



College Connections

INSTRUCTOR HANDBOOK

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College Connections

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JCC CAMPUS CONTACTS

Success Centers (*Advisement, placement testing information and scheduling*)

Jamestown: Wendy Burns – 716.338.1065 or WendyBurns@sunyjcc.edu

Olean: Tammy Skroback – 716.376.7559 or TammySkroback@sunyjcc.edu

Accessibility Services (*Accommodations for students with disabilities*)

Donald Pool, Coordinator – 716.338.1251 or DonPool@sunyjcc.edu

Library (*Information about remote access and scheduling a class visit to the library*)

Jamestown: Cynthia McKane – 716.338.1126 or CynthiaMcKane@sunyjcc.edu

Olean: Kassandra Wegner – 716.376.7594 or KassandraWegner@sunyjcc.edu

Help Desk (*technology and/or account issues*)

716.338.1122 or JCCHelpDesk@sunyjcc.edu

Online Learning (*Brightspace*)

Laura Parmenter, Interim Director/Learning Commons – 716.338.1256 or LauraParmenter@sunyjcc.edu

Registrar's Office (*transcripts*)

716.338.1018 or registrar@sunyjcc.edu

Official transcripts must be ordered online through Parchment at www.sunyjcc.edu/transcripts

Call any JCC number toll-free at 800.388.8557.

For a full listing of JCC campus offices and contacts, visit www.sunyjcc.edu/about/hours

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About Jamestown Community College

Founded in 1950, Jamestown Community College (JCC) was the first community college certified in the State University of New York (SUNY) system. It is now one of thirty community colleges within the sixty-four member SUNY system.

Vision

To support our students' journey to success in the local and global workplace with quality, in-demand learning experiences.

Mission

Jamestown Community College provides inclusive educational opportunities for all individuals and employers within our region and beyond, focusing on career goals and support through community partnerships.

Values

Our values shape the culture we create, the relationships we cultivate, and the experiences we provide our students.

We are committed to:

1. Serving a diverse student body
2. Providing quality education for all learners
3. Creating a campus environment where all people are valued and given opportunities to succeed
4. Fostering community relationships
5. Responding to learner and employer needs
6. Supporting lifelong learning
7. Embracing change

About College Connections

College Connections is a concurrent enrollment program, meaning students take JCC courses at their high schools to earn both high school and college credit. Every course taken through College Connections is equivalent to the same course at JCC.

High school instructors who teach College Connections courses must meet the same credentialing standards as those who teach on campus. Potential instructors are reviewed, selected, and supported by JCC faculty.

Instructors work with JCC faculty liaisons to ensure that their courses give students an opportunity to experience the academic rigor of university coursework while in high school.

Students must meet the same college standards as on-campus students. The content, assignments, projects, and assessments in College Connections courses are consistent with those taught on the JCC campus. Students work towards the same outcomes as those in on-campus courses. Students who successfully complete College Connections courses earn JCC credit, which is verified by an official transcript.

NACEP Accreditation



The College Connections program is fully accredited by [NACEP](#) (National Alliance of Concurrent Enrollment Partnerships), a professional organization for high schools and colleges that fosters and supports rigorous concurrent enrollment. NACEP is the sole accrediting body for concurrent enrollment programs that advises quality college courses in the high schools and helps these programs adhere to the highest standards so that students experience a seamless transition to college. Adherence to NACEP standards provides students with a smooth transition to post-secondary work and instructors with opportunities for meaningful professional development in a supportive collegial atmosphere.

[NACEP Standards](#) are measurable criteria that address quality in concurrent enrollment programs. The standards promote the implementation of policies and practices as a guideline for concurrent enrollment programs. Additionally, the standards encourage greater accountability for concurrent enrollment programs through required impact studies, student surveys, and course and program evaluations.

Overview of CC Roles and Responsibilities

Partner High Schools

Partner high schools enter into a contractual agreement with Jamestown Community College. Administrators and guidance counselors provide the avenues between College Connections partners which make concurrent enrollment possible and successful. They are also the advocates and drivers behind quality instructors and enrollment. Additional information on our partner schools can be found online at www.sunyjcc.edu/CCschools.

Instructors

Instructors interested in teaching College Connections courses must meet the same credentialing standards as those who teach on-campus and must complete a formal application process. Similar to on-campus faculty, instructors are responsible for submitting course syllabi, verifying course rosters, distributing student course evaluations, and submitting grades. College Connections instructors are also required to attend one professional development workshop each year and participate in classroom observations conducted by their faculty liaisons. New instructors are also required to attend a one-day new instructor orientation in August. Relevant program information for instructors can be found online at www.sunyjcc.edu/CCinstructors.

