

COLLEGE OF SOUTHERN NEVADA

DEPARTMENT OF MATHEMATICS INFORMATION AND GUIDELINES

FULL-TIME FACULTY

Mathematics Department Chair

Dr. Ingrid Stewart, Ph.D., Charleston Campus, H-Building, Suite 101, Room K
Phone: 651-5692; Fax: 651-5881; E-Mail: ingrid.stewart@csn.edu

Mathematics Department Locations and Phone Numbers

Cheyenne Campus - Suite 1029, 651-4029 (to call in sick on Cheyenne and Henderson campus and for students) or
651-4215 (for all other questions)
651-4825 (Fax)

Charleston Campus - H-Building, Suite 101, 651-7472 (to call in sick on Charleston Campus and for students)
651-7633 (for all other questions)
651-5881 (Fax)

Henderson Campus - B-Building, Suite 130/136, call Cheyenne or Charleston Campus
651-3540 (Fax)

It is strongly recommended that you call the Department Chair or the Administrative Assistants FIRST to make sure they are in the office BEFORE you make a special trip.

Departmental Communication

Electronic mail (e-mail) will be the primary mode of communication among the Math Department's full- and part-time faculty members, if face-to-face communication is not possible. Moreover, electronic mail will be the only type of communication used by the Department Chair to disseminate and collect information unless the communication item is inappropriate for e-mail transmission (i.e., item too bulky, fragile, or sensitive; a hard copy is needed; signature is required). In this case, the inter-office campus mail boxes will be used.

The department's Administrative Assistant will inform you of the location of your personal mail box and will give you your mail code. You will also be assigned an office telephone number, a voice mail box (see Meridian Mail User Guide) and a CSN e-mail account.

NOTE: In order to make long distance phone calls from your office, you must have a long distance code. Please check with the department's Administrative Assistant.

Furthermore, the department's Administrative Assistant will start the paperwork for you to receive and a *Student Information System* (SIS) account, which allows you to check student data (see SIS User Guide).

Please check your e-mail account and your campus mail box at least twice a week so that you can stay informed.

Recommended Dress

Business casual.

Office Space

You will be assigned an office by the Mathematics Department Chair. If you want to move to a different campus you must contact the Department Chair.

Building Access

Ask the department's Administrative Assistant if you need an access card to get into the classroom building or your classroom.

Instructional Materials

Syllabus

A syllabus for each course must be submitted electronically to one of the Administrative Assistants AND a typed paper or electronic copy must be made available to students during the first class meeting of every semester. (Mathematics Department Meeting - November 14, 2008)

The information required on each syllabus is given below:

- A. Course information: title (e.g., Basic Math), course number (e.g., Math 091), description, and pre-requisites, if any (see Course Information Sheet).
- B. Meeting time and location: days of the week, time of day, and where the course meets (see Schedule of Classes).
- C. Instructor information: instructor's name, office (room) number, office hours and telephone number, and CSN e-mail address.
- D. Course objectives/learning outcomes: measurable objectives of the course (see Course Information Sheets).
- E. Required and recommended learning materials, such as textbooks, calculator, and/or computer programs.
- F. References (library reserve and supplemental information), if any.
- G. Instructor's policies on late assignments and/or makeup work.
- H. Tentative due dates OR a statement pertaining to due date notification (Sample text: pop quizzes at any time, tests announced one week in advance, homework due on test review day, etc.)
- I. Descriptive information about assessments. See Note 1 below.
- J. Description of how grades will be determined. Include explanation of grading scale and course grade calculation.
- K. Description of attendance policy. (Sample text: Regular attendance is required at all class meetings.). See Note 2 below.
- L. Required extra- or co-curricular activities, if any.
- M. Academic integrity policy. (Sample text: Scholastic dishonesty will not be tolerated and will be prosecuted to the fullest extent. You are expected to have read and understood the current issue of the student handbook (published by Student Services).
- N. Americans with Disabilities Act statement. (Sample text: Students with medical, psychological, learning or other disabilities desiring academic adjustments, accommodations or auxiliary aids will need to contact a campus Disability Resource Center. Only the Disability Center determines eligibility for and authorizes the provision of services.)
- O. The final disclaimer statement on each syllabus: Information contained in this syllabus, other than the grading, late assignments, makeup work, and attendance policies, may be subject to change with advance notice, as deemed appropriate by the instructor.

