



Foothill College
Faculty Handbook

2013-16

Doing Business at Foothill.....	5
1.1 Keys.....	5
1.2 District E-Mail Accounts for Faculty	5
1.3 Parking	5
1.4 Telephone System	5
1.5 Academic Calendar.....	5
1.6 Offices and Classrooms.....	6
<i>Office and Classroom Assignments</i>	6
1.7 Faculty Identification (I.D) cards.....	6
1.8 Mailroom.....	6
1.9 Duplicating and Printing.....	6
<i>The Print Shop</i>	6
Online Job Requests:	7
<i>Copyrighted Materials:</i>	7
<i>The Smart Shop</i>	8
1.10 Instructional Supplies.....	8
1.11 Library.....	8
<i>Telephone numbers:</i>	8
<i>Library Hours:</i>	8
<i>Media Center Hours:</i>	8
<i>Circulation Procedures for Faculty</i>	8
1.12 Room, Equipment, and Facilities Use	9
1.13 If You Are Unable to Meet Your Class/Substitute Policy.....	9
1.14 Safety Escort.....	9
1.15 Lost & Found.....	10
1.16 Faculty Evaluations	10
1.17 Academic Rank.....	9
Emergency Procedures.....	11
2.1 Emergency Contacts.....	11
2.2 Emergency Call Boxes.....	11
Classroom Specifics.....	12
3.1 Curriculum	12
3.2 Course Syllabus Preparation and Requirements.....	12
3.3 Grading System	13
<i>Plus/Minus Grading</i>	13
3.4 Enrollment Management (Adding and Dropping Students)	14
<i>Wait Lists</i>	14
<i>Late Add Petitions</i>	14
3.5 Class Breaks.....	15
3.6 Final Exams.....	15
3.7 Student ID Cards vs. Owl Cards	15
3.8 Guest Speakers.....	15
3.9 Textbook Requirements.....	16
3.10 Ordering Textbooks.....	16
3.11 College Hour	16
3.12 Office Hours - Scheduling and Posting for Full-time Faculty	16
3.13 Office Hours for Part-time Faculty.....	16
3.14 Field Trips.....	17
3.15 Academic Freedom and Professional Ethics.....	17

3.16 Student Travel Requirements 17

Online Teaching and Instructor Support	18
4.1 Online Teaching Standards.....	18
4.2 Instructor Certification.....	18
4.3 Accessibility.....	18
<i>Accessibility of Online Courses and Materials</i>	19
Student Conduct and Discipline Procedures	19
5.1 Classroom Discipline.....	19
<i>Addressing Disruptive Behavior</i>	19
5.2 Academic Integrity.....	20
<i>What is Academic Integrity?</i>	20
<i>Why Should I Care About Academic Integrity?</i>	21
<i>What is a Failure of Academic Integrity?</i>	22
<i>Consequences of a Failure of Academic Integrity</i>	23
<i>The Foothill College Academic Integrity Pledge</i>	23
5.3 Other Student Discipline.....	23
Student Support and Other Programs	25
6.1 The Teaching and Learning Center and the PSME Center.....	25
6.2 Academic Counseling Center.....	25
6.3 Disabled Students Programs and Services (DSPS).....	25
6.4 Extended Opportunities Programs and Services (EOPS).....	25
6.5 Professional Development.....	26
6.6 Health and Psychological Services.....	26
Appendices	27
<i>Appendix A: Syllabus Design</i>	27
<i>Sample Syllabus</i>	27

Doing Business at Foothill

1.1 Keys

Faculty may make requests for keys by speaking to their dean or division assistant.

1.2 District E-Mail Accounts for Faculty

All faculty are issued an official Foothill – De Anza (FHDA) e-mail address upon employment. All official district or college notifications, and various resources offered by the college or to participate in district or campus surveys and Academic Senate elections, will be sent to the faculty member's FHDA email account.

As required by the Faculty Association—[Foothill-De Anza Community College District Agreement](#) (henceforth, the Agreement), notifications for overload contracts and contracts for part-time faculty will be delivered via the assigned FHDA e-mail account.

1.3 Parking

On-campus parking is by permit only. Only vehicles with valid permits may be parked in lots. Faculty permits are available from [Campus Police and Safety](#) by presenting your staff I.D. card or other picture identification. Campus Police are located in the Campus Center, lower floor, room 2103. Reciprocal staff parking is extended by other Santa Clara County community colleges. Courtesy one-day guest parking permits can be obtained through Campus Police (x7313). Parking permits are required at all times, both during the week and on weekends. Visitors may purchase one day permits for \$3.00 at the parking permit kiosks located in the parking lots.

1.4 Telephone System

Every full-time faculty member is assigned a telephone extension. For procedures on how to personalize your telephone greetings, voicemail and perform other functions, see this link: http://ets.fhda.edu/call_center/phones

1.5 Academic Calendar

The current academic calendar can be found at: [Registration and Key Dates](#) and here: [Faculty Resources: District Academic Calendar](#)

The calendar is a negotiated document and must be followed: this includes adherence to scheduled days of instruction, holidays, and final exams, among other items.

1.6 Offices and Classrooms

Office and Classroom Assignments

All classrooms are initially assigned by Division Deans. A master room schedule is maintained by the Scheduling Office, located in the Administration Building, Room 1921. The telephone extension is x7256. All classroom assignments and changes must be coordinated through the division office and the master room schedule to avoid conflicts.

Office Allocations: Offices shall be allocated according to the nature and content of the job. As has been the past practice, full time faculty shall be assigned a private office whenever possible. People working in similar programs, areas, or disciplines shall be located in physical proximity, if practicable. An employee shall have no more than one office. Division Deans shall have authority to designate office spaces equivalent to the number of full-time faculty in the division. For more information, see the current [Agreement](#), Section 7.15.

