



# Faculty Handbook

## 2022-2023

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## **INTRODUCTION**

Bay Mills Community College (BMCC) is located on the southeastern shore of Lake Superior, within the Bay Mills Indian Community (BMIC) in Michigan's Upper Peninsula, approximately 17 miles west of Sault Ste. Marie. As Michigan's first fully accredited, Tribally Controlled College, BMCC meets the educational needs of a wide variety of students, from its Main Campus, West Campus, off-campus sites, and online courses. Control is vested in the Board of Regents, which elects the officers of the Board and establishes overall institutional policy. BMCC is one of three Tribally Controlled Colleges in the State of Michigan, and the only community college in Michigan's Eastern Upper Peninsula; it is committed to providing affordable, culturally relevant, accessible, and high quality educational opportunities to Tribal communities and their neighbors. BMCC is also committed to providing leadership in the areas of economic and community development for the Bay Mills Indian Community and the Eastern Upper Peninsula (EUP). As a 1994 Land Grant Institution, BMCC works closely with land grant partners to provide service and expertise to the Bay Mills Indian Community and the surrounding region.

### **Accreditation**

Bay Mills Community College is accredited by the Higher Learning Commission. The Higher Learning Commission (HLC) is an independent corporation that was founded in 1895 as one of six regional institutional accreditors in the United States. HLC accredits degree-granting post-secondary educational institutions in the North Central region.

In 2018, BMCC's accreditation was reviewed and extended in a recommendation for an additional 10 years. For more information regarding accreditation, visit [www.hlcommission.org](http://www.hlcommission.org).

### **Affiliations**

The American Association of Community Colleges (AACC)

The American Council on Education (ACE)

The American Indian Higher Education Consortium (AIHEC)

The Association of Public & Land Grant Universities (APLU)

The Michigan Association of Collegiate Registrars and Admissions Officers (MACRAO)

The Michigan Community College Association (MCCA)

The National Council for State Authorization Reciprocity Agreements (NC-SARA)

The Online Learning Commission (OLC)

### **Mission Statement**

*As a tribally controlled community college and land grant institution, the mission of Bay Mills Community College is to provide quality educational opportunities, promote research, and facilitate individual development in an accessible, community-based, and culturally diverse environment that supports and maintains the Anishinaabek culture and language.*

In carrying out our mission, the BMCC Board of Regents stresses a positive, student-centered atmosphere, which promotes preservation of the customs and beliefs of Native Americans. The curriculum is designed to integrate traditional Native American values with higher education as a way of preparing students to assume responsible roles in their respective communities.

The objectives of the College are:

- Provide the Native American communities of Michigan with educated and trained human resources.
- Provide educational opportunities, including academic, research, vocational, basic skill building, cultural and in-service programs leading to appropriate certificates, degrees, and diplomas.
- Foster a spirit of pride in Native American language, culture and history through participation in course work and cultural activities.
- Provide a qualified, dedicated, student-centered staff and faculty.
- Help students attain the necessary skills and self-esteem which will facilitate personal and career fulfillment.
- Prepare and encourage all students to pursue advanced degrees.
- Provide continuing and community education.

### **Vision Statement**

With learning as its central mission, BMCC prepares students to become productive, self-confident, and responsible members of an increasingly diverse workforce by providing them with academic, technical, work and life skills needed for successful transfer into baccalaureate programs or directly into the workforce. By establishing itself as an effective partner, alongside other academic institutions, private and public sector employers, and neighboring communities, BMCC will ensure its long-term viability and positive impact on the Upper Great Lakes region. BMCC will work to ensure the viability and sustainability of the language, culture, and way of life of the Anishinaabe people while promoting and emphasizing life-long learning for all students.

### **RECRUITMENT, SELECTION, AND APPOINTMENT**

All college employees follow the Bay Mills Community College Personnel Policies as outlined in that policy manual; therefore, those particular policies will not be addressed in the Faculty Handbook. The BMCC Personnel Policies can be found at the college's website.

It shall be the policy of BMCC to recruit and select the most qualified individuals to instruct courses, selection is subject to Native American preference. Recruitment and selection will be conducted to provide open competition (fairness) and equal employment opportunity. As a condition of employment, all faculty are required to have on file with the Human Resources Office the following:

- Resume
- I-9 Employment Eligibility form with copies of identification
- W-4 Federal Employee Tax Withdrawal form
- W-4 State Employee Tax Withdrawal form
- Official transcripts
- Pertinent certifications
- Proof of Membership in a Federally Recognized Tribe, if claiming preference

### **Equal Employment Opportunity**

Bay Mills Community College is an equal opportunity college. Discrimination on the basis of religion, race, color, national origin, age, sex, marital status, sexual orientation, disability, or any other category protected by the law is prohibited.

## Employment Appeals

Any faculty member who feels he or she has been the subject of discrimination in violation of a rule may appeal in accordance with the BMCC dispute resolution procedure (policy 300.904). If an applicant for employment feels discriminated against in the application or selection process because of color, race, national origin, political or religious affiliation, age, physical disability, sex or sexual preference (except where age or physical ability constitutes an occupational qualification), he or she may appeal in writing to the President and Board of Regents in accordance with the BMCC grievance procedure.

## Compensation for Adjunct Faculty

The compensation for adjunct faculty is based credits taught per semester. The adjunct pay schedule will follow the normal BMCC pay schedule, which is bi-weekly. Adjuncts are typically paid eight times per semester, with the first pay administered after the start of the semester.

| 100-200 Level Courses<br>On-Campus \ On-Line Adjunct Pay Rate |                       |               |                  |
|---|-----------------------|---------------|------------------|
| Course Credit   | Up to Master's Degree |               | Doctorate Degree |
|   | 100-200 level         | 300-400 level |                  |
| 1 credit course   | \$625                 | \$725         | \$775            |
| 2 credit course   | \$1,250               | \$1,450       | \$1,550          |
| 3 credit course   | \$1,875               | \$2,175       | \$2,325          |
| 4 credit course   | \$2,500               | \$2,900       | \$3,100          |

Doctorate: includes J.D.; Ph.D; Ed.D; Pharm.D.

## Definition of Positions

*Full-time Faculty* are instructional personnel who teach a minimum of thirty (30) credit hours per year, are employed under an annual faculty contract, and are compensated in accordance with the Faculty Salary Scale.

*Adjunct Faculty* are qualified professionals who are considered part time, exempt employees of Bay Mills Community College and are contracted to teach on a single semester basis. Adjunct faculty shall be limited to 8 credits taught per semester (3 semesters per year). Adjunct teaching positions are not considered permanent in any manner, and there is no implication that an adjunct faculty member will be offered a contract for future semesters.

*Department Chairperson* responsibilities include, but are not limited to, the following: assist with hiring new instructors; coordinate teaching assignments; supervise teaching within the department; oversee curriculum and program development; determine textbook usage; plan and manage course and program assessment within the department; submit required reports for the department and conduct and attend necessary meetings; recruit and advise students within the department; and assist with articulation activities for the department.

## Faculty Evaluation for Academic Quality

Full-time and adjunct faculty members are evaluated on a regular basis. Each new faculty member shall serve a one-year probationary period. This period is for the purpose of training, observing, and evaluating the new faculty member's work and conduct to determine fitness for the position. During this period, the appropriate department chairperson or supervisor will observe the faculty member and discuss performance expectations and standards. Prior to the end of the academic year, the department chairperson or supervisor completing the performance evaluation will discuss the review with the faculty

member. Probationary faculty must have a satisfactory performance at the end of the probationary period before becoming a regular status faculty member. If the faculty member's performance or conduct is unsatisfactory, the department chairperson or supervisor that conducted the review will furnish reasons if the recommendation is for termination of the faculty member. Final determination will be made by the Vice President of Academic Affairs with the approval of the President.