Faculty Liaisons

College Connections high school instructors are assigned faculty liaisons. Faculty liaisons have extensive experience teaching the course they oversee and serve as mentors to the high school instructors. The overarching responsibility of the faculty liaison is to ensure on- and off-campus course consistency. This is done through syllabi review, classroom observations, professional development, and continuous communication. Relevant program information for liaisons can be found online at www.sunyjcc.edu/CCliaisons.

High School Contacts/Counselors

School counselors or guidance staff often serve as the high school's main contact person and are essential in coordinating the College Connections program. The contact works to organize and communicate with all partners regarding concurrent enrollment. School contact responsibilities include communicating course selections each semester, coordinating registration and placement testing, and assisting with course withdrawals. Relevant program information for high school contacts can be found online at www.sunyjcc.edu/CCcounselors.

Overview of CC Roles and Responsibilities (continued)

Students

Qualified students are primarily high school juniors and seniors, though some sophomores may be eligible (see page 11). High school freshmen are not permitted to enroll in College Connections courses. Students must meet the same college standards as on-campus students, including course pre-requisites. As JCC students, College Connections students are responsible for reviewing and understanding JCC and course expectations, knowing important dates, and adhering to policies such as course withdrawal, academic integrity, and classroom civility. Relevant program information for students and parents can be found online at www.sunyjcc.edu/CCstudents.

How to Become a College Connections Instructor

College Connections instructors are high school teachers approved to offer Jamestown Community College courses. Instructors work with a JCC faculty liaison to ensure that the courses offered in the high schools are consistent with those offered on campus regarding department requirements, student learning objectives, prerequisites, and required assessments.

Characteristics of College Connections Instructors

College Connections is always welcoming new instructors. If you are an experienced and energetic teacher dedicated to challenging yourself and your students, participating in the College Connections program can be an extremely rewarding experience. Typically, College Connections instructors are lifelong learners committed to staying current with pedagogy and content through reading, research, and ongoing professional development.

Desired Qualifications

High school instructors must meet the requirements of the college academic department and be approved by JCC. Successful College Connections teachers have advanced or significant academic course work in a relevant subject area and experience teaching advanced courses and students. A master's degree in a specific subject area is highly desirable but not required in all content areas.

Course-Specific Qualifications

College Connections instructors must meet the same credentialing standards as adjuncts who teach on campus and must complete a formal application process. Department requirements vary. Please see our specific instructor qualifications (www.sunyjcc.edu/CCinstructors) for more information.

Applicant Process

High school instructors interested in teaching College Connections courses take part in the same selection process as on-campus faculty. Instructors who are interested in participating in the College Connections program must submit a resume along with official or unofficial copies of undergraduate and graduate transcripts through the online application at www.sunyjcc.edu/CCinstructors. Credentials are then reviewed by the Project Coordinator of College Connections and forwarded to the academic department. If basic departmental requirements are met, the faculty liaison will arrange an observation and/or interview with the applicant. Following the observation and/or interview, the faculty liaison will make a recommendation for approval, provisional approval, or denial. In some instances, teachers are provisionally approved pending further observation, training, or education. The academic department will make the final decision concerning the appointment of College Connections instructors. Applicants will be notified of the department's decision.

Apply Online

www.sunyjcc.edu/CCinstructors

Instructor Expectations

Instructor/Faculty Liaison Partnership

Each College Connections instructor works closely with their JCC faculty liaison through site visits and other forms of communication.

Classroom Observations

Classroom observations help to ensure that college courses offered through College Connections are consistent with those taught on campus. They also offer the opportunity for collegial interaction between on-campus and College Connections instructors. Faculty liaisons conduct classroom observations the first two times an instructor teaches and then at the discretion of the liaison. At minimum, a classroom observation is completed once every three years, which is consistent with JCC's classroom observation policy for part-time faculty. Instructors will be provided a copy of the observation and given an opportunity to comment when acknowledging the report.

Professional Development

College Connections instructors are required to attend a professional development workshop every year. These are held either in the spring or fall semester. Faculty liaisons determine the date and topic for the workshop and there is no cost to the high school instructor. Attendance at these workshops is tracked. Throughout the year, faculty liaisons or the High School Partnerships office may invite you to additional enrichment events that are optional.

