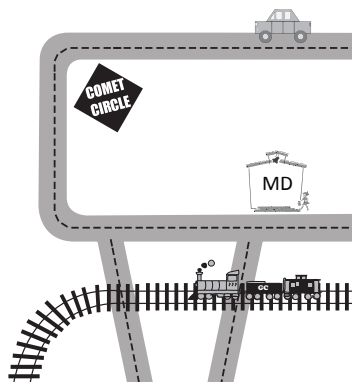


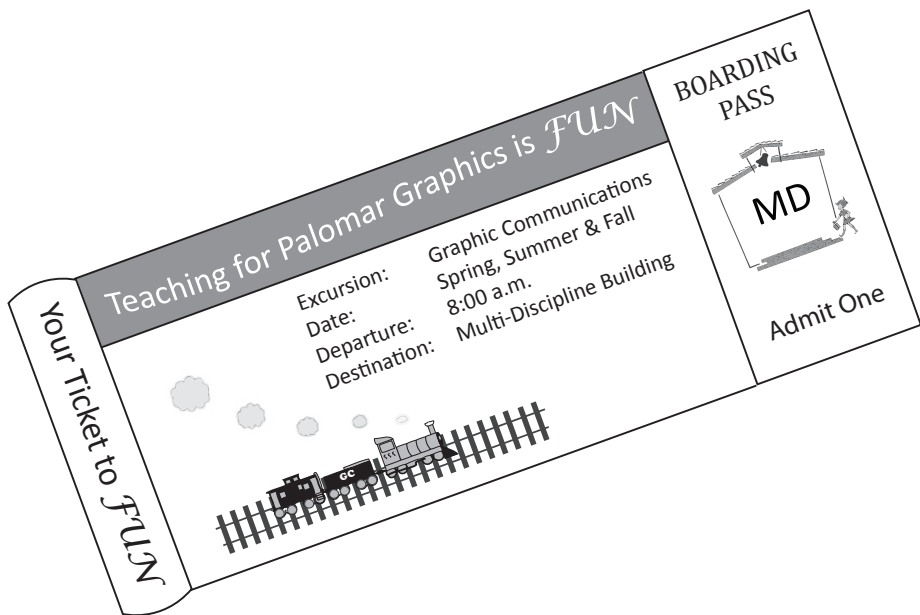
Booklet

for Graphics Instructors



**makes teaching here
like taking a fun trip...**

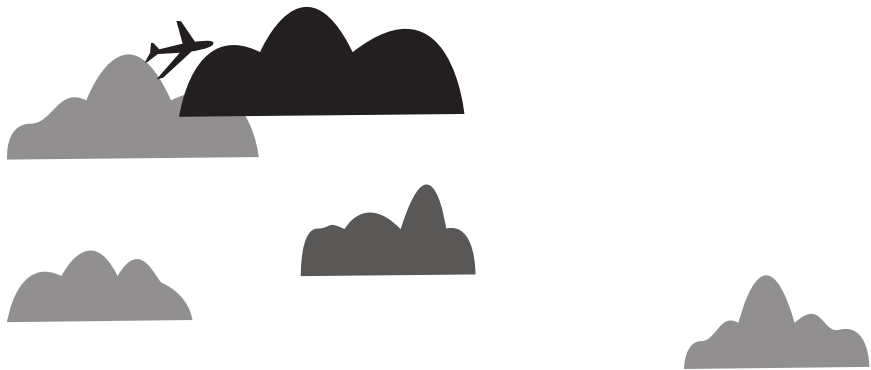




INTRODUCTION

This job aid is to provide answers to most frequently asked questions for instructors of Graphic Communications Department.

All comments, suggestions, and insight are greatly appreciated. They will be included in future revisions to this job aid



INSIDE THIS BOOKLET

BEFORE YOUR FIRST CLASS

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BEFORE YOUR FIRST CLASS...

3 to 6 Months

Several months before your first class, make sure you have...

- ☐ completed all necessary HR paperwork.
- ☐ confirmed class schedule (days/time/room) with the department.
- ☐ returned Bookstore Textbook Order Form to the department.

3 to 4 Weeks

before your first class, make sure you have...

- ☐ received Hourly Assignment Notice from the department.
- ☐ prepared and finalized syllabus and grading policy .
- ☐ determined what and how many class projects based on the material fee student will pay, if applicable.
- ☐ set up a class web site and posted your bio and syllabus on the site. Ask the department for the log-in information if you don't have it yet.
- ☐ the software and equipment you need is available.

1 to 2 Weeks

before your first class, make sure you have...

- ☐ informed the department what classroom supplies and print materials are needed for class projects.
- ☐ set up Blackboard for online classes.
- ☐ activated Palomar e-mail account and Voicemail.
- ☐ received classroom key and alarm code.

