



Part-Time Faculty Manual

Revised August, 2009

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MACON STATE COLLEGE

Philosophy

Macon State College is an institution created to serve a variety of educational needs in Central Georgia. The College's vision increasingly encompasses enhancement of the region's economic development via the delivery of a wide array of educational services. The philosophy of Macon State College is based upon the desire to provide for the educational, cultural, and economic needs of the region's youth and adults who can benefit from further education. The College recognizes the dignity and worth of all individuals and strives to provide viable opportunities for physical, social, and intellectual development as well as for community service. Macon State College is committed to academic excellence and seeks to create a climate for educational achievement. Macon State College also promotes participation in a democratic society. The College is concerned with the development of a responsive, participating, and enlightened citizenry.

Mission of the College

As a unit of the University System of Georgia, Macon State College is building a new model in higher education – a focused baccalaureate institution whose resources are dedicated to the advancement of a defined region. The college prepares students to succeed in a technology-rich, information-driven global economy while developing important life and citizenship skills through a solid foundation in the liberal arts.

Affordable and accessible, its professionally oriented degree programs are concentrated in selected disciplines that lead to rewarding careers and enhance the economic and cultural vitality of Central Georgia.

With a main campus in Macon, a site in Warner Robins, and a center on Robins Air Force Base, the college offers baccalaureate degrees in areas linked directly to important regional needs in business, communications, information technology, nursing, teacher preparation, public service, health services administration, and health information management.

In addition to its baccalaureate offerings, the college serves as a gateway to the University System of Georgia through associate degree programs representing the first two years of college work and learning support coursework that allows underprepared students to develop their academic potential.

Macon State College is strongly committed to quality education and student success through excellence and innovation in teaching. A highly flexible and dynamic institution, it actively recruits faculty, staff, and administrators with the experience and talent to sustain a supportive and productive learning environment for a diverse student population. Scholarly pursuits are encouraged with emphasis on applied

research related to regional issues, the college's core disciplines, and institutional effectiveness. Student life is enriched through cultural, social, and recreational programs, as well as opportunities for leadership in student government and participation in extracurricular organizations. The special needs of a commuting population are recognized in the design and delivery of counseling, testing, career planning, and placement services.

Economic outreach and community engagement are accomplished through an extensive program of continuing and professional education. The College's Institute for Business and Information Management serves as its primary economic development resource for Central Georgia. The institute responds to the unique and complex educational needs of Robins Air Force Base and its associated aerospace firms.

Programs of the College

Macon State College seeks to fulfill these purposes and to uphold this philosophy through the following sponsored programs:

1. Baccalaureate Programs

The College offers a number of baccalaureate degrees designed to permit graduates direct entry into technologically and professionally oriented occupations. Baccalaureate degree programs relate closely to community, regional, and state developmental needs.

2. Academic Transfer Programs

The College offers academic courses designed to meet the general educational needs of all students. These courses and programs of study are designed to meet college and university transfer requirements for freshmen and sophomores in many major fields and professional areas of study. All academic transfer programs contain a strict adherence to the core curriculum adopted by the University System of Georgia.

3. Learning Support Program

Through the Learning Support Program, the College assists students who need to improve their preparation for college-level work. This program includes an emphasis on writing, communication, computation, and reading. Counseling, both academic and personal, is also available. Successful completion of the Learning Support program is intended to help students achieve greater success. The COMPASS and other placement exams identify students who are required to complete Learning Support courses. Students who wish to improve their chances for success in college may elect to take a course or courses in the Learning Support Program.

4. Career Programs

The College also has programs of study designed to provide students with specific skills. These one-year and two-year programs provide a mixture of general education and career-oriented technical

courses. The career programs are developed in response to opportunities for employment within the region and are oriented toward those students who have an occupational interest.

5. Office of Student Life

The College is concerned with the total development of the student; thus, activities sponsored by the Office of Student Life are integral parts of the total campus learning environment. Leadership opportunities and recreational, cultural, and entertainment activities are provided to broaden student awareness and student interests. Students may develop special talents and skills through programs, organizations, publications, and campus events.

6. Continuing Education Programs

Continuing Education services provide the public with personal enrichment workshops and short-term courses for which continuing education credits may be awarded. Through this service, the College also provides facilities and administrative services which enable statewide organizations and other units of the University System of Georgia to host seminars and meetings.

7. Institute for Information Management Programs

The Institute for Information Management reflects part of the core mission of Macon State College by providing professional education and serving as an economic development resource for Central Georgia. It coordinates specialized instruction for the region with a focus on the courses, software, and certification opportunities that will help business and industry maintain a competitive edge in the new economy. As part of the College's School of Information Technology, the Institute is helping to create and maintain a pool of skilled, knowledgeable workers who are college educated and technologically proficient.

Institutional History

In October 1965, the Board of Regents adopted a resolution to establish a new unit of the University System of Georgia in the Macon area. This action recognized the growing population of Central Georgia and the need for a public institution of higher education.

Since Regents' policy requires that funds for site acquisition, development, and construction of buildings be derived from local sources, Bibb County civic and governmental leaders initiated a campaign to support the proposed institution. In May 1966, the voters in a county-wide election approved the issuance of \$4,500,000 in bonds to fund the new college. When the funds were secured, 167 acres of wooded land were selected in West Macon, a contract transferred authority to the Board of Regents for further development, and construction began. When it opened in fall 1968, Macon Junior College became the twenty-fifth institution in the University System of Georgia. Its charter class was 1,110 students.

In June 1987, the Board of Regents approved a name change to Macon College. The Regents expanded the mission of the College in 1996 to include technological and professional programs at the baccalaureate level, and the next year the institution was officially renamed Macon State College. The charter baccalaureate class graduated in May 1999 with degrees in Information Technology, Health Information Management, and Health Services Administration. Since that time baccalaureate programs in Biology, Business & Information Technology, Communications & Information Technology, Education, English, History, Mathematics, Nursing, and Public Service have been added. In April 2002, the Board of Regents approved the Bachelor of Science degree in Nursing, a “completion” degree program designed for registered nurses who want to complete a baccalaureate program. State and local dignitaries were among the 500 people attending a dedication ceremony and open house for Macon State College’s Warner Robins Campus in June 2003. In fall 2005, the College added its eighth four-year degree: the Bachelor of Science in early childhood education.

In the first major reorganization in its history, Macon State eliminated the academic organizational structure that called for divisions headed by chairs and implemented one that created schools headed by deans, with the changes effective in August 2007. The Board of Regents approved three new bachelor’s degrees in August 2008. Two of the new programs – a bachelor of arts and a bachelor of science in interdisciplinary studies – are designed to appeal to students with wide-ranging academic interests who want to craft a degree around their career or graduate school goals. The third, a bachelor of science in respiratory therapy, meets Central Georgia healthcare needs.

Macon State’s bachelor’s degree programs have continued to grow being concentrated in selected disciplines that enhance the economic and cultural vitality of Central Georgia. With 17 bachelor of science or bachelor of arts programs that offer 29 majors, Macon State has something to offer all qualified students looking for a rewarding College experience. Additionally, we also offer two-year associate degrees, as well as some certificate programs that may be completed in one or two semesters.

Macon State College now serves several roles. It offers four-year programs while remaining a point of access for students entering the University System of Georgia. The College also prepares students for licensing in health professions which include Nursing, Respiratory Therapy, and Health Information Technology.

PART-TIME FACULTY INFORMATION

PART-TIME FACULTY STATUS

All teaching personnel on less than a full-time contract are classified as part-time faculty. Part-time faculty members hold the rank of “Part-time Instructor” and are not eligible for tenure. Part-time faculty may attend all meetings of the Academic Council and may speak or report but are not eligible to vote. Part-time faculty are subject to the same employment criteria as full-time faculty and must be recommended by the President and approved by the Chancellor and the Board of Regents.