Additionally, full time faculty will be evaluated under BMCC's performance management policy, which will be geared more toward overall performance as an employee of the organization. This will include a self assessment, a supervisory assessment, and a peer assessment.

## **Faculty Qualifications**

Bay Mills Community College shall recruit and hire faculty based on the qualifications of the individuals. In order to teach at BMCC, faculty must meet minimum qualifications for the specific subject, based on the individual's major and minor concentrations of study and professional experience and expertise.

## **Orientation of New Faculty**

The Department of Academic Affairs Staff and the Human Resource Director shall provide each new faculty member with an orientation including the following:

- Introduction to BMCC staff and faculty, and tour of college facilities.
- Explanation of duties and responsibilities.
- Familiarization with Department of Academics forms, travel reimbursement, purchase order procedures, and other internal processes.
- New faculty members are required to complete the BMCC Teach the Teacher training course and participate in training on Moodle, Empower, and Starfish. Online faculty will have training made available virtually but are also invited to attend on campus orientation if possible.
- The HR Onboarding process, which includes payroll practices and login credentials, benefit orientation (when applicable) and completion of all necessary forms and documents including a copy of the contract or position description, the BMCC Personnel Policies, the Faculty Handbook, and the Student Handbook.

## **INSTRUCTOR DUTIES AND RESPONSIBILITIES**

On campus faculty are required to be in attendance for the scheduled class meeting times except when on approved leave. Each class hour consists of fifty (50) minutes of scheduled lecture or lab. Class hours shall be consistent with the established fifteen (15) week semester.

Online faculty are required to be in attendance for the established fifteen (15) week semester by displaying **good standing Instructor Presence**. Inform students and college administrative staff in advance of any planned absence if you must be out of contact longer than four (4) days.

All faculty are expected to:

- Regularly review and update course syllabi and outlines. The respective Department Chair must approve prior to implementation.
- Develop and distribute to students during the first week of class a course syllabus which contains information on required textbooks, course content, course objectives and outcomes, course evaluation, testing and grading procedures, guidelines for student success in the course, and standard Americans with Disabilities Act information. A copy of the college's Master Syllabus is included in the appendix of this handbook. The Master Syllabus must be used as the prescribed template for syllabi for all courses offered through the college.
- Serve as role models for students in punctuality, attendance, and ethical behavior.
- Plan class activities appropriate to the college mission, institutional goals, and objectives.
- Show sensitivity to ethnicity, race, and gender in classroom presentations and conduct.
- Be accessible to students by posting and maintaining conveniently scheduled office hours (on campus faculty) and other means of communication (online faculty).
- Provide a high level of educational guidance to all enrolled students, this includes emailing from the instructor's BMCC email account or messaging through the college's learning management system, MOODLE, and may also include one-on-one meetings in-person, through chat and video programs, and/or audio/phone calls.
- Assist students with subject area study problems.
- **Reply within 48 hours** to student emails or Moodle Messages.
- Provide students in each course with timely appraisals of their progress and with an opportunity to review all graded written work and tests. Input grades within **two (2) weeks of receipt** of students' work through the Moodle learning management system. If a student turns in work late and it is accepted, they may receive grades later than two weeks.
- Submit on time, **weekly attendance** reports through the Empower student management system. Attendance reports are due the following Monday by midnight.
- Participate in college activities and events and serve on college sanctioned committees.

Additionally, faculty instructing ONLINE courses are expected to:

- Document all course work in the Moodle Learning Management System.
- **Show good standing Instructor Presence.**  
Instructor presence means "being there" for your students. When faculty teach in person, the lectures are delivered by the faculty, they readily engage in class discussion, and can easily answer student questions before and after class, when teaching online, however, faculty must be intentional about their presence. It is imperative that instructors demonstrate their commitment to the course by establishing a regular online presence.



**To establish Instructor Presence, you must log in to the Moodle course page often and interact in the course, at least three (3) times per week, with no more than four (4) days of course inactivity.**

We recommend that you do one or more of the following:

- **Send a Weekly Moodle Message to your class through the participants' list or announcement forum.** Introduce the week and recap the previous week if needed. Remind students to ask questions.
- **Provide a live lecture or question session via Zoom**  
(Must be conducted from inside your Moodle course for tracking purposes)
  - Use the Zoom plug-in for Moodle or
  - Access your Zoom session from a meeting URL in your Moodle course
- **Facilitate weekly discussions by posting and replying.** You do not need to reply to each student but be intentional about keeping the conversation going and replying to different students each week.
- **Provide meaningful feedback** to each student at least once per week, whether it's a response to an assignment or discussion post. When you are providing feedback, remember to reference back to your work and educational experience. You are the content experts when it comes to your field of study! Here are some feedback tips:
  - **Be Specific**  
It is essential to supply learners with specific information about what they did right in the assignment and what they did wrong. Feedback like "Great Job" or "Need a little more" doesn't tell your students much about what they did great on or what specifics they need to elaborate on or improve on. Try to provide students with more information on what they did great, how it has impacted their grades, and what they need to elaborate more on to increase their scores. Be sure to remark on what they did differently on this assignment that they might not have done on past assignments.
  - **Acknowledge Students' Efforts**  
Positive feedback is crucial to reinforce students' efforts. Make sure you point out and praise their progress. It encourages students to work more and allows them to confirm their behaviors. Even if a student is yet to achieve a specific learning goal, their efforts are worthy of recognition.
  - **The Sooner the Better**  
Feedback is most effective when given immediately, rather than a few days, weeks, or months down the line. Especially if your assignments build on each other, quick feedback can help your student improve and grasp the materials faster and apply them to the next assignment.  
It may not always be possible to provide students with immediate feedback, and BMCC only has a rule of 2-weeks, but if it is something you can do, please try.
  - **Present Feedback Carefully**  
In online courses where a student cannot guess your tone, the way feedback is presented can impact how it is received, which means that sometimes even the most well-meaning feedback can come across the wrong way and reduce a learner's motivation. Fully explain the purpose of any monitoring and ensure that learners understand how the feedback is meant to help them.  
Moodle does have the option to provide feedback using voice and video (limited to 2

mins). These are options to make it a little more personalized and get your tone across how you intended. Please keep in mind accessibility (transcripts).

- **Ask Students' Opinion**

Create a problem-solving situation. If there is an issue that needs to be addressed, ask the students how they see it. Provide thought-provoking questions to increase their critical thinking skills.

Maybe create a non-graded assignment where the student would self-assess their current performance and suggest possible changes. It is important to know the point of view of your students to understand their needs better. Learn about them while letting them learn about their subject.

- *Snippets were taken from: <https://www.edutopia.org/blog/tips-providing-students-meaningful-feedback-marianne-stenger> and <https://www.heart.com/2021/09/15/constructive-feedback-for-students-meaningful-feedback/>*

## **Academic Freedom**

Faculty are entitled to academic freedom to select supplemental teaching materials and to choose the method of presentation as well as the manner of discussion for the subject matter in the classroom. Along with such freedom comes the responsibility to have classroom presentations related to learner objectives. Faculty should use discretion with nonessential issues in the classroom by drawing clear relations between the subject matter at hand and the educational goals (learner outcomes) outlined in the course syllabus.

Academic freedom cannot result in insult or be detrimental to the Bay Mills Indian Community and Anishinaabe community beliefs and culture. For questions pertaining to academic freedom see the Vice President of Academic Affairs.

## **Academic Advising (Full-time)**

In addition to the regular teaching load, full-time faculty shall be available to advise students as necessary regarding course and curriculum selection and concerns. Faculty members will advise students within the faculty member's curriculum on a semester-by-semester basis.

