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Welcome to the Sociology & Ethnic Studies Department!

This booklet is intended to be a source of useful information to help you get started and teach your class(es) here at LAVC. This section outlines the main campus related information so that you can find what you need to get started and have a successful semester.

There are many other sources of useful info such as the union's *Survivor's Guide* and the various handouts and flyers that will soon come your way. You can find many of these sources on these web sites:

The college website (<http://www.lavc.edu/faculty.html>)

The district web site (http://www.laccd.edu/faculty_staff/extranet/)

The union web site (<http://www.lavc.edu/AFT/AFTGUILD.HTM>)

Logistics

Getting Started

Telephones

To call campus numbers from an on campus phone: dial the four-digit number. **To call from off campus, dial (818) 947-xxxx** where the four numbers replace the x's., e.g., the Chair's extension is x2937 so to call her from off campus, dial 947-2937.

Mailboxes

Where: CAMPUS MAILBOXES are located next to Reprographics in the Admin building. This is where official campus information will appear—including class rosters and grade sheets.

DEPARTMENT MAILBOXES are available for Sociology in BSC111.

Let your students know where to drop off materials for you. If they use the campus mailbox, there is a drop slot in the hallway for this purpose—be sure to let them know to put their materials in an envelope and to write your name very clearly on it.

Voice Mail

Why: It is important to give students a phone number so include it on your syllabus and inform the Chair which number you'd prefer to use. We can set up an LAVC voice mail account if you prefer to receive student messages via this number rather than your home or cell number.

Email

Why: An LAVC email account is already set up for you when you become an employee. Use it to log onto the district web site to access rosters, exclude students, and assign grades. The default user id is the first 6 letters of your last name and the initials of your first and middle names. The default password is your employee number. Call the Computer Help Desk if you have problems logging in: x2489.

You can set up the LAVC account to forward mail to another account.

It is extremely important that you keep the chair informed of your functioning email address so that you can receive important updates and other communication regarding classes.

Email addresses are not used for non-academic purposes and the chair makes an effort not to send extraneous or otherwise unimportant email—we all have enough spam as it is!

Personnel

Where: Carole Weston & Yasmin Aviles are located in the ADMIN building (105a).

Why: They have the main packet of information that needs to be processed to get the assignment and ensure your paycheck arrives on time. All of the forms plus official transcripts and fingerprints should be returned to them *as soon as possible* so that they can get the forms to the district office that processes them. (Fingerprint forms can be done with our on-campus Sheriff's office—see Campus Access.)

If you have a doctorate, make note that there is a special form to be filled out that should be returned as quickly as possible—and with the first packet if at all possible.

Direct Deposit is required—make sure the form for that is included as well.

PAYROLL is located in Admin 105—right next door to personnel. You shouldn't need to contact them unless you have a problem of some kind. If you do have a pay issue, our “single point of contact” person is Tom Aduwo (in A105) x5532.

Campus Access

Who & Where: The SHERIFF'S OFFICE (north-east corner of the campus, between the art building and the softball field) is responsible for issuing parking stickers (for you and any guest speakers) and opening the buildings and classrooms. Their phone is x2911 or 818-947-2911.

This is also the office that will do your fingerprints for free although you do have to make an appointment.

Copies

Where: REPROGRAPHICS is located in the Admin building. Submit your course materials at least 3 days in advance (more at the start of the semester); exams have a 24 hours turn around time. Use the online form but remember to send your documents as *pdf files* and *from your LAVC account!*

There are copy machines in the office to be used daily (for no more than 50 copies) but keep in mind we get charged *twice as much* for those copies compared to those they do in the back room.

During the Semester

Rooms & Keys

BE SURE TO LOCK THE ROOM WHEN YOU LEAVE unless you know there is a class following yours. This includes locking any media or other cabinets and ensuring the windows are closed.

Guest Speakers

Be sure to get a temporary parking pass (Sheriff's Office) for any guests you have to campus. There is a form to file with Academic Affairs when you plan on having a guest speaker on campus; it is on the college website under faculty resources.

“Drop In” or Office Hours

Office hours are required for all instructors. The required time is 10 minutes per hour of instruction. This means that a 3 hour class requires 30 minutes of office time.

It is useful to schedule this time when your students are available and to invite them to come. (Some students are unaware that ‘office hours’ are intended for student-faculty interaction!)

You may hold these ‘office hours’ in the classroom before/after your class (if the room is not used by another course), in available office space (see the Chair), or in another on-campus location such as the cafeteria - as long as everyone knows where to find you!

Media

If you are teaching in a room with installed media components, we will issue a key for the cabinet it is housed within and you should get an orientation as to how it works.

There is a key deposit policy for the media keys - there is a \$25 deposit needed; pay this at the Business Office and bring the receipt to Admin Services when you get the notice the key is ready.