PART-TIME FACULTY APPOINTMENTS

Part-time faculty members are appointed to teach specific courses for a specific semester or term. This appointment is on an as-needed basis. Macon State College may renew part-time appointments but is not required or under any obligation to renew any part-time appointment.

This agreement is made expressly subject to applicable state and federal laws and to the statutes and regulations of Macon State College and to the by-laws and policies of the Board of Regents which are available for inspection upon request, and if applicable, to the terms of the grant or contract under which part-time faculty will be working. In order to signify acceptance of this appointment, the agreement must be signed and returned to the Office of the Vice President for Academic Affairs within the specified time.

PART-TIME FACULTY APPOINTMENT AND REAPPOINTMENT PROCESS

The appointment of part-time faculty requires the prospective employee to sign and return a part-time employment application. In the event the appointment is made very near the beginning of the semester during which the employee is hired to teach, there might be some change in the sequence of the employment process. Typically, when employment is offered, a standard agreement for part-time faculty will be extended which will include:

- ◆ **the** effective dates of the individual’s employment
- ◆ **the** salary amount
- ◆ **the** course(s) involved

PART-TIME FACULTY EMPLOYMENT CHECKLIST

In order for employment to be completed, the following documents must be included in the personnel file:

- ◆ **Macon State College** Biographical Data Sheet
- ◆ **Letters** of Recommendation: two required for part-time faculty
- ◆ **Official** transcripts sent to the Office of Academic Affairs

- ◆ **Employment** Eligibility Verification
- ◆ **Security** Questionnaire/Loyalty Oath (notarized)
- ◆ **Completed** Federal and State Tax Forms
- ◆ **Completed** GA Defined Contribution Plan Form

To be placed on the payroll, part-time faculty must have a valid social security number in addition to having the above listed documents in the personnel file.

PART-TIME FACULTY RIGHTS AND PRIVILEGES: ACADEMIC FREEDOM

Macon State College is dedicated to creating and maintaining an environment in which the search for truth and a spirit of free inquiry are realized. In order to achieve and preserve an environment of the sort to which the College aspires, each student, faculty member, and administrator of the College community must observe those principles, which are basic to a democratic society. Any question of infringement upon the rights of individuals in the application of this document's policies, rules, and regulations should be presented in an orderly manner and will be dealt with in like fashion. Faculty members at Macon State College are free to present and discuss their subjects in the classroom in a professional manner, as they understand them to be true. In teaching, a faculty member should avoid the introduction of controversial matter that has no relation to the subject. Where controversial matter is relevant, it is expected that faculty will represent all significant points of view fairly, out of respect for the profession and the students. Faculty are free to pursue the truth through scholarship and to publish the findings.

BENEFITS FOR PART-TIME FACULTY

- ◆ 10% discount at the Macon State College Bookstore on all items except snacks and beverages.
- ◆ Access to the Macon State College Library
- ◆ E-mail use
- ◆ Use of Macon State College Health Clinic and Wellness Center and athletic and physical education facilities.

FACULTY IDENTIFICATION CARD

Macon State College faculty members are encouraged to obtain valid Macon State College faculty identification cards from the Office of Student Life. The Macon State College faculty identification card is required to check out materials from the Macon State College Library. With this identification, the 10% discount in the Macon State College bookstore can be awarded to part-time faculty. Faculty members may take advantage of the resources of the Student Life Wellness Program upon presentation of

the faculty identification card. This identification card should be presented in order to obtain a Macon State College parking decal. Upon termination of employment at Macon State College, identification cards should be submitted to the appropriate department chairs.

PARKING DECALS

Parking decals are required of all vehicles which are parked on any of the Macon State College campuses. In order to secure a valid parking decal, part-time faculty members are asked to present the Macon State College identification card when requesting the decal from the Business on the Macon Campus or the Administrative Office on the Warner Robins Campus. Faculty parking spaces are identified in each parking lot with head-in parking only.

ACADEMIC INFORMATION

FACULTY ACCESSIBILITY/OFFICE HOURS

Faculty availability to students outside the regularly scheduled class hours is an essential element to student success and faculty performance. Faculty members are required to be available to students for course consultation through use of campus e-mail and through other means. In lieu of formal office hours, course syllabi must clearly indicate alternative means through which students can have access to faculty.

FACULTY ATTENDANCE

Faculty members are expected to meet punctually all scheduled sessions of their classes. Faculty who must miss one or more of their class sessions should arrange with their deans or chairs to have their classes covered. When it is necessary to miss a class at Robins Resident Center, the faculty member should notify in advance the dean or chair, who will notify the Executive Director of the Robins Resident Center and Warner Robins Campus. In emergencies, when it is impossible to contact the dean or chair, the faculty member should directly contact the Office of the Executive Director of the Robins Resident Center and the Warner Robins Campus.

ATTENDANCE POLICY FOR STUDENTS

Faculty members are expected to maintain an attendance record for **all** of their classes. No penalty will be imposed upon a student who accrues a number of absences less than or equal to the number of class meetings per week. The faculty exercise discretion in the handling of students who have amassed a

number of absences greater than the number of class meetings per week but less than or equal to twice the number of class meetings per week. At the beginning of each semester, however, faculty must notify students of the attendance policy in the course by including it on the syllabus. Faculty members may, at their discretion, issue a failing grade to any student whose absences exceed twice the number of class meetings a week. All work missed must be made up by the student as determined by the faculty member's policy.

ATTENDANCE RECORDS FOR VETERANS

The attendance record is especially important for students who receive V.A. Educational Benefits since the College can be held financially liable if the Veterans' Administration is not notified promptly when veterans and other eligible persons withdraw from a class or when they exceed the maximum number of absences in a course. Historically, the letters "VET" on the class roll have identified veterans and other eligible person who receive V.A. Educational Benefits. Withdrawal dates are reported to the Veterans' Affairs Office by the Registrar's Office. However, the last day of attendance of veterans who exceed the maximum number of absences must be reported to the Coordinator of Veterans' Affairs by the faculty by memorandum or e-mail. This reporting must occur when the event happens or at the point in the semester when the faculty person decides that student will receive an "F" for his/her course as a consequence of having exceeded the maximum number of absences in the class.

DIRECTIONS FOR ADMITTING A STUDENT TO CLASS

All class rolls are available to faculty via Banner Web. Part-time faculty can obtain the necessary logon and PIN number instructions from the dean or chair. It is necessary that faculty members consult their class rolls on Banner Web frequently to monitor enrollments, which are subject to many changes during the first few days of class. The Registrar or off-campus center will print class rolls on demand for any faculty member unable to secure that information through Banner Web. Requests should be e-mailed to the Registrar; printed roll(s) will be returned as an attachment. In those cases where rolls are printed, they will be furnished to the faculty through their divisions. Off-campus centers will print rolls for distribution through the faculty mailboxes.

Any student attending class but who is not listed on a class roll should be sent immediately to the Registrar's Office (or off-campus administrative offices in the case of WRC and RRC) to determine the reason for the omission. By the same token, all students who have never attended class but who are on the roll should be reported to the Registrar as soon as possible. Faculty are asked to use e-mail for this communication.

Any student who has registered after class has begun, typically during Drop/Add, will be on the Banner Web class roll. **It is important for faculty members to check their rolls in Banner each day until the end of the Drop/Add period.** Only students who are on the rolls in Banner should be permitted to attend class. Students who are not on the rolls should be directed to the Registrar's Office if they have questions about their enrollment.

Faculty should ask students at the outset of the class if this is the course they had registered for either for credit or as auditors for no credit, according to the information on the class roll. If the faculty member has any student whose registration is not in order, the student should be sent to the Registrar's Office (or WRC/RRC administration offices) to correct the problem.

“NO-SHOW” POLICY/PROCEDURES

To comply with Federal Financial Aid regulations, Macon State College developed and implemented a “no-show” reporting procedure to be used by **all** faculty members.

