

**COLLEGE OF SOUTHERN NEVADA  
DEPARTMENT OF MATHEMATICS INFORMATION AND GUIDELINES  
PART-TIME FACULTY**

**Mathematics Department Administration**

**Department Chair – Charleston Campus**

Jim Matovina, H-Building, Suite 101, Room K  
**Phone:** 651-5801; **Fax:** 651-5881; **E-Mail:** jim.matovina@csn.edu

**Part-Time Instructor Coordinator – Charleston Campus**

Ingrid Stewart, H-Building, Suite 101, Room S  
**Phone:** 651-5692; **Fax:** 651-5881; **E-Mail:** ingrid.stewart@csn.edu

**Administrative Assistant – Cheyenne Campus**

Shaniah Velasquez, Room 1029  
**Phone:** 651-4029; **Fax:** 651-4825; **E-Mail:** shaniah.velasquez@csn.edu  
**Work hours:** 8 am - 5 pm, Monday through Friday; lunch from 1 pm to 2 pm.

**Administrative Assistant – Charleston Campus**

Donna Coker, H-Building, Suite 101  
**Phone:** 651-7472; **Fax:** 651-5881; **E-Mail:** donna.coker@csn.edu  
**Work hours:** 8 am - 5 pm, Monday through Friday, lunch from 12 noon to 1 pm.

**It is strongly recommended that you call the Department Chair, the Part-Time Instructor Coordinator or the Administrative Assistants FIRST to make sure they are in the office BEFORE you make a special trip.**

**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  
Mesquite Center - Switchboard (702) 345-2485  
140 N. Yucca Street, Mesquite, Nevada 89027  
Nellis Air Force Base Center - Switchboard 652-5944  
4475 England Ave, Building 20, Room 318, Nellis AFB, Nevada 89191  
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

## **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).

NOTE: See the policy found at [www.csn.edu/pages/1722.asp](http://www.csn.edu/pages/1722.asp).

## **Academic Support Services**

### **Center of Academic and Professional Excellence (CAPE)**

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

For locations and hours of operations go to "Quick Links" at [www.csn.edu](http://www.csn.edu)

### **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 operations go to "Quick Links" at [www.csn.edu](http://www.csn.edu)

### **Libraries**

All 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 operations go to "Quick Links" at [www.csn.edu](http://www.csn.edu)

### **Office of Technology Services**

If you require audio-visual equipment or assistance with computerized classrooms, you must contact the Office of Technology Services (OTS). Please see <http://www.csn.edu/pages/3314.asp>, the Web site of the Office of Technology Services to read more about electronic equipment and to access User Guides. In general, for all your equipment needs (even a light bulb for the overhead projector), please call the HELP Desk at 651-4357.

### **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 operations go to "Quick Links" at [www.csn.edu](http://www.csn.edu)

### **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 operations go to "Quick Links" at [www.csn.edu](http://www.csn.edu)

## **Disability Resource Center**

The College of Southern Nevada makes every effort to make its campuses fully accessible to students with disabilities. The College's Disability Resource Center (DRC) 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 brought to you by the student in the form of an official document containing the CSN Resource Center letter head.

**DO NOT GRANT SPECIAL SERVICES TO STUDENTS UNLESS YOU HAVE DOCUMENTATION FROM THE DRC.**

For locations and hours of operations go to "Quick Links" at [www.csn.edu](http://www.csn.edu)

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

## **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.

## **Assessments (Tests, Quizzes, Homework, etc.)**

It is recommended that at least 75% of the grade in any math course be determined by proctored individual assessments. It is suggested that multiple types of assessments be utilized 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: You should keep any papers not returned to students for a period of one (1) year.**

## **Campus Administrator**

Campus administrators are available at all times, even evenings and on weekends. They will render assistance to students and faculty. Call the appropriate switchboard or Campus Security to get in touch with a campus administrator!

## **Classroom**

### **Food and Drink**

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

### **Moving**

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 seek approval from the Department Chair.

## 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 a mail code. You will also be assigned a CSN e-mail account free of charge. You can access your e-mail at <https://webmail.csn.edu> with a given User Name and Password.

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

## Contact Hours

You are not required to meet with students outside of the regularly scheduled class time. However, in the interest of good pedagogy, the Mathematics Department recommends that you do try to accommodate individual student requests for a meeting, whenever possible. Furthermore, the Mathematics Department expects you to give your students your CSN e-mail address so that they can contact you in case of emergency.

### **Suggested Meeting Areas:**

Cheyenne Campus: Student Lounge across from the main (west) entrance or library.

Charleston Campus: Lobby of the D-Building or library.

Henderson Campus: B-Building, Room B201 or library.