1.7 Faculty Identification (I.D) cards

Faculty picture I.D. cards are available through the Foothill College "[Smart Shop](#)", room 2016 in the campus center.

1.8 Mailroom

The Mailroom is located in the Administration Building, Room 1909. All on-campus faculty have an assigned mailbox, which is in alphabetical order and grouped according to role on campus. Those instructors who teach classes at off-campus sites are listed in alphabetical order on the appropriate drop box for off-campus delivery. Instructors at Middlefield campus have their mailboxes on that campus. If you are unable to locate an instructor's mailbox, check with the Office Services staff. Many divisions also have additional faculty mailboxes in their division office.

All out-going mail must be in Office Services by 3:00 p.m.

1.9 Duplicating and Printing

Each division has its own policies regarding copying and access to divisional copy machines; check with the division assistant for more information. In addition to divisional copying, Foothill College uses [The Print Shop](#) for copying needs.

The Print Shop

The Print Shop is located in Room 4052, in Parking Lot 4, near the [Krause Center for Innovation](#) (the KCI) and the Observatory. During the Academic year, the Print Shop is open Monday through Thursday, 7:30am - 3:30 pm, and Fridays, 7:30am-12:30 pm. The Print Shop is closed for lunch from 12:30 until 1:30, Monday through Thursday. During the summer, we are closed on Fridays. The Print

Shop does close periodically, and as necessary for breaks, deliveries, meetings and emergencies, so it is advised to call first to arrange any walk-up printing requests. Our phone number is 650-949-7299.

The Print Shop prefers a hard copy submission attached to a completed Quick Copy form, which must include an accurate FOAP (budget code). The Quick Copy form is available from your Division Assistant, in the Mail Room (Room 1908), or online at:
http://www.foothill.edu/staff/forms/Quick_copy_form.pdf.

Your FOAP account numbers are available from your Division Assistant. Incomplete or inaccurate Quick Copy forms may result in the return of the requested job.

Your print job request can be delivered to the Print Shop drop slot located in the wall near the entrance to the Mail Room (Room 1907) in the lobby of the Administration Building. Our current policy is that orders received in the drop box by 2:00pm can be processed for the next business day, though a lead time of two or more business days (depending on the job size) is greatly appreciated.

Materials may also be hand delivered to the Print Shop directly (Room 4052) or dropped in the door slot there if the Print Shop is currently closed.

Online Job Requests:

While we do strongly suggest and prefer a hard copy submission, print jobs can be submitted via email as a PDF file or Word document to: printshop@foothill.edu. Please do not attach more than 6 files to any email.

Your request will NOT be processed without complete information including: name, contact phone number, number of pages, number of copies, collate, staple, single-sided or back-to-back, desired paper color (white is preferred,) date desired and a correct FOAP. Once again, a minimum of a two business-day lead-time is appreciated and advised, as there is the possibility of a delay in receiving or processing your email, due to circumstances beyond our control.

The sender will receive an email or telephone response if there is a problem reading the file attached to the email.

Available Services include:

- Basic Copying Services
- Color Printing/Copying
- 3-Hole Punch
- Cutting
- Folding
- Shrink Wrapping
- Laminating
- Padding
- Transparencies
- Comb and Fastback Binding
- NCR (2,3,4 and 5 part)

Copyrighted Materials:

Copyrighted materials will not be duplicated without express permission from the copyright holder. Please contact the publisher to secure written permission to duplicate copyrighted materials.

The Smart Shop

The Associated Students of Foothill College (ASFC) run the campus "[Smart Shop](#)", room 2016 in the Campus Center, which offers student body cards, and will print course packets for instructors. Costs are based on 10¢ a single-sided page, but is also determined by the type of material to be copied. Please call extension 7341 for details. Binding is done through the Bookstore.

1.10 Instructional Supplies

Check with your division assistant about availability of instructional supplies.

1.11 Library

[Library](http://www.foothill.edu/library/index.php) website: <http://www.foothill.edu/library/index.php>

[Media Center](http://www.foothill.edu/library/mediactr.php) website: <http://www.foothill.edu/library/mediactr.php>

Telephone numbers:

Reference/Information	x7608
Circulation/Reserves	x7611
Media Center	x7445

Library Hours:

Fall, Winter, and Spring:

Monday – Thursday, 8 a.m. to 6 p.m.

Friday, 8 a.m. to 4 p.m.

Closed on weekends

Summer Session:

Monday – Thursday, 8 a.m. to 4:30 p.m., closed Friday – Sunday

Media Center Hours:

Fall, Winter, and Spring:

Monday – Thursday, 8 a.m. to 7 p.m.

Friday, 8 a.m. to 4 p.m.

Closed on weekends

Summer Session:

Monday – Thursday, 8 a.m. to 4:30 p.m., closed Friday – Sunday

Circulation Procedures for Faculty

Faculty can obtain a staff ID card, which doubles as your library card, by visiting the ASFC [Smart Shop](#) (Room 2016 in the campus center).

Books: Faculty and staff may borrow books for six weeks, and books may be renewed twice online or in person.

Periodicals: Faculty and staff may borrow back issues of periodicals for one week, with two renewals online or in person. The most current issue of each periodical title does not circulate.

Non-Print Materials: Faculty may borrow the media center's non-print materials for one week. For more information, contact the [Media Center](#) at x7445.

While the library does not charge faculty and staff overdue fines, lost materials fees will be charged for books, periodicals, and non-print media that are not returned.

Resource Requests: Faculty, students, and staff at Foothill College may request materials for the library, and faculty are encouraged to select materials in their subject areas to support the teaching and learning mission of the college. For more information, see the *Materials Selection Policy – Board Policy 6170* (included at the end of this section) or contact the Collection Development Librarian at x7522.