BE SURE TO RETURN ALL REMOTES AND LOCK THE CABINET WHEN YOU LEAVE THE ROOM! Alert the Chair asap if things are not in working order.

If there is no media (or working media) in your classroom, contact INSTRUCTIONAL MEDIA SERVICES (IMS) ahead of time so they can bring what you need in time for your class. (In some cases, you may have to pick up or return equipment to them.) They are located in the Library building—on the south side facing the admin building. Phone contact: x2405, 2406, or 2485. Besides the VCRs and Overhead Projectors, they also have computers and a large video library. Visit them to look through their catalog.

The PROFESSIONAL MEDIA RESOURCE CENTER (PMRC) is located next door to IMS and is a working computer lab for faculty. Computers are available here and they have training and all sorts of other services available. Phone contact: x2712 & Professional Development/STARS links on LAVC website.

Missing Class

If you cannot make it to your class because of illness or other non-planned event, as soon as possible (*before* your class meets) **call x2326 during regular business hours or x2900 outside regular business hours.** (*Do not call x2900 after 7AM since they will not check it until the next day!*)

Academic Affairs will put a sign-in sheet on your classroom so students can find out class is cancelled and sign in. When you return, a form will be waiting in your admin mailbox to indicate the type of absence - fill it out and return to Josie Torres in Academic Affairs.

If you will miss class because of a planned event such as a conference or other professional activity: (A) mention this to the students and in the syllabus if possible, (B) complete a conference request form (online), (C) inform the Chair, and (D) remember to call the absence line to let them know you’ll not be in class especially if you want them to post a sign-in sheet on the door of your classroom. This form is available online (district web site, under Employee Forms) and should be turned into Academic Services (A108).

Evaluation

Faculty evaluations roll around periodically and the Chair will let you know when this will be happening. Contact her if you want to know any details ahead of time.

Student evaluations are strongly recommended *every* semester. We have a form that you may use although you may substitute your own (or modify ours).

Syllabi Information

Drop off or email your syllabi to the Chair as soon as you can!

Problems

Although we hope that problems don't occur and they are not frequent, it is important to know what to do.

The *Student Code of Conduct* is clearly outlined in the catalog and schedule of classes—be familiar with it and mention it in your syllabus.

In the first class meeting (and on your syllabus), outline your policy for classroom behavior and guidelines.

If a student is disruptive, deal with it quickly and decisively at the time. If the student is an athlete, their coach is a useful and responsive ally.

If it keeps happening, talk to the student outside class or privately so as not to embarrass them.

If the behavior persists or is more disruptive than simple immaturity, you can send the student to the VP for Student Services (VPSS) along with a form specifying the problem(s) and your suggested remedies.

(Note that instructors in this district cannot discipline or remove a student permanently from their class for student code violations - only the VPSS can do that - thus referring the issue to them is important. The form is on the faculty resources area of the website.)

Notify the Chair of any situation as soon as possible.

If there is a major disturbance, call (or have a student call) the Sheriff's office (x2911).

Campus Resources

There are many organizations on campus designed to help students reach their learning goals. Please be familiar with and refer students to these resources:

LIBRARY (x4096) has books, journals, and the usual library related items. They also do workshops and can do special sessions with your class on various topics.

WRITING CENTER: (Humanities 100, x2810) has workshops and drop-in/appointment/online tutoring.

LEARNING CENTER: (Library building, south side, x2750) has tutors for most any discipline.

DISABLED STUDENT PROGRAMS & SERVICES: (Campus Center 100, x2681) has resources for students with disabilities including assessment and class support. If you have a student in your class who has already been to DSPS, you will receive a letter from them specifying the needs of your student.

STARS/PROFESSIONAL

DEVELOPMENT: (Library building, south west side, x2712) has a range of training services for faculty and staff.

EOPS, TRIO, PUENTE and other on-campus groups offer support services for students with specific characteristics - each program is different in its criteria and array of services. You may receive materials and requests for classroom announcements from these programs - please consider accommodating them as they do help increase student success.

Teaching Tips

Use the pages that follow for inspiration, organization, or whatever...

Sections correspond to the following issues (and are printed on the corresponding paper color):

1. Course Preparation (pink)
 - a. Goals, Objectives, & Outcomes
 - b. Syllabus
 - c. Motivating Students & Diversity
 - d. Academic Honesty
 - e. Technology
2. Classroom Dynamics (green)
 - a. Discussion
 - b. Lecture
 - c. Groups
 - d. Activities
3. Assessment (yellow)
 - a. Testing & Grading
 - b. Writing & Reading

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"I SPENT FIVE HOURS WORKING ON MY REPORT!
ONE HOUR TO GO TO THE MALL FOR AN INK CARTRIDGE,
TWO HOURS ON HOLD WITH TECH SUPPORT, 45 MINUTES
LOOKING FOR A SHEET OF WHITE PAPER, 30 MINUTES
SEARCHING FOR THE PERFECT FONT..."

Teaching at LAVC

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