



HOUSATONIC
COMMUNITY COLLEGE

Syllabus Supplement

Summer 2018

Summer I – June 4 – July 26

Summer II – June 4 – July 5

Summer III – July 9 – August 9

At any time in an emergency, contact Security

FOR EMERGENCIES DIAL **

Lafayette Hall Security – LH A105 – 203-332-5025

Beacon Hall Security – BH 110 – 203-332-5040

All offices are closed when the college is closed and on holidays

HCC reserves the right to make changes, corrections, deletions and or additions as needed

Academic Dean's Office
J. Pelaggi

Important Dates – Summer 2018

	<u>Session I</u> 8 Weeks	<u>Session II</u> 5 Weeks	<u>Session III</u> 5 Weeks
<u>Semester Dates</u>	6/4-7/26	6/4-7/5	7/9-8/9
Last Day to Register (Mail, Fax, Drop-Box)	26-May	26-May	3-Jul
Last Day for Full Tuition Refund	1-Jun	1-Jun	6-Jul
First Day Rosters Sent to Faculty	2-Jun	2-Jun	7-Jul
First Day of Classes	4-Jun	4-Jun	9-Jul
First Day Automatic 'W'	4-Jun	4-Jun	9-Jul
First Day to Declare Audit Status	5-Jun	5-Jun	10-Jul
Instructor Signature Required to register	6-Jun	6-Jun	12-Jul
Instructor/Academic Dean signature required to register	11-Jun	11-Jun	16-Jul
Last Day to Declare Audit Status	26-Jun	19-Jun	20-Jul
Last Day to Drop Class (80% of Semester)	16-Jul	29-Jun	3-Aug
Final Day of Classes	26-Jul	5-Jul	9-Aug
Grades Due from Faculty	31-Jul	10-Jul	14-Aug

Security:

At any time in an emergency, contact the Security Office

** is a direct connection to Security from any on campus phone

Lafayette Hall Security	LH A105	203-332-5025
Beacon Hall Security	BH 110	203-332-5040

Security personnel are part of a law enforcement/public safety agency responsible for the enforcement of campus rules and regulations and local, state and federal laws. All HCC Police Officers are trained at the Connecticut Police Academy and derive their powers of arrest from the Commissioner of Public Safety. The department also consists of state Building and Grounds Patrol Officers and well-trained contract security associates.

Members of the Department of Public Safety participate in the college's Behavior Intervention Team/Risk Assessment Team called CCAST. We are also members of the college's Critical Incident Response Team. These teams provide policies, procedures and training to ensure the college is working to prevent critical incidents and to remediate any incidents that might arise.

The mission of the Department of Public Safety at HCC is to provide the campus community with proactive, professional security services. As an integral link in the learning environment, the Department of Public Safety responds to the changing needs of the college by creating a safe learning and working environment for students and staff.

EMERGENCY LOCK DOWN: For safety reasons, if the college must go into lockdown, please follow all directions from security. Please make sure all your students follow these directions.

IMPORTANT: If there is an emergency, the code word of “Lock Down” will be used. Security will use the public address system which works through the speakers in the ceiling in Lafayette Hall and through the speaker/strobes system in Beacon Hall and the new addition to Lafayette Hall. They may also put a blast thru the email or text message system.

For safety reasons when there is a lock down, please use all the emergency procedures for lock down. I.E.: lock the door using the push locks on the inside of the door for quick locking, shut off lights, turn cell phones to silent, stay away from doors and windows. These are just a few of the procedures that should be followed in a “lock down” emergency. For other procedures and any questions regarding Lock Down, please directed them to the Housatonic Security officers.

Evacuation of the Building: Please note the evacuation signs for the classroom posted near the door. Everyone must leave the building immediately by the most direct route when the alarm is sounded and the strobe lights go off or when instructed. Please take your personal belongings. **Please stay with your class as a group and move across the street either on Lafayette Boulevard, State Street, or Broad Street. Do not stand on the walkway from Beacon Hall to the garage or Lafayette Hall to the garage or remain in the garage. Move away from the buildings.** Students, faculty, and staff will be allowed to return to the building only when directed to by the campus security staff. Please Note: If you cannot use the stairs, there are areas of refuge marked in Beacon Hall and Lafayette Hall. In Beacon Hall, they are clearly marked on the 2nd and third floors and there is a blue light intercom in the area. In Lafayette Hall, it is the landing of the stairwells and there is a dedicated intercom available.

Emergencies, Weather Delays, and Cancellations: With the potential for emergencies and inclement weather delayed starts, early dismissals and closings are a possibility. Occasionally, classes have to be cancelled because of extreme weather conditions or other emergencies. You can find out about delays or closings by the following.

