



P.O. Box 7007
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Part-Time Faculty Manual Pitt Community College Greenville, North Carolina

Updated December 2002

Excerpts taken from *PCC Employee Manual*
PCC Employee Manual Last updated 2/14/02

References have been made to other sources in order to
assure that all materials in this manual are up-to-date.

When a reference is made to the *PCC Employee Manual*, it can be located at www.pitt.cc.nc.us. Go to the pull down menu and locate HUMAN RESOURCES. Click on this and you will be taken to their home page. On that page, you will find a hyperlink to the *PCC Employee Manual*.

Information at www.pitt.cc.nc.us supersedes any information in this document.

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*Dr. Wanda Bunch, Associate Vice President - Curriculum
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MEMORANDUM

To: Part-Time Instructors

From: Dr. Wanda Bunch, Ed.D.

Subject: Welcome

Thank you for agreeing to be a part of Pitt Community College's faculty. Your role at PCC is an important one and allows us to offer more and varied classes than we could otherwise. Plus, many of you bring cutting edge industry knowledge to the classroom that can only enhance student readiness for the workforce.

This manual is designed to be a quick and easy guide for answers to many of the most frequently asked questions from part-time instructors. Please read it and if you have additional questions, your department chairperson or dean will help you with those answers.

Appendix A: Timetable for the Completion of Forms is something part-time instructors have asked to be included. We hope this helps your semester run smoothly.

Again, we appreciate your commitment to PCC and are glad to have you as part of our academic family.

General Information

Introduction

This manual has been designed to provide part-time faculty with a reference to established policies and procedures at Pitt Community College. A complete source of information can be found in the *Pitt Community College Employee Manual* available on-line or in each department. An orientation for part-time faculty is offered through the individual academic division.

Mission Statement

The mission of Pitt Community College is to **educate** and **empower** people for **success**

- €# in life
- €# in higher education
- €# in the workforce
- €# in a global economy

This mission will be achieved by

- €# encouraging lifelong learning
- €# establishing positive learning environments
- €# ensuring academic excellence
- €# enhancing economic development and quality of life
- €# emphasizing multicultural experiences

Definition of Part-Time Faculty and the Contract Period

Part-time faculty is defined in two ways.

Part-Time Annual Faculty Appointment:

To be classified as part-time annual faculty, the employee must work at least 20 hours but less than 30 hours per week and be employed by contract for nine (9) continuous months or more during the fiscal year in a budgeted position

Part-Time Temporary Faculty Appointment:

Employment for a specific course or instructional semester is an "employee at will" without any fringe benefits. Instructional load may be as high as 20 hours of work per week. The employee will be paid based on contact hours and will not receive any fringe benefits.

Cancellation of Classes (classes determined not to be taught during the semester)

If a class does not meet the enrollment quota for any given semester, the class will be cancelled. The part-time instructor will be notified of this cancellation by his/her supervisor as soon as possible. The College will have no monetary obligation to the part-time instructor for cancelled classes.

Equal Opportunity Statement

All appointments and promotions shall be made solely on the basis of merit. Merit criteria and procedures for promotions shall be established by the College and followed by supervisors in recommending employees for promotions. All positions requiring the performance of the same duties and fulfillment of the same responsibilities shall be assigned to the same class and the same salary range. No applicant for College employment or employee shall be deprived of employment opportunities or otherwise adversely affected as an employee because of such individual's race, color, religion, sex, national origin, political affiliation, non-disqualifying handicap, or age.

Qualifications

Part-time faculty must meet SACS requirements. In areas of low supply of part-time candidates, part-time instructors must meet all position requirements including documentation of his/her commitment towards completion of SACS required degree by a specific time.

Employment Forms and Documentation

Certain forms and documentation **MUST** be on file with the part-time instructor's supervisor for payroll and accreditation purposes. These include:

- €# Application (with completed writing sample)
- €# W-2 Form
- €# Copy of Social Security Card (3 copies)
- €# NC-4 Form
- €# Address and phone number
- €# Blue information card
- €# Selective Service/Retirement Form
- €# Staff Information Report
- €# Copy of current driver's license (3 copies)
- €# I-9 Form
- €# Official transcripts
- €# Intellectual Property Form

The Payroll Department will **NOT** allow contracts to be entered into the system or printed until **ALL** of this information is completed and on-file. The supervisor is responsible for collecting the appropriate documentation so that a contract can be written. The part-time instructor must sign the contract prior to the release of the paycheck.

Compensation

Part-time instructors are paid a predetermined amount to teach a course. The instructor is normally paid a portion of this amount each month during the semester. The Class Attendance Roster must be submitted to the FTE auditor's office before the final paycheck is released.

Direct deposit of an employee's pay is made directly to a bank account of the employee's choice, if requested through the Payroll office.

Opportunities

- ⚡ Part-time faculty at Pitt Community College may join the State Employees Credit Union.
- ⚡ Part-time faculty are invited to participate in Pitt Community College's annual Employee Development Day.
- ⚡ Extended professional development opportunities will be based upon availability of funds, criteria of funding source, and at the discretion of the appropriate dean.
- ⚡ Part-time faculty may qualify in special promotions and packages extended to other Pitt Community College employees. Individuals are asked to contact the vendor. Participation will be offered on a vendor-by-vendor basis.

Obligations/Duties

Part-time instructors are expected to:

- ⚡ follow the syllabus as provided by the department chair (See Appendix A for sample syllabus format)
- ⚡ meet their classes every time that the class is scheduled to meet
- ⚡ meet the class on time and for the specified time period
- ⚡ prepare for each class to meet the learning objectives of the course
- ⚡ prepare appropriate evaluative instruments
- ⚡ complete all required paperwork during the semester (see Appendix A)
- ⚡ make time to be available to students outside the classroom
- ⚡ leave the classroom with a clean board, desks in an orderly manner, etc.

Break time is earned at the rate of 10 minutes per hour (50 minutes of instruction each hour). Normally, a class session should not continue over 90 minutes before taking a break.