At issue are financial aid recipients who become ineligible for funds the College has awarded if they do not attend at least **one** class. Such students are **NOT** entitled to keep the financial aid award for which they are otherwise eligible. When these students (“**no-shows**”) are not reported in a timely manner, (before financial aid refunds are sent to Higher one to disburse to students), both the College and the student may incur fiscal liability for the portion of the award that the student is no longer eligible to receive. The “no-show” reporting procedure better positions Macon State College to adjust financial aid awards before remaining balance funds are issued, thereby eliminating liability for both the College and the student.

Faculty reporting of “**no-shows**” usually begins on the first day of class after the drop/add period and usually lasts three to four days. “**No-show**” reporting for second session and Maymester usually lasts two days. After classes begin each semester, an e-mail is sent to all faculty members and secretaries to provide detailed instructions on how to report “**no-shows**” and includes the dates of the reporting period.

Faculty are reminded that **only students who have never attended a single class** (or in the case of an online class, the student has never communicated with the instructor) **should be reported as a “no-show.”** If a student attends the first class but is no longer attending, faculty are NOT to report the student

as a “no-show.” If a student is attending class but not on the class roll, faculty should direct the student to the Registrar’s Office as soon as possible but not report the student as a “no-show.”

Faculty are required to review all of their class rolls (available through BannerWeb) during the “**no-show**” reporting period. After monitoring class attendance during the reporting period, faculty will appropriately annotate the roll and return it **electronically** using Banner Web. After the roll has been returned, corrections may be made by annotating the roll and resubmitting it through the same process. A listing of faculty members with outstanding rolls will be sent to the VPAA’s office on the afternoon of the due date. The VPAA’s office will contact the appropriate deans or chairs to secure the remaining rolls.

The Business Office will hold all financial aid refunds for students reported as "no-shows" and for students who appear on a roll that has not been reviewed and returned electronically by the instructor. Students who think that they have been reported as "no-shows" in error will be provided a Verification of Attendance form to have completed by their professor(s). Faculty members should sign the Verification form **only** if the student has attended at least one class.

CLASS ROLLS AND GRADES

Class rolls are available to all faculty members on a real-time basis in Banner Web. The roll in Banner Web is also the vehicle for entering grades upon completion of the term. If a faculty member experiences difficulty with entering grades or obtaining a roll through Banner Web, the Registrar should be contacted immediately. Information concerning grades will be disseminated by e-mail and regular mail before the term ends. In general, grades are due within two days after the last day for final examinations. Although first-session classes, or other abbreviated terms in some cases, have termination dates earlier than the regular full session term, grades are not due until the end of the semester. However, it is strongly recommended that grades be entered in these cases as soon as the term ends so that the Registrar may commit the grades to the Student’s Academic History. In this manner the grades will be available to students through their Banner Web accounts.

GRADING POLICY

Faculty members are expected to be completely informed on all regulations and policies related to grades. In addition, all faculty members are expected to provide the students in their classes with an explanation of the grading policy to be used in each course. A student has the right to know in advance what factors will be used (tests, exams, quizzes, projects, discussions) in evaluating performance in class. Students have the right periodically in conference to ascertain their standing in the course.

FINAL EXAMS

All faculty members are expected to give a final exam in each of their courses **at the scheduled time**. It is important that the faculty adhere to the scheduled final exam times as announced by the Registrar's Office. The dean or chair must approve any exceptions in advance.

CHANGE OF GRADE

All faculty members are expected to submit official grades to the Office of the Registrar within the time period specified by the Registrar. Every effort should be made to ensure that a correct grade is submitted. All changes in grades must be made on the Change of Grade Form and must be approved by the dean or chair.

TEACHING EVALUATIONS

The faculty at Macon State College, including part-time faculty, are evaluated each semester by the students whose names are listed on the class roll in every course. Student evaluations are to be administered in a manner which is non-intimidating to the students in the class. The faculty member is to leave the classroom while the students' evaluations are being completed. The faculty member should have no contact with these evaluations until the division chair provides the faculty member with feedback from the evaluations. The student evaluation forms are accompanied by specific instructions which are to be closely followed by faculty.



INCOMPLETE GRADE REPORT

(Submit form to Registrar's Office at end of term.)

Student's Name _____ SSN _____

is being assigned a grade of "I" in _____ for _____ inasmuch as
Subject Course No. Sec. No. Term/Year

the above named student, who was otherwise passing the course, was unable to complete the full requirements of the course due to (Check most appropriate):

- personal illness ¹
- illness of a family member
- death of a family member
- accident

other (explain): _____

I understand that it is my responsibility to contact the instructor and to complete the work in time for the "I" to be removed prior to the last day to drop class or with draw from the College (see College calendar) during the next semester of enrollment or by the end of one calendar year if not enrolled, whichever comes first.

Student signature (if possible)

Date

I understand that it is my responsibility to leave instructions with my Dean/Chair as to how the "I" may be removed.

Faculty member's signature

Date

Distribution: Registrar,
Student,
School/Division/Department,
Faculty Member.

GRADES

GRADE APPEAL POLICY

In reviewing appeals relating to the receipt of grades, the process will be concerned entirely with alleged violations of institutional policy or procedure rather than with content or with matters of the instructor's judgment.

When a student believes that an instructor has not followed proper procedure in the classroom (e.g.: failure to follow stated grading policy or other procedures and objectives as outlined in the syllabus) and if the student wishes to appeal, the student should adhere to the following procedure:

1. The student will discuss the matter with the course instructor within ten working days of the receipt of the grade. (If the student is unable to contact the instructor, the student should seek the aid of the chair of the appropriate department or dean of the School if there is no department chair.) The student will provide the instructor with a written statement that expresses the concern in very specific terms within ten working days of the discussion with the instructor. The instructor will respond in writing to the student within ten working days. A copy of this communication will also be forwarded to the chair or dean with a copy of the student's original written inquiry.
2. If the matter is not resolved between the instructor and the student, the student will appeal to the chair, or the dean if there is no department chair, within ten working days of receiving the instructor's written response. The chair or dean will attempt to resolve the issue and will give the student a written response within ten working days of receipt of the communication from the student and the faculty member. If there is both a chair and dean in the academic unit and the matter is not resolved at the department level, the student will need to appeal to the dean of the School within five working days of receipt of the response of the department chair. The dean will provide a written response to the student within ten working days after receipt of the communication from the student, the instructor, and the department chair.
3. If the matter cannot be resolved at the School level, the student should complete a Petition Form (available in the Office of Academic Affairs and also online) and submit it to the Office of Academic Affairs within ten working days after receipt of the dean or chair's response. All documentation, the student's inquiry, the instructor's response, and the dean or chair's response will be submitted along with the Petition Form.
4. The VPAA will appoint a three-member panel selected from the associate vice presidents and the deans or chairs (excluding the academic unit from which the appeal originated).
5. The panel will determine if there is just cause for further appeal. If there is just cause, the panel will collect information concerning the appeal by research and interview. All information so gathered should remain completely confidential.
6. After gathering the relevant information, the panel will make a recommendation to the VPAA who will decide whether the appeal has merit and if any further action should be taken. The VPAA may approve or deny the appeal.
7. The instructor, the dean or chair, and the student will be informed in writing of the result of the appeal.
8. If there is further appeal, the student should complete another Petition Form (available in the Office of Academic Affairs and also online) and submit it along with a copy of all documentation, the student's inquiry, the instructor's response, the dean or chair's response, and the VPAA's response to the President of the College. The President will make the final decision. There is no further appeal at the institution.

WF Grade Appeal After officially dropping a course or withdrawing from the College after midterm, if a student wishes to appeal the WF grade because of hardships or non-academic circumstances beyond his or her control, the student must:

1. Obtain and complete an Appeal of WF Grade Form from the Registrar's Office or the Office of Academic Affairs.
2. Attach documentation, which supports the reason for withdrawing.
3. Submit the completed form and supporting documentation to the Office of Academic Affairs within five days of withdrawing.

Appeals of WF grades because of academic difficulty are not permitted.