- Check HCC website (www.housatonic.edu) - closings or delays will be posted on the top of our home page.
- Receive alerts sent as an email, call and/or text messages via MyCommNet
- Call 203-332-5000 and select #3 for the weather/emergency advisories.
- Listen to local radio station and/or check their websites including: WICC-AM 660, WEZN-FM 99.9, WELI-AM 960; and/or WEBE-FM 107.9
- Watch local television stations and/or check their website - WTNH Channel 8 and WSFB Channel 3.

It is best to assume that there will be classes unless you hear a specific announcement that the College is closed or delayed.

Blackboard and Educational Technology: The Educational Technology department gives training sessions on Blackboard to students and faculty. For technical support, students should first call the Connecticut Community Colleges Online Help Desk at 860-723-0221, which provides support for Blackboard, myCommNet, Banner Self Service, Office 365, password resets, wireless connection issues, WebEx, and library support resources.

E-Mail Accounts: We have established e-mail accounts for students. Communication from Housatonic and your professors with you will be through HCC e-mail in the future so please check your e-mail regularly.

Student Accessibilities/Disabilities Support: Accessibilities/Disabilities Services are provided by Marilyn Wehr, who is responsible for coordination of Section 504/Title II compliance with respect to students. An individual with a disability is a person who has a physical, learning, or psychological/psychiatric disability that substantially limits a “major life activity” or has a record of such impairment or is regarded as having such impairment. While Accessibilities/Disabilities Services are available to students at any time, new students are encouraged to register with the Accessibility Services Office, Lafayette Hall L115, immediately after acceptance by the College. Accessibilities Services are available to students at any time during their enrollment with the college. Students who require services may make an appointment by calling 203-332-5018 or emailing mwehr@housatonic.edu. If the student has an accommodation plan through the Accessibilities Services Office, it is the student’s responsibility to provide the instructor with a copy of the accommodation plan at the beginning of the semester, or as soon as the student acquires the accommodation. We welcome students with disabilities and the opportunity to make their college experience a successful one.

Student Information, Rights and Responsibilities: Student information, which is incorporated into the most recent HCC Academic Catalog, lists student rights, responsibilities and expectations for classroom behavior. Note, as an example, cell phones and paging devices must be turned off or muted before class begins. A copy of the college catalog is also available on the college's web site.

Academic Dishonesty: Students are expected to do their own work on assignments, laboratory exercises, quizzes, examinations and any other academic work. Cheating and/or plagiarizing in any form is viewed by the faculty and the administration as a most serious offense. See The Board of Regents Student Code of Conduct, Part D in Appendix I and as below.

PART D: PROHIBITED CONDUCT: The following list of behaviors is intended to represent the types of acts that constitute violations of this The Code of Conduct. Academic misconduct, includes, but is not limited to, plagiarism and all forms of cheating. Plagiarism is defined as the submission of work by a student for academic credit as one's own work of authorship which contains work of another author without appropriate attribution. Cheating includes, but is not limited to: (i) use of any unauthorized assistance in taking quizzes, tests or examinations; (ii) use of sources beyond those authorized by the instructor in writing papers, preparing reports, solving problems or carrying out other assignments; (iii) the acquisition, without permission, of tests or other academic material belonging to a member of the College faculty or staff; and (iv) engaging in any other behavior specifically prohibited by a faculty member in the course syllabus. Academic dishonesty can result in the student receiving an "F" grade on the paper or exam in question and/or an "F" grade in the course. "F" penalties are invoked by faculty members. Academic dishonesty can result in suspension from college or expulsion from college. The last two penalties can only be invoked through the Academic Dean. Faculty members should explain to students exactly what is meant by academic dishonesty and plagiarism and what the penalties are at the beginning of the semester. If students have any question on these issues, they should consult with the faculty member prior to undertaking the action or submitting the paper.

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Faculty members should explain to students exactly what is meant by academic dishonesty and plagiarism and what the penalties are at the beginning of the semester. If students have any question on these issues, they should consult with the faculty member prior to undertaking the action or submitting the paper.

Cell Phones and Electronic Devices: Cell phones and electronic devices must be turned off or muted before class begins. These devices are to be used in class only for class related activities at the discretion of the instructor. Students who ignore this policy may be asked to leave class or face grade penalties. When there are extenuating circumstances that require students to be available by phone or pager, the students should inform the instructor prior to class, so that together they can arrive at an agreement concerning the device.