Optional Items:

- Course organization and scope
- Description of additional information unique to the class or instructor.

NOTE 1:

At least 50% of the grade in any math course is to be determined by proctored individual exams/assessments. Additionally, the Mathematics Department recommends multiple types of assessments that are rigorous enough to help students recall the concepts in the next course. All student papers and tests, except for the final exam, should be returned to students. This will assist students in their learning, in keeping track of their progress, and will assist in the processing of any grade appeals.

NOTE 2:

The Mathematics Department strongly encourages students to attend class. The Mathematics Department prefers that attendance not be counted as part of the semester grade. If an instructor wishes to reward attendance, it should count for no more than 5% of the semester grade.

It is the policy of the Nevada System of Higher Education to be sensitive to the religious obligations of its students. Any student missing work because of observance of religious holidays shall, whenever possible, be given the opportunity during that semester to make up the missed work. It is the responsibility of the student to notify the instructor in writing. Any student who is denied a make-up option after appropriately notifying the instructor shall have the right to appeal that decision.

Course Information Sheets

Course Information Sheets consisting of the course description, textbook information, a list of concepts matched to the textbook to be covered, and course objectives will be given to you by the department's Administrative Assistant. **You MUST closely adhere to the list of concepts matched to the textbook to ensure that all students gain the proper prerequisite knowledge for their next mathematics course.**

Textbook

Textbooks are adopted in consultation with full-time faculty for two-year periods whenever possible. The Mathematics Department recommends that all full- and part-time faculty members use the standard textbook. Should a full-time faculty member decide to use a different text, the Department Chair must be consulted.

NOTE: You may also want to ask for items such as Instructors Manuals, Student Solution Guides, Test Banks, Transparency Packages, films, overhead projectors, etc.

Teaching Supplies

Pick up any teaching supplies (white board makers, erasers, chalk, pens, pencils, papers, etc.) from the department's Administrative Assistant.

It is strongly recommended that you call the Administrative Assistants FIRST to make sure they are in the office BEFORE you make a special trip to pick up your instructional materials.

Otherwise arrange with the Administrative Assistants to have your instructional materials sent to the Night Campus Administrator present on every campus. Be sure to ask for room and telephone numbers and the times of availability.

Office Hours

You must schedule a minimum of five (5) office/contact hours per week spread over several days during each semester. They must be clearly posted on your office door. Access provided by office hours should take into consideration the mode and schedule of the course taught at any given time.

Signing Students into your Classes

Students are allowed to self-enroll during the first week of the fall and spring semester and the 10-week summer semester. During the second and third week of the semester, students are only allowed to enroll with instructor AND Department Chair approval. **Thereafter, students who are not yet enrolled cannot remain in your classroom.**

For 4-week, 6-week, and 8-week summer semesters, students are only allowed to enroll with instructor permission during the first week.

NOTE: Before you enroll students into your classes, ensure that they have the proper prerequisites. If you do not have access to the CSN data base, verify student prerequisites with the Mathematics Department Administrative Assistant.

COLLEGE OF SOUTHERN NEVADA GENERAL INFORMATION AND GUIDELINES

Campus Addresses and Switchboard Phone Numbers

Cheyenne Campus - Switchboard 651-4000
3200 East Cheyenne Avenue, North Las Vegas, Nevada 89030
Charleston Campus - Switchboard 651-5000
6375 West Charleston Boulevard, Las Vegas, Nevada 89146
Henderson Campus - Switchboard 651-3000
700 College Drive, Henderson, Nevada 89015
Green Valley Center @ Green Valley High School - Switchboard 651-2650
1560 Warm Springs Road, Henderson, Nevada 89014
Summerlin Center @ Palo Verde High School - Switchboard 651-4900
333 Pavilion Center Drive, Las Vegas, Nevada 89144
Western Center @ Western High School - Switchboard 651-4800
4601 West Bonanza Road, Las Vegas, Nevada 89107
Nellis Air Force Base Center - Switchboard 652-5944
4475 England Ave, Building 20, Room 318, Nellis AFB, Nevada 89191

Campus Administrator

Campus administrators are available at all times, even evenings and on weekends. They will render assistance to students and faculty. Be sure to ask the department's Administrative Assistant for their room and telephone number and the times of their availability. You may also call the appropriate switchboard or Campus Security to get in touch with a campus administrator!