COURSE SYLLABUS

Syllabi are required for **all** courses. Course syllabi are to be distributed to the class at the beginning of each semester or term. A copy of the course syllabus should be given to the dean or chair who is responsible for maintaining a current file of syllabi used in the division. Faculty should use the "Checklist for Syllabus" on the following page to ensure that their syllabi include the required information.

SYLLABUS CHECKLIST

The following items must be on the syllabus:

_____ CRN _____ Subject _____ Course No. _____ Instructor _____ Prerequisite(s)

_____ Goals/Objectives/Outcomes of the Course (Please state what the student is expected to know or be able to do after the course is completed)

_____ Description of Course Content (At a minimum, this section would include the course description in the catalog.)

_____ Required Text (If no text is required, please state this on the syllabus.)

_____ Suggested Texts or other readings, if any

_____ Attendance Policy

_____ Technical Policy (if plagiarism prevention service is used): A plagiarism prevention service is used in evaluation of written work submitted for this course. As directed by the instructor, students are expected to submit or have their assignments submitted through the service in order to meet requirements for this course. The papers may be retained by the service for the sole purpose of checking for plagiarized content in future student submissions.

_____ Policy on Academic Misconduct—“As a Macon State College student and as a student in this class, you are responsible for reading, understanding, and abiding by the Macon State College Student Code of Conduct. The student Code of conduct is included in the *Macon State College Student Handbook* and is available online at:
<http://www.maconstate.edu/studentlife/docs/studenthandbook.pdf>
(The institutional penalty for academic misconduct is a grade of zero for the work involved. If you choose to impose a different penalty, indicate your preferred penalty in this section of your syllabus.)

_____ Policy on Disability Accommodations—“Students seeking academic accommodations for a special need must contact the Macon State College Counseling Center (478-471-2985) located on the first floor of the Learning Support Building, Room 110, on the Macon Campus.”

_____ Tentative Assignment Schedule (This section calls for a calendar-based schedule of course content and evaluation)

_____ Other Course Requirements, if any (e.g. oral report, term paper, field trip, attendance at college or civic events, group or special projects, etc.)

_____ Grading Policy, including methods of evaluation (Include the types of tests to be given.)

_____ Campus e-mail Address (Required for all FT and PT faculty)

_____ Campus Office Hours _____ Campus Office Location _____ Campus Phone Number
(Must be on syllabus for all FT faculty. Not required for PT faculty.)

If part-time faculty members do not list campus office hours on their syllabus, then they must provide the division telephone number and at least one of the following ways that a student may use to contact them:

_____ Off-campus Telephone Number _____ Off-campus Fax Number

ECONOMICS 2105 Section 01

CRN 50914

SUMMER SEMESTER 2xxx

First Session Class

Name of Instructor

TEXT: Macroeconomics, 14th edition by McConnell and Brue

OFFICE: Z100

E-MAIL: xxxxxxxx@maconstate.edu FAX: 000-0000

PHONE: 000-0000

OFFICE HOURS: 9:00 am – 12:00 noon Monday through Friday
Also by Appointment

COURSE DESCRIPTION: This principles of economics course is intended to introduce students to concepts that will enable them to understand and analyze economic aggregates and evaluate economic policies. As an introduction to the study of macroeconomics thinking and reasoning, this course emphasizes supply and demand and their relationship to monetary and fiscal theory and policy.

COURSE GOALS/EXPECTED OUTCOMES: As a result of this course, students are expected to demonstrate:

1. An understanding of the concepts of demand and supply and price determination.
2. An understanding of the measurements of economic aggregate activities.
3. An understanding of the models used to determine the level of macroeconomic activity.
4. An understanding of the implications of short and long run policy applications.
5. An understanding of the impact of globalization on macroeconomics.
6. An understanding of basic determinants of economic growth.
7. An understanding of the role of money in the economy.
8. Critical thinking skills in economics.
9. Knowledge of mathematical skills, concepts, and ideas commensurate for problem solving and interpretation of information.

ATTENDANCE POLICY: Regular class attendance is important for success in this course. Students, therefore, are expected to attend all classes. Attendance is taken at each class meeting, and two times coming late and/or leaving early count as one absence. A student who has more than six absences ordinarily will receive a grade of “F” in the course. The student is responsible for all course requirements even in the event of an absence.

RESPONSIBILITY FOR MISSED WORK: If you miss a class, ***you are responsible*** for getting the assignment by contacting a class member or the instructor. Please do not depend on the instructor to contact you, either before or at the next class meeting. Also, being absent does not excuse you from any assignment that may be due at the next class meeting.

TECHNICAL POLICY: (if plagiarism prevention service is used): A plagiarism prevention service is used in evaluation of written work submitted for this course. As directed by the instructor, students are expected to submit or have their assignments submitted through the service in order to meet requirements for this course. The papers may be retained by the service for the sole purpose of checking for plagiarized content in future student submissions.

ACADEMIC MISCONDUCT: “As a Macon State College student and as a student in this class, you are responsible for reading, understanding, and abiding by the Macon State College Student Code of Conduct. The student Code of Conduct is included in the *Macon State College Student Handbook* and is available online at <http://www.maconstate.edu/studentlife/studenthandbook.pdf>”

The penalty for academic misconduct in this class will be an “F” in the course.

DISABILITY ACCOMMODATIONS: “Students seeking academic accommodations for a special need must contact the Macon State College Counseling Center (478-471-2985) located on the second floor of the ITEC Building, Room 213, on the Macon Campus.”

GRADING POLICY:

4 Hourly Tests.....	60%
Out-of-class and In-class Assignments on Select Chapters	15%
(There is no make-up on these assignments)	
Comprehensive Final Exam.....	<u>25%</u>
	100%
90-100	A
80-89	B
70-79	C
60-69	D
Below 60	F

The final exam grade (without any extra credit) will be substituted for the lowest hourly test grade provided the student has perfect attendance, including no tardies or early departures.

METHODS OF EVALUATION: Hourly tests and the final exam are short answer, discussion, graphs, problems, and multiple choice. You will be given the specific composition of each test prior to the time that it is given. If a test is missed, please contact the instructor as soon as possible. The best policy is to take the test at the scheduled time.

EXTRA CREDIT: Up to 5 points on the final exam will be given for a review of current articles pertaining to economics. "Current" means that the date of the article must be no earlier than the month in which the semester begins. If you choose to do extra credit, it is good to start early in the term. Articles must be relevant, at least one page in length, and chosen from suggested readings listed below or from approved source. One point will be awarded for each article summarized in one typed page, double-spaced, complete with bibliographical reference (author, title, publication, date, page numbers) at the bottom of the page. Clip all sheets together and turn in no later than the day of the final exam. The first page must be a list of the titles of all works reviewed with your name and hour in the upper right-hand corner. A copy of the article must be submitted with your summary.

SUGGESTED READINGS: *Business Week, Fortune, Forbes, U.S. News & World Report, Wall Street Journal, Inc., Money, Newsweek, Time, Georgia Trend, The Macon Telegraph, Entrepreneurship, The Economist.*

HOW TO BE SUCCESSFUL IN THIS CLASS:

1. Attend class regularly.
2. Read the text before class and again after class if you are unclear on concepts.
3. Do all assignments. Answering the questions and working the problems will enhance understanding. The old cliché that you learn by doing is certainly true in economics.
4. Ask questions when you do not understand.
5. Get help early in the semester if you need it.

IMPORTANT DATES:

Thursday, June 14:	Last day to drop or withdraw with a grade of "W."
Monday, July 2:	Classes end.
Tuesday, July 3 :	Final Exam at 9 am in classroom.