## **Assessment**

All BMCC faculty members must participate in ongoing assessment efforts. BMCC is committed to excellence in teaching and learning; it is equally committed to assessment as a means of ensuring effective student learning. Assessment is a continuous process of review and refinement at the course, program, and institutional level. Faculty and administration are engaged in on-going assessment activities that measure student learning based on specific goals and objectives in all courses and programs. Each faculty member is required to complete course level assessments and course level summary reports for each class taught. It is the responsibility of all faculty members to check with department chairpersons to determine assessment protocols and to obtain the most current assessment forms and rubrics. A blank course level assessment form is provided in this document in the forms section.

## **Committee Service (Full-time)**

Full-time faculty members are required to serve on at least one college sanctioned committee, in addition to the Curriculum Committee, and participate in the activities therein. The college's standing committees are as follows:

- Assessment and Accreditation Committee
- Culture Committee
- Curriculum Committee (all FT faculty and department chairs are automatic members)
- Enrollment Management Committee
- Faculty Professional Development Committee
- Marketing & Recruitment Committee
- Newsletter Committee
- Retention Committee
- Student Services Meetings (not necessarily a committee, but attendance counts)
- Wellness Committee

## **Documenting Student Attendance**

Attendance and class participation are part of developing a thorough understanding of the course material. BMCC policy states that a minimum of seventy percent (70%) attendance is required to receive a grade of C or better. Grades of incomplete will only be given under exceptional circumstances, and only if the student has completed 70% of course requirements with a passing grade. ON CAMPUS students are expected to attend scheduled class times, ON-LINE students must log on and complete weekly assignments to demonstrate attendance in online classes.

Individual instructors, with the approval of the department chairperson, may set a course's attendance policy higher to reflect the requirements of the individual course and discipline of study. This policy applies to all forms of class absence, including excused absences.

Faculty are to keep accurate records of student attendance. All faculty are required to enter attendance each week into Empower. In consideration of the Federal Financial Aid guidelines regarding monitoring student attendance, the college has restricted instructors' ability to change attendance after attendance has been entered and saved. Faculty will need to contact the Department of Academic Affairs staff if a mistake is made and needs to be corrected.

Faculty are required to submit attendance no later than Monday at midnight. Submitting attendance records each week is the responsibility of each instructor, if an instructor submits attendance records after the set deadline more than four times in one semester the contract to teach that course may be discontinued the following semester.

### **Defining Online Attendance:**

- Students must submit some form of work in order to be considered present for the week; communication alone is not considered attendance and only logging into a course is not enough to be considered present. The student must complete at least one assignment, quiz, or discussion post each week for proof of attendance. It is not a requirement by administration that ALL assignments are submitted for attendance, if the student completes at least one assignment, quiz, or discussion post work they may be considered present. The instructor has the option of raising this requirement with the approval of the Department Chair and the Director of Distance Learning, and provided it is clearly stated in the syllabus.
- Attendance and class participation may not be considered the same. If a student does not submit assigned work during the week, the student is not present for that week. A decision to accept and grade late work is the prerogative of the instructor, but this will not allow the

instructor to adjust attendance at a later time if the student was not actually present during the week in question.

- If a student is not submitting work because they are disconnected from Moodle due to non-payment the student is considered absent.
- Online faculty are required to submit attendance on time each of the fifteen weeks of the semester, weekends, holidays, and school breaks do not alter the online schedule.

### **Education Assistance for Cultural Awareness**

Bay Mills Community College waives the tuition and fees for all faculty (full-time and adjunct) who wish to improve their knowledge and understanding of the Native American culture. This benefit applies to all Native American and Native Language courses offered at the college. Full-time faculty are invited to visit the BMCC Personnel Policies for additional information regarding education assistance that may apply.

### **Faculty Absence**

In the event of UNPLANNED FACULTY ABSENCE (i.e. illness, emergency, transportation trouble, etc), all faculty members must contact and speak directly with a staff member in the Department of Academic Affairs office and the respective department chairperson, as well as log request in the Human Resource Information System (BambooHR). Faculty members are required to either provide work which can be disseminated to students or make up contact hours at a later date. In order to receive payment, adjunct faculty must make up contact hours at a later date.

Unplanned absences must also be reported to students using the student e-mail system and/or Moodle messaging system. All faculty members should e-mail or Moodle message students on a regular basis to ensure the system is reaching each student and also to encourage students to check their e-mail accounts and their Moodle message accounts.

In the event of a PLANNED FACULTY ABSENCE, faculty members must contact and speak directly with a staff member in the Department of Academic Affairs and their department chairperson prior to the planned absence, and complete a Faculty Approved Absence form, as well as log request in the Human Resource Information System (BambooHR). Faculty members are required to either provide work which can be disseminated to students or make up contact hours at a later date. In order to receive payment, adjunct faculty must make up contact hours at a later date.

### **Faculty Meetings (Full-time)**

Full-time faculty members are required to attend all BMCC faculty meetings, curriculum meetings, assessment meetings, and campus wide meetings as requested by Administration.

### **Faculty Schedule and Credit Load (Full-time)**

The full-time faculty annual schedule shall consist of the period of time from two weeks prior to the beginning of fall semester through one week after the completion of spring semester of the following calendar year. The dates established during that period, including the commencement and closing dates, shall be detailed each year in the Academic Calendar.

The academic week will normally be Monday through Friday, although, Saturday, Sunday, and evening classes may be scheduled. The faculty member shall have two consecutive days free of duties in each seven day period. Also, there shall be at least twelve (12) hours scheduled between the end of the last class of the day for any individual faculty and the beginning of his or her first class of the next day unless prior consent of the faculty member involved is obtained.

Full-time faculty members shall be on campus thirty (30) hours per week. The individual faculty member's weekly thirty (30) hour schedule will include teaching, office hours, and additional student contact hours, and shall be posted outside the faculty member's office and submitted to the office of the Vice President for Academic Affairs.

Full-time faculty members are required to have a teaching load of 30 credit hours over a two semester appointment. Any teaching load in excess of the 30 credit hour limit in an academic year, shall be compensated at the rate of thirty-five dollars (\$35.00) per class hour. Payment for any credit overload shall be made at the end of the academic year the overload service is rendered. No overload shall be scheduled for any faculty member without his or her consent.

### **Faculty Work Weeks: Registration, Orientation, and Graduation (Full-time)**

Faculty members will be on campus during regular work hours two weeks prior to the start of fall semester and one week prior to the start of spring semester to assist with student registration and advising, and to participate in student orientation as necessary. Faculty will be on campus during regular work hours one week after final exam week of spring semester and will attend the graduation exercises.

### **Grading Policies**

Faculty members shall maintain adequate student records and evaluate and report students' progress in a timely manner, the **return of graded work shall not exceed a two week time period**. Notice of due dates for grade submissions by faculty will be provided each semester by the Department of Academic Affairs.