During the day, deviations from this standard are to be approved by the part-time instructor's supervisor. During the evening hours, the Coordinator of Evening Programs must approve the deviation.

IT IS NOT APPROPRIATE TO ACCUMULATE BREAK TIME AND LEAVE EARLY!!!

Instructor Absence

For emergency absences, contact your supervisor as soon as possible, and, for evening classes, also contact the Coordinator of Evening Programs at 321-4380. If competent coverage cannot be arranged, upon your return, consult with your supervisor (and the Coordinator of Evening Programs when appropriate) to arrange for a make-up class.

Course Overload

Although there is no written policy regulating the number of hours that a part-time instructor may teach, it is recommended that part-time temporary instructors teach no more than an average 15-hour semester load.

Course Syllabus

After being provided with the necessary course materials, the part-time instructor will develop his/her own instructional plans, tests, and course calendar. The course syllabus, which is provided by the department chair, must include provisions for students to have access to the part-time instructor for the purposes of academic assistance outside of the normal hours of instruction. It is the responsibility of the part-time instructor to cover the following items.

- ⚡ Distribute the course syllabus to the students and review it with students within the first two calendar days of class.
- ⚡ Confirm that students have met the prerequisite and/or corequisite requirements for this course.
- ⚡ Include a note regarding disability services on your syllabus. It should read as follows:
Please notify Disability Services at 252-321-4557 or talk to your instructor privately after class if you have a need for a disability-related accommodation.

See Appendix B for a sample course syllabus. By the summer session of 2003, a format for course syllabi will be available online.

Course Materials

Part-time instructors will be provided a textbook, a course outline, keys (if necessary), and an orientation to the course by the appropriate supervisor. Course materials must be turned in to the department chair at the end of the semester.

Instructor's Schedule

Part-time instructors must make some provision for students to have access to them other than during class time. The time or times the instructor could be available for student contact should be included in the information on the course syllabus to be distributed to students at the beginning of the semester. Also, a telephone number or e-mail address should be included on the syllabus. Part-time instructors must also provide the name and office telephone number of their immediate supervisor.

Class Meeting Policy

Each course has a required number of hours that class is to be held during the semester: weekly lecture, laboratory, clinic, and shop hours.

This information is given in the course outline. During a regular 16-week semester, class is held 50 minutes for each scheduled hour and 25 minutes for each scheduled 1/2 hour. Internet courses must meet the equivalent time requirements.

Student Attendance

Regular attendance in class is essential to receiving a maximum benefit from the educational experience. A curriculum student should attend and be on time for all classes and lab/shop/clinic sessions. In all cases of absence, the student is responsible for making up all missed class work and for coming prepared to the class following the absence.

Regular and punctual class attendance is expected of all students. Instructors will/may unofficially drop students after the 10% date of that class (Unofficial Withdrawal) for the following reasons:

1. Any day student absent five consecutive class meetings will be unofficially dropped. (see #5 below)
2. Any evening student absent more than two consecutive class meetings will be unofficially dropped. (see #5 below)
3. A student may be reinstated into the class after being unofficially dropped if deemed appropriate by the class instructor.
4. Students may be unofficially dropped when their absences from class begin to affect the quality of their work or their grades as determined by the class instructor.
5. An instructor may choose not to unofficially drop a student if the student maintains regular, constructive communication with the instructor during an extended series of absences.

Distance Education students must adhere to the attendance/contact policy stated in course syllabi.

Students who choose to participate in school-related activities such as SGA and sports must adhere to the attendance policy. The student is responsible for work missed due to school-related activities.

In such cases, instructors will wherever possible, work with the students involved to allow them to participate in the prearranged school activities, provided the student is in good academic standing for the course being missed (i.e., minimum "C" average).

When defining individual course attendance policies, instructors must take into consideration the between-classes time needed for students with disabilities.

This policy represents the minimum requirements for attendance. The instructor subject to approval by the appropriate curriculum division dean may add other guidelines/policies based on the nature of a course.

Inclement Weather

The College president will make the decision as to whether or not classes will be held during periods of inclement weather. Announcements will be made on local radio and television stations. Instructions for making up this time will be provided.

Disciplinary Action

It is expected that students will conduct themselves as responsible adults at all times. Pitt Community College has a zero tolerance policy. Dismissal of a student from class may be warranted. See the College catalog for further information.

Evening Programs Office

The Evening Programs Office is located in the Warren Building. Office hours are from 12:30 p.m. until 10 p.m. Monday through Thursday and from 8:00 a.m. until noon on Fridays.

The Evening Programs Office oversees all activities and serves as general headquarters for school operations between the hours of 5 p.m. and 10 p.m. Monday through Thursday evenings. This office continues to provide many of the support services to students, instructors, staff, and the general public after the operating hours of other offices on campus. These services include providing security, scheduling rooms, providing documents, distributing and collecting materials, setting up AV equipment, performing admissions counseling, and addressing any other needs as they occur.

Evening Courses

The Facilities Scheduling Officer prepares an "Evening Curriculum Class Calendar Meeting Schedule" for each semester. This is a detailed schedule, which includes the irregularities that sometimes develop. You must have this schedule if you teach in the evening. If you need additional copies of the Evening Curriculum Class Meeting Schedule, ask your supervisor or go by the Evening Programs Office in the Warren Building.

Weekend College Office

The Weekend College Office is located in the Warren Building. The office is open on Saturdays from 7:30 a.m. until the last class ends. When no classes are scheduled, the College is closed.

The Weekend College Office supervises the general operation of the College on the weekends. This office provides access to administrative leadership and other services to students, faculty, staff, and the general public during the operation of weekend classes. These services include providing security, scheduling rooms, providing documents, distributing and collecting materials, setting up AV equipment, performing admissions counseling, and addressing any other needs as they occur.

The Weekend College Office can be reached at 321-4267 Monday through Saturday.