Several Days

before your first class, make sure you...

- ☐ attend Part-time Faculty Plenary (usually the Thursday before starts of semester).
- ☐ provide a copy of syllabus to the department.
- ☐ check class roster.
- ☐ make copies of syllabus/lesson plan for the first day of class.
- ☐ obtain a parking pass from Campus Police.

e-Services Is Your Best Friend!

E-SERVICES

All of your class information is available via e-Services. Instructions can be found at <http://www.palomar.edu> by clicking the e-Services link.

Check rosters, drop students and submit final grades through faculty e-Services. Rosters and permission codes will not be sent to you in a hard copy form.

All final grades should be submitted electronically via e-Services on time. Don't forget to print out a copy of each completed grade roster for your records.

FYI, you must drop all no shows on your drop roster by the drop deadline. The only students you can drop after the deadline have an asterisk next to their names.

SYLLABUS

By law, you are required to hand out a syllabus to your students by the second class meeting. Please turn in a copy of your syllabus for each class to Meei-chun. We need the current dated syllabus, ex. Fall 2011, even you are teaching the same classes. This is mandated in the faculty manual.

Remember! The syllabus you give to students is an agreement that serves as a legal document!

WHAT SHOULD BE INCLUDED IN YOUR SYLLABUS?

- Prerequisites, co-requisites, or other requirements
- Course description
- Instructor contact information
- Learning objectives
- Teaching methods
- Grading
- Software/supplies/material fee
- Attendance policy
- Class policies
- Reading (required/ recommended texts) and writing
- Class schedule, due dates of assignments, dates of field trips and exams



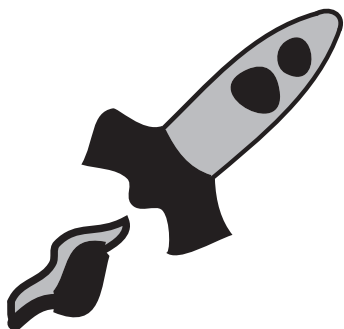
MAKING COPIES

My Copy Code: _____

Fill out a Comet Copy Order Form and bring it to the office at MD-114, or send your request via e-mail to cometcopy@palomar.edu. Please check with our office for your copy code.

Please allow 24 hours for the completion of your job. Copies should be limited to class syllabus and necessary hand-outs.

ONLINE BLACKBOARD



Blackboard is not jut used for online classes. All Palomar classes have a corresponding Blackboard course created. Instructions on how to create and manage a course are available at <http://www.palomar.edu/blackboard>

If you are looking for training materials and how-to guides on using Blackboard, the Academic Technology department offers a variety of online and in-person workshops. Please call 1-760-744-1150 ext. 2862 or e-mail onlineclasses@palomar.edu.



PALOMAR E-MAIL ACCOUNT & VOICEMAIL

My Palomar E-mail: _____

My Voicemail Extension: _____

Administration requests that all part-time faculty have and utilize a Palomar College faculty e-mail. Important college and departmental information are sent to the e-mail account, so please check it regularly.

Also, if you wish to utilize Palomar voicemail services, please contact Meei-chun three to four weeks before the start of the semester. If you already have one, please reactivate it each semester.

DURING THE SEMESTER...



FIELD TRIPS

All field trips should be noted in the syllabus. Please fill out a Single Day Field Trip Form and give it to the office at least TWO WEEKS prior to the trip.

The form can be found at Instructional Services, under Forms and Applications:

<http://www.palomar.edu/instruction>

PART-TIME FACULTY WORKROOM

The Graphic Communication Part-time Faculty Workroom is located in Room MD-152. A networked computer with Graphics software and printers are available in this room.

There is also a Part-time Faculty Workroom located in NS-153 on the first floor of the Natural Sciences building. This facility provides access to:

- Mac & PC computers
- Wireless connections for laptops
- Telephones and Fax machine
- Copier

- Scantron machine
- Private student/Instructor meeting rooms

Staff assistance is available and can be reached at extension 3987.

ABSENCES

Please call Meei-chun at 1-760-744-1150 ext. 2452 or e-mail mgau@palomar.edu if you are going to miss a class. For last minute cancellations, please speak to Meei-chun verbally since a message may not be received in time to post to your class.

If Meei-chun is not at her desk, you may also report your absence to the division office at ext. 2154 or Instructional Services at ext. 2246 to ensure that the notice is posted in time.

EDUCATION CENTERS

If you work at one of the education centers, please also call the center so they can post a notice.

COMPUTER PROBLEMS

Report any computer problems to Meei-chun at extension 2452 or IS Helpdesk at extension 2140 or e-mail helpdesk@palomar.edu.