The student's academic achievement is recorded on a scale of letter grades assigned by instructors each semester. The grades used by BMCC with the corresponding numerical values are as follows:

| <u>Grade Significance</u> |            | <u>Grade Points</u> |
|---------------------------|------------|---------------------|
| A                         | Excellent  | 4.0                 |
| A-                        |            | 3.7                 |
| B+                        |            | 3.3                 |
| B                         | Good       | 3.0                 |
| B-                        |            | 2.7                 |
| C+                        |            | 2.3                 |
| C                         | Average    | 2.0                 |
| C-                        |            | 1.7                 |
| D+                        |            | 1.3                 |
| D                         | Poor       | 1.0                 |
| D-                        |            | 0.7                 |
| F                         | Failure    | 0.0                 |
| W                         | Withdrawal | 0.0                 |
| I                         | Incomplete | 0.0                 |
| AU                        | Audit      | 0.0                 |
| P                         | Passing    | 0.0                 |
| CR                        | Credit     | 0.0                 |
| R                         | Repeat     | ---                 |

**I (Incomplete)** Students are responsible for completing the requirements of courses in which they are enrolled by the end of the semester. Grades of incomplete will only be given when the student has completed seventy percent (70%) of the course requirements with a passing grade, and when in the opinion of the instructor, the student has a valid excuse for not completing on time and there is reasonable probability that the work can be completed in the extension time. If the student does not complete the course requirements by the end of the extension granted (no later than five weeks after the semester ends), the grade earned up to that date will be recorded.

**AU (Audit)** Individuals who are interested in a particular subject and not interested in earning credit for it may audit the course. Students may audit courses with permission of the instructor. The course will be marked Audit on the official student grade transcript.

**P (Passing)** Students enrolled in special courses/workshops may be graded on a Pass/Fail system. Credit earned counts toward the total required for graduation; however, it is not included in the GPA calculation. Grades issued in the Pass/Fail system may include only the following: “P” for passing or “Z” for fail.

**CR (Credit)** The grade of “CR” is recorded for departmental exams. Credit earned counts toward the total amount required for graduation; however, only 12 credits of courses taken as CR (credit) may be applied toward an associate’s degree, and 6 credits may be applied toward a certificate. Grades of CR are not included in the calculation of the grade point average.

**R (Repeating Courses)** Any course may be repeated, but credit is granted only once. The last grade received on a repeated course is used in computing the GPA, even if the last grade is lower. However, a grade of “W” (withdrawal, no credit) for the repetition of a course will not replace a previous grade in the course. The student must register and pay tuition to repeat a course.

All courses, except English and mathematics courses, completed with an A, A-, B+, B, or B- grade may NOT be repeated. English and mathematics courses may be repeated if competency testing indicates need and the respective department chairperson has provided written approval. All courses completed with a C grade may be repeated with written permission from the respective department chairperson or the Vice President of Academic Affairs.

### **Human Resource and Accounting Records**

Faculty members must inform Human Resources of changes in personal contact information, any completed academic credit, additional degrees, professional development or training, special awards, and any professional achievements. Written documentation of achievements and/or status changes may be required.

Electronic and physical records will be maintained by Human Resources or Accounting Departments regarding recruitment and selection, performance management, education, professional development and training programs, promotions, demotions, dismissals, resignations, disciplinary action, grievances, and appeals. The Human Resources Department will be responsible for maintaining records and transactions. Human Resources and Accounting files are confidential and shall only be viewed by appropriate administration as needed. Time and attendance records, as well as personal leave and short-term leave records will be maintained by the Accounting Department.

### **In-Service Training (Full-time)**

Full-time faculty shall attend all professional development, technology training, cultural sensitivity and other in-service training provided or authorized by BMCC. This may entail planning sessions that further the advancement of the college.

## **Professional Development (Full-time)**

Faculty members are expected to engage in appropriate professional development activities pertinent to their field of expertise or academic program. Faculty members are required to maintain records specific to all professional development activities and document these activities in BambooHR. Faculty members must inform Human Resources of any completed professional development and submit certifications or documentation, when applicable. Physical or electronic records will be maintained by the Human Resources Department.

BMCC may provide full-time faculty members with funding and release time to attend professional development activities, upon approval from the Vice President of Academic Affairs and the availability of budgeted resources. If release time is requested by a faculty member, the Faculty Approved Absence form must be submitted, and approval must be attained from the Vice President of Academic Affairs with reasonable time to plan for any missed class periods.

The college may provide a reduced credit load when it is found that the reduced credit load will not adversely affect the college, the faculty member's academic department, or the graduation needs of the college's students. Activities that could qualify for a reduced credit load, depending on the circumstance, are the following: Department Chair, Accreditation/Assessment Coordinator, grants and supported research duties, projects assigned by administration, and continued higher education as required by the college and/or the college's accreditor for the academic position currently held by the faculty member.

## **Resignation**

A faculty member desiring to resign should submit his or her resignation to the Vice President of Academic Affairs or the Human Resource Director in writing as early as possible, so that BMCC may plan an orderly transition to a new instructor.

## **ACADEMIC PRACTICES**

### **Academic Standards**

It is the responsibility of each faculty member to maintain the academic standards of BMCC. Those standards reflect an educational system based on the academic and career needs of the people living on or near Michigan Indian Reservations. All instructors are expected to act responsibly, ethically, and present themselves with integrity.

It is the purpose of this handbook to outline basic management practices, policies, and procedures for BMCC faculty. Practices, policies, and procedures were designed to establish consistent, efficient, objective, and equitable guidelines that assist BMCC in meeting its mission statement and educational objectives.

### **Cancellation of Classes**

Cancellation of on-campus classes due to inclement weather or other conditions will be announced by the college through area radio and television stations. Cancellation of all day classes will be announced before 7:00 a.m. Cancellation of evening classes will normally be announced before 3:00 p.m. Cancellation of off-campus classes due to inclement weather will be regulated by the specific site hosting the college course. Instructors may e-mail students in the event of illness or other circumstances that prevent them from holding class. Daytime and evening on-campus class cancellations due to the absence of the instructor will be posted as early in the day of the cancellation as possible. Missed class time will be made up.

## **Cancellation of Courses**

The college reserves the right to cancel any scheduled course which has insufficient enrollment.

## **Children in Classroom**

Children may be allowed in the classroom at the discretion of the instructor. However, parents are requested to be thoughtful and considerate of the learning environment when bringing children to class. It is understood that there are emergencies when the parent has no choice but to bring a child to class, this circumstance may not disrupt the classroom environment.

## **Disciplinary Action and Separation**

Faculty members are covered by the BMCC Personnel Policies in the same fashion as all other college employees. Every employee should read the personnel policies to understand the rules of employment at the college. The personnel policies cover pay practices, travel procedures, employment fringe benefits, and other employee issues including termination, disciplinary procedures, and dispute resolution processes. This is not a complete list, so a review of the personnel policies can prepare you for many questions that might arise during your employment at BMCC. The personnel policies can be found on the BMCC website.

## **Faculty Research – Institutional Review Board**

Although undergraduate teaching and advising are at the heart of the college's focus, faculty members are encouraged to consider engaging in research activities for which they are qualified and interested. Research becomes particularly important at BMCC when student learning opportunities are included in the project, or when community development may be a result; BMCC also recognizes that the quality of classroom instruction and academic advising will likely improve when faculty members engage in research activities. Faculty interested in pursuing research activities, either as a principal investigator, co-principal investigator, or other role, must inform their department chairperson and the Vice President of Academic Affairs early on in the process. Potential changes to schedules and/or obligations must be considered and approved prior to commencement of a project.

As a tribally controlled, land grant college, BMCC seeks to encourage institutional involvement in all scholarly activities, including research. As such, an Institutional Review Board (IRB) process has been established to ensure that all research conducted by BMCC faculty, staff, students, and representatives adheres to accepted standards seeking to protect all people, places, and things involved in, or impacted by research activities. Accepted standards include those established by federal government agencies, the academic and corporate research communities, the legal community, and tribal governments; these standards are typically referred to as those protecting human subjects and maintaining generally accepted ethical, moral, or legal standards, and responsible conduct throughout the research process. Any research conducted by BMCC as the lead institution must be processed through the BMCC IRB review process; typically, this will be handled by the principal investigator. For more information about the BMCC IRB process, please contact the IRB Administrator as early in the process as possible.



