



Logan Hall

*Sandhills Community College
3395 Airport Road, Pinehurst, North Carolina, 28374*

This document provides guidance to instructors and staff in short-term workforce occupational training programs at Sandhills Community College.

The mission of Sandhills Community College (SCC) is to provide educational opportunities of the highest quality to all the people of the Sandhills. The college is committed to the of INTEGRITY, HELPFULNESS, EXCELLENCE, RESPECT, and OPPORTUNITY. These values guide and direct SCC as it seeks:

- To welcome students of all ability levels and to provide programs that prepare them for employment or for transfer;
- To provide training for local businesses and to contribute constructively to the economic well-being of the region;
- To contribute to the cultural and artistic richness of the community and to the educational needs of our retired population;
- To create a campus environment that celebrates its faculty and staff and contributes to their personal and professional development.

SCC employees must always act in a manner that is consistent with the highest standards of ethics and professionalism. Such standards include concern for the needs of students, respect for the dignity of fellow employees, and commitment to the service of the community. They prohibit the use of one's college position for personal gain and any activities that would lead to conflicts of interest, or the appearance thereof.

SCC's faculty and staff members must act in ways that, if subjected to public scrutiny, would reflect well on their integrity and on the integrity of the college.

Public employment should not be used for personal gain or private advantage. Therefore, instructors must avoid conflicts of interest.

Sandhills Community College publishes its Student Code of Conduct in its Policies and through college guidance. Instructors should review and refer students to conduct guidelines outlined in the *Student Handbook* available on the college's website www.sandhills.edu Student Resources/Academic/Student Handbook.

To educate students for professional and personal opportunities by providing technical and transfer programs that include distinct general education competencies and to offer these programs through a variety of course delivery modes.

To provide comprehensive student and academic support programs that help students meet their career, academic, and personal goals.



complete list of services, personnel, locations, and contact information: <https://www.sandhills.edu/>

Pinehurst Campus Information Switchboard	Pinehurst Campus	910.692.6185
Hoke Center Information Switchboard	Hoke Center	910.875.8589
Campus Security Assistance (non-emergency): Pinehurst Campus	108-109 Wellard Hall	

Any instructor who becomes aware of a situation that threatens the safety of themselves or anyone on campus must notify police immediately . Employees or contracted personnel who recognize early warning signs of workplace violence should evaluate the situation and report their concerns to their immediate supervisor and/or campus security by dialing "0" for the campus operator.

The program administrator may require instructors to obtain student signatures on the first day of class. Students attending classes as needed or entering and exiting at different times must sign-in and out each day on a daily time log.

Registered students receiving waived class fees may need to bring their eligibility documentation to the first day of class. If this is the case, the program director will request an instructor to collect such documentation as part of the course records or file.

CREATIVE LIVING AND COMMUNITY SERVICE CLASSES AND GRADING

Creative Living, personal enrichment classes offered under the CSP 4000 prefix are not held to the same grading and attendance standards as listed in this section. These students will receive an "S" for satisfactory regardless of attendance or performance.

Community service classes are offered at Sandhills and may be subject to general grading standards; example: "Alive at 25" (driving education class). The program director will provide guidance.

The Southern Association of Colleges and Schools' Commission on Colleges (SACS) defines the CEU (Workforce Continuing Education Unit) as follows: "One Workforce Continuing Education Unit is ten (10) contact hours of participation in an organized Workforce Continuing Education experience under responsible sponsorship, capable direction, and qualified instruction." The Workforce Continuing Education Division will provide the Workforce Continuing Education Unit (CEU) certificate for appropriate programs and students as applicable.

To receive full CEU credit and a CEU certificate from the college, in compliance with SACS standards, students must attend 100% of class meetings with successful completion. For example, if a class meets 24 hours, it is worth 2.4 CEU credits. If a student is to earn 2.4 CEUs then he or she must attend 24 hours of instruction. T

Understanding that the college reserves the right to take disciplinary action in response to behavior off-campus that violates college expectations and policies or could be detrimental to the college.

Academic standards are addressed in course syllabi but may be revisited as they relate to behavioral expectations in learning experiences. Instructors who provide conduct standards up front set the stage for a respectful environment, promoting academic and professional success.

CLASSROOM CODE OF CONDUCT AGREEMENT (OPTIONAL)

Beyond the college's policies on student conduct, instructors in longer-running WCE classes (96+ hours or semester/term classes) are *encouraged* to develop a classroom code of conduct agreement listing behavioral standards expected of students. A good example of a standard would be "smart phone texting is prohibited during class lecture but allowed during breaks" or "students are not allowed to talk during labs while observing fellow students."

In addition, instructors may have students sign a statement attesting to their acknowledgement of such standards and their intent to follow conduct standards. Instructors should provide a copy of all behavioral conduct standards or code to students along with the course syllabus. Any code of conduct and/or contract must be approved first and by the program director. *See the program director for an example of a classroom conduct agreement.*

DISCIPLINARY ACTION

To promote a healthy learning environment, the college encourages instructors to advise and provide guidance to students exhibiting challenging behaviors. It is often through "teachable moments" that instructors promote healthy interactions, better behaviors, and learning.

Sometimes a disciplinary course of action is the only option because unacceptable conduct prevents learning among all students and furthermore it can impact student safety. The college has policies and procedures in place for students who violate the Student Code of Conduct. Instructors should contact their program directors promptly

services. Instructors are encouraged to give any feedback regardless of a survey instrument. Instructor feedback is valuable to course planning and improvement.

NON-ENROLLED INDIVIDUALS ACCOMPANYING STUDENTS

Only registered students should be present in the class. Students are not allowed to bring guests or "friends" to class unless the instructor approves due to an exceptional circumstance. Only registered students may participate and engage in a class; any guest may only observe without interruption. If a situation persists, the instructor may have a talk with the student and/or refer the situation to the program director.

On occasion an individual may wish to observe a class session before enrolling in a later class. If this