STUDENT PRINT CENTER

Only Graphic Communications students who have paid a material fee at the bookstore for each class are allowed to use the service. Student Print Center is located in MD-120C. Work hours are posted shortly after semester starts.

HOW TO SEND WORK FILES TO STUDENT PRINT SERVER?

1. Double click on Student Print server icon on desktop or dock.
2. Username: studentprint
Password: student
3. Add folder with the instructor's name to the Folder "To_Be_Printed"
4. Submit print files only. Do not use the folder to store files.
5. Fill out a Print Center Request form, obtain instructor's signature, and give it to print assistant.
6. Files will be processed in the order received.



Turn-around time on print work is usually 2 working days, but it's subject to change based on the workload at hand; the later in the semester, the longer the wait.

CHECK YOUR MAILBOX!

Each instructor has a mail box located in Graphics Service Room MD-152. It is imperative that you check your campus mailbox often. Important time sensitive information may be left there periodically.

Thank you for taking the time to read through this information!



QUESTIONS?

Please e-mail Meei-chun at mgau@palomar.edu or call 1-760-744-1150 ext. 2452.



Notes

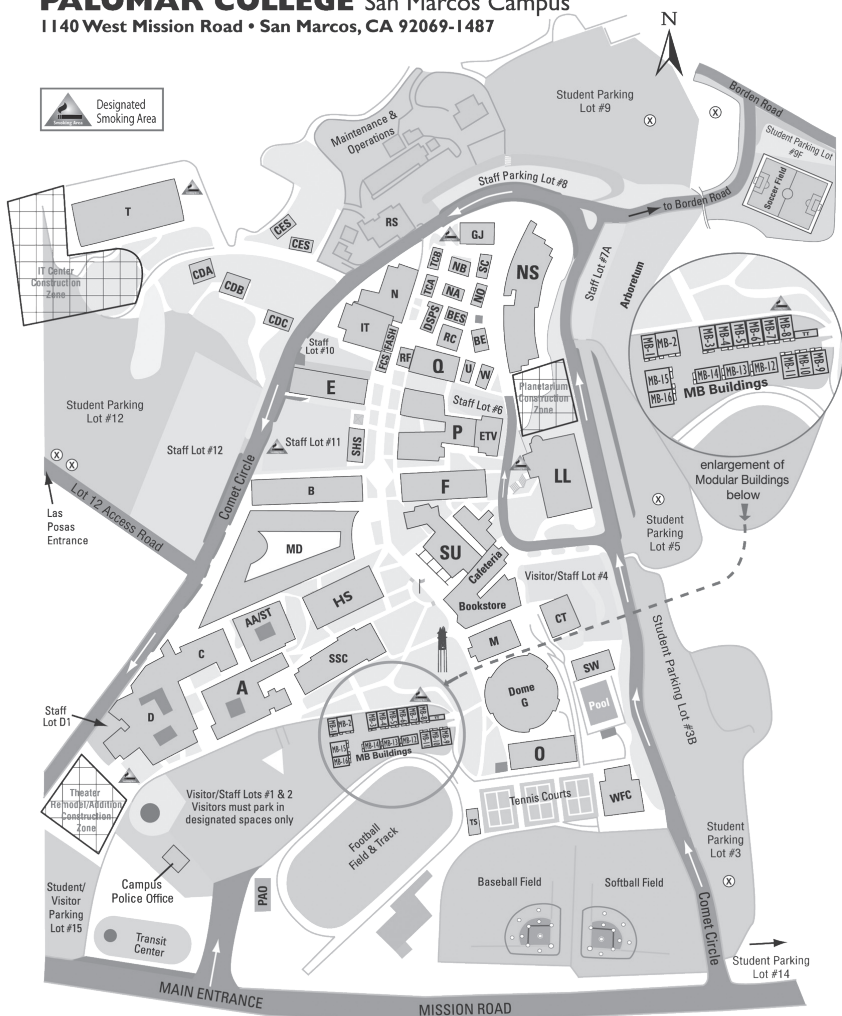
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Notes

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1140 West Mission Road • San Marcos, CA 92069-1487



ⓧ Daily Parking Machines in Lots 3, 5, 9 and 12

From I-15 going west

From I-15, take Hwy 78 to the Las Posas Road exit in San Marcos.
Go right on Las Posas Road where it intersects with Mission Road.
Turn right; go east one-half mile on Mission Road. Palomar is on your left.

From I-5, take Hwy 78 to the Las Posas Road exit in San Marcos.

Turn right onto Grand Ave.
Go right on Las Posas Road where it intersects with Mission Road.
Turn right; go east one-half mile on Mission Road. Palomar is on your left.