Course Syllabus

In accordance with State Education Department requirements, each instructor must provide JCC with a copy of their course syllabus at the beginning of the semester. The syllabus must include an explanation of how the final course grade is to be calculated. A copy of both the instructor syllabus and the institutional syllabus for the course must be distributed to students at the start of the class term.

The institutional syllabus includes the course description, topical outline, student learning outcomes (SLOs), and college-wide policies. Your liaison will provide you with guidelines for your instructor syllabus. Prior to the start of your course, your faculty liaison approves your syllabus and textbook, which ensures that your course outline meets the same outcomes as the respective course on campus. Each instructor syllabus should include:

- Instructor name and contact information
- Current semester
- Office hours/location
- Textbook/required materials
- Grading policy
- Number grade to letter grade conversion scale
- Attendance policy
- Late assignment policy
- Brightspace/learning management system use policy

Your faculty liaison will contact you prior to the start of the semester requesting you submit your syllabus for review.

Textbooks

Typically, the same textbook that is used for on-campus courses is also used in the high school. In some cases, a faculty liaison may approve an alternate text. Some high schools choose to purchase textbooks and loan them to students, while others may require their students to purchase textbooks from a JCC campus bookstore. If students will be required to purchase texts from the JCC campus bookstore, the textbooks must be ordered ahead of time.

Instructor Expectations (continued)

Roster Verification

College Connections instructors are required to verify course rosters in the Banner web system. Once student registrations are processed, class rosters are available for individual instructors to view in the Banner system. All instructors are notified via email at this time and are responsible for verifying their course rosters in a timely manner. If there is a discrepancy between the JCC class roster and the students who attend class, please communicate this to the College Connections office immediately. If a student does not appear on the class roster, the student will not earn JCC credit.

Student Course Evaluations

College Connections students complete course evaluations for each of their courses. Instructors will receive information on completing the online course evaluation in mid-November for fall courses. Full-year and spring evaluation instructions will be sent in mid-March. Please have your students complete evaluations by the due dates noted on the instructions. Once course evaluations have been processed, instructors receive an e-mailed summary report of the results.

Grade Submission

College Connections instructors are required to enter grades into the Banner web system. Instructors will have one week at the end of the semester to submit their grades. Grades are due within ten (10) days of the final class. Instructors are also required to send a copy of their gradebook to College Connections as SUNY requires that these are kept on file.

Department Assessment Requirements

All institutional syllabi include a set of Student Learning Outcomes (SLOs) which are assessed on a three-year cycle. Faculty liaisons will notify instructors when their course and/or SLO's are being assessed and what assessments will be collected. Instructors will be required to submit these assessments to their faculty liaison.

Non-Compliance with Instructor Expectations

Non-compliance with any of the outlined instructor expectations including annual professional development, concerns identified from faculty liaison site visits, or failure to comply with JCC policies and procedures may result in the instructor being placed on probation with the College Connections program. If the instructor is provisionally approved at the time, the instructor will likely not receive full approval. Through the probation process instructors are provided with the resources and/or support necessary to assist them in meeting the required expectations during the following semester and academic year. A follow-up visit(s) may likely occur during this next academic year. If non-compliance continues in year two, the instructor may be suspended from the program.

Instructor Perks

Tuition Waiver

College Connections instructors are eligible to earn tuition waivers to take credit-bearing courses at JCC. Instructors shall earn waivers for the number of credit hours equivalent to the credit hours that they teach. Waivers will be awarded once the course the instructor is teaching is complete and must be used within five (5) years from the time the waivers are earned. Waivers, which cover only the student portion of tuition and do not cover fees or books, can be used only by the instructors themselves and are non-transferable. When enrolling in a credit-bearing course, a tuition waiver form must be completed and submitted to the College

Instructor Perks (continued)

Connections office. If the instructor lives outside of Chautauqua or Cattaraugus counties, a Certificate of Residence (COR) is required to remove the out-of-state portion of tuition from the bill. Instructors using a waiver to take a course will be required to log into their Banner account and accept the college's Financial Responsibility Agreement (FRA).

A waiver may be granted without any credit hours banked if the instructor is required to take a JCC on-campus course to be approved to teach a College Connections course. This waiver form must also be signed by the faculty liaison and the Director of High School Partnerships. The waiver can be found online at www.sunyjcc.edu/CCinstructors.

Discounted Gym Membership

College Connections instructors have access to a discounted membership at Total Fitness at the Jamestown Campus or at the Olean YMCA. For more information about the options available at either location, please contact the High School Partnerships office.

