



## ***Workforce Continuing Education (WCE)***

### ***Instructor Guide 2024-2025***



*Logan Hall*

*Sandhills Community College  
3395 Airport Road, Pinehurst, North Carolina, 28374*

*This document provides guidance to instructors and staff in short-term workforce occupational training programs at Sandhills Community College.*

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## **Sandhills Community College**

General Operating Hours for Administration and Student Service Offices:

Monday – Friday 8 a.m. – 5 p.m.

### **About this Guide**

This guide provides the college's Workforce Continuing Education (WCE) instructors with information supporting the facilitation, instruction, and compliance with WCE courses at Sandhills Community College (the "College"). It is comprehensive but not all-inclusive.

### **Sandhills Community College Website & Catalog**

The College's main website is the most resourceful and updated source of information. Through the college website, instructors and students may locate information about college services, programs, policies, facilities, and personnel. The college website is <http://www.sandhills.edu> .

A printed college catalog is available online and is comprehensive across a wide range of information about the college and its services. The catalog link is:

<https://www.sandhills.edu/catalog/current/catalog.pdf>

### **College & Career Readiness Instructors**

The College and Career Readiness (CCR) Program prepares students for college level work and careers. CCR instructors are issued a separate guide providing specific rules, regulations, and policies related to CCR programs. CCR instructors will find this guide resourceful and helpful.

### **WCE Instructional Resources for WCE Programs and Instructors**

There are WCE resources and tools for best practices and records compliance. The "Resources" link is at: <http://www.sandhills.edu/continuing-education-resources/> .

The **2024-25 Holiday Schedule** will be posted and available on the college website at

[www.sandhills.edu](http://www.sandhills.edu).

**IMPORTANT:** WCE classes meet all year excluding national or state holidays; some exceptions may apply. WCE students will not necessarily have the same breaks and schedules as students enrolled in degree or college-credit programs. WCE program directors and instructors will work together to identify class breaks.

## **SANDHILLS COMMUNITY COLLEGE MISSION STATEMENT & CORE VALUES**

<https://www.sandhills.edu/about/mission-statement-sandhills-community-college.html>

The mission of Sandhills Community College (SCC) is to provide educational opportunities of the highest quality to all the people of the Sandhills. The college is committed to the **five core values** of INTEGRITY, HELPFULNESS, EXCELLENCE, RESPECT, and OPPORTUNITY. These values guide and direct SCC as it seeks:

- To welcome students of all ability levels and to provide programs that prepare them for employment or for transfer;
- To provide training for local businesses and to contribute constructively to the economic well-being of the region;
- To contribute to the cultural and artistic richness of the community and to the educational needs of our retired population;
- To create a campus environment that celebrates its faculty and staff and contributes to their personal and professional development.

### **Ethical Guidelines**

SCC employees must always act in a manner that is consistent with the highest standards of ethics and professionalism. Such standards include concern for the needs of students, respect for the dignity of fellow employees, and commitment to the service of the community. They prohibit the use of one's college position for personal gain and any activities that would lead to conflicts of interest, or the appearance thereof.

SCC's faculty and staff members must act in ways that, if subjected to public scrutiny, would reflect well on their integrity and on the integrity of the college.

Public employment should not be used for personal gain or private advantage. Therefore, instructors must avoid conflicts of interest.

Sandhills Community College publishes its Student Code of Conduct in its Policies and through college guidance. Instructors should review and refer students to conduct guidelines outlined in the *Student Handbook* available on the college's website [www.sandhills.edu](http://www.sandhills.edu) Student Resources/Academic/Student Handbook.

### **Goals**

#### **For-Credit Academic Programs**

To educate students for professional and personal opportunities by providing technical and transfer programs that include distinct general education competencies and to offer these programs through a variety of course delivery modes.

#### **Support Services**

To provide comprehensive student and academic support programs that help students meet their career, academic, and personal goals.

**Access and Opportunity**

To ensure access and opportunity for students who are underprepared for college-level work through developmental studies and adult literacy programs; to prepare students for employment and/or for collegiate studies; and to promote student learning and success through various course delivery modes in credit and noncredit courses.