Payday

All employees shall be paid on a monthly basis, with the last working day of the month as the designated payday for all months except December. Payday for the month of December will be the last working day before the Christmas holiday break or December 20 whichever is later.

Disciplinary Action

The president is authorized to dismiss or suspend any employee of the College for any one or more of the following reasons:

- €# Incompetent service
- €# Neglect of duty
- €# Conduct unbecoming a member of the faculty or staff, provided that no such charge be sustained that constitutes interference with academic freedom of the person charged
- €# Physical or mental inability to perform duties as a professional employee
- €# Financial exigency or discontinuation of a program or position
- €# Participation in or incitement of disruption in the College's operations
- €# Insubordination or unprofessional conduct
- €# Violation of Pitt Community College rules, regulations, policies, and procedures
- €# Violation of Federal or State laws
- €# Work performance that fails to meet expectations

During the contract period a full or part-time annually appointed employee may be reprimanded, suspended, or demoted, by the employee's supervisor and appropriate vice president for just cause, including but not limited to the foregoing.

During the contract period a full or part-time annually appointed employee whose work fails to meet expectations shall be notified by the supervisor in what way the employee's work is deficient and what must be done if the work is to be satisfactory. Such notification may be in the form of an oral or written warning, including a final written warning, or as part of the employee's annual performance evaluation.

During the contract period a full or part time annually appointed employee who is reprimanded, suspended, demoted, or dismissed for performance of duties that fails to meet expectations shall receive at least three warnings before disciplinary action is taken. First, one or more oral warnings must be issued by the employee's immediate supervisor. Second, if the oral warning does not result in improved performance, a written warning must be issued by the supervisor, specifying the employee's performance deficiencies and the steps required to achieve satisfactory performance. Third, if performance still does not improve, the department head must issue a final written warning. A final written warning

serves notice to the employee that corrective action must be taken immediately in order to avoid disciplinary action. The supervisor will record the dates of his or her discussions with the employee, the performance deficiencies discussed, and the corrective actions recommended and file the information in the employee's personnel file. The president will be notified of any disciplinary action taken.

During the contract period an employee may be reprimanded, suspended, demoted, or dismissed for reasons of misconduct without prior warning or disciplinary action having been given to the employee.

During the contract period an employee may be suspended without notice by the supervisor and appropriate vice president for causes related to personal conduct in order to avoid undue disruption of work, to protect the safety of persons or property, or for other serious reasons. When a department head suspends an employee without notice, the employee shall be required to leave college property at once and remain away until further notice. The department head shall notify his superiors immediately.

Field Trips

Pitt Community College recognizes the benefit of field trips and encourages faculty to reinforce the classroom/shop experience with appropriate trips. The Field Trip Form, available through your supervisor, is to be completed by the instructor and forwarded to the appropriate dean for approval. Prior approval is necessary due to liability contingencies and for proper insurance coverage. If the trip is approved, the appropriate dean will inform the instructor to proceed with the proposed trip. A copy of the completed Field Trip Form with the appropriate dean's signature will be forwarded to the Office of the Chief Curriculum Officer.

Each student must also complete an individual Trip Release Form and it must be on file in the Office of the Chief Curriculum Officer before the field trip. If the student is less than 18 years of age, the parent or legal guardian must also sign the form.

Blackboard Support

Instructors should contact bbadmin@pcc.pitt.cc.nc.us or (252) 321-4539 for general technical assistance with Blackboard. This e-mail and phone number can also be given to students experiencing Blackboard problems that you are unable to help them with.

Blackboard System Administrator

Billy Vines, Web Services Department

bbadmin@pcc.pitt.cc.nc.us

(252) 321-4539

Course Development Support Coordinator

Tina Farmer, Distance Learning Department

tfarmer@pcc.pitt.cc.nc.us

(252) 321-4615

For training or instructional needs, Distance Learning offers Course Development Training every semester. This training runs for five weeks and covers all aspects of developing a course to be taught online. Topics covered include adding announcements, lecture notes, syllabus, assignments, copying and pasting from existing documents, creating online tests, and learning to use the online grade book. Other, customized training is available on a group or individual basis as needed. Many of your questions can probably be answered by phone or email. Please contact the Course Development Support Coordinator (252-321-4615) for more information or assistance.

Special Note for Internet Instructors

Effective Fall 2001 semester, we will be unable to 'revive' a student's work in a particular Blackboard course more than one semester back. For example, a student could work on a summer semester course during the fall semester, but couldn't complete work from the prior spring semester. This technical situation correlates with the College's incomplete policy requirements.

If you are giving an incomplete for any Blackboard class and you feel it is necessary to maintain records of a student's work, it is suggested that you keep your own copies of that work. Note, as stated above, students who have not removed the "I" within the first **12 weeks** of the new semester, will have to re-enroll in the class.

Duplicating and Typing Services

Clerical assistance for typing may be available through your department or division. Contact your supervisor to determine availability. Materials may be duplicated through the service of the PCC Copy Center or by photocopying. Check with your supervisor for the methods of duplication available to you.

Learning Resource Center (Library) Services

As a primary resource and gateway to information, the LRC continues the learning initiated in the classrooms and elsewhere, teaching and assisting its users to be effective information consumers, with the ability to locate, organize, evaluate, synthesize, and apply information.

The LRC values customer service and the ability to offer access to knowledge in many different formats. They offer assistance and instruction to students, employees, and community residents to develop their skills in research. The goal of the LRC is to help an individual find the information needed.

Library Orientation

Please read the FAQ (frequently asked questions) available at www.pitt.cc.nc.us/students/LRC/library2.html

- ⚡ The LRC conducts organized, specialized tours designed around the total LRC program, specific subject areas, or class projects.
- ⚡ The LRC provides librarians as visiting classroom speakers.
- ⚡ The LRC assists with reference and research, including having available access to a variety of online resources. Go to www.pitt.cc.nc.us/students/LRC/lrconline.html
- ⚡ The LRC provides instruction in the use of all its materials and equipment.