Course Withdrawal

Students may drop a course in the first few weeks during the open registration period. Once the instructor has verified the roster (census), a student must formally withdraw from the course. To formally withdraw from a course, notify your high school instructor and school counselor. A student may withdraw from a single, full-term course *through the last day of final exams* and receive a "W" grade. Students must discuss withdrawing with their instructor and obtain their signature on the withdrawal form. A school counselor should also sign off on the withdrawal form. If the form cannot be physically signed, the student should email the instructor stating that they wish to withdraw from the course and give details as to why. The instructor may then forward the email to the counselor acknowledging they have communicated with the student about withdrawing, and the counselor may then forward the email on to the College Connections office.

Withdrawing from a course may affect a student's future Satisfactory Academic Progress (SAP) at JCC. A student must withdraw if they no longer attend class, quit school, or move out of the district. Failure to properly withdraw from a course will result in the student receiving a grade.

All program instructors and school counselors are made aware of the withdrawal dates at the beginning of the academic year. Dates are also posted online at www.sunyjcc.edu/CCresources along with the withdrawal form.

Total Withdrawal

A student who wishes to withdraw from all College Connections classes they are taking in a particular term (fall, full-year, or spring) is allowed until *the last day of classes*.

Family Educational Rights and Privacy Act (FERPA)

College Connections students are included in JCC's Family Educational Rights and Privacy Act (FERPA) policy. Pursuant to FERPA, official transcripts, grade reports, and other records of academic performance are available only to the student himself/herself unless he/she files an authorization with the college's registrar's office to release this information to others or unless required by law.

Grades

There is no official JCC grading scale. JCC uses the following letter grade/quality point conversion. Please note that JCC uses letter grades and there are no minus (-) grades. The instructor's syllabus should include information on how numerical grades convert to letter grades.

Grade	Meaning	Quality Points
A	Excellent	4.0
B+	Very good	3.5
B	Good	3.0
C+	Above average	2.5
C	Average	2.0
D+	Fair	1.5
D	Passing	1.0
F	Failure	0.0

Accommodating Students with Disabilities

For students with specific disability-related needs, there are several options for testing modifications. Please contact JCC's Accessibility Services office at 716.338.1251 with questions or concerns about an individual student's eligibility.

Approved Instructor's Extended Absence

In the case that an approved concurrent enrollment instructor will be out of school for an extended leave or illness, the high school principal must notify College Connections *immediately*. After the notification has been communicated, a recommended replacement instructor must submit a resume along with copies of undergraduate and graduate transcripts to College Connections. Materials will be forwarded to the academic department for review. After the application is reviewed, the high school principal and instructor will be notified as to whether the instructor has been approved. College Connections may assist in finding a substitute for the concurrent enrollment course as well, depending upon the circumstances and if a faculty member is available.

Timelines and Deadlines

Each year, a list of important dates, including withdrawal deadline and grade submission dates, is updated and posted on the College Connections website at www.sunyjcc.edu/CCdates.

Instructor Resources

MyJCC

Instructors can access resources such as Banner, Brightspace, and email at www.sunyjcc.edu/myjcc.

Multi-factor Authentication

To access the resources listed above, instructors must first set up Multi-factor Authentication. To do so, please follow the instructions at <https://www.sunyjcc.edu/support/technology/myjcc> under the [Multi-factor Authentication](#) menu.

Banner Self-Service

The Banner self-service web system is used by instructors to access and verify course rosters and to submit course grades. Banner is accessed at <https://banner.sunyjcc.edu>. Banner resources are available on the College Connections website at www.sunyjcc.edu/CCinstructors, including step-by-step instructions for verifying course rosters.

Library Access

Instructors and students have access to library resources, including remote access to JCC library databases. Please note that students will not have access to these resources until they are registered. College Connections students are subject to the same regulations as JCC on-campus students. Books must be returned or renewed prior to their due date or a fine will be imposed. Students who do not satisfy the fine and return books in a reasonable period are in jeopardy of having a financial hold placed on their account.

Brightspace Learning Management System

All instructors have access to Brightspace once they have been assigned to a course. You should log into this using your JCC email address and password. For more information regarding Brightspace, please contact JCC's Director of Online Learning, Laura Parmenter, at LauraParmenter@sunyjcc.edu or 716.338.1256.