**Economic Development**

To provide the training needed to help recruit businesses to our community and to drive entrepreneurial growth; to promote workplace learning; to enable local businesses to become more productive; and to provide credit and noncredit courses and programs that enable students to become competitive contenders for employment opportunities.

**Campus and Community Life**

To provide opportunities for student involvement, cultural enrichment, lifelong learning, and community service while honoring our core values.

**Campus Resources**

To ensure that the college has the necessary financial, human, technological, and physical resources, including having funds to advance the excellence of its programs; hiring faculty and staff of the highest quality who reflect its diverse community and exhibit its core values; providing appropriate technology; and ensuring that the campus is clean, safe, and beautiful.

***Sandhills Community College is an Equal Opportunity College***

August 15, 2024

Dear Colleagues,



Welcome all to the 2024-25 academic year! It is an exciting time at Sandhills as we embark on a new year and we are glad to have you as part of the Sandhills family. Your contributions to our educational environment are invaluable. Your knowledge, skills, and experience are what enable us to meet our mission at Sandhills to provide educational programs of the highest quality to our students. Thank you for your commitment to providing an excellent learning experience to our students and embodying our core values of **Integrity, Helpfulness, Excellence, Respect, and Opportunity**.

For many of our students this is their first experience in higher education. We take their choice to be at Sandhills very seriously and strive every day to ensure we provide them with the experience, instruction, and resources they need to achieve their educational and career goals. Your role in the classroom is a huge part of that experience. I challenge you to remember, each day that you step into the classroom provides a new opportunity to share your knowledge and experience with students to help them succeed.

Thank you again for all that you do for our students and have a great academic year!

*Michelle Bauer*

Greetings,



My name is Kimberly Blue, and I am the senior director of compliance and accountability for Workforce Continuing Education. As a WCE instructor, you have an important role in training our students for occupations and specialized skillsets. With this work comes the responsibility to ensure class standards are followed, student expectations are communicated, and class records are maintained for compliance. Sandhills Community College is a state-funded institution, and college staff embrace our accountability and stewardship as a shared role.

Thank you for being a part of Sandhills Community College and bringing your expertise into our classrooms. Your hiring or program supervisor will review documentation standards, but please do not hesitate to contact me with any questions about your course records or planning. I am here to support you, and when in doubt about anything, it is best to reach out for guidance.

Thank you!

*Kimberly*

[bluek@sandhills.edu](mailto:bluek@sandhills.edu) /910.695.3979/Van Dusen Hall 122

**Sandhills Community College Service Areas and Contact Information  
for Workforce Continuing Education (WCE) Instructors**

*Please visit the college website under "Directory" for a complete list of services, personnel, locations, and contact information: <https://www.sandhills.edu/>*