1.12 Room, Equipment, and Facilities Use

Please do not remove or shift furniture or computer equipment from rooms. This will ensure the equipment is available in good working order for all instructors. The Fire Marshal and instructional space requirements are used to determine the maximum occupancy in rooms. Transferring furniture may result in code violations. Missing or non-functional classroom equipment (e.g., projectors, document scanners) should be reported to the division assistant or division dean immediately. Instructors may reserve other audiovisual equipment that is not available in the classroom by contacting the ETS at <http://etshelp.fhda.edu>.

Classrooms may be equipped with a variety of materials for faculty use, including white boards or chalkboards, overhead projectors, computers (PCs or Macs), document cameras, projectors, and other technologies. Faculty who are unfamiliar with the use of these pieces of equipment should contact their division assistant to set up training.

Technical help can be reached at <http://etshelp.fhda.edu>

1.13 If You Are Unable to Meet Your Class/Substitute Policy

Any absence requires the submission of a leave report, which can be found on the Portal under the "Faculty" tab. In cases where an absence is anticipated in advance, it is possible to use a substitute to meet your classes. In all cases, a substitute must be a certificated faculty employee of the district; instructional aides may not be used as class substitutes. A leave report including the information regarding the substitute must be filled out on the Portal. Payroll will not process any substitute pay unless the form is properly completed. In addition to arranging for a substitute, you must to notify the division assistant and/or dean regarding your absence. It is also a good idea to notify your class via the Portal. See your division dean for further instructions or clarification of the substitution and absence policy.

1.14 Safety Escort

A safety escort is available to faculty and students to accompany them to parking lots during evening hours. Arrangements for an escort may be made by calling [Campus Police and Safety](#) at extension 7317.

1.15 Lost & Found

Main Campus – Campus Police lower Campus Center, Room 2103
 Middlefield Campus, Administrative Office – call 650 949-6958

1.16 Faculty Evaluations

Processes for faculty evaluations are negotiated between the FHDA District and the [Faculty Association](#) (FA). Information about evaluations, as well as the evaluation forms (including student evaluations) can be found in the FHDA [Faculty Agreement](#) in Articles 6 and 7 and Appendices J.

1.17 Academic Rank

Faculty members are often sought for their professional advice and consultation. Many seek grants and fund raise among community groups. In general, faculty members are encouraged to pursue grants, submit professional publications, and provide student and colleague letters of recommendation. To these ends, full-time faculty may use academic rank or title as prescribed in the following guidelines.

Column Placement	I	II	III	IV	V
Years of Service					
1	Assistant Professor	Assistant Professor	Assistant Professor	Assistant Professor	Assistant Professor
2					
3					
4					
5	Associate Professor	Associate Professor	Associate Professor	Associate Professor	Associate Professor
6					
7					
8					
9					Professor
10					
11					
12				Professor	
13					
14					
15			Professor		
16					
17					
18		Professor			
19					
20					
21	Professor				

Emergency Procedures

2.1 Emergency Contacts

In the event of an emergency dial 911. A detailed emergency information flip chart is located in each classroom.

In case of non-emergency police matters, you may contact the Campus Police at 7317.

2.2 Emergency Call Boxes

"Blue light" call boxes are located in the college parking lots. This service connects the caller directly to the district's public safety dispatch and gives officers your location for the purpose of immediate dispatch to the location of the call box.

Classroom Specifics

3.1 Curriculum

Curriculum is the cornerstone on which our institution is built. Course outlines of record express to the students, faculty and the public the content and objectives of each course. Programs are the compilation of courses to create a set of knowledge, skills and abilities that give the student the opportunity to pursue a vocation or transfer to a four-year institution to continue their education.

Curriculum is an area of faculty primacy. As a faculty member in your discipline, you are the content expert in your field and are therefore the individual best able to determine what is necessary for students to be successful. It is a requirement, however, that faculty teach the materials found in the course outline of record (CoR) for a particular course. Failure to do so might result in the loss of articulation for the course. All approved course outlines of records may be viewed at <http://www.foothill.edu/schedule/outlines.php>

Foothill uses an internally developed system called C³MS to update and maintain curriculum. Faculty wishing to be involved with the development of curriculum (including both updates and new curriculum) should contact their divisional curriculum representatives and their dean. Access to change course curriculum requires an account in the C³MS system, which can be requested by your dean or department chair. Please feel free to contact the Curriculum Coordinator at extension 7439 for further information.

3.2 Course Syllabus Preparation and Requirements

Generally known as “Green Sheets,” regardless of their color, syllabi should be distributed to each student on the first day of class. Syllabi serve the dual purpose of informing the student and protecting the instructor. To the extent that faculty expectations, attendance and grading procedures are specified in writing, misunderstandings and disagreements will be kept to a minimum. The most frequent student complaints about a course usually originate from the absence of a clear “Green Sheet.”

As there is no prescribed format, Syllabi/Green Sheets vary greatly. However, each Syllabus/Green Sheet must include all of the following:

- The name and number of the course
- All course requirements, papers, quizzes, examinations, assignments, etc., including due dates
- How the course grade will be determined and grading scale used.
- Attendance expectations.
- Required texts and materials.
- Office hours and contact information, including email
- A statement that you will make accommodation for disability related needs if students have a Disability Resource Center verification, and let you know of these needs (the Disability Resource Center requires that a disabled student “self identify” and also provide appropriate documentation to establish the existence of the disability and the need for accommodation.)

Outcomes (SLOs) on the course syllabus to support the accreditation requirements. The District and the Faculty Association have agreed that faculty evaluations include faculty participation in the SLO process. Including SLOs on the course syllabus is one means of demonstrating participation in the SLO process as required by accreditation.