Other locations: Ask the switch board operator.

**NOTE: You may also ask one of the Math Department Administrative Assistants to find you an empty classroom.**

## 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.

## **Disruptive Students**

CSN has a "Disruptive Student" policy which can be found at [www.csn.edu/pages/1722.asp](http://www.csn.edu/pages/1722.asp). Please familiarize yourself with it before you decide on a punishment.

## **Dress**

Recommendation - Business casual.

## **Employee Benefits**

### **Course Management System**

The CSN-contracted Course Management System is populated with all courses. It is up to you whether or not to use it. It allows you to send messages to students via a Discussion Board or Private E-Mail. It also contains a grade book and you have the ability to assign homework and quizzes graded by the system. The Department Chair or Lead Faculty will help you with any questions.

### **MyLab**

*MyLab* is a Course Management System/Teaching Tool provided by Pearson Publishing. An access code is contained in all Pearson textbooks. *MyMathLab* provides a rich and flexible set of course materials correlated directly to the commercially produced online textbook. *MyMathLab* provides students with multimedia resources, such as video lectures, animations, and an unlimited number of practice exercises to improve understanding and performance. It is up to you whether or not to utilize it. However, even if you do not use it, the department can provide you with a generic student access code. The Department Chair or Lead Faculty will help you with any questions.

### **Medical Insurance**

Voluntary individual medical insurance might be available for part-time instructors. Contact the Human Resources Office for more information.

### **Network Access**

Each part-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 help you with access.

### **Reduced Rate Tuition**

Part-time instructors are encouraged to enroll in classes with the Grant-in-Aid Tuition Waiver that can be requested from the Human Resources Office. You may only enroll in classes offered at CSN.

### **Web Site**

If you want your own Web Site, contact the CSN Help Desk at 651-HELP (4357) to receive your own Web space on the CSN server.

## **Employee Pay**

Check with the department's Administrative Assistant to find out how and when the paychecks are distributed and what the current rate of pay is per credit hour for part-time instructors.

## Employee Resources

### Faculty and Staff Directory

The CSN Web Site provides faculty and staff contacts including phone numbers, mail sort codes, and e-mail addresses.

Go to [www.csn.edu](http://www.csn.edu)

### Human Resources

Go to [www.csn.edu/pages/382.asp](http://www.csn.edu/pages/382.asp)

### Math Department Web Site

You will find a wealth of resources such as degree and course information, e-mail and course management system access, Web grading access, full-time instructor e-mail addresses, and other important information. For example, be sure to visit the "Additional Instructor Resources link" which can also be found at [www.csn.edu/pages/2418.asp](http://www.csn.edu/pages/2418.asp)

Go to [www.csn.edu/math](http://www.csn.edu/math)

### Policies and Procedures

All CSN policies and procedures can be found at [www.csn.edu/pages/1722.asp](http://www.csn.edu/pages/1722.asp). It is recommended that you familiarize yourself with them.

## Employee Responsibilities

### Absence

Each instructor is required, as a professional obligation, to meet all of his/her classes unless extenuating circumstances prevent attendance. This includes your illness, illness or death of a family member, going to a conference, or other Dept Chair-sanctioned absences. Cancelling classes because you want your students to finish some work at home should be avoided.

**NOTE: You are not allowed to recruit your own substitute instructor. If you wish to utilize one, you must talk to the Department Chair.**

If you know of your absence in advance, discuss it with the Department Chair. Then inform the appropriate Math Department Administrative Assistant (see below) **BY PHONE** to ensure that absence signs are hung on your classroom doors.

If you must be absent due to an emergency situation, you must try everything possible to first reach the appropriate Administrative Assistant (see below) and next the switchboard operator on the campus at which you hold your class. Use the telephone and leave messages, if necessary. Do not use e-mail. If you can only reach the campus switchboard operator, be sure that the appropriate Administrative Assistant is also aware of your absence. **If your emergency causes you to be absent for more than one day in a row, you MUST contact the Department Chair.**

If you teach at the following sites, call the Cheyenne Campus Administrative Assistant:

Cheyenne and Henderson Campuses, Green Valley Center, Mesquite Center, and Nellis Air Force Base.

If you teach at the following sites, call the Charleston Campus Administrative Assistant:

Charleston Campus, Western Center, and Summerlin Center

## 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

Part-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. Additionally, they are responsible for (a) preparing and administering examinations that measure the students' attainment of the course objectives; (b) assigning grades to students; and (c) 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.

## Employment Conditions

### Contract

Part-time employment is on a one-time semester basis only and teaching one particular semester does not guarantee employment for any future semesters.