**The following provides a handy reference for WCE instructors and students seeking more information or support.**

<b>Areas</b>	<b>Service Location or Contact information</b>	<b>Main phone</b>
Pinehurst Campus Information Switchboard	Pinehurst Campus	910.692.6185
Hoke Center Information Switchboard	Hoke Center	910.875.8589
<b>Campus Security Emergencies</b>	<b>Pinehurst/Hoke</b>	<b>9-1-1</b>
Campus Security Assistance (non-emergency): Pinehurst Campus	108-109 Wellard Hall <a href="mailto:sccsecurity@sandhills.edu">sccsecurity@sandhills.edu</a>	910.695.3831
Campus Security Assistance (non-emergency): Hoke Center	118 Upchurch Hall <a href="mailto:sccsecurity@sandhills.edu">sccsecurity@sandhills.edu</a>	910.878.5802
Toll-free College Line		1-800-338-3944
Parking Permits	Contact switchboard	910.692.6185
Audio-Visual Services	<a href="mailto:waldropc@sandhills.edu">waldropc@sandhills.edu</a> Chris Waldrop	910.695.3805
Copy Shop	<a href="mailto:shead@sandhills.edu">shead@sandhills.edu</a> Dan Shea	910.695.3880
<b>Student Services</b>		
Advising	Purpose Center, 229 Stone Hall	910.695.3781
Student Records and Registration	Stone Hall, first floor	910.246.5373
WCE Registration Specialist	Kate Harcourt, 118 A Stone Hall	910.695.3766
Online Registration link WCE Offerings (limited)	<a href="https://sandhillsscc-register.fundfive.com/course">https://sandhillsscc-register.fundfive.com/course</a>	
Business Office, Student Accounts	Stone Hall first floor <a href="mailto:sccbusinessoffice@sandhills.edu">sccbusinessoffice@sandhills.edu</a>	910.695.3971
Financial Aid	Stone 220	910.695.3743
FNS Education and Training Navigator	Maria Motta Van Dusen Hall 128	910.695.3917
<b>Workforce Continuing Education Administrators</b>		
WCE Compliance & Accountability: class planning and records	Kimberly Blue; <a href="mailto:bluek@sandhills.edu">bluek@sandhills.edu</a>	910.695.3979
Vice Provost for Instructional Programs: Curriculum and WCE	Michelle Bauer; <a href="mailto:bauerm@sandhills.edu">bauerm@sandhills.edu</a>	910.695.3912
<b>Program Administration:</b>		
Career Training and Construction	Lori Degre	910.695.3939
Advanced Manufacturing	Tess Regan	910.246.4117
Healthcare and Nursing Aide Director	Marta Braun-Kane	910.695.3987
Healthcare Offerings	Jackie Pepich	910.695.3965
WCE Public safety: Fire/Law/EMS	Denise Cameron	910.695.3944
Fire & Rescue Training	Donnie Smith	910.695.3774
Public Safety Training Support Specialist	Hannah Butner	910.695.3776
<b>Special Programs for WCE Students</b>		



Areas	Service Location or Contact information	Main phone
Workforce Skills Training and Development (pre-employment training)	Jenny Troyer	910.695.3926
WCE High School pathway programs	Jason Levister	910.695.3778
<b>Campus Resources</b>		
Library	Boyd Library	910.695.3819
Veterans Affairs	Boyd Library 122	910.246.5371
Disability Services	125 Stone Hall	910.246.4138

**For students seeking high school equivalency programs or literacy education programs:**

<b>College &amp; Career Readiness – First Floor Van Dusen Hall</b>		
Director	Matt Thewes	910.695.3784
Chief High School Equivalency Examiner/Specialist	Sara Fusonie	910.695.3933
Program Coordinator: Hoke Co.	Delia Burnett	910.848.4300
Program Coordinator: Moore Co.	Beckie Kimbrell	910.695.3779
English Language (ELA) Coordinator	Isabel Cain	910.695.3980
Online HSE Preparation	Beckie Kimbrell	910.695.3779
Program Support Coordinator	Chesney Crowley	910.695.3861
Program Support Specialist	Eduardo Munoz-Meireles	910.695.3785

### **CAMPUS SAFETY INFORMATION**

A comprehensive set of campus safety and security policies and procedures are posted on the college website at: <https://www.sandhills.edu/safety-security/index.html> .

**\*Always dial 9-1-1 for campus emergencies\***

**\*\*Evening instructors may call if needing an escort.\*\***

### **Campus Security**

Sandhills Community College operates a campus security division with police officers having full powers on Sandhills Community College Property and all public property immediately adjacent to the college property.

### **Campus Police Staffing/Hours; Campus Police Phone: 910-695-3831 (Non-emergency)**

Campus Police and Security are staffed from 6 a.m.-midnight. Monday through Thursday, 6a.m. – 10:00 p.m. Fridays, and from 7 a.m.-7 p.m. Saturday, and from 8 a.m.-5 p.m. Sunday unless otherwise notified by email.

### **Emergency Response Procedures**

Campus policy, security, and maintenance employees are the primary First Responders on campus. They respond to campus emergencies through 9-1-1 calls including **injury, illness, fire, and tornadoes**. Instructors should review the procedures for responding to emergencies located at [www.sandhills.edu/safety-security/security-sandhills-community-college.html](http://www.sandhills.edu/safety-security/security-sandhills-community-college.html) . An emergency action checklist is provided at the end of this guide.