Sexual Assault and Intimate Partner Violence Policy: Housatonic Community College is committed to creating a community that is safe and supportive of people of all gender and sexual identities. This pertains to the entire campus community, whether on ground or virtual, students, faculty, or staff.

Sexual assault and intimate partner violence is an affront to our national conscience, and one we cannot ignore. It is our hope that no one within our campus community will be a victim of these crimes. However, if it occurs, the Center for Family Justice has a 24-hour Domestic Violence hotline – 888-774-2900; and a 24-hour Sexual Assault hotline – 888-999-5545.

Housatonic Community College is in the process of creating a SART Team - Sexual Assault and Intimate Partner Violence Resource Team – in an effort to continue to serve our students. Any incidents can be reported to the following departments:

- Public Safety in either Lafayette Hall A105 or Beacon Hall 110
- Human Resources Director and Title IX Coordinator (Faculty & Staff), Mrs. Theresa Eisenbach, Lafayette Hall L218 at 203-332-5013
- Acting Dean of Students and Title IX Coordinator (Students), Mr. James Connolly, Lafayette Hall L123 at 203-332-5183.

For further information on Academic Dishonesty, Prohibited Conduct, Cell Phone Use and Sexual Assault and Intimate Partner Violence, please refer to the Student Code of Conduct section in the Housatonic Community College Catalog.

Student Financial Obligations: A student in good financial standing with the college is one who has no outstanding financial obligations. In order to earn credit in a course, the student is expected to be in good financial standing with the college.

Students must pay their bills to the college on time and in full. Students who do not do so are in financial default and will not earn credit for coursework done while in default.

Failure to maintain good financial standing does not oblige the college to grant credit for a course, regardless of the student's work or attendance in a course. The professor's only obligation is to inform the student that the student is not on the roster, and that the student needs to remedy the situation with the appropriate office at the college.

Student Information which is incorporated into the recent HCC catalog, lists student rights, responsibilities and expectations for classroom behavior. Note, as an example, that cell phones and paging devices must be turned off or muted before class begins. The college's catalog is also available on the website (www.housatonic.edu).

The **Academic Support Center (ASC)** is located in LH L152. ASC provides students with a variety of services designed to enhance their academic and personal experiences at HCC, including the Tutoring Center, Testing Services, and the Writing Center. Some of the specific services offered include:

- **One-on-One Tutoring** in English, chemistry, biology, accounting and computer science is available. An appointment is required. Students may receive one hour per week per subject of one-on-one tutoring.
- **Drop-In Math** offers math tutoring for all students at any level of math. Students may come without an appointment and stay as long as they want. Drop-In Math is available Monday through Thursday 10:00 am - 7:00pm and Fridays from 10:00 am - 3:00 pm.
- **E-Tutoring** is free of charge for HCC students. Students log in to www.etutoring.org and choose the Northeast E-tutoring Consortium to then click on Housatonic. Directions for logging in can be found on the HCC E-tutoring homepage. E-tutoring is available 24/7 and provides live tutoring for most subjects. All paper submissions are uploaded and returned within 24-48 hours (usually).
- **Computers and printers** are available for student use.
- **Laptops, science models and textbooks** are available for use in the ASC.
- **Study Groups** meet regularly. No appointment is needed. Stop by or call the ASC to check group meeting times.

Physics 221

BIO 105 – Doc Hour

Mega Chem – Chemistry 111

BIO 211 & 212

Math

Accounting 113

Stop in the ASC Office for questions. **Hours:** Monday – Friday: 9am – 5pm, Saturday: Closed The Academic Support Center summer hours and tutoring hours may vary. Please see the Center for current hours.

The Office of **Advising and Student Success** is located in LH L112. The Advising and Student Success Center is dedicated to encouraging, assisting, and supporting all students, through their decision-making and critical thinking, to achieve their maximum academic, career, and personal development. The college provides a number of services that are

geared towards helping students meet these objectives. The Advising and Student Success Center assists students in navigating Housatonic and enabling them to achieve success.

Our Purpose: Successful students are those who plan. Planning requires that students understand the requirements of their specific program of study, know what their short and long-term goals are, and are aware of campus resources. The Advising and Student Success Center along with faculty advisors, are available to all students to help them succeed in their academic work.

Degree Works: Degree Works is an advising tool available to students, faculty, and advisors. The application can be accessed via [myCommNet](#) login. Degree Works provides access to a student's academic history and applies that academic history towards the degree program the student is enrolled in. Students can also view "What-If" audits to see their academic history applied to a different degree.

If you need any of the above services, please stop in the Advising Center, LH L112.