## **Family Educational Rights and Privacy Act (FERPA)**

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students." All faculty members have the responsibility to protect the education records in your possession and help the college keep its education records safe and secure. Please visit the U.S. Department of Education web site for more information.

## **Field Trips**

A field trip is any class meeting not held on campus in an assigned room. Field trips should be scheduled with advance knowledge of the department chairperson and the office of the Vice President of Academic Affairs. Faculty should provide a list of all students who are expected to participate in the field trip; trips involving an overnight stay will require a waiver of liability.

## **Intellectual Property for Course Materials**

The college owns the copyright for materials that are written by an employee if they are written as a specific responsibility of the job, if they are developed through contract with the college, or if substantial college resources are used to develop instructional materials.

## **Student Evaluations by Course**

Contracts for full-time faculty are offered on annual basis and contracts for adjunct faculty are offered by semester. The respective department chairperson or the Vice President of Academic Affairs will conduct a classroom observation during the first semester of all newly hired faculty, once every third year after initial hiring, and as necessary based on student and faculty feedback.

Student evaluations will take place at mid and end of semester, every semester for every course taught at the college. The purpose of student evaluations is to offer feedback that will assist faculty members in improving faculty performance and student engagement. Evaluations administered at the end of the semester will be collected in a manner that preserves student anonymity.

## **Textbook Selection and Ordering**

Textbooks for courses will be available through the BMCC bookstore. All textbook requests must be first submitted to the department chairperson for approval. Department chairpersons must order all exam/desk copies of texts from the publishers.

## **SUPPORT SERVICES**

### **Book Store**

BMCC has an agreement with Akademos, Inc., an online bookstore, to provide textbooks to students. However, students may purchase their books from any source available. It is the responsibility of the students to order the correct textbooks from a reliable source and to ensure that the textbooks arrive in time to start classes. The required textbooks, listed by course, can be found on the college's website at [www.bmcc.edu](http://www.bmcc.edu).

### **Computer Technology**

The Information Technology Department provides computer support services for faculty members, students, and staff at BMCC. All full-time faculty members will be provided with a computer for work use. All on-campus adjunct faculty members will be provided with access to a computer for work use while they are employed through an adjunct faculty contract with BMCC.

All faculty members are provided with an e-mail address. It is important that BMCC faculty provide their BMCC e-mail address to their students and maintain contact through the BMCC e-mail system throughout the academic year. Faculty members also have access to a number of information technology tools which may be used to enhance student learning.

### **Library**

BMCC library is available on campus and online for faculty, staff, students, and the general public. The library has computers with internet access, fax service, video and DVD's, access to Michigan's E-Library, and an inter-library loan service.

### **Michigan Transfer Agreement**

BMCC is a signatory to the Michigan Transfer Agreement (MTA). This agreement is designed to facilitate transfer from community colleges to baccalaureate colleges and universities in Michigan. The agreement provides transferability of up to 30 semester credits to meet many (in some cases all) of the General Education Requirements at participating Michigan four-year colleges and universities.

### **Sequence of General Education Courses**

Students first enrolling at BMCC must take the academic placement test to determine the appropriate course placement for English and mathematics courses. Students with limited computer skills should be enrolled in CS121 Principles of Microsoft Office prior to enrolling in any other computer courses. The sequence of math courses available for BMCC students is as follows: MA105, MA113 or MA114, MA116, MA118, and MA206.

The sequence of English courses is as follows: EN102, EN102L (as needed), EN103, EN111, EN112, EN205, EN219, EN225, and EN256. Pre-college levels (EN102, EN103) can be skipped if the student's placement or post-test scores qualify for a higher level. EN111 and EN112 are two components of a college-level composition class and are recommended to be taken as close to each other as possible. Students with EN111 credits older than three (3) years need to re-take the placement test or qualify by taking a department exam.

## Placement Testing

All new, first-time college students entering BMCC must take a placement test. This basic skills test places student on a numerical score list, which determines placement in English and Math. Placement in mathematics, English, and computer science courses at BMCC will be determined by SAT or ACT scores, previous college courses taken, or with a placement exam less than three years old.

### Determining Placement

#### ENGLISH

1. ACT scores (less than 3 years old) of 18+ in English and Reading allows for placement into EN111
2. SAT scores (less than 3 years old) of 480+ in Evidence-Based Reading and Writing allows for placement into EN111
3. Students whose ACT or SAT scores do not place them into EN111 must take the placement exam to determine appropriate placement
4. Transfer credits in English from another college must be reviewed by the BMCC Registrar and Department Chair.
5. Students with English credit who wish to pursue further English courses may do so if their pre-requisite courses are not more than three years old. If the student's English prerequisite courses are more than three years old, the student must take the departmental exam or the English placement exam to determine eligibility for prospective English course enrollment.
6. Students may enroll in EN219 or EN256 if their completed EN112 course (or equivalent) is more than three years old.

#### MATHEMATICS

1. ACT scores (less than 3 years old) of 21+ in mathematics allows for placement into MA116 or MA206
2. SAT scores (less than 3 years old) of 530+ in mathematics allows for placement into MA116 or MA206
3. Students whose ACT or SAT scores do not place them into MA116 or MA206 must take the Accuplacer exam to determine appropriate placement
4. Transfer credits in mathematics from another college must be reviewed by the BMCC Registrar and Department Chair.
5. Students with mathematics credit who wish to pursue further mathematics courses at BMCC may do so if their pre-requisite courses are not more than three years old. If the student's mathematics prerequisite courses are more than three years old, the student must take the departmental exam or the mathematics placement exam to determine eligibility for prospective mathematics course enrollment.

#### COMPUTER SCIENCE

BMCC requires all incoming students to take the computer science placement exam to ensure that students are placed where they will be successful, unless the student has computer science transfer credit less than five (5) years old. If your computer science courses were taken five (5) or more years ago, you may be required to take the placement exam.

#### PROGRAM EXEMPTIONS

Students do not need to take the placement exam if their program of study is Anishinaabemwin Pane Program, Certificate of Completion – Corrections, Certificate of Completion – Construction, Certificate of Completion – Early Childhood Education, Certificate of Completion – Medical Coding & Billing, and Certificate of Completion – Emergency Medical Technician.

## **STUDENT SERVICES**

Bay Mills Community College provides a number of student services designed to assist students to succeed in a college environment. The student services staff is available to assist students in achieving their academic and career goals, and personal/cultural development.

### **Cultural Services**

BMCC promotes the preservation of the culture, traditions, lifeways, language, history, and customs of Native Americans with emphasis on the Anishinaabe people of the Great Lakes. Along with a wide variety of courses in Native American studies and language, the BMCC Cultural Services Director offers assistance to students and community members who would like more information about Native culture for their coursework and/or for personal interest.

### **Disability Services**

BMCC is committed to accommodating persons with disabilities. The college adheres to the standards and guidelines set forth in the Americans with Disabilities Act. Students with documented disabilities must contact the Disability Services Office to receive assistance and accommodations. In addition, BMCC contracts with Michigan Rehabilitation Services to provide a broader range of services. The BMCC campus is barrier free with accessible entrances and exits, and handicap accessible parking is available and clearly identified.

### **Starfish, Student Success Management System**

BMCC Starfish gives faculty a convenient way to keep students up to date with their class performance and provides student support staff with a means to better assist students who may be facing academic difficulty. Faculty can raise flags, referrals, kudos or assign a to-do when they observe a pattern of behavior that concerns them, ensuring that the student support network can intervene and provide any necessary assistance and resources the student may need.

