes to minimize the need for extensive travel. The college does not normally provide vehicles for use or reimbursement for mileage for a "normal commuting" distance. "Normal commuting" distance is defined as 30 miles one way, or 60 miles round trip, to teach a class. When an instructor must travel more than 60 miles (round trip) in order to teach a class, the instructor will be reimbursed for mileage in excess of 60 miles based on a rate-per-mile basis. The current college rate will be used. Mileage will be computed from the college's mileage chart. All requests for transportation or reimbursement are subject to approval or disapproval by the appropriate dean in writing before the travel occurs. Travel reimbursement must be approved by appropriate Division Dean prior to travel.

## **Appeals Procedures - Mileage Reimbursement**

In certain situations, the mileage reimbursement regulations for adjunct faculty may be appealed and mileage reimbursement may be paid.

In all appeals of mileage reimbursement regulations for adjunct faculty members, the appeal must be in writing with proper documentation, and submitted at the beginning of the semester in which the adjunct faculty member is assigned to teach.

Appeals shall be submitted to the adjunct faculty member's supervisor, and forwarded to the Dean of Instruction (Prescott Campus and Verde Valley Campus. The decision of the Division Dean or Program Director will be final).

### **L. PUBLICITY**

The college provides a news service that prepares all news releases for the media. Instructors may not contact media directly to obtain publicity for college activities or courses. Instructors should contact the Communications Managers for help with publicity.



For the Tri-City area, please call Karlyn Haas at 776-2288.  
For the Verde Valley Campus, Sedona, and Camp Verde locations  
call Paula Blankenship at 634-6503.

### **Printed Matter**

All printed matter for external use, which bears the name and/or logo of Yavapai College, shall be directed through the Office of Public Information for design approval and authorization to use the college name and/or logo. College staff should consult with the Communications Manager or the Director of the Office of Public Information as part of the design development process. The Chief Academic Officer will be responsible for content of the college catalog. Brochures, newsletters, advertisements and other items designed to influence public attitudes toward the college through off-campus display are the responsibility of the Director of the Office of Public Information. Simple flyers/posters for individual classes or events should be created on the flyer template found on the shared drive or pick up a blank template from your division assistant.

### **News Releases**

The Communications Managers are responsible for coordinating the release of college news stories. All news releases will be cleared through contacting the appropriate Communications Manager. Certain stories may receive more advantageous coverage if written by a feature writer of the newspaper as opposed to the coverage of an internally prepared news release. Instructors who want to obtain a feature story may do so by contacting the Communications Manager who will then contact the feature writer of the local newspaper.

***M. CHANGE OF CLASS LOCATION***

All classes are to meet in the assigned room/building. Changes in class meeting locations are not to be made without prior approval of the Division Dean or instructional administrator. If location changes are approved, advance notice to students in the class is required.

***N. MAIL – PRESCOTT/PRESCOTT VALLEY/CHINO VALLEY/VERDE VALLEY CAMPUS***

Prescott/Prescott Valley and Chino Valley instructors will have a mailbox at their respective area and are expected to check them regularly. Instructors who teach on the Verde Valley Campus have mailboxes in the Administration building.

**MAIL – EXTENDED SITES or CENTERS**

Extension Site or Center instructors and/or instructors teaching "off-campus" only will have mail sent to their home address.

***O. CHANGE OF ADDRESS***

It is essential that the college have a correct mailing address for each adjunct faculty member. In the event a faculty member's address changes, the instructional supervisor and the Office of Instruction must be notified.

***P. KEYS***

If it is necessary for an instructor to have a key to a classroom, lab or storage area, a key request should be submitted and approved by the appropriate Instructional supervisor or Supervising Dean.

All keys must be returned to the appropriate Division office at the end of each semester. Keys are not usually issued to adjunct faculty for rooms in local public school facilities. If your assigned classroom is locked, instructors should contact the Campus Safety Office on that particular campus.



## ***Q. PHOTO IDS***



The college issues photo ID cards to all Adjunct and full time Faculty. Adjunct Faculty members are authorized via the faculty/staff Blackboard ID Card Data Input Form confirming employment each semester.

For current or new Adjunct Faculty, please see your Division Office for an authorization form. Once authorized by your division, take the Blackboard ID Card Data Input Form to one of the ID printing locations. The pink copy will be returned to you. Please stop by Building 6 on the Prescott Campus or H-100 on the Verde Campus during their hours of operation to get your card. If this is your first card, please bring another form of picture identification with you.