A part-time instructor contract might be rescinded or amended, if one or all of your classes are canceled due to under-enrollment or a full-time instructor decides to teach one or all of the courses assigned to a part-time instructor to fulfill his/her contractual obligations.

### 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) to five (5) 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.

**NOTE: Please read the instructions taped to the envelope containing the student evaluations carefully! Note that you are NOT allowed to stay in the classroom while your students complete the evaluations.**

#### Peer Evaluation:

A full evaluation (student evaluations and classroom observation) will be conducted in the first semester of employment by the Department Chair or designee. Thereafter, a full evaluation will be conducted a minimum of once out of every six (6) semesters of employment.

## Teaching Load

It is solely up to the Department Chair or a designee to assign the part-time teaching load. Campus preferences will be taken into consideration, but is not guaranteed. Part-time instructors are allowed to teach a maximum of 9.9 credits each Fall, Spring, and Summer Semester between all Nevada System of Higher Education Institutions (UNLV, NSC, UNR, CSN).

UNLV Graduate students must receive prior approval from the Graduate College to work elsewhere. The approval must be requested and obtained prior to the employment being offered by CSN to a UNLV Graduate Assistant.

A part-time instructor, who recently retired through PERS, must wait 90 days before teaching courses at CSN.

## 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 (DRC) offers special accommodations to help students with documented disabilities with their academic and vocational pursuits.

#### **A word about instructor disabilities:**

If you must have special accommodations due to a disability, please contact Human Resources at 651-5800 immediately. We can only accommodate you if you have registered with them.

### **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.

In general, please follow the guidelines below:

- **DO NOT** display student scores or grades publicly in association with names, Social Security Numbers, or other personal identifiers.
- **DO NOT** put papers, graded exams books, or lab reports containing student names and grades in publicly accessible places.
- **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.

#### **Recommendation:**

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

## 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.

## 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. Final examinations scheduled for days other than those designated for that purpose must have prior approval of the Department Chair.

### **Math 091, Math 095, and Math 096**

The Mathematics Department uses a common final exam in Math 091, 095, and 096. Two versions consisting of short answer problems will be sent to you 3 weeks before the end of the semester. You must use the final exam, but you may add any additional questions to the exam, change the format, or retype it. The use of calculators is discouraged. No books or notes should be allowed. The students should take this final exam individually and in a proctored environment. You will grade your own exam. You may give partial credit if you wish. It is up to you to determine how you will use the final exam in your course grade calculation.

### **Math 093**

The Mathematics Department uses a common final exam in Math 093. Two versions consisting of short answer problems will be sent to you 3 weeks before the end of the semester. You use one or both of these versions as your final exam. NO books, notes or calculators allowed. The students should take this final exam individually and in a proctored environment. You will grade your own exam. NO partial credit can be given. **Students must pass the common final exam with at least 60% in order to pass Math 093 with a C or higher. Be sure to indicate this in your Math 093 syllabus.**

### **Other Math Courses**

You may decide whether or not give a final exam. If you do, it is up to you to create one and to decide how you will use the final exam grade in your course grade calculation. Faculty not choosing to give final exams during this period will hold classes during finals week.

**NOTE 1: It is strongly recommended that you hold an adequate review session to prepare your students for the final exam.**

**NOTE 2: Final exams should not be returned to the students. You may arrange for students to view your exams. You should keep the final exams for a period of one (1) year.**

## Grading

All instructors will be required to submit their grades online. If you are not familiar with the CSN Web Grading System, please ask one of the department's Administrative Assistants for help

**You will be able to enter grades for 2 weeks starting one week before the semester ends. 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 a grade of I, F, or W is assigned, the instructor must state a "Date of Last Attendance" in the grade comment field. The date must be in the format MM/DD/YYYY.**

**If you students are not showing on the grade roster, they must be referred to the Office of the Registrar.**

After assigning grades, the "**sign and submit**" button must be activated to ensure electronic transfer to the Registrar's Office. Once this has been done, grades can only be changed via the "Grade Change Form."

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

- The use of "plus" (+) and "minus" (-) in a grade is at the discretion of the instructor.
- The grade "W" indicates an official withdrawal from a class. No grade points are assigned. The grade "W" is given at the discretion of the instructor.
- 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".
- 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.

NOTE: By CSN policy, a student has the right to appeal a grade under certain circumstances. See the "Grade Appeals" Policy found at [www.csn.edu/pages/1722.asp](http://www.csn.edu/pages/1722.asp).