## **Workplace Violence, Firearms, Drugs and Alcohol, and Sexual Assault**

Any instructor who becomes aware of a situation that threatens the safety of themselves or anyone on campus must notify police immediately **by contacting 911**. Employees or contracted personnel who recognize early warning signs of workplace violence should evaluate the situation and report their concerns to their immediate supervisor and/or campus security by dialing “0” for the campus operator.

Instructors should review campus-based policies and procedures involving situations that include workplace and domestic violence, drugs and alcohol, firearms, and sexual assault. Policies, awareness, and information is published under the college “Security” page using this link: [www.sandhills.edu/safety-security/security-sandhills-community-college.html](http://www.sandhills.edu/safety-security/security-sandhills-community-college.html) The college offers all instructors, staff, and students training on how to respond to incidents. Instructors should contact their hiring supervisor or director for more information.

### **FIREARMS AND WEAPONS ON CAMPUS**

Anyone on the SCC campus who is found in possession of a firearm or other weapon covered by N.C. House Bill 1008 (1993) will be reported immediately to campus security police. The college will comply fully with existing NC laws that make the possession of firearms on campus a Class I Felony and ALL weapons on campus unlawful. The College has a ZERO TOLERANCE for firearms or weapons on campus that are in the possession of non-police individuals, accessible, and not in secured, compartments in secured, locked vehicles. When in question, contact **Campus Safety and Security for additional information at 910. 695.3831 or 878.5802 at the Hoke Center**. Safety policies are communicated on the college’s website, in the college’s personnel manual, and in the student handbook.

### **DRUGS AND ALCOHOL**

In accordance with the Drug Free Schools and Communities’ Act of 1989 (Public Law 101-226), the College prohibits the unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance or alcohol while in the workplace, on college premises, or as part of any college-sponsored activities. Any employee or student violating this policy will be subject to disciplinary action up to and including termination or expulsion and referral of prosecution.

### **SEXUAL ASSAULT AND TITLE IX**

Sandhills Community College recognizes that sexual offenses, forcible and non-forcible, are violent, demeaning crimes and will not be tolerated. Such activities will receive a response from campus security and other campus services. The College exhibits zero tolerance toward violence on campus including sexual assault, sexual violence, domestic violence, interpersonal violence, and stalking. The college provides due process and protections under the U.S. Department of Education’s Title IX regulations when campus members participate in sexual harassment or violence.

More information on Title IX and sexual discrimination and sexual harassment and violence are provided at the end of this guide.

## STAY INFORMED WITH RESOURCES

Adjunct college instructors have access to campus resources and support as other members of the campus community. Instructors may contact their program supervisors, campus security, or other college staff (e.g., counselors, code of conduct officials, Title IX Coordinator) to receive more supporting information. [www.sandhills.edu/safety-security/security-sandhills-community-college.html](http://www.sandhills.edu/safety-security/security-sandhills-community-college.html)

### Report a Concern (Non-emergency)

Instructors are encouraged to work with their program directors to address issues that arise in the effort to sustain a healthy learning and service environment. If an instructor is uncomfortable or unable to bring up a concern that deals with worrisome or harmful behaviors, for whatever reason, an online reporting form is available on the college website at:

[https://cm.maxient.com/reportingform.php?SandhillsCC&layout\\_id=0](https://cm.maxient.com/reportingform.php?SandhillsCC&layout_id=0)

## INCLEMENT WEATHER POLICY

### (10.7.1 Policy)

<https://www.sandhills.edu/policy/10-7-1-inclement-weather-notice.html>

When in doubt, instructors and students will find weather emergency information on the college website at [www.sandhills.edu](http://www.sandhills.edu).

Decisions to close the college for inclement weather and other emergency situations will be made by college administration and published on the college website.

Guidance is provided by the WCE program director regarding potential and impending campus closures. More information is provided in this guide under “Class Cancelations.”