The LRC is open:

Monday – Thursday (7:45 a.m. – 9:30 p.m.)

Friday (7:45 a.m. – 5:00 p.m.)

Saturday (8:00 a.m.– 1:00 p.m.)

During semester breaks, the LRC is open 8:00 a.m. – 5:00 p.m.

Using LRC Materials

The LRC places materials on reserve for student use, including materials

- Owned by instructional departments or by individual instructors. The range of materials includes books, photocopies, AV materials, computer software, and other types of learning resources.
- The LRC provides long-term loans to instructors for LRC materials.
- The LRC provides telephone renewal of library materials.
- The LRC provides "on hold" services to reserve materials checked out to another person or available at another NC community college.
- The LRC provides specialized bibliographies by topic and/or format.

Using Equipment

The LRC provides AV equipment in classroom, shop, and lab areas.

VCRs, TVs and other items must be scheduled in advance. Instructors may not move TV/VCR setups from room to room. To reserve:

Day Class - call 321-4352

Evening Class - call 321-4380

Weekend Class - call your immediate supervisor or 321-4380

Other AV equipment is on rolling carts and may be moved from room to room. If you are unable to locate equipment, call the Learning Resources Center at 321-4352 (during the day) or 321-4380 (during the evening).

The LRC also provides computer equipment, audiovisual equipment, and other library equipment in the LRC.

To reserve the computer lab or other materials from the LRC go to the Pitt Community College Learning Resources Center web page and click on Resources and Services for Faculty and Staff. Please remember that you should reserve the computer lab space at least one week in advance. Additional services offered by the Learning Resources Center are also outlined in the Learning Resources Center section of this guide or on the website.

Acquiring Materials

- ⌘ The LRC seeks purchase requests from departments for LRC materials (books, AV, periodicals, pamphlets).
- ⌘ The LRC provides interlibrary loan services.
- ⌘ The LRC arranges previews of AV materials to be considered for purchase.
- ⌘ The LRC will reserve materials and equipment prior to the date they are to be used.

Acquiring Equipment

The LRC makes every effort to obtain equipment needed for instruction. Please advise them of any special needs.

Producing Instructional Components

- ⌘ Media Production Services assists with production of instructional components from initial design to the finished product, using photography, desktop publishing, and audio and video production.
- ⌘ Media Production Services instructs in the use of its equipment.
- ⌘ Media Production Services offers services to have media transferred from one format to another, especially transparencies.

Special Events

Media Production provides equipment and recording services for PCC special events, both on- and off-campus.

The LRC provides satellite telecommunications and video teleconferencing services.

General Catalog

Pitt Community College prints its general catalog annually. Part-time instructors may receive the latest edition from their supervisor or from the Counselors' Office (Warren Building). The most recent edition of the PCC general catalog is located online at http://www.pitt.cc.nc.us/docs/PCC_Catalog.pdf

Instructional Strategies and Learning Environments

Instructional Strategies

One of the responsibilities of the supervisor of a part-time instructor is to facilitate the development of sound instructional strategies and presentation techniques. Instructional strategies include but are not limited to lecture, case method, discussion, active learning and cooperative learning.

The PCC Learning Resources Center (Library) has materials on instructional strategies, including videotapes addressing a number of topics.

Learning Environments

Classrooms

The majority of Pitt Community College's faculty teaches in traditional classroom settings (which involves a room with chairs arranged in rows and the instructor lecturing in the front). If there are any special accommodations you may need in your classroom such as audiovisuals refer to the Learning Resource Center section of this Guide or visit the Learning Resource Center's website.

Computer Labs

Computer lab environments are necessary for some courses. If the class you teach is in a computer lab setting, you are responsible for the condition of the lab during that meeting time. However, if you need to reserve a computer lab for one class session, the Computer Lab in the Learning Resource Center may be reserved. To reserve the computer lab or other materials from the LRC go to Pitt Community College's Learning Resource Center's web page and click on Resources and Services for Faculty and Staff. Please remember that you should reserve the computer lab space at least one week in advance.

Distance Learning

Pitt Community College has adopted Blackboard as our primary delivery system of Internet courses. However, courses are offered via the NC Information Highway and some courses are blended having both traditional classroom as well as Internet requirements. Part-time faculty are usually not responsible for developing or designing an Internet course (there are exceptions). If you are a part-time faculty member who will be teaching an Internet course, the course is usually already developed and only requires you to teach and facilitate the course.

If you are a new user of Blackboard we suggest that you retrieve a copy of the Blackboard manual which is available from Distance Learning or on the PCC website. Distance Learning also offers other tutorials and seminars throughout the year that you are invited to attend. We also recommend that you talk to some of your colleagues who have experience in this type of teaching and have probably encountered and solved many of the problems you may experience. Additional information may be found on Distance Learning on the PCC website or PCC catalog.

Evaluating Student Work

Testing and Grading

It is recommended that students be tested frequently throughout the semester in addition to being given a final examination. Instructors should grade and return assignments in a reasonable time period. The date, time, and location of examinations should be made available to the student.

Grading System

Pitt Community College uses the following grading system:

<u>Letter</u>	<u>Numerical Equivalent</u>	<u>Quality Points Per Semester Hour</u>
A	90-100	4
B	80-89	3
C	70-79	2
D	60-69	1
F	Below 60 - Failing	0
W	Unofficial Withdrawal	0
*OW	Official Withdrawal	0
*NA	Never Attended	0
*I	Incomplete	0
*AU	Audit	0
*T	Transfer Credit	0
*AP	PCC Advanced Placement	0
*S	Satisfactory	0
*U	Unsatisfactory	0
*NG	No grade submitted	0
*#IP	In progress	0

*Not included in computing grade point average.

#Given in developmental courses (courses numbered less than 100) when progress has been made but required objectives for the course have not been met.

Veterans' Note

Any course for which an unofficial withdrawal or an "I" (Incomplete) is received may not be retaken for pay purposes under the Title 38, U.S. Code as amended by Public Law 93-508.