Campus Security Locations and Phone Numbers

Security guards are on all campuses at all times and they patrol the parking lot both day and evenings. Part of their duties are to open classrooms and office for you (must have a Faculty ID) and/or assist you with any faculty/student problems that may arise. They will also call the campus administrator for you!

Cheyenne Campus - in the main lobby, 651-4055
Charleston Campus - in the lobby of Building B, 651-5613
Henderson Campus - in the lobby of Building B, 651-3113
For all other locations, call their switchboards.

Academic Freedom and Responsibility

Academic freedom is a right of all members of the faculty, part-time and full-time, in the Nevada System of Higher Education (NSHE). The NSHE Code states that faculty members shall not be subjected to censorship or discipline on grounds that they expressed opinions or views which are controversial, unpopular, or contrary to the attitudes of the Nevada System of Higher Education or the community (NSHE Code 2.1.2). While academic freedom is protected by the Code, there is a mutual acceptance of responsibility on the part of the faculty members. That is, faculty members are responsible for the maintenance of appropriate standards of scholarship and instruction (NSHE Code 2.1.3).

Academic Support Services

CSN provides several programs designed to promote academic success in all areas of study.

Center of Academic and Professional Excellence (CAPE)

CAPE is developing and implementing a coordinated, planned, and accessible program of professional development offerings.

For more information go to <http://www.csn.edu/pages/453.asp>

Computer Labs

Some computer labs are available to all currently enrolled CSN students, others are limited to students in particular programs or classes. In general, all computer labs are available to full-time and part-time instructors.

For locations and hours of operation go to <http://www.csn.edu/pages/444.asp>

Libraries

All full- and part-time instructors are granted CSN library privileges. Library cards are available at the Cheyenne, Charleston, and Henderson Campuses libraries.

For locations and hours of operation go to <http://www.csn.edu/library>

Telemedia Services

If you require audio-visual equipment or assistance with computerized classrooms, you must contact your department's Administrative Assistant.

Testing Center

Their staff will proctor make-up exams that students need to take outside of the regularly scheduled class time. The Testing Center also administers mathematics and English placement tests. Be sure to call ahead for hours of operation, which vary locally!

For locations and hours of operation go to <http://www.csn.edu/administration/student/services/testing/index.asp>

Tutoring

Tutors are available at a variety of times for all levels of science and mathematics. Tutors work with students individually or in groups.

For locations and hours of operation go to <http://www.csn.edu/pages/1903.asp>

Access to Campus Facilities

The college is open Monday through Saturday, 6:30 A.M. to 10:30 PM. At night and during times when the campus is officially closed, college buildings are locked. Only faculty members with keys or prior authorization are permitted into the buildings.

Classroom

Food and Drink in the Classroom

Food and drink are strictly prohibited in the classroom, unless the student has a documented disability that requires an exception.

Moving to a different Classroom

Courses MUST be held in the classroom designated in the class schedule. If you feel that you have to your class to a different room, you must first ask for permission from the Department Chair AND from the Chief Campus Administrator in charge of you campus.

Copy Machine Access

If you want to make your own copies of classroom materials, you will need a COPY CARD and a COPY CODE. Please contact the department's Administrative Assistant to receive both. **If you lose your copy card notify the department's Administrative Assistant immediately.**

Copy machines are located throughout the buildings. Please familiarize yourself with their locations. Since some offices are locked in the evening, locate at least one copy machine in a hallway, the library, or a computer lab.

NOTE: If you want CSN Printing Services to copy classroom materials, the department's Administrative Assistant must receive your originals at least five (5) working days prior to your needing them for class.