When severe weather is in the area or forecast, instructors should:

1. Check the college’s website at [www.sandhills.edu](http://www.sandhills.edu) or either call the college (910-692-6185) to receive a message about a closure, delay, or reopening.
2. Be in contact with their program director for any specific instructions.
3. Obtain announcements from local and regional radio and television stations.

**Instructors:** please remind your students on the first day of class to always refer to the college’s website about college closures/delays/re-openings due to inclement weather:

<https://www.sandhills.edu/> .

## INSTRUCTOR EMPLOYMENT RECORDS

### Instructor Contracts

Contracts must be signed, dated, and submitted to the Workforce Continuing Education office **prior** to the beginning date of the class unless there is an exception. Should an instructor find a contract or scheduling error, they should notify their program director immediately so that a revised contract can be generated.

### Instructor Credentials

Credentialed instructors have a responsibility to provide documentation of credential or qualification updates and to inform the college immediately when any credentials have been revoked or expired.

### Payroll Checks

Payroll checks are issued by the Business Office on the last working day of the month according to the payment schedule listed on the contract and within a one-month delay cycle. (Example: June class stipend is paid in July)

## COURSE RECORDS COMPLIANCE & ACCOUNTABILITY

### Course Syllabus or Outline

The program director will provide a course syllabus or outline. This should include student objectives and learning outcomes to be reviewed and distributed to students on the first day of class. The syllabus should also include course attendance standards with reference to inclement weather policies. Students should be directed to the college website when in question about college closings.

The college publishes course syllabus guidelines and examples at:

<https://www.sandhills.edu/faculty-staff/course-syllabus-student-learning.html>

### Enrolled Students on Attendance Roster

Instructors are responsible for ensuring that all students present in class are listed on the official attendance roster provided by program staff.

### Non-enrolled Students

Any individual who enters the classroom as a student and whose name *is not printed* on the attendance roster must be instructed to contact Registration Services immediately. The instructor should also notify the program director. Non-enrolled students may not attend class until they are enrolled and registered. Instructors **should not add non-enrolled students** to the roster without permission from their program director or coordinator.

Students interested in offerings should be directed to a College Navigator in Stone Hall by calling 910.695.3725 or visiting Student Services/Admissions in Stone Hall.

## **Student Signatures**

The program administrator may require instructors to obtain student signatures on the first day of class. Students attending classes as needed or entering and exiting at different times must sign-in and out each day on a daily time log.

## **Student Waiver Eligibility**

Registered students receiving waived class fees may need to bring their eligibility documentation to the first day of class. If this is the case, the program director will request an instructor to collect such documentation as part of the course records or file.

## **PUBLIC SAFETY COURSES AND WAIVERS**

Public Safety program students eligible for class fee waivers *must be verified*. As part of this verification process, it is the instructor's responsibility to have the students document their public safety agency (i.e., name of fire or police department) **and** the position held (i.e., volunteer, or paid firefighter or police officer); this documentation must accompany the attendance roster and a template is often provided for this information on the class receipt or sign-up form.

Public Safety program directors provide their instructors with *Course Record Guidelines for Workforce Continuing Education Public Safety Instructors at Sandhills Community College* for guidance including student waiver eligibility requirements.

## **Late Registration Students**

Students who did not pre-register for a class or enrolled late may not be reflected on the roster. These students should bring in a registration statement with the course designated as "N" (new course added); in this case, the instructor may enter the student onto the roster (documenting on next available row) on the first day of entry.

Any student who claims their late registration into a class and whose name is not on the roster, must be verified if they do not provide a registration statement. Instructors must contact their program director or staff member promptly.

## **Attendance Rosters and Entries**

The attendance roster is the official document for recording student attendance. Instructors enter attendance information as directed and must have the roster available at each class meeting. As soon as the class has ended, the instructor signs and dates the roster on or after the last class day.

### Symbols to be used for attendance:

**E** = Entry (the first day a student enters class)

**A** = Absent (do not use "X")

**NA** = Never attended (note on roster beside student name)

**DR** = Drop:

- Enter "DR" the next day after a student self reports they are dropping or exiting their course.