Audit

Students auditing classes receive no credit but are expected to adhere to the same attendance policy as credit students. Participation in class discussion and examinations is at the option of the student.

Incomplete

An incomplete is given at the discretion of the instructor when a student demonstrates satisfactory progress in a course but needs more than one semester to complete the requirements of the course. To qualify for a grade of "I", a student must be enrolled in a course the last ten days of the semester.

In order to remove an "I", the student must complete the work during the first 12 weeks of the next semester immediately following receipt of the "I". If a student fails to remove an "I" during the twelve-week grace period, the student must re-enroll in the course if credit for the course is needed. The form to be completed by the instructor when the student removes the incomplete is available from your supervisor. (EXCEPTION: To remove an "IP" in a developmental course, a student must re-enroll in the course.)

Instructor Evaluation Procedures

Student Evaluation of Instructors

Part-time instructors will be evaluated regularly, at the discretion of the instructor's supervisor or at the request of the instructor. All new part-time instructors must be evaluated during their first semester on the faculty. Thereafter, evaluation must be annual or each time the part-time instructor teaches a new course, whichever is more frequent. (go to www.pitt.cc.nc.us/pert for further information)

Supervisor Evaluation Criteria

The PERT evaluation system (go to www.pitt.cc.nc.us/pert for further information) allows supervisor and employee to gather data in several ways.

However, no matter which data collection process is chosen, your classroom instruction will be evaluated according to the following criteria:

- ⌘ Knowledge of discipline
- ⌘ Preparation for class
- ⌘ Presentation--organized
- ⌘ Classroom atmosphere
- ⌘ Expectations clear (syllabi distributed)
- ⌘ Attitude of concern
- ⌘ Variety of presentation
- ⌘ Participation encouraged

Evaluations must be administered by someone other than the instructor being evaluated and must be placed in the hands of the instructor's supervisor until grades for the class evaluated are submitted to the Registrar's Office. Departments may elect to hold all student evaluation forms in department or division offices.

It is the responsibility of the supervising department chair to provide an appropriate person to administer the evaluations.

Individual department heads evaluate part-time instructors and review student evaluations of instructors. It is their responsibility to discuss these evaluations with the part-time instructor and help design an improvement strategy if the research shows the part-time instructor needs one. If a faculty member is given a particular behavior or teaching element to alter and he or she does not comply, the school has no responsibility to hire that instructor for future instruction employment.

Part-time instructors are invited to faculty development activities sponsored by PCC and some participate in conferences off campus.

Helpful Information

For any information not covered in this manual, refer to the *PCC Employee Manual* located at www.pitt.cc.nc.us by clicking on Human Resources in the pull down menu.

<p>Further Information Is Located in the <i>PCC Employee Manual</i> for These and Other Topics:</p>	Faculty Research Policy
	Certain Records Open to Inspection
	Communicable Disease Policy
	Smoking Policy
	Health and Safety Policy
	Computer Network Acceptable Use Policy
	Intellectual Property Policy
	Rights and Privacy Act of 1974
	Fundraising off campus
	Pitt Community College Foundation, Inc.
	Personnel Policy
	Mandatory Payroll Deductions
	Probationary Period
	Gifts, Favors, and Conflict of Interest
Sexual Harassment	
Canvassing, Peddling, and Soliciting on Campus	
ADA (Americans with Disabilities Act)	<p>Student retention issues and other issues relevant to students with disabilities should be addressed to Michael Bridgers at 321 4294. Please note that all syllabi must include a statement regarding the availability of his office to students with disabilities.</p>

Bookstore	<p>The Bookstore is available to you and to students during the following hours (subject to change dependent upon budgetary restraints):</p> <p>Fall and Spring Semester</p> <p>Monday - Thursday 7:45 a.m. - 7:30 p.m. Friday 7:45 a.m. - 5:00 p.m.</p> <p>Summer Semester</p> <p>Monday - Thursday 7:30 a.m. - 5:00 p.m. Friday 7:30 a.m. - 2:30 p.m.</p> <p>The bookstore has available for purchase:</p> <ul style="list-style-type: none"> ⌘ Books for the courses you are teaching which have been ordered by your department chair for your students ⌘ Typical supplies for classroom and student use ⌘ Variety of supplies, materials and clothing with the PCC logo <p>Part-time instructors may not make charges against departmental accounts at the Bookstore.</p>
Food Service: <i>PITT STOP</i>	<p>The <i>Pitt Stop</i> is the only on-campus food service on campus. It is located in the White Building on the corridor connecting the front portion of the building to the rear portion.</p> <p>Their menu includes short orders and plate lunches and both breakfast and lunch are served. Vending machines are located in this area as well.</p>
Vending Machines	<p>Vending machines can be located in the stairwells; by the restrooms; or in hallways of most buildings. Please remember that food and drink are not allowed in classrooms.</p> <p>Also note that special containers are made available for the discarding of beverage cans. Our maintenance staff must physically retrieve any cans that are incorrectly placed in trash receptacles, so we ask that you reduce their exposure to disposable items and place your empty cans in the proper receptacle.</p>
ATM Machine	None available
Copiers	Available in the LRC for a small charge and within most division offices. Those in campus offices require a special touch pad button. Contact your department chair.
Fax Availability	Contact your department chair.