Additionally, a good syllabus could also include:

- A description of course (may use description in course catalog or schedule of classes).
- Pre-requisites, co-requisites, and advisories.
- Schedule of topics to be addressed in the course.
- Schedule of lab experiments and lab policies, if you teach a lab course.
- Guidelines for papers and other assignments (e.g., citation format).
- A statement about your expectations regarding academic integrity.

Faculty members are expected to submit Syllabi/Green Sheets to their division assistant for the Division files or make them available upon request. See sample course syllabus Appendix A

3.3 Grading System

Letter grades or P/NP marks are earned on each course and are recorded on the student's permanent record.

Plus/Minus Grading

When referencing the college grading scale, all faculty are to acknowledge the plus/minus scale and the Academic Senate strongly encourages faculty to use the system. **The standard UC grading scale is as follows:** 93-100=A, 90-92=A-, 87-89=B+, 83-86=B, 80-82=B-, 77-79=C+, 70-76=C, 67-69 = D+, 63-66 = D, 60-62 + D-, below 60 = F

Faculty may choose their own scale but it should be included on the syllabus. A C- grade cannot be given per [Title 5](#); an A+ grade may be given but will not count towards the student's Foothill College GPA.

Grades and Symbols used:

A+ Excellent

A Excellent

A- Excellent

B+ Good

B Good

B- Good

C+ Satisfactory

C Satisfactory

D+ Less than satisfactory

D Less than satisfactory

D- Less than satisfactory

F Failing

I Incomplete - Cannot be issued prior to the end of the 9th week. Incompletes can only be issued for unforeseeable, emergency and justifiable reasons at the end of the term. The student and the instructor file a contract for an incomplete grade with the Office of Admissions and Records, indicating the reason the incomplete grade was assigned and the conditions under which the grade of "I" can be removed. Also indicated on the contract form is the grade to be awarded if the conditions for removal of the "I" are not met within the time period agreed to by the faculty member and student. Either the grade earned by meeting the specified conditions or the default grade indicated in the contract will replace the "I" no later than one year from the time the "I" was originally given.

W Withdrawal - Issued to a student who withdraws from class during the 3rd through the 8th week of the quarter. Prior to the end of the 2nd week, no mark will appear on the student's record. After the 8th week, a grade symbol must be assigned. NOTE: See the Portal for specifics dates for each course.

IP In Progress - For classes that extend over more than one quarter. Students must re-register for the class the next quarter.

P Pass - At least a "C" or better in a class offered on a Pass/No Pass basis. Certain courses are designated in the catalog as being Pass/No Pass. In addition, students may elect before the end of the second week to take any course on a Pass/No Pass basis. Students should be awarded the appropriate letter grade in these cases.

NP No Pass - Less than a "C" in a class offered on a Pass/No Pass basis.

RD Report Delayed - Assigned by the Registrar.

3.4 Enrollment Management (Adding and Dropping Students)

Instructors can access rosters via the Portal; instructions are available online at:
<http://fhdafiles.fhda.edu/downloads/callcenter/FacultyRosterUserGuide.pdf>

Wait Lists

A Wait List is created the moment a class is full. If an enrolled student drops the class before the first day the class meets, the first student on the Wait List is automatically enrolled and notified via email. They have 24 hours to register for the class when a seat becomes available. If they do not register, they are dropped from the wait list. Starting with the first day of class, students can add only with an add code provided by the instructor. Add codes are available through the Portal on the first day of class.

Please check the Portal for exact add and drop dates for your classes. If you have questions, contact the Admissions & Records Office at extension 7771.

Late Add Petitions

Students who do not appear on your roster are probably not officially enrolled. If it is after the census, the instructor will be directed to complete a late add petition. Instructors must submit a late add/drop form with the instructor's signature, division dean's approval, and vice president's approval to the A&R office. **It is the instructor's responsibility to make sure ALL students who are attending your class are on the official class roster by the add deadline for the class.**

3.5 Class Breaks

All classes that meet for one hour or less per day do not have a break. Classes that meet up to 2 hours should have a 10-minute break at the midpoint of the session or as determined by the instructor. Classes that meet for up to 3 hours shall have two 10 minute breaks or one 20 minute break, scheduled at the discretion of the instructor.

3.6 Final Exams

Final examinations are required in all courses except Counseling 5. They must be given according to the Final Examination Schedule, published in the class schedule. Dates and times may vary from one quarter to the next. All changes to final examination times and/or rooms must be approved ahead of time by the division dean. The [final exam schedule](http://www.foothill.edu/reg/examsched.php) is here:
<http://www.foothill.edu/reg/examsched.php>

3.7 Student ID Cards vs. Owl Cards

Students need a student identification card or an Owl Card to use the library and access the public ePrintit stations.

To obtain a student ID or Owl card, students need to have first registered and paid for classes. Cards are issued in the campus center "[Smart Shop](#)", room 2016, and students should bring a photo ID as verification.

Owl Cards are given to students who have elected to pay the membership fee to the Associated Students of Foothill College (ASFC). These cards entitle students to additional benefits and services.

Once students obtain either their ID or Owl Card, their photograph will be uploaded into the Banner student information system. This is especially helpful when instructors are attempting to learn the names of their students and to verify the identity of students during exams.

3.8 Guest Speakers

It is good practice to notify your division dean if you will be inviting a guest speaker. Official meeting times are to be observed and a district-employed certificated instructor must be present for the entire class meeting.