[Click here](#) to access the HR Website and HR ID Form (MS Word):

## ***R. PRINTING SERVICES***

Printing Services is our in-house copy center. The e-mail address for Printing Services is [printing.services@yc.edu](mailto:printing.services@yc.edu); using any other e-mail to contact this department may delay services. Please review Yavapai College's copyright policy before submitting copy requests.

The Prescott Campus has the capability for reproducing large quantities of material. The Verde Valley Campus can duplicate small numbers of copies for tests, transparencies, handouts, and other instructional aids.

Instructors teaching at extension locations should contact their coordinator concerning duplication services provided through the district or extension services. In some instances, reimbursement for purchases through private resources may be approved. Large quantities of copies will be completed by the District Printing Services Department in Prescott. Guidelines are as follows:

1. Instructors must place all duplicating requests in writing, indicating when the material is needed, the number of copies desired and the type of duplicating process required. Jobs submitted without proper forms may be delayed or returned.
2. Instructors' requests will be handled on a "first-come-first-serve" basis. Requests should be placed far enough in advance to provide for completion of the work -- two days for the Prescott campus and three days for outlying campuses.
3. Requests can be emailed to [printing\\_services@yc.edu](mailto:printing_services@yc.edu). The preferred file type is PDF. If electronic versions are not available, hard copies can be sent via courier (from outlying campuses) or hand-delivered to Printing Services on the Prescott Campus.

## S. **COPYRIGHT POLICY**

It is the policy of Yavapai College to respect the rights of copyright owners and to follow the Copyright Act, 17 U.S.C. § 101 *et seq.*

The Yavapai College Copyright Guidelines presents the College's position regarding use of copyrighted works. Copyright law is complex and still unsettled on many issues, especially in the educational arena. The Guidelines should keep you within the law, but there are no guarantees. Every person who uses College resources shall abide by these Guidelines. Failure to follow the Guidelines may create individual liability for copyright infringement. The College will only defend or indemnify Yavapai College employees who follow the Guidelines when using copyrighted works. Contact your Division Dean for Copyright Guidelines.

Questions? Visit the Yavapai College "Employee Toolkit" copyright link shown here for the latest information. You can view in a document or PDF format.

<http://www.yc.edu/toolkit.nsf> - click on the "Table of Contents" then click "Copyright Resources".



## T. **LIBRARY**

### **How to Reach Us**

[Library Website](#)

<http://www.yc.edu/content/libraryservices/default.htm>

Library Email for Reference: [library@yc.edu](mailto:library@yc.edu)

Toll Free Phone: (800) 922-6787

### **Prescott Campus**

Reference Phone: (928) 776-2261

Circulation Phone: (928) 776-2260

Inter-Library Loan Phone: (928) 776-2059

### **Verde Campus**

Reference Phone: (928) 634-6540

Circulation Phone: (928) 634-6541

Inter-Library Loan Phone: (928) 634-6540

### **Library Tours and Class-specific Library Instruction:**

Arrange a tour for yourself and/or your class anytime during the Library's open hours, including evenings and week-ends. These include an introduction to the Library Catalog, computer databases, books, journals, and audio/video resources.

Class-specific library instruction, which will emphasize resources (print and computer) most valuable to your class are also offered. In Prescott, send an email to [library@yc.edu](mailto:library@yc.edu) or phone Chris Abbate (776-2262) to request your tour.

On the Verde Campus, phone Sherri Kinney (634-6541). For faculty at other centers/extension sites, please contact the library nearest you. Please try to schedule as far in advance as possible to ensure a time slot that fits your needs. It's best to give a week's notice.

### **Reserves:**

You can place class materials (books, audio, video, journal articles) on the "Reserve" shelf in the Library. This allows your students equal access to popular materials needed by your class. Reserve materials are used in the Library only, except at the end of the day, when they can be checked out overnight only (optional if materials are faculty owned). Contact the Circulation Desk for instructions. Please allow 2-3 days for the materials to be on the Reserve shelf, once you have provided them to us.

### **Reference:**

We provide research help, resource suggestions, and answer reference questions. We can also provide literature searches for faculty. Contact us via email or phone.

### **Circulation and Check-Out:**

All faculty may check-out materials from the Library and have faculty privileges. You can place holds in person, or via any computer.

### **Inter-Library Loans:**

If you need materials that we don't have at Yavapai College, we can borrow them for you through the Yavapai Library Network, or via our access to a consortia of over 39,500 libraries. Email your request to [library@yc.edu](mailto:library@yc.edu) or phone numbers listed on the previous page. Please plan ahead – the more time you allow, the better we can assist you!