Classroom Supplies	Chalk, erasers, dry erase markers, etc. Obtain from the department chair.
Grade Books and Test Papers	Should you desire to use a manual system, grade books are available from the department chair. Grade books and test papers must be returned to the department chair at the end of the semester.
Registrar's Office	Any questions regarding a student's registration in class should be addressed to the Registrar's office located in the White Building, room 5. Their phone number is 321 4232.
Admissions Counselors	The admissions counselors are available in the Warren Building to aid students as they determine appropriate fields of study.
Alumni Relations	All activities regarding alumni relations are handled through the Office of Institutional Advancement located in the White Building.
Ambassadors	The College has a group of students that are available to represent the College in a variety of activities. For further information, contact Lisa Elmore at 321-4289.
Placement Testing	Placement testing to aid advisors in determining the need for developmental work in English and math is available through the Placement Office located in the Warren Building.
English as a Second Language	Services to aid those students for which English is a second language are available in the Leslie Building. Please refer students needing these services to that area. They can be reached at 321 4344.
Computer Support	The faculty/staff helpdesk can be reached at 321-4487 or by email at helpdesk@pcc.pitt.cc.nc.us Support relative to issues surrounding Blackboard is offered to Internet students by contacting bbadmin@pcc.pitt.cc.nc.us .
Evening Programs	The Director of Evening Programs can be reached at 321 4267
Building Maintenance	For difficulties with building maintenance; heating and air conditioning; etc. contact 321 4330.
Scheduling of Rooms	Should the site to which you have been assigned not meet the needs of your class, please contact Laura Corbett, Facilities Scheduling Coordinator at 321 4400.
Financial Aid (including Veteran's Affairs)	All matters relating to Financial Aid should be referred to that office which is located in the White Building, room 11.

Human Resources	All matters relating to employment should be addressed first through your department chair. Should further information be necessary, please contact the Human Resources Department at 321-4289
Web Board	If you are not using Blackboard (our software for Internet and blended web/traditional classes) a web board is available for your use including chat room capability; discussion boards, etc. Please contact the helpdesk at 321 4487 or helpdesk@pcc.pitt.cc.nc.us for further information.
Pitt County JobLink Career Center	The Pitt County JobLink Career Center assists students, graduates, or any job seeker in career decision-making, planning for marketability, and job search. There is no charge for any of the services. The Center located in the Community Square Shopping Center adjacent to PCC is open Monday through Thursday from 8:00 a.m. to 7:00 p.m. and on Friday from 8:00 a.m. to 5:00 p.m. for the convenience of evening students and job seekers. The telephone numbers are (252) 321-4534 and (252) 321-4578.
Latino/Hispanic Center	For further information about the services available, contact: Jaime Espinosa - Director of Latino/Hispanic Center Phone: (252) 321-4296 Email: jespinos@pcc.pitt.cc.nc.us
Lost and Found	Lost and found services are available through the Public Safety Office. Contact them at 321 4210 or in Trailer 17
Mail and Courier Services	Within each division office, receptacles for outgoing mail are available. This includes campus mail; in town mail; and out of town mail.
PCC News Bulletins	On a weekly basis, news bulletins are produced and shared via the PCC web page. These bulletins share campus news and provide reminders of upcoming activities and dates of importance. Go to www.pitt.cc.nc.us and at the pull down menu click on NEWSLETTER for this information. This information is also helpful to students so please remind them of this resource.
Tutoring	Tutoring services are available at no charge to students. More information is available from Dan Mayo at 321 4258 or in Trailer 3.
Veterans' Affairs	All questions regarding VA benefits should be directed to Lisa Reichstein in the Financial Aid office in room 11 of the White Building.

Parking	<p>Parking stickers are available from Public Safety. A paid receipt from the Cashier's office must be shown to the Public Safety office before a sticker can be assigned. Applications for stickers are available in the Public Safety office and require minimal information about the identity of the faculty member and the vehicle being registered.</p>
Emergencies/Safety Issues in the Classroom	<p>Refer to the <i>Emergency Procedures Manual</i> located at http://styx.pitt.cc.nc.us/sci/safety</p>
College/Workplace Anti-Violence Policy	<p>Safety and security of all students, staff, faculty, and customers is a primary concern of Pitt Community College. Therefore, acts of violence made by or against any of the aforementioned will not be tolerated. Students, staff, faculty, and customers committing acts or threats of violence will be subject to disciplinary action that may result in dismissal/suspension from the College and/or having privileges suspended.</p> <p>Pitt Community College has a zero tolerance for violence and therefore prohibits the following behaviors:</p> <ol style="list-style-type: none"> 1. any act or threat of violence made by an employee, student or customer against another; 2. any act or threat of violence, including, but not limited to, intimidation, harassment, or coercion; 3. any act or threat of violence which endangers the safety of employees, customers, vendors, contractors, or the general public; 4. any act or threat of violence made directly or indirectly by words, gestures, or symbols; 5. use or possession of weapons on the College campus. <p>It is required of all students, staff, faculty, and customers to be familiar with this policy and to report, in accordance with this policy, any behavior that compromises the College's ability to maintain a safe work/learning environment. All reports will be investigated and kept confidential except where there is a legitimate need to know.</p> <p>A violence prevention team has been established to oversee policies regulating violence on campus. There is also on-going training that is required of all students, staff, and faculty.</p>

<p>Drug Free Workplace Policy</p>	<p>Pitt Community College clearly prohibits the unlawful possession, use, or distribution of illicit drugs and alcohol by students and employees on its property or as part of any of its activities. Infractions should be reported to Public Safety.</p> <p>The possession and/or use and/or distribution of any drug as defined under the North Carolina Controlled Substance Act, G.S. 90-89 through G.S. 90-94 in or on any part of the Pitt Community College campus will not be tolerated. Any infraction, which is a violation of federal or N.C. law, will be turned over to local authorities and be evaluated for dismissal from Pitt Community College.</p>
<p>Direct Payroll Deposit</p>	<p>May be requested to the bank of one's choice. Contact the Payroll Office at 321 4203</p>
<p>Map of Campus</p>	<p>Go to www.pitt.cc.nc.us</p>
<p>Calendar</p>	<p>Go to www.pitt.cc.nc.us</p>
<p>Employee Performance Evaluation System</p>	<p>Go to www.pitt.cc.nc.us/pert for information regarding this system</p>