Copyright

There are legal rules that govern use of the creative works of others, and violation of these rules could result in a lawsuit against you for damages and penalties. In general, the safest approach if or an instructor to obtain the permission of an author to use his work. However, the law recognizes that this is not always possible or realistic. To meet the needs of educational institutions, the law recognizes that a "fair use" may be made of the creative works of others for educational purposes. As part of "fair use," the law explicitly recognizes that certain uses in the classroom are appropriate without permission. Therefore, an instructor may make one copy per student of a work that is limited in scope, for example, a chapter of a book, but not all chapters of the book. If you have questions about appropriate use, please contact your Department Chair.

Employee Benefits and Resources

E-Mail Account

Each instructor will be assigned an e-mail account free of charge. This account is to be used for all CSN e-mail correspondence. The department's Administrative Assistant will facilitate this services.

You can access your e-mail at <https://webmail.csn.edu> with a given User Name and Password.

You can find e-mail account tutorials at <http://www.csn.edu/pages/1304.asp>

Employee Resources

Go to <http://www.csn.edu/pages/438.asp>

Faculty and Staff Directory

The CSN Web Site provides faculty and staff contacts including phone numbers, mail sort codes, and e-mail addresses. The Faculty and Staff Directory is available online at <http://www.csn.edu>.

Faculty Senate

Go to <http://www.csn.edu/administration/faculty/senate/index.asp>

Network Access

Each full-time instructor is entitled to receive a log-in to the CSN network. This will provide access to the Internet, necessary programs, and file storage. The department's Administrative Assistant will facilitate these services.

If you want your own Web Site, contact the department's Administrative Assistant to receive a *Pioneer* account. Ask your colleagues for more information on how to work with the *Pioneer* account.

Nevada Faculty Alliance (NFA)

The Nevada Faculty Alliance (NFA) is a professional organization, open to both tenured and non-tenured faculty and administrative faculty. Its charter, like that of the American Association of University Professors (AAUP) nationwide, is to improve academic freedom for everyone, member or not. NFA is the official AAUP organization in the State of Nevada. It is the only faculty organization in Nevada that represents the interests of the full- and part-time faculty in the Nevada System of Higher Education (NSHE). Of special interest to faculty members may be the NFA Legal Defense Program!

Go to <http://www.unr.edu/nfa>

Professional Staff Handbook

The information contained in the *Professional Staff Handbook* reflects most of the policies and procedures of the college.

Go to <http://www.csn.edu/pages/436.asp>

Updated and new policies and procedures can be found at <http://www.csn.edu/pages/1722.asp>

Detailed information regarding the Nevada System of Higher Education (NSHE) policies and procedures may be found in the Board of Regents Handbook at

<http://system.nevada.edu/Board-of-R/Handbook>

Reduced Rate Tuition

Full-time instructors are encouraged to enroll in classes with the Grant-in-Aid Tuition Waiver that can be requested from the Human Resources Office.

Sabbatical Leave Request

Go to <http://www.csn.edu/pages/1722.asp>

Tenure Process

Go to <http://www.csn.edu/pages/1722.asp>

Travel

Go to <http://www.csn.edu/pages/913.asp>

Employee Pay

Check with the department's Administrative Assistant to find out how and when the paychecks are distributed.

Employee Responsibilities

Absence

Each instructor is required, as a professional obligation, to meet all of his/her classes unless extenuating circumstances such as illness prevent attendance. Should you be forced to cancel a scheduled class meeting, you must IMMEDIATELY notify the Department Chair AND the department's Administrative Assistant. If you are unable to reach either one, contact the campus administrator by calling the appropriate switchboard (see telephone numbers above). NOTE: Do not get your own substitute without talking to the Department Chair.

Lecture Time Requirements

You are responsible for meeting all classes at the time, place, and length of time designated in the schedule. In general, you cannot shorten the indicated time period nor can you keep the students for a longer period of time.

Teaching

Full-time instructors are responsible for performing diverse professional activities including the delivery of quality instruction to students, advisement of students, and the implementation of curricula.

Full-time instructors are also responsible for preparing and administering examinations that measure the students' attainment of the course objectives; they are further responsible for assigning grades to students; and they are responsible for advising students of the types of services and assistance that are available to students who are failing to make satisfactory progress toward meeting course objectives.