- “Enter “DR” for the student who stops attending without notice. Rule: Drop after and on the third consecutive absence, example: Day 1: absent = **A**, Day 2: absent = **A**, Day 3: absent = **DR**)

When a student is present for class, there is no specific attendance marker required. Instructors who want to mark a student in attendance may use a checkmark, but this is not required.

For most classes, a student must be in attendance for 75 percent (%) of the class meetings to satisfy participation standards unless specified otherwise in the course syllabus.

## **Grading**

There is one grading standard that applies to most Workforce Continuing Education classes. Occupational classes that run 96 or more hours and are tied to licensure or credentials may have specific objectives and standards. Grading rules will be reviewed by the director with each instructor. Grading standards should be reflected on the course syllabus to set expectations for the student.

### **GENERAL GRADING STANDARD**

A grade of **“S” for “satisfactory”** is provided as a basis for attending at least 75 percent (75%) of the class days and meeting course objectives. This standard will vary for occupational classes with specific proficiencies and credential requirements.

A grade of **“U” for “unsatisfactory”** will be provided if a student does not meet the requirements of passing the course.

### **INCOMPLETE “I” GRADE**

A grade of **“I” for “incomplete”** may be submitted for eligible students who were not able to complete all necessary course requirements by the course end date but have an approved extension to complete work. Instructors must contact their program director before approving and administering an “I” grade to coordinate the extended, instructional arrangement.

Once the work is complete within the extended timeframe and at a satisfactory level as validated by the instructor, the program director will enter the grade. Students not completing their course work by the extended deadline may receive an “unsatisfactory” final grade as opposed to an incomplete or “I” grade.

### **GRIEVANCES WITH GRADING**

If a student expresses dissatisfaction with a grade and the reasoning explained by the instructor, the student may contact the program director with a grievance. Program directors will work with both instructors and students in support of grading policies or standards. If a student grievance cannot be handled informally by the program, a formal college procedure overseeing student grievance may be utilized. See “Student Grievance Procedure” <https://www.sandhills.edu/safety-security/student-code-of-conduct-sandhills-community-college.html>.

## CREATIVE LIVING AND COMMUNITY SERVICE CLASSES AND GRADING

Creative Living, personal enrichment classes offered under the CSP 4000 prefix are not held to the same grading and attendance standards as listed in this section. These students will receive an “S” for satisfactory regardless of attendance or performance.

Community service classes are offered at Sandhills and may be subject to general grading standards; example: “Alive at 25” (driving education class). The program director will provide guidance.

### **Workforce Continuing Education Units (CEUs)**

The Southern Association of Colleges and Schools’ Commission on Colleges (SACS) defines the CEU (Workforce Continuing Education Unit) as follows: “One Workforce Continuing Education Unit is ten (10) contact hours of participation in an organized Workforce Continuing Education experience under responsible sponsorship, capable direction, and qualified instruction.” The Workforce Continuing Education Division will provide the Workforce Continuing Education Unit (CEU) certificate for appropriate programs and students as applicable.

To receive full CEU credit and a CEU certificate from the college, in compliance with SACS standards, students must attend 100% of class meetings with successful completion. For example, if a class meets 24 hours, it is worth 2.4 CEU credits. If a student is to earn 2.4 CEUs then he or she must attend 24 hours of instruction. The student should advise the instructor that he/she wishes to receive CEU credit on the first day of class.

At the last class meeting, instructors must check to make certain that all students seeking CEU credit have attended every class meeting. After ensuring that attendance requirements have been met, the instructor documents each student eligible to receive full CEU credit and attaches the list to the class roster or as directed by the program director. When the Workforce Continuing Education program director or staff member receives and verifies the eligible students, CEU certificates will be processed and mailed to qualifying students.

### **Scheduling of Classroom Breaks**

A class is entitled to a 10-minute break for each 60 minutes of instruction. Instructors may decide when to take breaks, but breaks may not be saved or “banked” and used for early class dismissal. Programs typically have built-in extended breaks (30 minutes or more) for classes running longer hours; this break time is not factored into the class instructional time.