### **We Need Your Recommendations!**

Please don't hesitate to recommend books, videos, CD's, or databases for the Library – we want to support your curriculum needs! Send us an email, or a "white recommendation card."

## ***U. COMPUTER COMMONS LAB***

The Computer Commons Lab is an open instructional support lab for students needing computer assistance at Yavapai College.

Knowledgeable faculty and personnel provide support to students enrolled in a myriad of computer software courses as well as computer assisted courses. Our services are available to all students, faculty and personnel who need to use the computing systems for academic purposes.



Skilled lab personnel collaborate with faculty and students assisting with coursework projects and providing first level assistance in resolving computer application problems.

The newly designed lab provides breathtaking panoramic views of Prescott and is nestled on the 2<sup>nd</sup> floor of the Library/Computer Commons Building 19. Light, space and friendly assistance make the environment a haven conducive to learning. In addition, lab personnel provide students involved in on-line learning assistance and guided direction in navigating through the on-line environment.

### **Locations**

**Building 19, Room 203; 2<sup>nd</sup> Floor,  
Prescott Campus**

**Verde Computer Lab  
"G" Building, Room 123  
Verde Campus**

### **How to Reach Us**

**Phone-in ~ 928-776-2158**

**Phone: 928-634-6568**

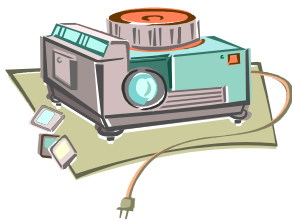
**Note:** student computers are also available in the Learning Centers, and public computers are available in both Prescott and Verde Campus Libraries.

### **Resources**

Our computer stations are equipped with the latest software and are used for webpage creation, graphic design, on-line instruction, programming, database management, word processing, spreadsheets, Internet research and other applications.

The Computer Labs is equipped with Dell PC stations, Apple stations and scanners with photo editing and OCR capabilities. Sedona Center has both PC, Apple and Dual-boot computers.

## ***V. AUDIO VISUAL***



Adjunct faculty arrange for the use of equipment through the ITS Help Desk (776-2168), at least 48 hours in advance for regular equipment and a week for computer equipment. Instructors at extension locations may arrange for use of equipment through the Administrative Office at that site location or through the local coordinator at least one week in advance. Equipment will only be loaned out to Yavapai College faculty and staff. Yavapai College does not loan equipment out to Non-Yavapai College persons or groups for off campus events.

**W. EMERGENCIES**



It is expected that instructors will react to emergency situations in a professional manner which demonstrates primary concern for the safety of people and facilities. In the event of an accident involving personal injury or property damage contact the Campus Safety Department by dialing "311" from any campus phone, or Campus Safety (Prescott 776-2185; Verde 634-6599) immediately if you are on a cell phone or off-campus. If an emergency occurs dial "911". Instructors have no right, power or authority to bind Yavapai College on issues of liability nor comment upon the extent of liability on behalf of Yavapai College.

**X. INCLEMENT WEATHER POLICY**



In the event of extreme inclement weather or other similar conditions which put students or faculty in danger by attending the class, the administration may cancel classes. No instructor has authority to cancel a class meeting for inclement weather or other similar conditions.

When inclement weather threatens the normal class schedule, listen to local radio stations regarding changes in the normal class schedule. Late starts or campus closures also will be posted on a flashing banner at the top of the YC Home Page at [www.yc.edu](http://www.yc.edu). As appropriate, these notices will be revised for the Verde Valley Campus and/or Extension locations.

By 5:30 a.m., the decision will be made to either cancel classes which begin prior to 10:30 a.m. **OR** cancel all classes for the day (including night classes). Starting at 5:30 a.m., Campus Safety will begin faxing closure notices to the following radio stations:

<b>KNAU</b>	<b>91.7 FM</b>	<b>KZGL</b>	<b>95.9 FM</b>
<b>KOLT</b>	<b>107.5 FM</b>	<b>KMGN</b>	<b>93.9 FM</b>
<b>KAFF</b>	<b>930 AM</b>	<b>KQST</b>	<b>102.9 FM</b>
<b>KKLD</b>	<b>98.3 FM</b>	<b>KVRD</b>	<b>105.7 FM</b>
<b>KYCA</b>	<b>1490 AM</b>	<b>KAHM</b>	<b>102.1 FM</b>

**Please DO NOT CALL Campus Safety!**

Visit our website at [www.yc.edu](http://www.yc.edu) for the latest information.