#### **Flags**

1. Attendance is near or below 70%: Raise this flag when a student's attendance is near or below 70%.
2. General Concern: Raise this flag to express concerns you have about a student that are NOT captured in another alert.
3. Health and Wellness: Raise this flag when a student is having issues with their mental and/or physical health that may be affecting their performance in the course.
4. In Danger of Failing: Raise this flag if the student is in danger of failing the course.
5. Low Participation: Raise this flag to indicate that a student has low participation in their class.
6. Missing/Late Assignments: Raise this flag when a student is missing or late with assignments.

#### **Kudos**

Starfish enables instructors to give praise regarding academic performance within a course called "kudos". Kudos allow a faculty member an opportunity to give students praise for his/her efforts in class.

1. Keep Up the good work: General kudos acknowledging a student's positive performance in the course. Instructors can add a personal comment to the kudos to personalize it and specify the student's strengths.

2. Outstanding Academic Performance: Raise this kudo for students that show outstanding academic performance.
3. Showing Improvement: Raise this kudo for students that show signs of improvement in their coursework and grades. Instructors can add a personal comment to the kudos to specify where the student has improved.
4. Thank you for keeping communication open: Raise this kudo for students doing a good job at communicating.
5. You Are Off to a Great Start: Raise this kudo for students who have started strong to encourage them to finish strong.

### **Automated system-raised flag**

Attendance Flag: This alert is raised in courses when a student misses 2 or more on-campus classes or 1 or more online classes, he/she receives an alert notifying them of this and reminds them of the importance of course attendance.

### **Referral flags**

1. Crisis Services Referral
2. Disability Services Referral
3. Financial Aid Referral
4. Student Billing Referral
5. Student Services Referral
6. Tutoring Referral
7. Withdraw Referral

Starfish also provides students with the ability to schedule in-person appointments with instructors and advisors online, access tutoring services, access their student success network, and easily find their contact information.

BMCC has short “how-to” videos available to all faculty to learn more about Starfish and how to set up a Starfish profile. This is located under the staff/faculty resources link on the BMCC website.

### **Student Success Center**

The Student Success Center (SSC) is a one-stop-center that offers one-on-one assistance to help students plan for and achieve their academic and career goals. The SSC’s goal is to provide students with the knowledge, skills, and self-awareness that is necessary to achieve success in college and in life. The center offers a number of programs, resources, and services to all students. These include but are not limited to:

- Professional and peer tutoring
- Academic success planning
- Career planning
- Early Alert Referral System (EARS)
- Proctoring for tests
- Success seminars
- Student activities and clubs
- Laptop and calculator lending program

## **TRIO Student Support Services (SSS) Program**

The TRIO Student Support Services (SSS) Program is a federally funded program that offers academic support services and individualized resources to eligible students each year. The program is designed to provide services that will assist eligible students to achieve academic success, complete their educational program at BMCC, and successfully transfer to a 4-year institution. To be eligible to participate in the TRIO – SSS Program, BMCC students must meet income guidelines and/or be a first generation college student and/or have a documented disability. For further information, contact the college's TRIO – SSS Director. Services available to TRIO-SSS participants are

- One-on-one advising
- FAFSA assistance
- Disability services and referrals
- Professional and peer tutoring
- Peer mentoring
- Transfer & university application assistance
- University tours & cultural experiences
- Financial aid literacy
- Grant aid per semester
- Scholarship resources
- Workshops & talking circles
- Career and learning style assessment
- Career development & job shadowing
- Leadership opportunities & activities
- TRIO lab with study aids, computers, printers, and supplies

## **CAMPUS SECURITY**

It is the policy of BMCC to make reasonable efforts to provide for the security of students, employees, authorized visitors, and property (see BMCC Personnel Policies, policies 300.603 and 300.606). Employees, students, suppliers, and guests are prohibited from possessing firearms or other weapons on BMCC property and at events sponsored by the college. Employees are further prohibited from carrying weapons in employer-provided vehicles or in personal vehicles while on business. Employees who want to take college property or equipment off premises must have their supervisor or designated official's written authorization. Removing property or equipment without authorization will result in discipline. Employees are responsible for the proper care and return of all BMCC property and equipment assigned to their possession. Employees are expected to exercise reasonable care for their own protection and for that of their personal property while on BMCC premises and while away from the premises on business. BMCC assumes no responsibility for loss, damage, or theft of personal property. This is not a complete list, please review the personnel policies to prepare for questions that may arise.

### **Security Report**

BMCC is committed to enhancing the safety and security of our campus community. In accordance with the Clery Act, BMCC's Annual Security Report is located on the college's website. This report contains critical campus safety information, such as emergency response and preparedness, crime prevention, crime reporting, and timely warnings. This report also includes crime statistics for the past three years.

### **Student Conduct**

Bay Mills Community College (BMCC) reserves the right to maintain a safe and orderly educational environment for students and college personnel. All individuals have the right to a safe campus learning environment free from interference or disruption. Students, visitors, volunteers, and guests are expected to conduct themselves in accordance with generally accepted standards of appropriate behavior, BMCC policy, as well as all federal, state, and local laws. When a student, visitor, volunteer, or guest acts in a manner that disrupts the safety of the college community, appropriate action will be taken to restore and protect the safety of the college. Please see policy 500.105 Code of Conduct for Students, Visitors, Volunteers, and Guests at <http://www.bmcc.edu/about-bmcc/governance-administration/college-policies>.

### **Smoking/Tobacco Use**

Smoking cigarettes, e-cigarettes, cigars, chewing tobacco, etc., is prohibited inside all BMCC facilities except for areas where it is specifically authorized. The smoking policy applies to employees, students, and visitors while on BMCC's premises. Employees, students, and visitors are expected to exercise common courtesy and to respect the needs and sensitivities of others with regard to the smoking policy. Smokers have a special obligation to keep smoking areas litter-free.

# Appendix





# BAY MILLS Community College

Brimley, Michigan 49715 • 800-844-BMCC (2622)

|                         |  |
|-------------------------|--|
| <b>Course Title</b>     | MS 101 - Master Syllabus (updated 8/2021)  |
| <b>Time &amp; Place</b> | [Days, Times, & Locations or Asynchronous, online] – All times reference Eastern Time (ET) |
| <b>Semester</b>         | Semester and year  |
| <b>Instructor</b>       | Instructor's Name  |

## Office Hours and Contact Information

[Days & Times you will be in your office if applicable]

Moodle Messaging will be the primary source of communication between students and instructors. You can expect a response to course related questions within 48 hours. If you are unable to reach your instructor via Moodle, you may email the instructor at [instructorsaddress@bmcc.edu](mailto:instructorsaddress@bmcc.edu).

## Course Description

[Set by department]

## Required Instructional Material

[Set by department]

## Prerequisites

[Set by department]

## Learner Outcomes

[Set by department]

## Grading Standards

[Set by department]

## Grading Scale

[Set by department]

## COVID-19 Safety Expectations

Things to expect when returning for classes

<https://www.bmcc.edu/about-bmcc/about-bmcc/covid-19-safety>

## Disability-Related Accommodations

If you have a need for disability-related accommodations or services, please inform the [Disability Services Coordinator](#). Reasonable accommodations and services will be provided to students if requests are made in a timely manner, with appropriate documentation, in accordance with federal, state, and college guidelines.

## Student Services

All students are welcome and encouraged to explore the free resources and services available to them through BMCC. These services include, but are not limited to, tutoring, Starfish-Student Success Management System, academic success planning & career services. Please see the [Student Services website](#) for more information.

## Plagiarism & Cheating

The instructor reserves the right to fail any student for cheating on any assignment or plagiarizing (copying) the work of others. Students who cheat or plagiarize may be disciplined by the BMCC Administrative Board. Please see the Student Handbook for more information.