### **Class Schedule or Location Change**

It is expected that a class will run as scheduled and in the designated location. Steps to manage schedule or location changes occurring after a course begins will be coordinated by the program director and promptly communicated by the instructor to the students.

## **CANCELING CLASSES AND SCHEDULING MAKE-UP TIME OR WORK**

Sometimes emergencies arise or exceptional circumstances necessitate a class cancellation. Instructors must follow the guidelines below for compliance with state regulations and college policies and standards.

Missed classes or class time should be rescheduled or planned with respect to the following:

1. Convenience for students
2. Approval from the director/coordinator
3. Accordance with course learning objectives

#### ALTERNATIVE MAKE-UP

Directors and coordinators will discuss options for making up instructional time which may include at-home asynchronous assignments or special projects. Once determined, the schedule or assignment updates must be communicated promptly to students and noted on the student daily attendance record.

#### COLLEGE CANCELING CLASS DUE TO LOW ENROLLMENT

Students are encouraged to register at least one week before the class begins. The decision to cancel a class due to low enrollment will be considered by the program director approximately five (5) business days prior to the first class meeting with some exceptions being made. Instructors will be promptly notified by a program staff member if a class is canceled due to low enrollment; as a result, instructional contracts will be voided.

#### CLASS DAY CANCELATIONS BY INSTRUCTOR

If an instructor encounters an emergency and must cancel a class day without sufficient notice, the following steps must be taken immediately:

1. **Notify** program coordinator/director.
2. **Inform** students through all platforms of communication (student and personal email, phone, and learning management system).
3. Post or ask someone to post a sign on the classroom door with cancellation notice and date of cancellation.

### INSTRUCTIONAL RESOURCES & SUPPORT

#### **Instructional Supplies**

Prior to the beginning of a course, instructors should notify their respective program director to obtain course supplies. Instructors will not be reimbursed for supplies bought without their director's approval.

#### **Student Supplies**

Textbooks for a course will be arranged through the program director. Instructors and students will be informed by program staff. As a WCE standard, students are free to purchase materials or supplies from any specific individual or company. Products made by students with their own supplies become the property of the students. Items produced using non-consumable materials purchased by the college become the property of SCC.

#### **Audiovisual Equipment**

Instructors should notify their directors in advance about using (AV) equipment in class. Most classrooms are equipped with instructional technology. Testing those technologies out well in



advance will help the first class day run more smoothly. Offsite instructors may have limited resources and should contact their program director for special arrangements at offsite locations.

### **Duplication Services/Copiers**

Handouts for students can be reproduced using the copiers in the Workforce Continuing Education office workrooms; however, large, individual sets should be reproduced through the on-campus Print Shop located in McKean Hall. The Print Shop copiers are designed to handle larger volume projects. Instructors may mail, email, or scan their documents directly to the Print Shop ([shead@sandhills.edu](mailto:shead@sandhills.edu)) or contact the Workforce Continuing Education office for copy pick-up and delivery times. Print Shop phone number is 695-3880. Directors will provide **copy codes** to their instructors.

**COPY & FAX MACHINE UNIT:** The workroom has a large, combined unit for copying and receiving/sending faxes; incoming faxes are automatically printed by the copier and delivered on the same output tray for copies; instructors need to be mindful of incoming faxes and should give any faxes - that may end up in a copy stack - to a front office staff member.

### **Field Trips**

All field trips require a completed Field Trip Transportation Authorization (see the program director for a form). Requests, including an attached roster of the students participating, should be submitted at least three (3) working days prior to the scheduled trip. A license check is required for all drivers.

### **Student Code of Conduct**

Most updated version: <https://www.sandhills.edu/safety-security/student-code-of-conduct-sandhills-community-college.html>

The Student Code of Conduct applies to all students enrolled at SCC. The complete version may be found online through the college's website, [www.sandhills.edu](http://www.sandhills.edu), by accessing "Student Resources" and then clicking on "Catalog & Student Handbook."