TENTATIVE ASSIGNMENT SCHEDULE

May 30	Introduction Chapter 1 Chapter 2	The Nature and Method of Economics (1, 5, 7, 8, 9)* Last Word** The Economizing Problem (1, 2, 5, 6, 10, 11) Last Word
June 1	Chapter 3	Understanding Individual Markets: Demand and Supply (1, 2, 4, 5, 7 a, b, c, and 8) Last Word
June 4	Chapter 4 Chapter 5	Pure Capitalism and the Market System (2, 8) Last Word The Mixed Economy: Private and Public Sectors (4, 9, 10, 15, 16) Last Word
June 6	Test 1 Chapter 6	Chapters 1-3 The United States in the Global Economy (4, 5) Last Word
June 8	Chapter 7	Measuring Domestic Output, National Income, and the Price Level (1-9, 12, 13)
June 11	Chapter 8	Macroeconomic Instability: Unemployment and Inflation (3,5,7)
June 13	Test 2 Chapter 9	Chapters 5-7 Building the Aggregate Expenditures Model Last Word
June 15	Chapter 10	Aggregate Expenditures: The Multiplier, Net Exports, and Government Last Word
June 18	Chapter 11	Aggregate Demand and Aggregate Supply (4, 5, 9)
June 20	Test 3 Chapter 12	Chapters 8-10 Fiscal Policy (2, 3, 5, 9)
June 22	Chapter 13	Money and Banking (4, 5)
June 2	Chapter 14	How Banks Create Money (1-16) Last Word
June 27	Test 4	Chapters 11-13
June 29	Chapter 15	The Federal Reserve Banks and Monetary Policy (2, 3, 5)
July 2	Review	

*Numbers in parentheses refer to assigned questions/problems at the end of the respective chapter in the textbook. Answers to the Key Questions are at <http://www.mhhe.com/economics/mcconnell>.

**The “Last Word” is the section following each chapter that explains by examples the material in the chapter. The “Last Word” to a chapter is assigned if it is listed. If not listed, it is not assigned.

COLLEGE CORE CURRICULUM

Students at Macon State College may satisfy the requirements of the University System core curriculum by observing the following guide:

AREA OF STUDY	SEMESTER HOURS
A. ESSENTIAL SKILLS (9 hours required)	
English 1101 and 1102 or 1102H	6
Math Elective	3
Choice of 3 hours from the following courses:	
Math 1101, Math 1111, Math 1113* or 1113H*, or	
Math 1251** (4 hours – 3 hrs. in Area A, 1 hr. in Area F)	
B. INSTITUTIONAL OPTIONS (4 hours required)	
MSCC 1000.....	1
Area B Elective.....	3
Choice of one course from the following “perspectives” courses:	
BIOL 1004	HS 1003
ITEC 1001	HS 1004
HUMN 1001	MATH 1002
HUMN 1001H	MSCC 1003
HUMN 1002	MSCC 1004
HUMN 1003	MSCC 1005
HUMN 1004	SSCI 1001
HUMN 1005	SSCI 1002
HS 1000	SSCI 1003
HS 1001	SSCI 1004
HS 1002	
C. HUMANITIES/FINE ARTS (6 hours required)	
Literature-based Elective.....	3
Choice of 3 hours from the following courses:	
English 2111, 2112, 2121, 2122, 2131, 2131H, 2132, 2132H, 2141, 2142	
French 2001, 2002	
Spanish 2001, 2002	
Area C Elective.....	3
Choice of 3 hours from the courses listed above or from the following courses:	
ARAP 1100	
Communication 1110	
French 1001, 1002, 2999	
Humanities 2111H, 2151, 2152, 2154, 2155, 2156,	
Music 1100	
Spanish 1001, 1002, 2999	
Theatre 1100	
D. NATURAL SCIENCE, MATH AND TECHNOLOGY (11 hours required)	
Lab-Science Electives.....	8
While the two courses selected from the list below do not have to be taken in sequence, students may take courses only for which they have the necessary prerequisites.	
Choice of 8 hours from the following courses:	
Astronomy 1010K, 1020K	
Biology 1001K and 1002K, 1001K-H and 1002K-H, or 2107K and 2108K***	
Chemistry 1101K, 1102K, 1151K, 1152K, 1211K, 1212K	
Physical Science 1011K	
Physics 1111K, 1112K, 2211K, 2212K	
Area D Elective.....	3
If students choose to take a four-hour course, then one hour of credit from this course will count in Area F where applicable. Students must have the necessary prerequisite for any course they choose.	

*Required of students majoring in biology, chemistry, computer science, pre-pharmacy, physics, physical therapy, engineering technology, and mathematics.

**Required of students majoring in Pre-Engineering, Regents’ Engineering Transfer Program, and Pre-Engineering leading to a Certificate of Completion.

*** Students can receive credit for graduation only with either BIOL 2107 and 2108 or with BIOL 1001 and 1002.

Choice of one course from the courses listed above or from the following courses:

- Biology 1003,
- Computer Science 1010, 1301, 1302, 2310, 2320
- Math 1101, 1111, 1113, 1113H, 1200, 1220, 1251, 2252, 2253, 2260, 2270
- Physical Science 1012
- Science 1150, 2152, 2154

E. SOCIAL SCIENCE (12 hours required)	
History 2111*, 2111H*, 2112*, or 2112H*.....	3
Political Science 1101** or 1101H**.....	3
Area E Electives.....	6
Choice of 6 hours from the following courses:	
Anthropology 1102	
Economics 2105, 2105H, 2106, 2106H	
History 1111, 1112, 2111, 2111H, 2112, 2112H	
Psychology 1101, 1101H	
Sociology 1101, 1101H, 1160	
F. MAJOR FIELD (18 hours required)	
Student selects 18 hours of course work appropriate to the major field.....	18
(See curriculum on the following pages)	
TOTAL ACADEMIC HOURS.....	60

Physical Education

1. **REQUIREMENTS:** Macon State College requires two hours of physical education. Physical education courses cannot be repeated for credit toward the two credit hour requirement needed for graduation. Except for the exemptions listed in Part 2, this requirement may be satisfied by:
 - a) Two hours of physical education activity courses or
 - b) Two hours of non-activity physical education courses or HLTH 1000, or
 - c) Two hours of a combination of physical education activity courses and physical education non-activity courses.

2. **EXEMPTIONS:** Those students who have completed Basic Military Training or who are Active Military personnel may be exempted from the physical education requirements by filing a copy of their DD 124 or CCAF transcript with the Office of the Registrar. These students will then be granted two hours of credit.

* Will satisfy the state requirements in U.S. and Georgia History
**Will satisfy the state requirements in U.S. and Georgia Constitution

MACON STATE COLLEGE SERVICES

ACADEMIC RESOURCE CENTERS (ARC)

The goal of the Academic Resource Center (ARC) is to maximize student success and retention by providing quality and innovative academic assistance to students in a friendly, safe environment. Through the use of professional and peer tutors, we strive to provide the tools necessary for students to become independent learners. We supplement faculty instruction by providing peer and professional tutoring, appropriate resource materials to supplement course work, access to computer-based tutorials and resources, and Academic Success Skills workshops.

The Macon campus Academic Resource Center (phone 471-2057) is located in the lower level of the Library building. The Warner Robins campus Academic Resource Center (phone 929-6770) is located in room 214 of the Academic Services building on that campus. The ARC website is <http://www.maconstate.edu/arc/>.

Services provided by the Academic Resource Centers include:

- Internationally certified professional tutors
- Internationally certified peer tutors
- Free walk-in tutoring and tutoring by appointment
- Academic Success Skills Workshops
- Small and large group study rooms
- Computer-, web-, and CD-ROM-based tutorials
- Mathematics video tutorials for checkout
- Laptop computers for checkout
- Open-use computer lab
- Access to research databases and electronic publications
- Access to numerous online study aids and resources
- Assistance with online study and research
- Assistance to faculty with online supplemental course content
- Wireless Internet access
- The latest technologies available
- The latest industry-standard software
- Assistance with MSCC 1000
- Assistance with student e-mail
- Assistance with online courses
- Scanners for student use

The Macon campus ARC is open Monday – Thursday: 8:00 a.m. – 10:00 p.m. (9:00 p.m. during summer semester), Friday: 8:00 a.m. – 5:00 p.m., Saturday: 10:00 a.m. – 2:00 p.m., and Sunday: 2:00 p.m. – 6:00 p.m. The Warner Robins campus ARC is open Monday through Thursday 8:00 a.m. – 9:00 p.m. and Friday 8:00 a.m. – 4:30 p.m. There are no weekend hours at the WRC ARC.