In addition to holding five (5) office hours per week, full-time instructors are also required to spend a minimum of five (5) hours per week on institutional service (e.g., staff development, committee work).

Go to <http://www.csn.edu/pages/1722.asp> and click on "Workload."

Employment Conditions

Contract

You sign your employment contracts at Human Resources typically during August. Workload agreements must be signed at the Mathematics Department on the Cheyenne Campus. We try to do it at our first department meeting, which takes place during Orientation Week.

Evaluation of Teaching Performance

Student Evaluations:

Student evaluations will be made available to every student in every class every semester including the summer, if you teach. They will be sent to your inter-office campus mail box by the department's Administrative Assistant four (4) weeks before Finals week. They must be completed before the start of Finals week. You may look at your student evaluations after the end of the semester. Contact the Department Chair for availability. After one year, the student evaluations will be yours to keep.

Peer Evaluation:

A full evaluation (student evaluations, classroom observation, self evaluation, professional growth plan, and peer evaluation) will be conducted each year for non-tenured faculty by the department chair of designee. In the tenure application year, the tenure packet will serve as the full-evaluation.

A full evaluation (student evaluations classroom observation, self evaluation, professional growth plan, and peer evaluation) will be conducted once every three years for tenured faculty by the department chair of designee. A Short Evaluation Form will be used for the two interim years between full evaluations. The evaluation period includes the fall and spring semesters of each academic year.

Employment Documents

If you are a new full-time instructor, you will need to complete certain hiring documents; and bring official transcripts, a copy of your Social Security Card, your Driver License, and a resume. Contact the department's Administrative Assistant for further information.

Federal Laws

Americans with Disabilities Act (ADA)

The College of Southern Nevada makes every effort to make its campuses fully accessible to students with disabilities. The College's Disability Resource Center offers special accommodations to help students with documented disabilities with their academic and vocational pursuits. Only the Disability Center determines eligibility for and authorizes the provision of services. You will be notified directly by them if special accommodations must be made. This notification is usually brought to you by the student in the form of an official document containing the CSN Resource Center letter head.

Family Educational Rights and Privacy Act (FERPA)

A federal law, the Family Educational Rights and Privacy Act of 1974 (also known as FERPA, and the Buckley Amendment) affords students certain rights concerning their student educational records. Students have the right to have some control over the disclosure of information from the records. Educational institutions have the responsibility to prevent improper disclosure of personally identifiable information from the records.

- **DO NOT** display student scores or grades publicly in association with names, Social Security Numbers, or other personal identifiers. If scores or grades are posted, use some code known only to you and the individual student. Even a partial Social Security Number should not be used. **In no case should the list be posted in alphabetic sequence by student name.**
- **DO NOT** put papers, graded exams books, or lab reports containing student names and grades in publicly accessible places. Students are not to have access to the scores and grades of others in class in ways that allow other students to be identified.
- **DO NOT** share student educational record information, including grades or grade point averages with other faculty or staff members of the University unless their official responsibilities identify their "legitimate educational interest" in that information for that student.
- **DO NOT** request information from the educational record custodian without a legitimate educational interest and the appropriate authority to do so.
- **DO NOT** share information from student educational records, including grades or grade point averages, with parents or others outside the institution, including in letters of recommendation, without written permission from the student.
- **DO** refer requests for information from the educational record of a student to the proper education record custodian.
- **DO** keep only those individual student records necessary for the fulfillment of your teaching and advising responsibilities. Private notes of a faculty member concerning a student and intended for the faculty member's own use are not part of the student's educational records.
- **DO** keep any personal professional records relating to individual students separate from their educational records. Private records of instructional, supervisory, and administrative personnel and ancillary educational personnel are to be kept in the sole possession of the maker and are not to be accessible or revealed to any other person, except a substitute.

- **DO** change factual information regarding grades and performance in an educational record when the student is able to provide valid documentation that information is inaccurate or misleading. The substantive judgment of a faculty member about a student's work, expressed in grades and/or evaluations, is not within the purview of students' right to challenge their educational records.