The SCC Code of Conduct holds students responsible for:

- Knowing college policies.
- Protecting college property from loss, damage, or destruction.
- Registering vehicles and properly displaying student stickers.
- Abiding by posted parking regulations.
- Complying with campus rules prohibiting firearms, smoking, drugs, and alcohol.
- Knowing that acts such as stealing, fraud, forgery, gambling, fighting, and possession of dangerous weapons of any kind are not permitted and that any such violation may result in expulsion from the college on the FIRST offense.
- Paying fees and/or fines as required.
- Respecting the rights and safety of others.
- Providing accurate information when registering, testing, or seeking financial assistance.
- Maintaining behavior that is conducive to effective learning and teaching.

- Understanding that the college reserves the right to take disciplinary action in response to behavior off-campus that violates college expectations and policies or could be detrimental to the college.

Academic standards are addressed in course syllabi but may be revisited as they relate to behavioral expectations in learning experiences. Instructors who provide conduct standards up front set the stage for a respectful environment, promoting academic and professional success.

#### CLASSROOM CODE OF CONDUCT AGREEMENT (OPTIONAL)

Beyond the college's policies on student conduct, instructors in longer-running WCE classes (96+ hours or semester/term classes) are *encouraged* to develop a classroom code of conduct agreement listing behavioral standards expected of students. A good example of a standard would be "smart phone texting is prohibited during class lecture but allowed during breaks" or "students are not allowed to talk during labs while observing fellow students."

In addition, instructors may have students sign a statement attesting to their acknowledgement of such standards and their intent to follow conduct standards. Instructors should provide a copy of all behavioral conduct standards or code to students along with the course syllabus. Any code of conduct and/or contract must be approved first and by the program director. *See the program director for an example of a classroom conduct agreement.*

#### DISCIPLINARY ACTION

To promote a healthy learning environment, the college encourages instructors to advise and provide guidance to students exhibiting challenging behaviors. It is often through "teachable moments" that instructors promote healthy interactions, better behaviors, and learning.

Sometimes a disciplinary course of action is the only option because unacceptable conduct prevents learning among all students and furthermore it can impact student safety. The college has policies and procedures in place for students who violate the Student Code of Conduct. Instructors should contact their program directors promptly when student disciplinary issues arise. Questions or concerns may also be directed to the Vice President of Enrollment and Student Services or the Student Code of Conduct Officer.

### OTHER ACTIVITIES

#### **Class Visitation**

Classes are subject to unannounced visits or observations from college personnel as well as state auditors. Instructors should always have an attendance record in class available with course name and student names (hard-copy or electronic).

#### **Course Evaluations**

At the last class session, students may be asked by the director to complete a course evaluation.

Instructors may also be asked to provide feedback to the college based on their instructional experience; this may include assessment of the college, program or college staff, facilities, and

services. Instructors are encouraged to give any feedback regardless of a survey instrument. Instructor feedback is valuable to course planning and improvement.

## **Non-Student Visitors**

### **NON-ENROLLED INDIVIDUALS ACCOMPANYING STUDENTS**

Only registered students should be present in the class. Students are not allowed to bring guests or “friends” to class unless the instructor approves due to an exceptional circumstance. Only registered students may participate and engage in a class; any guest may only observe without interruption. If a situation persists, the instructor may have a talk with the student and/or refer the situation to the program director.

On occasion an individual may wish to observe a class session before enrolling in a later class. If this is approved, the program director will notify the instructor. Sandhills Community College welcomes prospective students who are exploring learning opportunities. Students interested in offerings should be directed to a College Navigator in Stone Hall by calling 910.695.3725.

### **MINOR CHILDREN**

Students are not allowed to bring their children to a WCE class unless there is an exceptional circumstance and instructor approves before the class begins. Not all WCE classes allow minor visitors due to dangerous equipment and other rules. Any instructor having challenges with students bringing their students should promptly contact the program director. If a security issue arises due to an unannounced child visitor, instructors are encouraged to contact Campus Security for support.



2019 Dedman Leadership Class

***Thank you for teaching at Sandhills Community College!***