If you have any questions about these services or if you would like to schedule an ARC orientation for your class, please contact Tim Vick, Director of Academic Resource Centers, at 471-2057 or email Tim at tim.vick@maconstate.edu.

ACADEMIC ADVISING CENTER (AAC)

The Academic Advising Center sees all beginning freshmen, all incoming students who have Learning Support requirements, and all students who are undecided as to major. The mission of the Academic Advising Center is to assist students in the development of worthwhile academic goals that are in accordance with their life plans.

The objectives of the AAC are as follows:

- ◆ To improve student retention and success
- ◆ To encourage students to explore personal interests, career options, skills, abilities, and values
- ◆ To encourage students to establish short-range and long-range educational goals
- ◆ To assist advisors in becoming more effective in advising students

CAREER CENTER

Career Center services are designed to assist all students in exploring how personality and workstyle fit educational and career options. Students work with professionals to develop a strategy to establish and achieve career/life goals. Services offered include: career counseling; interest assessments; computer-assisted guidance programs; career resource materials; workshops on various majors, decision-making, interests, and values clarification. The Career Center provides career exploration, planning, and marketing services for Macon State College students and alumni. Students are provided current job and labor market information to assist them in their career development. The Center also provides information on various occupations and employers as well as opportunities for related internships, summer jobs, and co-op opportunities. Current job listings are maintained and disseminated throughout the year. It is recommended that students register early to participate fully in the Career Center activities. Staff members are available to speak to classes regarding Career Center programs.

COUNSELING CENTER

The Counseling Center is based on a developmental model stressing personal growth and adjustment as well as remediation of problems. The Counseling Center offers a variety of services and programs to students, including individual and group counseling, academic/career counseling, and stress management programs. All counseling services are free and confidential.

SERVICES FOR STUDENTS WITH DISABILITIES

It is the policy of Macon State College to provide program accessibility and reasonable accommodations for persons defined as disabled in Section 503/504 of the Rehabilitation Act of 1973 and the Americans

with Disabilities Act of 1990. No student with a disability who is qualified to enter Macon State College will be denied admission or be subjected to discrimination in the application of admission standards.

Students with disabilities have the responsibility of contacting the Disability Support Center at (478) 471-2985 for an interview to assess their needs prior to the first semester of enrollment at Macon State College. To qualify for services, students must first verify disability by providing current documentation from a qualified health professional. Subsequently, these students have the responsibility of 1) submitting a class schedule each semester to the Counseling Center,

2) identifying themselves and their needs to each professor at the first week of class each semester, and
3) notifying the Counseling Center as soon as possible should any problems arise concerning their academic program.

A handbook describing the services for students with disabilities will be provided when the student registers with the Office. The Counseling Center is located on the second floor of the ITEC Building, Room 213, on the Macon Campus. For more information, call (478) 471-2985 or visit the website at www.maconstate.edu. Faculty members should provide no accommodation until receipt of documentation from the Disability Support Center.

STUDENT LIFE

The success of a College depends in part upon the close integration of academic and student affairs. Faculty members are encouraged to participate in and assist with the special programs of the College. In addition, faculty members should encourage students who are in their classes to take advantage of the Counseling Center and Career Center as well as the Financial Aid Office.

The Student Life program at Macon State College has been designed with several objectives in mind. The first objective is to provide students with opportunities to interact with faculty, staff, and other students outside the classroom. It is through these extra- and co-curricular experiences that students build networks of support that will serve to sustain them through a challenging collegiate experience. Secondly, the program seeks to provide students with opportunities to develop and practice the types of leadership skills that will serve them well not only in a competitive job market but also throughout life. The third objective of the Student Life program is to provide students with opportunities to broaden their social and cultural context and to become more aware and more active in broader community concerns. To achieve these goals, the Student Life program offers students a wide range of activities. Among these are intramural athletics, the *Matrix*, the campus newspaper, the *Fall Line Review*, the literary magazine, the Health Clinic and Wellness Center, the Honors Program, Macon State College Chamber Singers and community chorus, the Company of Players drama group, and a wide array of student clubs, organizations, and community service projects. To find out more about the Student Life Program at

Macon State College, visit the Office of Student Life in the Student Life Center, call 471-2710, or visit the Student Life website at www.maconstate.edu/studentlife.

LIBRARY

The hours of operation for the Library on the Macon campus are available on line at <http://www.maconstate.edu/library/hours.aspx>. At the Warner Robins Campus, library services are provided by the Nola Brantley Memorial Library, located next door to the WRC. Hours of operation for the WRC Library are also available on line at <http://www.maconstate.edu/library/wrc.aspx>. The Library is a participant in GALILEO, Georgia's statewide virtual library, providing access to thousands of online journals, newspapers, e-books, government documents, and more.

Reference librarians are available to offer library instruction sessions for your classes, ranging from a basic overview of the library and its resources, to more advanced research strategies. If you would like to schedule a session, please contact Felicia Haywood at felicia.haywood@maconstate.edu or Robin Grant at robin.grant@maconstate.edu

The Library on the Macon Campus and the Nola Brantley Library at WRC will house items you wish to place on Course Reserve. The Library also provides an electronic reserves service. Please visit the Library's website for more information on our services and resources.

MACON STATE COLLEGE POLICIES AND PROCEDURES

EMERGENCY CARE PROCEDURES

In case of a life-threatening emergency, dial “911” and request a rescue unit and ambulance. Notify Campus Security. Security officers will escort the emergency personnel to the ill/injured party. For non-life-threatening emergencies, call Campus Security

Macon State College Security: Macon 747-0155
Macon State College Security: WRC 731-9901

FACULTY DISABILITY ACCOMMODATION

In order to provide equal employment opportunity to all qualified individuals and in compliance with the 1990 Americans with Disabilities Act (ADA), Public Law 101-3361, it is the policy of Macon State College to afford reasonable accommodations as spelled out under the Americans with Disabilities Act (www.usdoj.gov/crt/ada/adahoml.htm). In sum, Macon State College does not discriminate on the basis of disability in the admission or access to employment, programs, or activities. ADA guarantees individuals with disabilities equal opportunity in the areas of public accommodations, employment, transportation, state and local government services, and telecommunications.

An individual requiring a modified work environment as the result of a temporary or permanent disability is encouraged to arrange reasonable accommodations on an informal basis. This is normally sought through the individual’s immediate supervisor, who then will follow standard procedures in meeting the request. If informal means prove insufficient, a formal request in writing may be made to the Vice President for Fiscal Affairs. The formal request may be made with the assistance of the Affirmative Action Officer.

The institution will consider all relevant information on any formal request. Relevant information includes, but is not limited to, verification of the disability, determination of the essential functions of the job, consultation with reasonable accommodation specialists or similar functionaries, consultation with campus budget and purchasing specialists, and (with the employee’s written permission) consultation with medical or rehabilitation specialists who may be working with the individual. The employee will bear the initial cost of medical verification, which may be covered by medical insurance. If the College requests a second opinion from a medical or rehabilitation professional, the College will bear the cost.

The employee will be informed in writing of the College’s initial decision to honor or deny the request with twenty working days of the receipt of all relevant information necessary for a formal request. If the twenty-working-day limit cannot be met, the College will confer with the employee to agree upon a reasonable time limit. When an accommodation request is denied, the College will inform the employee of the appropriate appeals process. Appeals of request denials will follow standard appeals procedures.

SEXUAL HARASSMENT

AUGUST 13, 1998, AFFIRMATION OF POLICY ON SEXUAL HARASSMENT

Sexual harassment in any context is reprehensible and is a matter of particular concern to any academic community in which students and employees are related by strong bonds of intellectual dependence and trust. The College's policies and procedures for dealing with sexual harassment have been designed to ensure that all individuals of our community co-exist in a positive productive environment. To be effective, this policy requires the total commitment of all individuals associated with this institution.