## Attendance & Incomplete Policy

Attendance and class participation are part of developing a thorough understanding of the material covered in this course. **BMCC policy states that a minimum of seventy percent (70%) attendance is required to receive a grade of C or better.** Grades of incomplete will only be given under exceptional circumstances, and only if the student has completed 70% of course requirements with a passing grade. ON CAMPUS students are expected to attend scheduled class times, ON-LINE students must log on and complete weekly assignments to demonstrate attendance in online classes.

## Native Culture Emphasis

The BMCC mission statement affirms the objective of fostering “a spirit of pride in Native American language, culture, and history through participation in classes and cultural activities.” In keeping with this objective, this course will include Anishinabek culture and values in its readings, discussions, and assignments whenever possible. Additionally, students who are close to campus are encouraged to attend the cultural events, potlucks, and cultural awareness workshops offered by the college.

## Writing Across Curriculum

One objective of Bay Mills Community College is to ensure that all students develop good writing skills. To support this goal, all written work will be graded for form and content.

## Cellular Phones and Electronics

No cellular phones will be allowed in on campus classes. No electronic devices such as, notebooks or laptops will be used in the classroom unless specifically called for by the instructor. If there is a circumstance that requires you to have your cell phone on, please inform the instructor before class and turn off your ringer. If your cell phone rings in class, you may be asked to leave.

## Netiquette

The term “netiquette” is used to refer to etiquette over the internet, including online chats, discussion forums, emails, Moodle messaging and any other form of electronic communication. Following the rules of netiquette improves the readability of messages and posts, and allows participants to better understand each other. Proper netiquette ensures respectful and positive interactions with others. Here are some guidelines for BMCC teachers and students to follow in electronic communication:

- Be careful and considerate when wording your message
- Choose words that best express your intended purpose and are appropriate for your audience
- Avoid slang and uncommon abbreviations
- Do not use obscene or threatening language; be respectful.
- Do not share confidential information.
- Avoid using all capital letters in your text. This can come off as ‘SHOUTING’ in an online environment.
- Use proper English, grammar and remember to spell check.

## Drop/Withdrawal Policy

- **Drop** - To drop a course, you will need to log in to *Student Records* in the Empower system, the college’s student management system. This option is only available during the ten (10) day drop period. After the drop period, you will need to officially withdraw. The Last Day to Drop dates can be found on the BMCC Academic Calendar.
- **Withdrawal** – To officially withdraw from a course with a “W” on your transcript, you must complete the *Withdrawal Request Form* in your *Student Records* in the Empower system. This must be completed by the

withdrawal deadline posted on the BMCC Academic Calendar. Progress reports will be distributed prior to the withdrawal deadline. Please be advised that non-attendance does not constitute a withdrawal.

View the Drop & Withdrawal Policy at: <https://www.bmcc.edu/admissions/admissions/policies/dropwithdrawal-policy>.

View the academic calendar at: <https://www.bmcc.edu/academic-calendar>

## **Technical Assistance**

If you need technical assistance during regular business hours, you may contact our Information Technology (IT) Department at [ITsupport@bmcc.edu](mailto:ITsupport@bmcc.edu) or 1-866-967-BMCC (2622). You can also visit <https://www.bmcc.edu/it> for more IT help with log in access and email.

Students need to have regular access to the internet on a personal computer, tablet or other device that meets the following technical requirements for online courses:

### **Browsers (Need at least one)**

Windows/Mac/Other:

- [Google Chrome](#), [Microsoft Edge](#), [Mozilla Firefox](#), or [Opera](#)
- A specific web browser listed above may be required for some courses
- Your browser must be on a version released within the past 6 months
- Downloads available online for all browsers

Additionally, browser settings should be set to the following:

- Cookies must be Enabled
- JavaScript must be Enabled

### **Office Software**

Many classes will require the use of Microsoft Office. Students enrolled at BMCC have free access to Office 365 that can be downloaded [here](#) using your BMCC email account. The IT department can assist with installation if there are any technical issues. Office must be installed prior to beginning course work.

### **Hardware**

The computer used for coursework might need a webcam and/or microphone; please contact your instructor to find out.

Chromebooks may not be suitable for your class needs and are not recommended by IT.

## **Computer Failure/Crashes and Internet Connectivity**

Computer Failures/Crashes and Internet Connectivity are not a valid reason for late coursework. The college provides on campus computer accessibility to all students, and the college library has additional Saturday hours. For those who are not near campus, free wireless internet can be found in emergency situations at locations such as restaurants and public libraries. The only exception to this policy is a region-wide electrical failure, or a temporary failure of the Moodle website itself. Please remember, even if the BMCC's webpage is not reachable, Moodle can be accessed directly by typing in the following address into the browser's address bar: <https://moodle.bmcc.edu>

## **Proctoring Services**

Your course might require proctored quizzes, tests and/or exams during the semester. BMCC uses a proctoring service called Proctorio, which allows students to take proctored exams at home or another location by monitoring test taking through video and audio.

**You will need the following:**

- **Google Chrome Internet Browser** – the exam must be taken through Google Chrome; no other browser is permitted for proctored exams. This is a free download and can be downloaded here: [Google Chrome Internet Browser](#)
- **Webcam** – May be internal (in your computer or laptop) or external, but consider that you might be asked to do a scan of the room you are in, so make sure it is mobile enough you can move it.
- **Microphone** – You will need to record audio; it can be built-in to your computer/laptop or external.
- **Identification** – You will be asked to show identification. You can use your BMCC school ID, a tribal card, driver's license, or state ID.

**TENTATIVE COURSE OUTLINE** – Subject to change to accommodate needs of students. The instructor may also choose to add/delete or change homework assignments as the semester progresses; notice will be provided. [You may choose to provide the course outline using the Moodle calendar. If this is the case, please direct your students to that calendar here.]

## Course Level Assessment Reporting Form

Instructor Name:  
 Course Name and Section:  
 Semester and Year:

| Learner Outcomes<br>set by Dept. Chairs | Methods<br>select methods in<br>dropdown arrow | Title<br>description of what<br>you are measuring | Target<br>describe what translates to a<br>C or better | Activity to be Measured<br>provide description |
|---|--|---|--|--|
|   |  |   |  |  |
|   |  |   |  |  |
|   |  |   |  |  |
|   |  |   |  |  |

**Findings:**  
 Met or Not Met  
 Analysis:  
 % of students who met target

- Action you recommend based on your assessment results (check box next to action(s)):**
- Revise Curriculum
  - Restructure Outcome Statement
  - Revise Measurement/Assessment
  - Gather Additional Data
  - Revise Target
  - Implement New Program or Services
  - Community Partnership
  - Modify Position/Personnel
  - Modify Policies/Procedures
  - Adopt or Expand Technologies
  - Additional Training
  - Collaborate with another Department
  - Modify Physical Environment
  - Maintain Assessment Strategy
  - Other (please explain)

for electronic form visit:  
<https://www.bmcc.edu/faculty-staff-resources/instructor-resources>

Bay Mills Community College  
New Student Checklist for:  
**ACADEMIC ADVISING**

*BMCC staff/faculty  
completing form (print):*

Name: **ADVISOR NAME**

PH: **ADVISOR PHONE**

Email: **ADVISOR EMAIL**

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

**Student Information**

- Discuss student's education and career goal
  - o Certificate, AA degree, BA degree, language diploma, transfer to university, etc.
  - o Interested field of study, plans after graduation, etc.
- Program/Degree interested in? If the student is not yours, make the change and notify the correct advisor.
  - o Discuss courses required for degree
- Has student completed their FAFSA? If no, please send the student to financial aid.
- Does the student qualify for Board of Regents Tuition Award? If yes, explain that fees and book cost still apply.