3.9 Textbook Requirements

Board policy requires faculty to use textbooks which are not more than five years old, with limited exceptions. It is also one of the reasons that a course may be denied articulation. Speak to your division dean **if your textbook (or course outline) is five or more years old**. See the Foothill College Office of Instruction and Institutional Research webpage, "Is My Course Transferable?" here: http://www.foothill.edu/staff/irs/Articulation/docs/Articulation/Articulation_Many_Layers.pdf

Board Policy: Textbooks and Manuals, BP 6140

The District will not equip students with textbooks, manuals, or courseware required in courses. The College bookstores should have readily available such materials for purchase by students at standard costs. Texts will be selected from those listed on the course outline and may be supplemented by additional materials. Unless there is a compelling reason to change, once selected for a course a textbook will be used for at least two years.

3.10 Ordering Textbooks

To ensure that the text you have selected for use in your course is available for students at the start of the quarter it is important to adhere to the ordering deadlines. Information about deadlines and procedures can be found at: <http://books.foothill.edu/home.aspx>

You may also call the Bookstore manager, Romeo Paule (ex. 7308) directly for more information.

3.11 College Hour

Foothill's Office of Student Activities sponsors a weekly College Hour, held on Wednesdays from 12-1pm. Heritage Month activities, club meetings, guest speakers, pep rallies, and other events are conducted during this time to engage and involve students and the college community in a wide range of campus activities. Classes are generally not scheduled during this time, although there are exceptions. A list of College Hour activities can be found on the Student Activities website at:

3.12 Office Hours - Scheduling and Posting for Full-time Faculty

Full time faculty are required to hold office hours for a total of four hours a week, although exceptions exist for online faculty and in other circumstances. See the FHDA [Faculty Agreement](#), Section 10.8.

3.13 Office Hours for Part-time Faculty

Part time faculty may be eligible to participate in paid office hours at Foothill College. Information regarding paid part time office hours can be found in the [Agreement](#), Appendices S2 and 2.1

3.14 Field Trips

Field trips require significant pre-trip planning, including the submission of permission forms and other paperwork. If you are planning a field trip, be certain to complete the proper forms. They can be found at: <http://business.fhda.edu/risk/forms>

3.15 Academic Freedom and Professional Ethics

Academic freedom is fundamental for the protection of the rights of the instructor in teaching, and of the student in freedom of learning. The Foothill College [Academic Senate](#) has adopted and adheres to the American Association of University Professors (AAUP) statement on Professional Ethics: <http://www.aaup.org/report/statement-professional-ethics>

The Academic Senate, in conjunction with the [Faculty Association](#) and the De Anza Academic Senate, created the following statement on Academic Freedom:

http://www.foothill.edu/senate/documents/2010-11/Spring_11/Academic%20Freedom.pdf

Questions related to academic freedom should be directed to department chairs or the Academic Senate.

3.16 Student Travel Requirements

A full-time district-employed instructor must accompany students who are traveling because of college-related activities (e.g. athletics). Instructors must submit all required documentation prior to departure. These policy requirements protect instructors and students. Travel out of the United States requires Board advanced approval. Please contact the division dean with any questions.

Online Teaching and Instructor Support

4.1 Online Teaching Standards

Faculty who teach any course as fully online at Foothill College have the following responsibilities:

- [Regular and Effective Contact](#)
- [Attendance Documentation](#)
- [Hybrid Hours](#)
- [Accessibility Compliance](#)
- [Copyright and Fair Use](#)
- [Course Site Setup](#)
- [Publish Course Sites](#)
- [Course Info Updates](#)
- [Textbook Adoption](#)
- [Etudes Certification](#)
- [Use of Alternatives to Etudes](#)
- [Census Verification](#)
- [Proctored Testing](#)
- [FERPA - Student Privacy](#)

*"Faculty must provide substantive feedback within a reasonable time as outlined in the course syllabus. Faculty/Student Communication Process including the timeframe for faculty response to student communications. A **response time of 24-48 hours, Monday through Friday is desirable** but may vary based on course requirements and extenuating circumstances. It must be clear whether or not the instructor will be available after hours or on weekends and holidays."*

4.2 Instructor Certification

Foothill College uses Etudes as the method for delivery of online course work. Information regarding training and certification in the use of Etudes can be found at: [Etudes Instructor Certification and Training](#)

4.3 Accessibility

Certain accessibility requirements **must** be addressed when developing learning materials for electronic dissemination to students. Distance education courses, resources and materials must be designed and delivered in such a way that the level of communication and course-taking experience is the same for students with or without disabilities.

The [2011 Distance Education Accessibility Resolution](#) (see below) by Foothill College Faculty Academic Senate strongly encourages faculty to familiarize themselves with the requirements specified in the Distance Education Accessibility Guidelines for Students with Disabilities and to **take immediate steps to ensure that their online courses and materials are in compliance with these guidelines.**

For more information on making your course accessible see: [Accessibility and Universal Design](#)

You may also contact the [Foothill Global Access](#) Division at: (650) 949-7388

Accessibility of Online Courses and Materials

Whereas the Foothill College mission statement affirms our commitment to providing access and educational opportunity for all;

Whereas many Foothill College faculty teach courses that are delivered partially or fully online, and/or make course materials such as syllabi, podcasts, and study guides available online and state and federal mandates including ADA Section 508 require us to make all of our learning materials, as well as all of our programs and activities, available for use by all students regardless of disability;

Whereas the Foothill Global Access faculty, staff and administrators are available to provide personal assistance and offer a number of resources to help faculty in their efforts to comply with these guidelines as efficiently as possible;

Resolved, the Foothill College Faculty Academic Senate strongly encourages faculty to familiarize themselves with the requirements specified in the “Distance Education Accessibility Guidelines for Students with Disabilities” and to take immediate steps to ensure that their online courses and materials are in compliance with these guidelines; and

Resolved, the Foothill College Faculty Academic Senate support the work of Foothill Global Access and continue to gather feedback from faculty as they bring their online courses and materials into compliance to determine if and how the process could be made easier or more efficient.