This policy has my unequivocal support, and I request all members of our college community to join with me in order to ensure that sexual harassment does not occur.

David A. Bell, Ph.D.

President

SEXUAL HARASSMENT POLICY

1. General Statement

Macon State College is committed to maintaining an academic environment in which its members can freely work together, both in and out of the classroom, to further education, service, and research. Every member of the Macon State College community must recognize that sexual harassment compromises the integrity of the College, its tradition of intellectual freedom, and the trust placed in its members. It is the intention of the College to prevent sexual harassment as well as to correct and, where indicated, discipline those engaged in sexual harassment. Because of the special nature of a college community, Macon State College reiterates its commitment to academic freedom and asserts that these procedures shall not be detrimental to the principles of academic freedom.

2. Definition of Sexual Harassment

Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when:

- a. Submission to such conduct is made explicitly or implicitly a term or condition of an individual's professional or academic standing; or
- b. Submission to or rejection of such conduct by an individual is used as the basis for professional or academic decisions affecting an individual; or
- c. Such conduct has the purpose or effect of unreasonably interfering with a person's work or academic performance or creating an intimidating, hostile, or offensive working or academic environment.

3. Responsibility as to the Sexual Harassment Policy

- a. All members of the Macon State College community must ensure that their personal behavior does not constitute sexual harassment. This responsibility extends to all who do business with Macon State College and to all who visit any Macon State College facility or attend any Macon State College-sponsored activity.
- b. Faculty, administrators, and supervisors have the responsibility to prevent and to eliminate sexual harassment in their respective areas. A complaint alleging sexual harassment made to a faculty member, administrator, or supervisor requires immediate steps to address the matter under the procedures outlined in this policy.

4. Procedures

- a. Students with concerns about sexual harassment may find it helpful to discuss the matter with the Dean of Students. All persons feeling aggrieved under the policy against sexual harassment are encouraged to seek informal resolution first.
- b. Students with a sexual harassment inquiry or complaint should contact:
 - (1) Either the Dean of Students, Student Life Center, Student Life Office; or
 - (2) The Affirmative Action Officer/EEO; or
 - (3) Any member of the faculty of Macon State College. Upon contact, the faculty member shall then be expected to:
 - (a). Inform the student as to the Macon State College Sexual Harassment Policy and the procedures for filing a complaint.
 - (b). Encourage the student to seek informal resolution of the complaint by contacting one of the College officers listed above. If asked, the faculty member may accompany the student to the first meeting with these officers. For purposes of confidentiality, the initial meeting(s) with either of these two administrators may, by appointment, be held at a location other than the administrator's office.
- c. A faculty member, any other employee, or any third party who has a sexual harassment inquiry or complaint should contact the Affirmative Action Officer/EEO.
- d. The administrator(s) of the College responsible for receiving these complaints shall:
 - (1) Receive the sexual harassment complainant, provide information about sexual harassment, and discuss the options for addressing it.
 - (2) If needed, refer the complainant for counseling.
 - (3) Within five (5) working days, inform the complainant regarding applicable Macon State College policies and procedures and outline the options, both informal and formal, for resolving the complaint.
 - (4) Wherever possible, assist the parties toward informal resolution of the complaint.
 - (5) If there can be no informal resolution and an investigation and hearing of the

complaint are appropriate, assist the complainant in filing a formal complaint.

- e. A Formal complaint must be filed within one hundred eighty (180) days from the date of the incident and must be filed with the Affirmative Action Officer/EEO. The Affirmative Action Officer/EEO shall:
- (1) Within ten (10) working days from the date of receipt of complaint, interview the complainant, the respondent, and other persons believed to have pertinent knowledge.
 - (2) Afford both the complainant and the respondent a full opportunity to respond to the allegations and evidence received.
 - (3) Promptly prepare a written summary of the investigation with recommendations based thereon which shall be forwarded to the President of Macon State College and each party. A copy shall be filed with, and retained in, the offices of the Associate Vice President for Academic Affairs and the Federal Liaison-Affirmative Action Officer.
- f. Within ten (10) working days from the receipt of the summary and the recommendations of the Associate Vice President for Academic Affairs or the Federal Liaison-Affirmative Action Officer, either party may request a hearing of the complaint by a panel of inquiry under the further provisions of this policy. This request should be forwarded to the President of Macon State College.
- g. If no such request is made for a hearing, the President of the College shall act on the recommendations contained in the summary of the investigation. If a hearing is indicated and either party is a member of the faculty, the President of Macon State College shall refer said complaint to the Chair of the Executive Committee for hearing pursuant to the Procedures for Faculty Grievance Hearings (see Article IV, Section F of the *Statutes*) and for a recommendation based on that hearing.
- h. If neither party to the complaint is a member of the Macon State College faculty, the President of Macon State College shall, within ten (10) working days from the date of receipt, appoint an impartial panel of inquiry composed of a Chair and four members, two males and two females. The Chair shall be nonvoting, but when necessary, will cast the tie-breaking vote.
- (1) Panel membership will be dependent upon the status of the parties involved in the complaint as follows:
 - (a) When both parties in an alleged incident are students, the panel will be made up of two students, two faculty members, and one member of the staff.
 - (b) When both parties are members of staff, the panel will be made up of members of staff.
 - (c) When the parties are from different constituencies and neither party is a faculty member, the panel will have a faculty member plus two members from each of the two constituencies.

- (d) With respect to complaints brought by third parties, it is not the status of the third party but rather the status of the subject(s) of the complaint that shall determine the composition of the panel.
- (2) The purpose of the panel of inquiry is to determine, to the best of its ability, the facts regarding the alleged sexual harassment, to ascertain whether there has been a violation of the policy of Macon State College prohibiting sexual harassment, and to recommend appropriate discipline for those found to have violated the sexual harassment policy.
- (3) Prior to the hearing, the panel shall meet to determine procedures for conducting the hearing, and shall consult with the principals involved prior to making such determination. At the College level, attorneys normally are not present. However, a complainant or alleged victim may, at any stage of the procedure, have present an advisor of his/her own choosing, who shall provide advice but shall not be an active participant in the proceedings.
- (4) Within ten (10) working days from the date the panel is formed, the panel will hear the complainant, the respondent, and witnesses identified by each party and shall examine all evidence it deems relevant and necessary. The rights of both parties will be observed and privacy and confidentiality shall be protected to the extent practicable.
- (5) Within ten (10) working days after the conclusion of its gathering of evidence, the panel shall issue a written report to the President of Macon State College. The panel's report shall detail the allegations and evidence received in the matter, evaluate the persuasiveness of the evidence, the consistency of the testimony, and the credibility of the witnesses, state its determination as to whether there has been a violation of the policy of Macon State College sexual harassment, and make recommendations for disciplining those found to have violated the sexual harassment policy.
- i. Within ten (10) working days after receipt, the President of Macon State College shall review the report findings of the panel of inquiry and will make final determination as to what action, disciplinary or otherwise, should result. A copy of the report evidencing the final action taken by the President of Macon State College in the matter shall be forwarded to the complainant and the respondent.
- j. In accordance with the provisions of Article IX of the By-laws of the Board of Regents, either Party may file an application for review, in writing, with the Board of Regents of the University System of Georgia within twenty (20) calendar days following the written decision of the President of Macon State College.
- k. For good cause, time restraints set forth in this policy may be extended for a reasonable period of time. The parties and the panel hearing the complaint may also enter an agreement for the

extension of time for good cause, and the agreement shall be entered in the record.

1. Retaliation, in any form, against those reporting incidents of sexual harassment, those presenting evidence by testimony or otherwise, those participating on a hearing panel, or participating in any manner as to matters which are set forth in this policy shall not be tolerated, and shall subject the person attempting retaliation to disciplinary action which may include suspension or dismissal.

Notice: The effective date of this policy is May 4, 2000, and by the adoption of same, any policy or practice in effect prior to the effective date concerning the subject matter of this policy is terminated.