Appendix A: Timetable for the Completion of Forms

Beginning of the Semester
Employment documentation All employment documentation for hiring purposes. (Listed elsewhere in this document)
Class Policies Must be developed and distributed within the first week of class
Course syllabus – Provided by the department chair and formatted as the sample syllabus in the appendices Must be distributed within the first two days of class
Final Class Roster Received from the Registrar's Office and designates the final roster of students. If students other than those listed are attending class, then refer them immediately to the Registrar's Office
Class Attendance Report (10% Report) This is the report that indicates to the auditors the students for which funding will be received by the College. Traditional classes Across the top of the graph, enter the dates upon which your class will meet (this may have automatically been entered for you) Enter the letter "E" under the date upon which each student entered the class. Draw a red vertical line to the right of the date designated as the census date at the top of your form. Calculate the total number of membership hours and enter that figure in the upper left section Sign the bottom of the form as the instructor Return to the department chair

Class Attendance Report (10% Report) Internet Courses

To the right of the name of the student enter the letter "E" and the date of first contact YOU RECEIVED (not what you sent) from the student regarding their enrollment in the class. This date may not be prior to the first date of class. Audit requirements mandate that the date upon which first contact was received from the student be recorded as the date of entry.

Attach a copy of the email you received from the student to the last copy of the Class Attendance Report and submit this to the department chair.

Financial Aid Report

These reports are necessary to track the attendance of students receiving Financial Aid. Less than regular attendance can jeopardize their receipt of benefits.

These documents are extremely important and in the case of students who are not attending class appropriately may provide the evidence for discontinuation of the student's financial aid.

The report will ask for the date of the students' last attendance in each class in which they are registered. Internet instructors may use the dates indicated in Blackboard under Course Statistics.

Department of Athletics

These forms are used to track student-athletes' academic progress.

Progress reports are sent through campus mail twice a semester and must be returned to the Department of Athletics within one week after receipt. (See Appendix C)

A weekly attendance sheet is completed by the instructor at the end of each week and is turned in by the athlete by 3:00 p.m. on Friday (See Appendix D)

Official Withdrawal

During the first twelve weeks of a semester, a student may officially withdraw (OW) from standard 16-week courses without penalty. (See College calendar for applicable date each semester.) For all courses other than standard 16-week courses, the 75% point of the class will be the official withdrawal deadline. For standard 16-week courses, no official withdrawals will be permitted during the last four (4) weeks of any semester. For all courses other than standard 16-week courses, no official withdrawals will be permitted during the last 25% of the class. Both the student's curricular appropriate dean and the vice president of student development must agree upon any exceptions to this policy. Official withdrawals do not count as hours attempted.

Students applying for an official withdrawal during the official withdrawal period must use the following procedure:

- €# Obtain a withdrawal form from the advisor or the Office of the Registrar
- €# Complete and have advisor sign form
- €# Have form signed by financial aid and/or veteran affairs officer if receiving aid
- €# Submit completed form to the Office of the Registrar
- €# After the deadline for official withdrawal, the student should see his/her curricular appropriate dean
- €# Students who officially withdraw from courses will not receive grades for those courses and the official withdrawal designation will appear on the transcript. For more information, see the advisor or the Office of the Registrar.

End of the Semester

Class Attendance Report (10% Report)

Traditional classes:

The attendance of students should be marked for each date the class has met. A key is provided on the form to use for this purpose.

The final class roster should be signed by the instructor and turned in to the department chair by the previously agreed upon time.

Internet classes:

No further information is required regarding attendance

Sign this copy and return it to the department chair by the previously agreed upon time.

Grade Sheets

When completing the grade sheet:

Circle the appropriate letter grade in red ink. Note the grade scale at the bottom of the grade sheet

Remember that grade sheets should not be sent through campus mail or transported by work-study students

Do not send grade sheets by another person unless this person is prepared to fill in missing grades and last dates of attendance

Record last date of attendance for **W's** and **OW's** only

Remember to circle all grades in **RED**

Check to see that each student has a grade

Check for agreement in Ws (unofficial withdrawals) between the grade sheet and the Class Attendance Roster

Check for agreement in OWs (official withdrawals) between the grade sheet and the Class Attendance Roster

Instructors will submit their reports to their department chair. Contact your department chair and agree on a time and place to review reports.

The department chair will review the reports before distribution to the appropriate personnel.

Grade Sheets must be received by the Registrar's Office by 3 p.m. on the last day of exams. For night instructors having a class that last night of final exams, grade sheets are due by 10 p.m. that night.

Final Exam

Final exam dates, times, and locations are scheduled by the Office of Facilities Scheduling (you will receive this information from the department chair or through campus mail).

Traditional classes:

An exam schedule will be provided to you

Internet classes:

Exams for Internet classes should occur during the posted exam schedule.

Unofficial Withdrawal

An unofficial withdrawal (W) from one or more classes is given to students who leave school or stop attending classes without qualifying for or following procedures for official withdrawal status. This includes students who are dropped for excessive absences (see PCC Catalog) and not reinstated. Unofficial withdrawals count as hours attempted with quality points of "0" in determining the grade point average (GPA). Students who leave school without officially withdrawing will lower their GPA and jeopardize future readmission to the College. For more information contact the department chair or the Office of the Registrar.

Posting Grades

Pitt Community College's faculty adheres to the policy on posting grades as noted in the *PCC Employee Manual* (Section II-C, p.9).

Instructors have the option to post grades for tests and exams. If an instructor chooses to post grades, student privacy should be protected through the use of a random order (non-alphabetical) posting method

Appendix B: Sample Course Syllabus

PITT COMMUNITY COLLEGE

COURSE SYLLABUS

Date

A Course Information (required)

- š Course Prefix and Number (required)
- š Course title (required)
- š Credit hour information (required)
- š Contact hour information: Class/Shop/Lab/Clinical (required)
- š Prerequisite(s) (required - if no prerequisite, state None)
- š Co-requisite(s) (required - if no prerequisite, state None)
- š Course restriction information (include if applicable)
- š Course description (required -- Same as the description in the PCC Catalog. First three sentences must be identical to the text in the Common Course Library (CCL). The fourth sentence, of 25 words maximum, may be added).
- š Other information (optional)

B Required Resource Materials to be Purchased by Student (if none, state None)

- š Textbooks (include if applicable)
 - š Title, author, date, edition, publisher (required)
 - š Cost, other information (optional)
- š Materials/Supplies (include if applicable)
- š Other Required Purchases (required if applicable. Examples include instructional CD-ROMs, Licenses, etc.)