Optimus Health is located in Lafayette Hall A113 and is available to help student enroll in health care. Asia Coley, Certified App. Counselor, 203-696-3260 extension 3657, email asia@opthc.org. Office hours are Monday, Wednesday and Friday from 9am – 5pm and Tuesday and Thursday from 5pm – 8pm. Hours may vary, please see the hours posted in LH A113.

The Office of **Career Services and Internships** is located in Lafayette Hall L145. The career services staff assists HCC students in developing their academic and professional goals.

The services we offer include:

- Career Counseling
- Major, Career and Labor Market Information
- On-Campus Job Postings
- Off-Campus Job, Internship and Volunteer Postings
- Career Related Workshops and Presentations
- Résumé and Cover Letter Review
- Interest Assessments
- Interview Techniques and Mock Interviews
- Job Search Strategies
- E-Portfolio Assistance
- On-Campus Recruitment and Networking Events

If you need assistance, please stop by the Center in LH L145, call 203-332-8568 or visit our website: www.housatonic.edu/student-services/career-services

Computers Lab and Printers are located in Lafayette Hall (A230 and A232) and Beacon Hall (BH 111 and 114). Computer labs are for staff and/or current students to use. The Computer Lab hours for Lafayette Hall are Monday & Friday from 8:30am-4pm, Tuesday, Wednesday and Thursday from 8:30am-9pm and Saturday from 8:30am-4pm. The hours for Beacon Hall are Monday through Friday from 8am-4pm and Saturday the lab is closed. Both Lafayette Hall and Beacon Hall labs are closed on Sunday. Summer hours vary. Computer Lab hours may change as needed. Please see current hours posted at the computer labs.

The **Bookstore** is located in BH 137. Follett's Bookstore at Housatonic provides goods and services to the HCC community. In addition to required course materials for students, the bookstore carries: general supplies, art supplies, lab supplies, trade and reference books, computer peripherals, gift cards, apparel, and gifts. Dell, HP, and Mac laptops are also available to order through the bookstore with no cost for shipping. Additionally, we offer choices to make textbooks more affordable: rental and digital. Students can save up to 50% through our rental program and up to 75% with digital content.

Bookstore hours: Monday – Thursday 9:00-3:00pm, Friday 9:00-12:00pm. Summer hours may vary. For updated hours and/or to contact the bookstore, please see the bookstore, call 203-335-2949 or check their website <http://www.bkstr.com/housatonicstore/home>.

The **Housatonic Community College Library** is located in Lafayette Hall (LH) B114. The Library exists to serve students, faculty, and staff and strives for maximum access. The Library is open six days a week during Fall and Spring semesters, has at least one professional librarian available at all times, and offers online off-campus access to our databases. To access the Library databases if you are off-campus, use the Library webpage on mycommnet.edu. To foster communication between faculty and librarians and facilitate practical and efficient use of the Library, you might find the following information helpful:

Library Hours:	When classes are in session:	
Summer:	Monday through Thursday	8:30am – 7:30pm
	Friday	8:30am – 4:00pm
	Saturday	Closed
When Classes are not in session:		
	Monday – Friday	8:30am – 4:00pm
	Saturday	Closed

Library hours may change as needed. For current hours, please check the hours posted at the Library or call 203-332-5070.

- **Library Webpage:** www.housatonic.edu/student-services/library.
- **Reference** service is provided during all hours of Library operation.
- **Library Databases and e-services:** E-services such as e-books, streaming films, citation generators and databases covering many subject areas are available in the Library. The databases offer mostly full-text articles. Most of these databases can be accessed from off-campus via myCommNet. Some samples of these databases are:
 - **Academic Search Premier:** General Interest/Comprehensive.
 - **Business & Company Resource Center:** Comprehensive Business and Industry information.
 - **Opposing Viewpoints:** Pro and con articles on current events topics.
 - **Health and Wellness Resource Center:** Health/Medical/Psychological, a large database with periodical articles and excerpts from reference books and pamphlets.
 - **Ebook Central:** Access to 45,000 ebooks
 - **Ethnic Newswatch:** Indexes smaller publications representing different national, ethnic, & racial groups.
 - **Films on Demand:** A collection of 24,000 streaming films for use in the classroom or on blackboard.
 - **Library Computers:** The Library provides computer services to HCC students, faculty, and staff. The computers are intended primarily for academic/research use and have Microsoft office as well as internet connection

Please visit the Library and get your library card. If you have any further questions or concerns, please contact Peter Everett, Public Services Librarian, at 203-332-5074 or via email at peverett@hcc.commnet.edu.

New Computer Use Policy – NETID: The Net ID password will allow student access at any Connecticut Community College. You will not be able to access computers without your Net ID.