Index Map, San Marcos Campus

Department/Office	Building
Academic Technology Lab	LL
Administration	A
Admissions/Registration	SSC
Adjunct Faculty Office	NS
American Indian Studies	MD
Apprenticeship	AA-138
Art Complex	C
Assessment Center	SU-1
Assoc. Student Govt. (ASG)	SU-102
Athletics	O
Athletic Training Room	O-5
Audio Visual	LL
Automotive Technology	N,T
Behavioral Sciences	MD
Boehm Gallery	D-31
Bookstore	SU
Business Administration	MD
Cafeteria	SU
California English School	CES
Campus Police	CP
Career Center	SSC
Cashier	A
Chemistry	NS
Children's Center	CDA,CDB,CDC
Cinema/Communications	U-9
Comet Center/ Student Affairs	SU-201
Communications Department	U
Community Education	AA-138
Computer-Assisted Instruction	LL
Cooperative Education	ST-54
Counseling	SSC
Dance Studio (STDIO)	O
Dental Assisting Lab	HS
Disability Resource Center	DSPS
Dome (Gymnasium)	G
Earth Sciences	NS
Educational Television	ETV
Electronics	Q
Engineering	NS
English	P-2
English Dept. Computer Classroom	MB-4
English Dept. Writing Center	MB-3
EOPS	TCA
ESL Center	A-17/A-20
Evaluations	SSC
Faculty-Staff Lounge	SU-40
Family & Consumer Sciences	FCS
Fashion	FASH
Financial Aid	SSC
First Aid	SHS
Foreign Languages	F-5
Foreign Language Lab	F-1
Governing Board Room	SSC
Graphic Communications	MD
Gymnasium (Dome)	G
Health Services	SHS
Howard Brubeck Theatre	HBT

Department/Office	Building
Human Resources	A
Instruction Office	AA-104
Interior Design	IT
International Education	SU-103
Journalism	NB-2
Learning Resource Center	LL
Library/Media Center	LL
Life Sciences	NS
Lost & Found	Campus Police
Maintenance	J
Mathematics	E
Mathematics Learning Ctr.	E-2
Media Center (Library)	LL
Music Complex	D
Natural Sciences	NS
Nursing Education	HS
Performance Lab	D-10
Performing Arts	D
Photography	F
Physical Education	O
Physics	NS
PIC Center	SU-202
Police Department	CP
President's Office	LL
Public Affairs Office	PAO
Radio/Television	U-9
Reading Center	RC
Receiving & Storage	RS
Records	SSC
ROP	AA-136
Science	NS
Snack Shack	RF
Social Sciences	MD
Speech/Forensics/ASL	IF7
Staff Building	AA/ST
Student Access & Assessment Center	SU-1
Student Affairs	SU-201
Student Government (ASG)	SU-102
Student Health Services	SHS
Student Job Placement	SSC
Student Lounge	SU-101
Student Services	SSC
Student Union	SU
Studio/Dance (STDIO)	O
Studio Six (Performing Arts)	D-6
Theatre (Howard Brubeck)	HBT
Trades & Industry	IT
Transcripts	SSC
Transfer Center	SSC
TRIO Program	TCB-4
Tutoring Center	LL
Veterans' Services	SSC
Vocational Programs	AA-138
Warehouse	RS
Weight Room	CT
Wellness/Fitness Center	WFC
Wrestling Room	G-3

IMPORTANT CONTACTS

Palomar 1-760-744-1150

DEPT	EXT
Admissions	2164
Bookstore	2220
Campus Police	2289 or 1-760-744-7753
Comet Copy Center	3077
Dean's Office	2154
Escondido	8100
Facilities	2629
Faculty Workroom	3987
Health Services	2380
Human Resources	2609
Instructions	2167
IS Helpdesk	2140
Payroll	2138
Student Affairs	2594

FULL-TIME FACULTY

NAME	ROOM	EXT	E-MAIL
Bealo, Mark	MD-146	2958	mbealo@palomar.edu
Dodson, Ken	MD-149	3688	kdodson@palomar.edu
Fowler, Gracie	MD-151	3083	gfowler@palomar.edu
Payn, Lillian	MD-148	3078	lpayn@palomar.edu
Rollins, Wade	MD-150	2696	wrollins@palomar.edu

FULL-TIME STAFF

NAME	ROOM	EXT	E-MAIL
Gau, Meei-chun (Pronounced "May-June")	MD-114	2452	mgau@palomar.edu

PALOMAR COLLEGE GRAPHIC COMMUNICATIONS
1140 W. MISSION ROAD, SAN MARCOS, CA 92069
OFFICE MD-114 • WEB SITE www.palomar.edu/graphics
TEL 1-760-744-1150 ext 2452 • FAX 1-760-761-3561