**Course Scheduling**

- Explain the Michigan Transfer Agreement
- Discuss placement test scores
- Explain co/pre-requisites
- Review student transcripts
- Plan, schedule & register courses in Empower
- Remind students to speak with Financial Aid if the student chooses to take a course outside of their program.

**MATH**

*MA105 (Co-req of ED105)*

*CS121)*

*MA113*

*CS121)*

*MA114*

*MA116*

*MA206*

**ENGLISH**

*EN102 (Co-req of ED105 and*

*CS121)*

*EN103 (Co-req of ED105 and*

*EN111 (Co-req of CS121)*

*EN112*

*EN219 or EN256*

*\*If a student is a graduate of Brimley High School and/or The Sault High Career Center inform them that we have articulation agreements in place. The student should have their transcripts evaluated by Sherri Schofield for*

**Additional Information**

- Discuss the importance of grade point averages (GPA), review the SAP policy with the student
- Explain Drop and Withdrawal dates
- Explain Attendance Policy
- Remind Student of the New Student Orientation Session
- Discuss transfer programs or articulation agreements, if applicable
- Explain jobs available in field with degree attainment
  - o Give student a Program Flyer if you have them for your program
- Show student the BMCC website [www.bmcc.edu](http://www.bmcc.edu) and how to find:
  - o Catalog
  - o Book lists for courses
  - o Academic Calendar
  - o Moodle
  - o Student Records section in EMPOWER Web (grades, transcripts, billing)

**Handouts provided to Student**

- Copy of this checklist with advisor contact information
- Copy of class schedule; Advisor should keep a copy signed by the student in the student file.
- Degree audit sheet or copy of program from catalog; Advisor should keep a copy in the student file.

**BAY MILLS COMMUNITY COLLEGE**  
**Faculty Application for Approved Absence from Class**

Name \_\_\_\_\_ Date \_\_\_\_\_

Absence from scheduled work starts: \_\_\_\_\_ Return to work: \_\_\_\_\_  
Time/Month/Day/Year Time/Month/Day/Year

Reason for absence: \_\_\_\_\_

Destination: \_\_\_\_\_

**Arrangements for Professional Responsibilities Scheduled During this Absence**

| Class | Time | Day/Date | Room | Substitute Instructor/Other Arrangements |
|-------|------|----------|------|--|
|       |      |          |      |  |
|       |      |          |      |  |
|       |      |          |      |  |
|       |      |          |      |  |
|       |      |          |      |  |

Special Conditions: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Faculty Signature \_\_\_\_\_

Date

Department Chair \_\_\_\_\_

Date

V.P. Academic Affairs \_\_\_\_\_

Date

BAY MILLS COMMUNITY COLLEGE

Incomplete Course Contract

Students are responsible for completing the requirements of courses in which they are enrolled, by the end of the semester. **Grades of incomplete will only be given in extraordinary circumstances, and when the student has satisfactorily completed at least seventy percent (70%) of the course requirements, and when, in the opinion of the instructor, the student has a valid excuse for not completing by the semester end date and there is a reasonable probability that remaining work can be completed in a reasonable amount of time. The instructor **may** permit the student to continue on an independent-study basis for up to an additional 5 weeks past the semester end date. At the conclusion of the extension period, the instructor will compile and record the student's final grade based on all complete and incomplete work. **Any work not submitted by the end of the extension period will receive a score of zero.****

Instructor Name \_\_\_\_\_

Student Name \_\_\_\_\_

Course \_\_\_\_\_

Semester \_\_\_\_\_

The instructor and student agree to the following:

\_\_\_\_\_ Additional Weeks to complete coursework (up to five)

Contract Begins \_\_\_\_\_

Contract Ends (Due) \_\_\_\_\_

The student commits to the completion of the following assignments by the end of contract date:

\_\_\_\_\_  
Instructor's Signature

\_\_\_\_\_  
Student's Signature

Final Grade \_\_\_\_\_



BAY MILLS COMMUNITY COLLEGE

Student Request for Approved Field Trip

Student Name: \_\_\_\_\_ Date: \_\_\_\_\_

Leave BMCC: \_\_\_\_\_ Expected Return to BMCC: \_\_\_\_\_  
Time/Month/Day/Year Time/Month/Day/Year

Destination: \_\_\_\_\_

Instructor/Staff: \_\_\_\_\_

Students Learning Objective(s):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Instructor Approval\*

| Course | Instructor Signature | Date |
|--------|----------------------|------|
|        |                      |      |
|        |                      |      |
|        |                      |      |
|        |                      |      |

\*By signing this document, the instructor approves of the student's absence from class for the period indicated above. Any student receiving approval should be marked "Workshop" in Empower.

Student Signature \_\_\_\_\_  
Date: \_\_\_\_\_

V.P. of Academics: \_\_\_\_\_  
Date: \_\_\_\_\_



## EXAM PROCTOR REQUEST FORM

### DIRECTIONS:

1. Complete this form and return it with the exam to the Student Success Center.
2. Have the student contact Trinity Bowen, Student Services Coordinator, at 248-8456, email at [tbowen@bmcc.edu](mailto:tbowen@bmcc.edu) or stop by the Student Success Center to schedule an appointment.

Student's Name: \_\_\_\_\_

Instructor: \_\_\_\_\_ Course Number \_\_\_\_\_

### PROCTORING INSTRUCTIONS:

Open book:  Yes  No

Open Notes:  Yes  No

Note Card(s):  Yes  No Note Card Requirements: \_\_\_\_\_

Calculator:  Yes  No

**ATTENTION INSTRUCTORS:** Students who are **registered with the Disability Services Office** will need to schedule with the BMCC Library staff at 248-8418 for the testing room located in the BMCC Library.

**Regular** Classroom Time Limit: \_\_\_\_\_

The exam must be completed by the following date: \_\_\_\_\_

Other Instructions: \_\_\_\_\_

### COMPLETED EXAM NOTIFICATION:

Instructors will be notified by phone or email when exams are complete. The exam will be kept in the Student Success Center.

### STUDENT SUCCESS CENTER USE ONLY

Date Exam Received: \_\_\_\_\_ Date Proctored: \_\_\_\_\_

Time Exam Started: \_\_\_\_\_ Time Exam Finished: \_\_\_\_\_

Student Success Center 2021



# EXAM PROCTOR REQUEST FORM

## DIRECTIONS:

1. Complete this form and return it with the exam to the BMCC Library.
2. Have the student contact a library staff member, call 906-248-8418, email library@bmcc.edu, or stop by the library to schedule an appointment.

Student's Name: \_\_\_\_\_

Instructor: \_\_\_\_\_ Course Number \_\_\_\_\_

## PROCTORING INSTRUCTIONS:

Open book:  Yes  No

Open Notes:  Yes  No

Note Card(s):  Yes  No Note Card Requirements: \_\_\_\_\_

Calculator:  Yes  No

**ATTENTION INSTRUCTORS:** Students who are **registered with the Disability Services Office** will receive extended testing time (up to double the amount) provided that it is listed on their accommodation.

**Regular** Classroom Time Limit: \_\_\_\_\_

Extended Testing Time  Yes  No

The exam must be completed by the following date: \_\_\_\_\_

Other Instructions: \_\_\_\_\_

## COMPLETED EXAM NOTIFICATION:

Instructors will be notified by phone or email when exams are complete. The exam will be kept in the BMCC Library, Library Director's office.

## LIBRARY USE ONLY

Date Exam Received: \_\_\_\_\_ Date Proctored: \_\_\_\_\_

Time Exam Started: \_\_\_\_\_ Time Exam Finished: \_\_\_\_\_