Net ID: The Net ID is composed of the following two items

1. Your Banner ID (without the @ sign).
2. Domain = @STUDENT.COMMNET.EDU

Example: Student named trying to log on with a Banner ID of @00023546 will have the following Net ID: 00023456@STUDENT.COMMNET.EDU

You will be required to change your password the first time you log on.

Your initial Net ID password will be a combination of personal information as follows:

1. First three characters of birth month with first letter **CAPITALIZED**
2. Ampersand character (**&**)
3. Last 4 digits of your social security number

Example: A user with a birth date of 10/24/79 and SSN of 123-45-6789, the initial password would be: **Oct&6789**

Forgotten Passwords: A web utility has been created to allow users to reset lost or forgotten Net ID Passwords. Go to one of the kiosks in the college lobbies or to the Computer Center to access this utility. The address is www.commmnet.edu/netid. Prior to resetting a password, a user will have to verify their identity by entering the following personal information in addition to their Banner ID, birthdate and social security number.

Don't Know Your Banner ID? If you do not know your Banner ID, see the Registrar or Academic Advising Offices. Be prepared to verify your identification with a picture ID. This can only be done in person.

Need Help? If you need assistance using your Net ID, contact the Lab Assistant or a Student Worker.

Password Requirements: The following requirements must be followed when selecting a Net ID password:

- Password must be at least (8) eight characters.
- Password must be complex and difficult to guess. A password must contain characters from three of the four following categories:
 1. Uppercase characters (*A through Z*) Lowercase characters (*a through z*)
 2. Numeric digits (*0 through 9*)
 3. Special characters (*for example: !, \$, #, %*)
- Password must not contain all or part of the user's Net ID account name
- Password must differ from previous passwords
- Password is forced to change every 90 days, but users have the ability to change them sooner.

The following are a few suggestions for creating a secure Net ID password:

- Randomly pick alternating uppercase and lowercase vowels and consonants. Add in a digit or two; (e.g., eBiC92oD)
- Combine three and four character words with at least one digit between them. This will create passwords that can be easily remembered but difficult to crack (e.g., Egg123Salad).
- Randomly pick a book, poem or song. Select a phrase from the work and use the first character of each word in the phrase as your password. Add in at least one digit, or change some of the existing letters to digits or special characters. For example, the phrase "Four score and seven years ago our forefathers..." might become this password: 4s&7yaof.

If the password you select does not meet the requirements specified above, you will get the following error message and be asked to try again. Your password must be at least 8 characters; cannot repeat any of your previous 24 passwords; must contain capitals, numerals or punctuation; and cannot contain your account or full name. Please type a different password. Type a password which meets these requirements in both text boxes.

Housatonic Community College will use an update service to provide emergency alerts via **myCommNet** Alert. This system enables **HCC** to deliver critical information to our campus about emergencies and weather-related closings and delays, through multiple contact methods, including email and phone calls, in addition to text messaging to students, staff, and faculty.

Text message costs will follow your calling plan's terms for text messages. In some cases, a message may result in two or more SMS / Texts being received.

Step 1: Begin by logging into the myCommNet portal for the community colleges.

You will see the myCommNet Alert module right on the Home page. During the period when this system is being launched initially, both students and employees will be presented with the update form automatically, but you can always go back and update it. Both students and employees will be prompted periodically to check and confirm their contact information.

Step 2: To access the update form, click the **Banner Self Service** button.

Step 3: You will see the list of colleges with which you are affiliated. You need to choose the first college in the list. You do not need to update your contact information separately for each one.

Step 4: Click the “**Personal Information**” link or the **Personal Information** tab.”

Step 5: Click the “**Emergency Notification Contact Data Collection**” link.

You will be on the **myCommNet Alert Update Page**. When you visit this form, it is in “UPDATE” mode by default. The first time you are presented with this form, you will see the default information that is on record in Banner for you with the college.

Step 6: Enter any additional contact information in the lower part of the form. Once you have updated your information, click the “Submit” button at the bottom of the form.

If your information is correct, simply click “Submit” at the bottom of the form.

Students will see an “Opt Out” radio button. If you click this and “Submit,” you will not receive any emergency messages, including weather-closing messages. Employees (including staff, as well as full-time faculty and adjuncts) will not see an “Opt Out” button.

Students can update their home address or home phone in Banner Self-Service by going to “Personal Information,” “Update Address (es) and Phone(s).” Employees cannot update their home address, home phone number, or primary email address. To do that, please contact your local HR director.

A short [step-by-step video](#) is available online for those who many want help.