Academic Integrity

In order to fulfill one's human potential, it is necessary to be honest and honorable in each of life's endeavors. The pursuit of academic excellence, therefore, must be conducted with the highest levels of honor, integrity, and civility. The community of JCC believes that all students have the right to be educated and fairly evaluated in an environment which promotes scholarly honesty in all aspects of academic endeavor.

Why is academic integrity important?

The college is an academic community whose mission is to promote learning through the acquisition, preservation, and transmission of knowledge. In order to achieve this goal, the college must create and maintain an atmosphere that promotes honesty and the free exchange of ideas, which is the essence of academic integrity. In this setting, all members of the institution have an obligation to uphold high intellectual and ethical standards which, in turn, help maintain the highest standards of academic excellence.

Academic Integrity (continued)

What is your responsibility as a faculty member?

To establish this positive learning environment, faculty should include a policy statement on academic integrity in their syllabi. Consistent use and enforcement of a policy statement will model and promote academic integrity for students. If you are unsure of how to formulate a policy, please consult the Constitution of the Student Body to review the college's statement on academic integrity or ask your faculty liaison for advice. Some departments may have a standard policy to be used by all their instructors.

What are the most common forms of academic dishonesty?

Actions constituting violations of academic integrity include, but are not limited to, the following:

- **Plagiarism:** the use of another's words, ideas, data, or product without appropriate acknowledgment, such as copying another's work, presenting someone else's opinions and theories as your own, or working jointly on a project and then submitting it as your own. Unintentional plagiarism may occur when students are unaware of the proper methods to use in crediting sources. Whether intentional or not, plagiarism is a violation of the college's standards of academic integrity; you are responsible for learning and following the rules for proper use of sources.
- **Cheating:** the use or attempted use of unauthorized materials, information, or study aids; or an act of deceit by which a student attempts to misrepresent academic skills or knowledge; unauthorized copying from or collaboration with another person.
- **Fabrication:** intentional misrepresentation or invention of any information, such as falsifying research, inventing or exaggerating data, or listing incorrect or fictitious references.
- **Collusion:** assisting another to commit an act of academic dishonesty, such as paying or bribing someone to acquire a test or assignment, taking a test or doing an assignment for someone else, or allowing someone to do these things for your own benefit.

How has the World Wide Web affected academic integrity?

As the web becomes an increasingly popular source of information for students, new opportunities have been created for plagiarism and other forms of academic dishonesty. Principles of honesty and the expectation that others will be credited for their work apply to information accessed from the web, just as from other sources.

Students need to be especially careful to follow guidelines for academic integrity when using materials whose source is the web.

As an instructor, what should I do if I encounter evidence of academic dishonesty?

First, be consistent in applying the policy you've outlined in your syllabus. Following stated policies helps minimize student confusion and underscores the college's commitment to setting and maintaining high academic standards.

After applying the policy, College Connections instructors should report the incident to the Project Coordinator of College Connections and provide any supporting evidence. The coordinator will then send the evidence to the Academic Dean. When a new case comes in, the Dean will check whether the student has engaged in multiple cases of this behavior. This is the Academic Dean's responsibility – instructors do not need to determine if there are previous offenses in other classes. The information is kept for two years after the last date of registration for any particular student. A record of plagiarism or cheating may be considered when making decisions for admission to the nursing program – it is not mandatory.

Academic Integrity (continued)

How does the college handle accusations that a student has violated standards of academic integrity?

JCC's [Constitution of the Student Body](#) describes the college's expectations regarding academic integrity in more detail, and outlines the procedures for handling violations of this policy as well as penalties which may be imposed on those found guilty of academic dishonesty. Students found guilty of academic dishonesty are subject to a wide range of penalties depending on the severity of the violation. Note, however, that each violation is treated as a serious breach of the college's expectations for students and will be treated as such.

Additional Information

For more information regarding JCC's Academic Integrity Policy, including links to related websites, please visit the college website at <https://www.sunyjcc.edu/experience/constitution>.

Classroom Civility

Jamestown Community College is committed to the highest standards of academic and ethical integrity, acknowledging that respect for self and others is the foundation of educational excellence. As such, we will cultivate an environment of mutual respect and responsibility. Whether we are students, faculty, or staff, we have a right to be in a safe environment, free of disturbance and civil in all aspects of human relations.

A Final Note

The college is committed to creating and maintaining an effective community of learners in which all can grow and develop. We look forward to interacting with you in a civil and respectful classroom environment that encourages dialogue, supports the acquisition of knowledge, and assists all students in meeting their academic and personal goals.