Student Conduct and Discipline Procedures

5.1 Classroom Discipline

Addressing Disruptive Behavior

When inappropriate student behavior negatively affects the curricular or co-curricular environment, this behavior is considered disruptive to other students and to their instructors. To minimize any potential disruptions, instructors should not only explain the guidelines for acceptable class conduct in the course syllabus, but also discuss them, if possible, on the first day of class. An instructor should detail the expectations and indicate that failure to comply may result in sanctions being imposed.

It is important to recognize that there are many levels of disruptive behavior and can include (a) an uncooperative student, (b) a student having an outburst, (c) writing text messages during class, (d) failure to turn off cell phones, (e) taking calculators that have been prohibited into the classroom

during an exam, and (f) a behavior that threatens the personal safety of others. **(If there is threatening behavior affecting personal safety, it is imperative to immediately call Campus Police at 911 or (650)949-7317.)**

In order to manage disruptive behavior that is occurring in the classroom, instructors should:

- Immediately address the inappropriate behavior, asking the student to stop his or her actions, while balancing “the privacy rights of that individual.”
- If the student does not comply, the instructor can issue a verbal warning. If the behavior continues, the instructor can also issue a written warning. In all instances,
- the instructor should have documentation that details not only the disruptive behavior, but also the actions that the instructor took in response to the inappropriate behavior. This documentation is critical, especially if there is the possibility that further sanctions may be imposed at a later date.
- If after warnings have been issued and the disruptive behavior continues, the instructor can remove the student from class and also for the following class period.
- (You can always contact the Dean of Student Affairs for further assistance prior to initiating a two-day removal.)
- If a student is removed from class, it is critical to (a) immediately inform your Department Chair, Division Dean, and the Dean of Student Affairs and (b)
- submit the Disruptive Student Report form to the [Dean of Student Affairs](#), who will meet with the student prior to his or her return to class. The removal form can be found at <http://www.foothill.edu/staff/incident.php>

It is also important to note that these guidelines are specific to addressing disruptive behavior and do not apply to students who are responsible for committing academic misconduct. For academic misconduct issues, please contact the Dean of Student Affairs at x7389 or at hylandpat@fhda.edu.

Immediately report all instances of academic dishonesty by using the online report form: http://www.foothill.edu/staff/forms/report_dishonesty.php

Please note that students are never excluded (dropped by the instructor) for disciplinary reasons. It is also no longer permissible to flunk a student on the basis of cheating. However, you may grade the student a zero to any such assignment

5.2 Academic Integrity

The revised Academic Integrity Policy for Foothill College (below) represents the collective efforts of members of the faculty, students, staff and administrators. Copies of the policy that can be distributed to your students are available in the [Student Affairs Office](#).

What is Academic Integrity?

Academic integrity means honesty and responsibility in scholarship. Unless collaboration is explicitly authorized, all academic work should result from an individual's own efforts. Intellectual contributions from others must be consistently and responsibly acknowledged. Academic work completed in any other way is fraudulent.

Foothill College students, staff, administrators, and faculty are proud to be a part of our college and proud of the reputation we have earned over the years. As a student here, you join a community of scholars committed to excellence in teaching and learning. At the heart of our community is a culture of academic integrity; the biggest threat to the values we share comes from individuals whose actions undermine that culture. We invite you to share our commitment to excellence in teaching and learning and to strengthen our culture of integrity.

When you join our Foothill community of scholars, you take on a part of the shared responsibility for academic integrity. You're responsible for completing assignments according to the expectations of your instructor and for demonstrating your individual level of competence in such a way that your instructor can fairly and accurately evaluate and certify your knowledge, skills, and abilities.

Academic integrity is a value shared throughout the Foothill community, and a policy that applies not just to students, but also to faculty, staff and administrators. It fosters trust and confidence from those who depend on our knowledge and competence. Faculty, staff, and administrators hold each other to the same standards of honesty, integrity, and responsibility that we ask of students.

You can help. By pursuing your studies with integrity, by refraining from cheating and plagiarism, and by discussing the grey-area integrity issues that arise in your course of study, you reinforce our shared values and reap the benefits of a full and valued member of our community of scholars.

You can also damage our community. By failing to pursue your studies with integrity, by cheating, by plagiarizing, or by any other failure of academic integrity, you undermine our shared values.

Failures of academic integrity are not victimless. They threaten Foothill's reputation for excellence, are unfair to those who play by the rules, and degrade the educational experience of everyone associated with the college. Each failure of academic integrity reduces the value of every program of study at Foothill. We punish these failures in part to defend the high quality of your education.

Foothill College students, staff, administrators, and faculty uphold these ideals by supporting the mission of the College to guide academic careers and educational experiences; by modeling the core values of the College: honesty, integrity, trust, openness, transparency, and forgiveness; and by affirming the Academic Integrity Pledge:

Why Should I Care About Academic Integrity?

How would you feel if you found out...

Your professors plagiarized their dissertations?

Your doctor cheated through medical school?

The safety inspector for your apartment building cheated to get electrical certification?

Academic integrity is the basis of the trust we place in each other to competently perform our duties during our time at Foothill and when we eventually leave to fill other roles in society. In addition, a degree from a college with a reputation for academic integrity can carry more weight than one from an institution where academic dishonesty is tolerated.

In a culture of academic integrity, you can trust that other students will not have an unfair

advantage over you. On the other hand, if you attempt to obtain academic credit for work that is not your own, you fail to uphold the trust placed in you by your peers, your teachers, and your community.

What is a Failure of Academic Integrity?