Recommendation:

When in doubt, err on the side of caution and do not release student educational information. Contact the Department Chair for guidance.

Policies

You can find many policies at <http://www.csn.edu/pages/1722.asp>

ACADEMIC:

Grading

Faculty members are expected to maintain an accurate record of how students' grades are determined. This record should be kept for at least 6 months, but preferable 1 year, in case of a student grade appeal.

All instructors will be required to submit their grades online. A handout will be provided by the department's Administrative Assistant.

You will be able to enter grades, from a dropdown list, from one week before the course end date until one week after the course end date. If you enter a grade of F, you will be asked whether the F is an incomplete or if it is completed and the student just failed. Due to VA and Financial Aid guidelines, if you assign a grade of I, F, or W, you must assign a "Date of Last Attendance" in the grade comment field. The date must be in the format MM/DD/YYYY. If you do not provide a "Date of Last Attendance" in the proper format, the grade will be returned to blank.

If you have students who are not showing on your roster, please refer them to the Office of the Registrar.

When you have finished assigning grades, press the **sign and submit** button and you are done. Please note that once the **sign and submit** button has been clicked the only method of changing grades is via the "Grade Change Form."

MAKE A COPY OF THE ONLINE GRADE ROSTER OF EACH COURSE YOU TEACH AND SUBMIT THEM TO THE DEPARTMENT'S ADMINISTRATIVE ASSISTANT.

The following grades may be given by an instructor at the College of Southern Nevada:

A, A -, B+, B, B-, C+, C, C-, D+, D, D-, F, W, I

- a. The use of "plus" (+) and "minus" (-) in a grade is at the discretion of the instructor.
- b. The grade "W" indicates an official withdrawal from a class. No grade points are assigned. NOTE: The use of the grade of "W" is given at the discretion of the instructor.
- c. The grade "I" indicates "incomplete" and may be given when the student has successfully completed all course work up to the withdrawal date of that semester/session, but is unable, due to legitimate reasons, to complete all requirements of the course. An incomplete grade allows the student to complete only those requirements that remain outstanding. Please talk to the Mathematics Department Chair before you decide to give the grade of "I". NOTE: The use of the grade "I" is given at the discretion of the instructor.
- d. Sometimes you might see an AU in the grade column, which indicates that the student is auditing the course. This means that they will not receive a grade. At the discretion of the instructor, students may have to meet all class requirements or they may not have to do any more work. CSN policy states that students can change from credit to audit before the end of the official withdrawal period and from audit to credit before the end of the official registration period.

Final Exams

Several days at the end of each semester are scheduled for final examinations and instructors are expected to give their final examinations during this specified period. Faculty not choosing to give final exams during this period will hold classes during finals week. Final examinations scheduled for days other than those designated for that purpose must have prior approval of the Department Chair. Copies of the final examinations for each course shall be filed with the Department Chair.

GENERAL:

Alcohol and Drugs

No alcoholic beverages are permitted on campus or at any College-sponsored function without prior presidential approval. Illegal drugs are not permitted on campus or at any college sponsored function.

Disruptive and Abusive Students

You can find the Disruptive and Abusive Student Policy at <http://www.csn.edu/pages/1722.asp>

Grade Appeals

You can find the Grade Appeal Policy at <http://www.csn.edu/pages/1722.asp>

Smoking

The interior of all CSN buildings and leased facilities has been designated as smoke-free environments. Smoking is permitted in designated outside areas only with possible monetary penalties assessed for each violation.

Sexual Harassment

CSN will not tolerate sexual harassment of students, faculty, and staff. By definition, sexual harassment includes unwelcome sexual advances, requests for sexual favors, sexually motivated physical contact or other verbal or physical contact or communication of a sexual nature when

- submission to that conduct or communication is made a term or condition either explicitly or implicitly of obtaining employment or education.
- submission to or rejection of that conduct or communication by an individual is used as a factor in decisions affecting that individual's employment or education.
- that conduct or communication has the purpose or effect of substantially interfering with an individual's employment or education or of creating an intimidating, hostile, or offensive employment or educational environment.