

# Paradise Valley Community College English Division 2018-2019



## Reflecting back on another great year!

We want to make sure you get the information and support you need so that you and your students will have a successful academic year. Please review the following English Division procedures, responsibilities, and contacts.

### Contact Information

Stephanie Polliard, English Division Chair  
[stephanie.polliard@paradisevalley.edu](mailto:stephanie.polliard@paradisevalley.edu)  
Office: M 268 - 602.787.6584

Renee Cornell, English Division Evening Supervisor  
[rcornell@paradisevalley.edu](mailto:rcornell@paradisevalley.edu)  
Office: M 189 - 602.787.6566

June Hawkins, Administrative Assistant  
[june.hawkins@paradisevalley.edu](mailto:june.hawkins@paradisevalley.edu)  
Office: M 264 - Hours: 6:30 a.m-3:00 p.m.  
602.787.6560 or 602.787.6561

English Division Website  
<https://www.paradisevalley.edu/academics/english>

For emergencies - first contact Stephanie Polliard or June Hawkins.

If the emergency is after Division hours or requires immediate attention contact College Safety.

Emergencies	480.784.0911	on campus 40911
Non emergencies	602.787.7900	

<https://www.paradisevalley.edu/public-safety>

Public Safety staff is on campus 24 hours/day; 7 days a week

### Faculty Resources

Copy Center  
<https://www.paradisevalley.edu/employees/copy-center>  
KSC Building 1<sup>st</sup> Floor, KSC 1506  
602.787.7770  
Delivery Times: 9:45-10:15 a.m.  
1:45-2:15 p.m.

Computer Commons & Helpdesk  
<https://www.paradisevalley.edu/students/computer-commons>  
E Building - Computer Commons  
602.787.6760 Helpdesk - 602.787.7780

Buxton Library  
<http://www.pvc.maricopa.edu/library>  
E Building  
Circulation - 602.787.7200  
Reference - 602.787.7215

Adjunct Faculty Website  
<http://myafa.org/>

Assessment Websites  
<http://www.pvc.maricopa.edu/AL>  
<https://www2.pvc.maricopa.edu/gea>

Student Rosters with Pictures  
[https://unity.pvc.maricopa.edu/class\\_roster/](https://unity.pvc.maricopa.edu/class_roster/)

## Procedures and Responsibilities

- ★ **Acknowledgments and Disclosures** must be completed before semester start-up.  
<https://hr.maricopa.edu/professional-development/training-learning/mandatory-training-and-disclosures>

- ★ Syllabus(I) must include the material on the syllabus template. Submit electronic copies of your syllabus (I) to June Hawkins, Stephanie Polliard, if you teach day classes, [Renee Cornell, if you teach evening classes](#), Syllabus(I) should be turned in before classes start.

Students should be clear on any/all policies, procedures, due dates, class objectives, and the grading system. Also, have students sign the syllabus acknowledgment sheet and hold onto them until the start of the following semester. This is for your peace of mind as well as theirs.

If you need the syllabus template and/or an example, please ask Stephanie Polliard or June Hawkins.

- ★ **Review the class roster and placement test scores** (if available) to insure that students are properly enrolled. It is a good idea to have hard copies of the roster with you for the first part of the semester so you will be aware of student withdrawals. Check the Student Information System (SIS) as often as possible to make sure there are not enrollment irregularities.
- ★ **Supplies** are available in the cupboard marked “supplies” in M 262. The copy machine in M 262 is for ***emergency use only***, so submit copy requests through the copy center. Copies will be delivered to M 262 and pick-up and delivery times are approximately 9:30 a.m. and 1:30 p.m.
- ★ Final grades and withdrawals (including Last Day of Attendance - LDA) are submitted in SIS. Final grades are due by the official college deadline. Grades should not be sent via email because of student privacy and FERPA regulations. Do not email grades to a non-Maricopa email. Obtain student permission to discuss a grade specifically when using the official Maricopa assigned student email. ***Please note that the English Division deadline for submitting grades each semester is no later than 2:00 p.m. the Friday of Finals week.***
- ★ **Instructor absences** should be reported to Stephanie Polliard and June Hawkins as soon as possible. (See the Division Office Hours for Stephanie, Renee and June). Also, email your classes so the students are aware that class(es) will be canceled. (See - “How to email a Class” in your start-up packet of information).
- ★ **Assessment** is one of many indicators of how we can improve student learning. All full-time faculty are expected to complete at least one General Education Assessment project and are encouraged to complete at least one course assessment per academic year. Adjunct faculty are encouraged to participate in common assessment efforts and/or complete an individual assessment project.
- ★ The **Final Exam** schedule is determined by PVCC administration and should not be modified. All classes must meet during exam week.
- ★ **Faculty Mailboxes** are located in M 262. ***Students are not permitted to leave work in the mailboxes or with the Administrative Specialists Senior.*** Please check/retrieve mail at least once a week.
- ★ **How to email a class:**

Example: [pvc.2018.fall.eng.101.12345@paradisevalley.edu](mailto:pvc.2018.fall.eng.101.12345@paradisevalley.edu)

***Thanks for all you do to make the English Division fantabulous!***