C Supplemental Resources (If none, state None)

- š Indicate if use is optional or required.
- š Include appropriate bibliographic information

D Course Policies (required)

- § Include attendance policy if the class attendance policy goes beyond PCC policy.
- § Indicate if and how exams and assignments can be made up.
- § Grading (required)
 - a. Include details about how the student will be evaluated, what factors will be included, how they will be weighted and how they will be translated into grades.
 - b. If earning extra credit is an option, explain how.
 - c. If class participation is expected, state so, and explain its impact on grade.
 - d. Appeals procedures (optional)
 - e. Response to academic dishonesty (optional)
 - f. Safety/Health (courses with lab, clinical or shop components should contain a short statement about the importance of these issues and indicate that more detailed information will follow.)

E Course Objectives (As a minimum, a few broad objectives written in language students can understand.)

F Preparation Information (required)

- § Preparer's name (required. Who is the person to contact for information?)
- § Office location, Office telephone, FAX number, E-mail address (optional)
- § Other information (optional)

G. Contact Person for Distance Education Students (required for distance education class taught by part-time instructor)

If you cannot reach your instructor, you may contact (insert name), department chair of (insert program name) at (insert phone number) by phone, (insert e-mail address) by e-mail, or in person at his/her office in (insert office location).

H Disability Statement (required)

If you have a need for a disability-related accommodation, please notify Disability Services at (252) 321-4557 or talk to your teachers privately after class (required).

EXAMPLE
PITT COMMUNITY COLLEGE
COURSE SYLLABUS
August 1, 2002

COURSE NUMBER: PED 163
COURSE TITLE: Kayaking - Basic
CREDIT HOURS: 2
CONTACT HRS/WK: 1 class, 2 lab
PREREQUISITES: PED 152
COREQUISITES: NONE

COURSE DESCRIPTION:

This course is designed to teach the basic skill of kayaking. Topics include forward and reverse strokes, sweeps, Eskimo roll, and self-rescue skills. Upon completion, students should be able to maneuver and demonstrate safe kayaking practices.

REQUIRED RESOURCES:

1. Textbook: Basic Whitewater Kayaking, 3rd ed., Wetfoot, Sherman and Waters, Wilma. 1994 Jossey-Bass.
2. Supplies/Materials: Beginning Kayaking Kit, manufactured by Chilly Sportswear. (Available through Herman's Sports Shop for approximately \$65).

SUPPLEMENTAL RESOURCES:

Book: 50 US Rivers for the Beginning Kayaker, 2nd ed., Biggerbelt, Eli. 1992. Little Brown Co. (Optional. Great resource for planning kayaking trips)

COURSE POLICIES:

1. Attendance Policy:

The PCC Attendance Policy applies. Instructors may have additional attendance requirements.

2. Make-up Policy:

Instructor sets policy for missed exams and assignments.

3. Grading:

Unit Tests (2)	30%
Skill Tests (4)	20%
Safety Report	10%
Final Skill Test	20%
<u>Final Written Test</u>	<u>20%</u>
Total	100%

4. Grading Scale:

A (90-100)
B (80-89)
C (70-79)
D (60-69)
F (below 60)

COURSE OBJECTIVES: At the completion of this course, students should be able to:

1. Describe and demonstrate basic kayaking safety.
2. Demonstrate competence in entering and exiting whitewater.
3. Demonstrate three of the four basic self-rescue techniques.

COURSE OUTLINE:

I. Whitewater Safety (3 hours)

A. Kayaking Clothing

1. Summer Wear
2. Winter Wear

B. Safety Equipment

C. Entering Water

D. Exiting Water

- II. Forward Strokes (4 hours)
- III. Self-rescue (4 hours)
 - A. Shallow Water
 - B. Deep Water
 - C. Rapid Water

ACADEMIC INTEGRITY

In addition to good academic performance, students should exhibit honesty and integrity. If there is a question that academic honesty and integrity are not honored, students may be required to repeat assignments in the presence of an instructor-selected monitor. Proof of dishonesty, including plagiarism, will make students subject to disciplinary action. Please consult your college catalog for more information.

PREPARED BY:

Wilber G. Duckback

Water Sports Department Chair

Office J - 132

Phone: (252) 321-9876

FAX: (252) 321-6789

If you cannot reach your instructor, you may contact *(insert name)*, department chair of *(insert program name)* at *(insert phone number)* by phone, *(insert e-mail address)* by e-mail, or in person at his/her office in *(insert office location)*.

If you have a need for a disability-related accommodation, please notify Disability Services at (252) 321-4557 or talk to your teacher privately after class.

Appendix C :

Student-Athlete Academic Progress Report

PITT COMMUNITY COLLEGE ATHLETIC DEPARTMENT

P.O. Drawer 7007*Greenville NC*27835-7007*(252) 321-4316

Student-Athlete Academic Progress Report

Dear Faculty Member:

Please assist us in monitoring our student-athletes' academic progress. Academic success is very important to us.

Please check the appropriate box and add any additional comments. Please forward a copy to **Robert P. Tallo, Director of Athletics, Humber 214, Attn: Lori**

Student Name and Social Security Number:
Class and section student is enrolled in:
<input type="checkbox"/> Does student attend class regularly?
<input type="checkbox"/> On time?
<input type="checkbox"/> Does student need additional help at this time?
<input type="checkbox"/> If you can project a grade or range at this time, it would be:
<input type="checkbox"/> List any additional comments below:

Instructor's Signature: _____

Thank you for your cooperation and assistance in helping monitor our student-athletes' progress.

Robert P. Tallo, Director of Athletics