CONSENSUAL RELATIONSHIPS

◆ GENERAL STATEMENT

Recognizing that Macon State College faculty members are professionals whose conduct must not jeopardize the trust and confidence of the students they serve or the general public that supports the institution, the College considers it inappropriate for faculty members and others in positions to evaluate students to have amorous or sexual relations with those currently enrolled in their classes or supervised by them. Furthermore, it is the responsibility of all faculty members to avoid such relationships that result in conflicts of interest with students over whom they are in a position of authority by virtue of their teaching, research, committee assignments, or administrative assignments. In order to assure that the evaluation of students is conducted fairly and without any perception of favoritism or bias, faculty members should make an earnest effort to avoid all appearance of sexual overtures and sexual relationships with such students, even when considered consensual. The significant power differential between faculty members and students makes such consensual amorous or sexual relationships suspect.

- Failure to abide by this policy may prompt disciplinary action by the College.

◆ PROCEDURES

- Members of the College community who desire to complain of a violation of policy may initiate a complaint with the Vice President for Academic Affairs. Complaints should be filed within ten (10) working days of the time at which the complainant becomes aware of the adverse effect of an alleged violation of this policy, but not more than six months after the alleged violation.
- Faculty members accused in a complaint filed alleging a violation of this policy shall be subject to the procedures and sanctions described in Article IV (*Faculty Statutes*).
- **For purposes of this policy, “faculty” shall include all full-time or part-time College personnel who teach or conduct research, including administrators with faculty status.**

Persons in positions to evaluate students referred to in this policy may include, but are not limited to, those engaged in supervising instruction, evaluating academic performance, or serving on committees for awards, prizes, or other similar distinctions; and also making decisions relative to scholarships, grants, and other forms of financial assistance.

- Any individual retaliating against any member of the College community for his/her participation in any hearing that occurs due to a violation of this policy shall be subject to disciplinary action.

Approved May 4, 2000

COMPUTER AND NETWORK USAGE POLICY

Authorized users may use College computing facilities and resources, including transmission over the College network, for scholarly purposes, for official College business, and for personal purposes so long as such use

- does not violate any law of College policy
- does not involve significant use of College resources, direct costs, or substantial interference with the performance of College duties, work, or data communications networks
- does not result in commercial gain or private profit

With the exception of individuals authorized by the College to perform system and computer maintenance, users may not allow any other person to use their password or to share their accounts. It is the user's responsibility to protect the account from unauthorized use by following security procedures established by Technology Support Services (TSS) and the Computer Services unit.

Any attempt by any person or group to circumvent system security, guess passwords, or in any way gain unauthorized access to local or network resources is forbidden. Users may not access another person's computing account, attempt to forge an account, or use a false account or e-mail address.

Transferring copyrighted materials to or from any system or via the College network without express consent of the owner may be a violation of federal law and/or state law.

It is forbidden to use electronic mail or other network or communications facilities to harass, offend, or annoy other users, including impeding their computing systems, software, or data.

Each user of College resources is encouraged to report violations of College policies to College unit representatives on duty, appropriate faculty or staff, or the Office of Technology Support personnel.

The TSS telephone number is 757-2634. Technical support can be requested online at <http://www.maconstate.edu/technologyhelp.asp>.

USE OF COLLEGE FACILITIES

All Macon State College facilities are the property of the University System of Georgia. The authority for their assignment and use is the responsibility of the President of the College and/or his assignees. Both on-campus and off-campus individuals/groups seeking to utilize College facilities must obtain permission from the proper authority.

COPYRIGHT ACT OF 1976

I. Single Copying to Teachers

A single copy may be made of any of the following by or for a teacher at his or her individual request for his or her scholarly research or use in teaching or preparation to teach a class:

- A. A chapter from a book
- B. An article from a periodical or newspaper
- C. A short story, short essay, or short poem, whether or not from a collective work
- D. A chart, graph, diagram, drawing, cartoon, or picture from a book, periodical, or newspaper

II. Multiple copies for Classroom Use

Multiple copies (not to exceed in any event more than one copy per pupil in a course) may be made by or for the teacher giving the course for classroom use or discussion; provided that:

- A. The copying meets the tests of brevity and spontaneity as defined below and
- B. Meets the cumulative effect test as defined below and
- C. Each copy includes a notice of copyright

Definitions

Brevity

- (i) **Poetry:**
 - a) A complete poem if less than 250 words and if printed on not more than two pages or
 - b) from a longer poem, an excerpt of not more than 250 words.
- (ii) **Prose**
 - a) Either a complete article, story, or essay of less than 2,500 words or
 - b) an excerpt from any prose work of not more than 1,000 words or 10% of the work, whichever is less, but in any event a minimum of 500 words
 - c) Each of the numerical limits stated in “i” and “ii” above may be expanded to permit the completion of an unfinished line of a poem or of an unfinished

prose paragraph

- (iii) Illustration: One chart, graph, diagram, cartoon, or picture per book or per periodical issue.
- (iv) “Special” works: Certain works in poetry, prose, or in “poetic prose” which often combine language with illustrations and which are intended sometimes for children and at other times for a more “special work” may not be reproduced in their entirety; however, an excerpt comprising not more than two of the published pages of such special work and containing not more than 10% of the words found in the text thereof may be reproduced

Spontaneity

- (i) The copying is at the instance and inspiration of the individual teacher, and
- (ii) The inspiration and decision to use the work and the moment of its use for maximum teaching effectiveness are so close in time that it would be unreasonable to expect a timely reply to a request for permission.

Cumulative Effect

- (i) The copying of the material is for only one course in the school in which the copies are made.
- (ii) Not more than one short poem, article, story, essay, or two excerpts may be copied from the same author, and not more than three excerpts from the same collective work or periodical volume may be used during one class term.
- (iii) There shall not be more than nine instances of such multiple copying for one course during one class term.
(The limitations stated in “ii” and “iii” above shall not apply to current news periodicals, newspapers, or current news sections of other periodicals.)

III. Prohibitions to I and II above

Notwithstanding any of the above, the following shall be prohibited:

- (A) Copying shall not be used to create or to replace or substitute for anthologies, compilations, or collective works. Such replacement or substitution may occur whether copies of various works or excerpts therefrom are accumulated or reproduced and used separately.
- (B) There shall be no copying of works intended to be “Consumable” in the course of study or of teaching. These include workbooks, exercises, standardized tests, test booklets and answer sheets, and similar consumable material.
- (C) Copying shall not:
 - a. substitute for the purchase of books, publishers’ reprints, or periodicals
 - b. be directed by a higher authority
 - c. be repeated with respect to the same item by the same teacher from term to term

No charge shall be made to the student beyond the actual cost of photocopying.

STUDENT CONDUCT

According to the Macon State College Student Code of Conduct, “*The primary responsibilities of Macon State College students are **integrity and civility**.*”

For Assistance with student conduct issues, behavioral or academic, contact the Office of Student Affairs at (478) 757-7383.

STUDENT E-MAIL/MyMSC PORTAL

Macon State College students are provided an e-mail account free of charge. The college considers this account an official means of communication. The purpose of the official use of the student e-mail account is to encourage the use of existing technology to provide a more effective means of communicating important College-related information to students in a timely manner. Students are encouraged to check their accounts frequently.

Please support the use of student e-mail by communicating with your students via the Macon State College network. Students needing assistance may visit the Technology Assistance Center or the Academic Resource Center on the Macon Campus or the Academic Resource Center on the Warner Robins Campus.

TEXTS THAT MAY BE USEFUL TO PART-TIME INSTRUCTORS

Biaocco, Sharon A., and Jamie N. DeWaters, eds. Successful College Teaching: Problem-Solving Strategies of Distinguished Professors. Viacom Company, February 1998.

Lyons, Richard E., Marcella L. Kysilka, and George E Pawlas. The Adjunct Professor’s Guide to Success. Pearson Publishing, December 1998.