It is vitally important to your academic success that you know what constitutes a failure of academic integrity at Foothill College. Definitions of academic integrity often differ among individuals and groups and across cultures. Here at Foothill, we consider the behaviors outlined in this brochure to be failures of academic integrity and subject to consequences. We expect that everyone associated with the college will refrain from these behaviors.

The two most common failures of academic integrity are cheating and plagiarism.

Cheating is obtaining or attempting to obtain credit for academic work through dishonesty, deception, or fraud. Here are some examples of cheating:

- Copying from someone else's test.
- Submitting work presented previously in another course, if contrary to the rules of either course.
- Altering or interfering with grading.
- Using or consulting, during an examination, unauthorized sources, devices, or materials; and
- Committing any act that defrauds or misrepresents the provenance of an academic work.

Plagiarism is representing someone else's work as your own. Here are some examples of plagiarism:

- Incorporating the ideas, words, sentences, paragraphs, or parts of another person's writings, without giving appropriate credit, and representing the product as your own;
- Representing another's artistic or scholarly works such as musical compositions, computer programs, photographs, paintings, drawings or sculptures as your own;
- Submitting a paper written by someone else; and
- Using web sources without documentation.

Several other actions also constitute a failure of academic integrity. Here are some examples of those other actions:

- Enabling cheating by allowing another student to copy from your paper during a test;
- Enabling plagiarism by giving your academic work to another student;
- Allowing another person to submit your work in their name;
- Impersonating another student;
- Lying to an instructor or college official;
- Altering a graded work after it has been returned, then submitting the work for re-grading;
- Stealing tests;
- Changing anyone's final grade;

- Forging signatures on college documents; and
- Collaboration on academic work that is not authorized by the instructor.

If you are unsure whether a specific action that you are considering constitutes a failure of academic integrity, speak with someone: other students, your instructor, a staff member, or administrator. It's not likely that you're the first person to have the question.

Consequences of a Failure of Academic Integrity

For a student, academic consequences of a failure of academic integrity may include receiving a lowered or failing grade on a particular piece of academic work, which may lead to receiving a lowered or failing grade for the course. Administrative consequences may include being placed on disciplinary probation, suspension, or expulsion.

The Student Affairs & Activities Office maintains records of students whose actions have constituted a failure of academic integrity. We use this information to identify and discipline students whose actions fail to uphold our shared value of academic integrity.

In Closing

A culture of academic integrity at the heart of a community of scholars creates an inspiring environment for teaching and learning. It rewards students through enhancing the value of academic work you complete here, by making Foothill known as a place where academic accomplishments are real and true. It gives meaning to the daily work of staff, administrators, and faculty. We welcome you to our Foothill College community of scholars.

The Foothill College Academic Integrity Pledge

I pledge to support the mission of Foothill College and to demonstrate its core values by upholding academic integrity in all my activities associated with the college.

Acknowledgements

We thank the Student Affairs Vice President's Office at San Jose State University, the University Library at the University of Illinois at Champaign-Urbana, the Academic Integrity Office at the University of California - San Diego, the University of San Francisco, and the Academic Integrity Seminar for materials incorporated in this code.

The Foothill College Academic Senate developed and approved this Academic Honor Code in 2004. The Academic Senate collaborated with the Associated Students of Foothill College, the Foothill College Classified Senate, and the Foothill Student Affairs and Activities Office for this 2013 update.

Reference: Education Code 66300

5.3 Other Student Discipline

Student discipline is a serious matter, which we don't expect to deal with on a regular basis. However, it is important to be aware of Foothill College's existing policies regarding student

discipline. See this website for details, particularly about dropping or suspending students:
<http://www.foothill.edu/services/conduct.php>

Special note: Please be aware that the State Chancellor's Office no longer allows instructors to flunk a student for dishonesty or other misconduct. However, you may grade a specific assignment with a "0" if the student is found to have cheated on that assignment.

Student Support and Other Programs

6.1 The Teaching and Learning Center and the PSME Center

The Teaching and Learning Center is located in the Foothill College Library. In The Center, students may receive tutoring on an array of subjects.

The [Physical Science Math and Engineering Center](#) (PSME Center) offers specialized tutoring in the physics, math and chemistry.

6.2 Academic Counseling Center

Academic counselors are available daily during normal hours of operation to assist students with educational and career planning.. The [Counseling Center](#) is located in 8300 of the Student Services Building, room 8302. All counseling appointments are made online at:

<http://fhcounseling.foothill.edu/esars/counseling/eSARS.asp>

Visit the Counseling website at: <http://www.foothill.edu/counseling>

6.3 Disabled Students Programs and Services (DSPS)

Academic accommodations are available for students with disabilities. DSPS services include mobility assistance, assessment for learning disabilities, access to adaptive equipment and alternate media, academic/disability related counseling, test accommodations, interpreters for the hearing impaired, additional tutoring, registration assistance, and referral services. The DRC Computer Access Center is located in room 5710 to assist students with disabilities with assistive technology and adaptive computer needs. For more information about DSPS contact their main office in the Portable Village in Parking Lot 5 Room 5997. 650/949-7017.

Faculty resources and information is located on the [DRC](#) web page:

<http://www.foothill.edu/drc/drc.php>

6.4 Extended Opportunities Programs and Services (EOPS)

[EOPS](#) assists eligible students in the development of their potential through academic support, counseling and financial assistance. This is accomplished by providing an encouraging environment that presents students with individualized attention and support to improve their possibilities for success. Eligibility is determined by academic and financial barriers as mandated by the State.

EOPS offers a variety of benefits and services including orientation, academic, personal and career counseling, book voucher assistance (as funding permits), peer advising, and a progress reporting system for retention and persistence. Progress reports are provided to encourage student communication with faculty/EOPS department regarding academic performance and personal concerns. The system allows us to track academic progress to offer tutorial services if needed.