## Instructional Materials

### **Chalk, Markers, Erasers, etc.**

Please pick up your classroom supplies from the Administrative Assistant in charge of Part-Time Instructors. (She is the individual who contacts you with regard to your contract.) Do not rely on chalk, markers, and erasers being available in the classroom. **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 supplies.**

NOTE: Do not rely on chalk, markers, and erasers being available in the classroom.

### **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 can also find a link to the Course Information Sheets at [www.csn.edu/math](http://www.csn.edu/math).

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.

## Electronic Equipment

All classrooms contain an overhead projector. Some classrooms are considered SMART and contain computers and Internet access. Please see <http://www.csn.edu/pages/3314.asp>, the Web site of the Office of Technology Services (OTS) to read more about electronic equipment and to access User Guides. In general, for all your equipment needs (even a light bulb for the overhead projector), please call the HELP Desk at 651-4357.

NOTE: If you intend to use the overhead projector or the computer or other electronic equipment in the classroom, be sure to bring back-up instructional materials in case the equipment does not work.

## 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.

The information required on each syllabus is given below. Additional items may be added.

- 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 indicated
- G. Reference to research workshops offered by the library, if indicated.
- H. Instructor's policies on late assignments and/or makeup work.
- I. Tentative schedule for the semester.
- J. 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.)
- K. Descriptive information about assessments. See Note 1 below.
- L. Description of how grades will be determined. Include explanation of grading scale and course grade calculation.
- M. Description of attendance policy. (Sample text: Regular attendance is required at all class meetings.) See Note 2 below.
- N. Required extra- or co-curricular activities, if indicated.
- O. 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 CSN Academic Integrity Policy at <http://www.csn.edu/pages/1722.asp>.)
- P. 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.)
- Q. 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.
- R. Reference to students' rights and responsibilities pertaining to CSN policies and services. This can be found in the college catalog.
- S. Statement of safety or risk assumption. (Sample text: Please familiarize yourself with CSN safety rules posted in every classroom.)

Optional Item: Description of additional information unique to the class and/or instructor (e.g., cell phones, behavior).

**NOTE 1:**

It is recommended that at least 75% of the grade in any math course is determined by proctored individual assessments of varying types 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.

**Textbook**

Textbooks are adopted in consultation with full- and part-time faculty for two-year periods whenever possible. The Mathematics Department requires that all part-time faculty members use this textbook.

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

**Office Space**

There are no designated part-time mathematics faculty offices on any of the CSN campuses.

**Public Safety and Police Services**

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.

For locations and telephone numbers go to "Quick Links" at [www.csn.edu](http://www.csn.edu)

## Signing Students into your Classes

By CSN policy instructors are given permission to refuse access into full classes or after the start of the semester. See the “Adding and Dropping Classes” Policy found at [www.csn.edu/pages/1722.asp](http://www.csn.edu/pages/1722.asp).

**Week 1:** Students must receive permission from the instructor to enroll in any class once the term begins. Permission is at the discretion of the instructor per the form entitled “Permission to Enroll in a Full Class/Late Registration.”

### **WARNINGS:**

**Prerequisites:** 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 prerequisites by asking the students for a copy of an unofficial transcript or a Placement Test Report.

**Classroom Seating Considerations:** Before you enroll additional students into your classes, ensure that you have enough seats available in your classroom to accommodate them.

**Week 2 and 3 (only applicable to classes that run for 10 or more weeks):** Instructor and the Department Chair or their designee’s signatures are required per the “Permission to Enroll in a Full Class/Late Registration Form.” **Please note that the Department Chair has the authority not to grant access to a course.**

**After the 3rd week,** no late registration is permitted as per “Permission to Enroll in a Full Class/Late Registration Form” except for section changes.

**Section Changes:** Sometimes student will ask you to sit in your section already being enrolled in a different section of the same course. This is possible, however, it requires Department Chair permission. Other times, a student might not happy with their grade and will attempt to change to a different section. **Should there be a “dishonest” intent, the Department Chair has the authority not to grant such a section change.**

NOTE: There is the possibility that students will cheat and sign your name to the form called “Permission to Enroll in a Full Class/Late Registration.” Unfortunately, CSN has not yet been able to come to a consensus with regard to dealing with this problem. If you are concerned, you can do the following:

- Keep a list of names of students you signed into your full class.
- Check your roster on the Web Grading site regularly and ensure that only students who enrolled early and the ones you signed in late are listed.
- Should you find “questionable” names, inform the Department Chair.

## 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.

## Unregistered Persons

CSN has a policy that forbids instructors to allow individuals to stay in their classroom IF they are not on the class grade roster. Exceptions may be made. Please contact the Department Chair.

See the “Unregistered Persons in Class” Policy found at [www.csn.edu/pages/1722.asp](http://www.csn.edu/pages/1722.asp).