EOPS Progress Report Form

Online <http://www.foothill.edu/staff/eforms/eops.php>

PDFs

Form 1: http://www.foothill.edu/services/eops/forms/Evaluation_1.pdf

Form 2: http://www.foothill.edu/services/eops/forms/Evaluation_2.pdf

Faculty should contact the EOPS office directly with any questions or concerns regarding progress reporting.

EOPS/CARE-Room 8202

Monday-Tuesday: 8:00 a.m. - 7:00 p.m.

Wednesday-Thursday: 8:00 a.m. - 5:00 p.m.

Friday: 8:00 a.m. - 3:00 p.m.

Email: fheops@foothill.edu

Phone: (650) 949-7207

6.5 Professional Development

The [Professional Development program](#) at Foothill is a top college priority. We are facing so many new challenges with technology, accreditation, Generation Z students, returning veterans and more, that we believe it is important to provide new "tools" and resources to support faculty and staff to effectively support student learning. The Professional Development program includes funds for conference travel and participation, a robust calendar of workshops and events, and numerous online training opportunities- all designed to support the continuous development of knowledge and skills for the Foothill campus community. Our programs are open to all FHDA district employees.

6.6 Health and Psychological Services

The [Health Services](#) office is located in the lower campus center, room 2126. This is where you take your TB test. Health Services also provides limited medical services, but in an emergency, dial 911.

In addition, hours are posted in the class schedule and on the Health Services office door. "Crisis Response Procedure" posters are also posted in all classrooms and offices. Please review them for your own information, and notify Health Services if your classroom does not have this poster.

There are [Psychological Services](#) available to Foothill College students free of charge. The Psychological Services office is located in the lower campus center, room 2120. If you are concerned about a student's well being, please contact the office at ex. 7910.

Appendices

Appendix A: Syllabus Design

Sample Syllabus

1. Basic Information

- Foothill College, course, course section number, and course title
- Quarter and year
- Days, time, and location
- Instructor name, phone number, email address, and office location
- Office hours
- Advisories, prerequisites, and /or co-requisites
- Required and recommended texts and materials
- Attendance/on time policy
- Accessibility for students with disabilities statement

2. Student Learning Outcomes for the Course

3. Grading

Grading Scale

93-100=A, 90-92=A-, 87-89=B+, 83-86=B, 80-82=B-, 77-79=C+, 70-76=C, 67-69 = D+, 63-66 = D, 60-62 + D-, below 60 = F (standard UC grading scale; faculty may choose their own scale but it should be included on the syllabus). A C- grade cannot be given per Title 5; an A+ grade may be given but will not count towards the student's Foothill College GPA.

Extra Credit if offered

Grading Criteria

Include points or percentages for coursework and grading scale. Here is an example.

Coursework	Points
Writing Assignments	25
Homework	5
Quizzes	10
Participation	10
Midterm	20
Final	30
Total	100

4. Academic Integrity (College Statement or other): Can include items such as:

- Reference to the college policy on academic integrity and the faculty member's responsibility to report incidents
- Definition of what constitutes academic dishonesty
- Linking specific consequences to specific dishonest actions up to and including a failing grade on the assignment or test in question.

Note: The college follows the legal opinion set forth by the California Community College Chancellor's Office's legal department which limits the consequences of an act of academic dishonesty to a failing

grade on the activity, assignment, or test involved. Students cannot be failed for the entire course based on a single violation, unless the failed assignment constitutes a high enough percentage of the overall grade that the student would fail.

6. Extra Help and Support

List support services and facilities that can help students succeed. Your list can include both college-wide support and/or support specific to your course, such as tutoring, financial aid, EOPS, and others.

7. Late Assignments Policy, or absence of any allowance for late work

8. Schedule of Topics, Coursework, Assignments and Exams (including college mandated final exam date) – daily or weekly schedule recommended

9. Other Important Dates

- Last day to drop a class with no record of grade
- Last day to drop with a “W”
- College closed (add names of holidays)

Index

A

Academic Calendar · 4
Academic Freedom · 17
Academic Rank · 9
Academic Senate · 4, 13, 17, 18, 19, 23
Add codes · 14
Add Petitions · 14
Agreement · 4, 5, 9, 16, 17

B

Board Policy · 16

C

C³MS · 12
Cheating · 22
Class Breaks · 15
College Hour · 16
Curriculum · 12

D

Disability Resource Center · 12
Disabled Students Programs and Services · 25
Disruptive Behavior · 19, 20,
DRC · 25
DSPS · *See* Disabled Students Program and Services

E

Emergency Call Boxes · 11
Emergency Contacts · 11
EOPS · 25, 26, 29
Etudes · 18
Evaluations · 9
Extended Opportunities Programs and Services · 25

F

Faculty Association · 4, 9, 13, 17
Field Trips · 17
Final Exams · 15

G

Grading System · 13
Guest Speakers · 15

H

Health Services · 26

K

Krause Center for Innovation · 5

L

Library · 7, 23
Lost & Found · 9

M

Mail · 5
Media Center · 7, 8

O

Office Hours · 16
Ordering Textbooks · 16
Owl Card · 15

P

Parking · 4, 5, 25
plagiarism · 21, 22
Plus/Minus Grading · 13
Print Shop · 5, 6
Professional Development · 26
Professional Ethics · *See* Academic Freedom
PSME Center · 25
Psychological Services · 27

S

SLOs · *See* Student Learning Outcomes
Smart Shop · 5, 7, 15
Student ID Cards · 15
Student Learning Outcomes · 13, 28
Student Travel · 17
Substitute Policy · 8
Syllabus · 12, 13, 28

T

TB test · 26
Teaching and Learning Center · 25
Technical help · 8
Textbook Requirements · 16
Title 5 · 13, 28

W

Wait List · 14