Facilitator Handbook – Undergraduate/Graduate

FACILITATOR HANDBOOK
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PREFACE

This booklet is provided to assist the ADVANTAGE Facilitators in understanding that our programs are a unique effort in helping adults complete their degrees. The Handbook seeks to orient both adjunct and full-time facilitators to the adult learning environment and to provide adjunct and full-time professors with information needed to teach in ADVANTAGE. Answers to some adult student questions are also provided. If you need further information about any aspect of ADVANTAGE or a situation facing a particular student, please call the ADVANTAGE Office so we might help you.

Office Location

The ADVANTAGE office is located in the ADVANTAGE Building on Mid-Continent University’s campus.

Office Hours

The ADVANTAGE office is open daily from 8:30 a.m. to 5:00 p.m. Voice mail is available if calls are made at other times.

ADVANTAGE ADMINISTRATORS

Dr. Tom Walden, Ph.D., VP of Academic Affairs
The Vice President of Academic Affairs ultimately supervises all academic areas including instruction and assessment. The Vice President of Academic Affairs is ultimately responsible for the academic quality of all programs.
270-251-9400 ext. 227
twalden@midcontinent.edu

Debra Hudson, Ph.D., Associate VP of Academic Affairs
The Associate Vice President of Academic Affairs is responsible for all academic areas of ADVANTAGE including faculty and curriculum development. The Associate Vice President of Academic Affairs is also responsible for academic policy oversight, such as academic appeals, attendance policies and overseeing academic conduct.
270-251-9400 ext. 285
dhudson@midcontinent.edu

Cynthia Tweedell, Ph.D., VP of I.E. & Planning
The Vice President of Institutional Effectiveness and Planning assures the continued quality of existing and future programs through the implementation of assessment measures assuring academic excellence and quality services to students. Leads the design and implementation of assessment plans, reports on indicators of institutional effectiveness to appropriate administrators, and coordinates all institutional outcome data. Directs accreditation and compliance reporting where necessary (regional, professional, and state), and assists in new program development and geographic expansion. Leads strategic planning for the university.
270-251-9400 ext. 235
c tweedell@midcontinent.edu

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Jackie Imhoff, M.A., Vice President of Adult Programs
The Vice President of Adult Programs manages all administrative and operations areas of
ADVANTAGE in cooperation with appropriate division chairpersons and administrative directors.

270-251-9400 ext. 263
jimhoff@midcontinent.edu

Ray Carroll, Th.D., Director of Adjunct Training and Prior Learning Assessment
The Director of Adjunct Training and Prior Learning Assessment oversees experiential
learning, conducts adjunct workshops, and interacts with faculty and staff about adjunct
concerns.

270-251-9400 ext. 368
rcarroll@midcontinent.edu

Jamie Summerville, Ph.D., Dean of Arts & Sciences
The Deans work with department heads and faculty to provide courses leading to a Bachelor of Arts,
Bachelor of Science, Bachelor of Ministry Degree and Graduate degrees.

270-251-9400 ext.356
jsummerville@midcontinent.edu

Larry Orange, D.Min., Dean, Baptist College of the Bible
The Deans work with department heads and faculty to provide courses leading to a Bachelor of Arts,
Bachelor of Science, Bachelor of Ministry Degree and Graduate degrees.

270-251-9400 ext. 232
lorange@midcontinent.edu

David C. Williams, Ph.D., Dean of Graduate Studies, Business Department Chair
The Deans work with department heads and faculty to provide courses leading to a Bachelor of Arts,
Bachelor of Science, Bachelor of Ministry Degree and Graduate degrees.

The Department Chair directs the faculty, teaching, and curriculum in the respective program offered
through ADVANTAGE. The respective Chair is responsible for leading full-time and adjunct faculty
workshops, mentoring full-time and adjunct faculty, and evaluating the curriculum and instruction in
their discipline.

270-251-9400 ext. 331
dwilliams@midcontinent.edu

Keith Roach, Ph.D., Psychology/Counseling Department Chair
The Department Chair directs the faculty, teaching, and curriculum in the respective program offered
through ADVANTAGE. The respective Chair is responsible for leading full-time and adjunct faculty
workshops, mentoring full-time and adjunct faculty, and evaluating the curriculum and instruction in
their discipline.

270-251-9400 ext.222
kroach@midcontinent.edu

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Lora Canter, M.A., Director of Academic Services
The Director of Academic Services is responsible for recruiting adjunct faculty. The Director of Academic Services also collects transcripts and resumes, coordinates assignments, oversees coordination of adjunct faculty workshops, and distributes faculty and program evaluations. This position also ensures that faculty course materials are sent in a timely manner.
270-251-9400 ext. 371
lcanter@midcontinent.edu

Amelia Wilson, Ed.D., Director of Student Services for Adult Programs
The Director of Student Services for Adult Programs manages various aspects of student life. The Director of Student Services is responsible for overseeing class representative and chaplaincy programs, addressing non-academic student concerns, communicating with students & cohort groups, and providing overall support throughout student tenure at MCU.
270-251-9400 ext. 294
awilson@midcontinent.edu

Trisha Vowell, Director of Registration & Office Manager
The Office Manager is in charge of registration, attendance records, textbooks, withdrawals, and managing class calendars.
270-251-9400 ext. 361
tvowell@midcontinent.edu

ADVANTAGE CONTACT PERSONNEL

Melissa Ray, Admissions Assistant (Facility Information) ext 308
Tammy McWherter, Faculty Support Services ext 261
Jamie Benjamin, Bookstore ext 247
Michael Perkins, Bookstore ext 329
Tara Stanley, Registration Coord. (Attendance & Grades) ext 378
Teresa Proctor, Registration (Attendance & Grades) ext 631
Sarah Lee (Online Attendance) ext 328
Sean Vann (Online Attendance) ext 362
Amber Spraggs, Registration (Attendance & Grades) ext 326
Dawn Hopwood, Online ext 365
Anita Moore, Administrative Services Coordinator ext 287

Mayfield calling area 251-9400
Toll free (outside Mayfield calling area) 888-MCU-GRAD Toll
free (outside Mayfield calling area) 877-551-9400
Fax number 270-251-9475

INTRODUCTION

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THE ACCELERATED DEGREE FOR ADULTS CONCEPT

ADVANTAGE was established in response to the needs of today’s adult learner. ADVANTAGE features:

- convenient class scheduling
- credit for prior learning
- oral presentation and writing skills
- decision-making skills
- new knowledge and perspectives from the courses

Adult learners work within the same cohort of adults over an 18-24 month period, moving to a new instructional course every five to ten weeks. Our integrated curriculum is designed to provide an adult learner centered learning environment in which collaborative learning occurs and support is fostered. The instructor’s role is a facilitative one.

Student Orientation is held one week prior to the first class. At this time, registration forms are completed. Also, an orientation to the program will be provided along with initial assignments for the first session of the first course. The Adult Learner Guide (syllabus) and books for semester one are distributed.

MID-CONTINENT UNIVERSITY’S MISSION STATEMENT

Mid-Continent University is a Great Commission, Baptist, undergraduate and graduate, teaching institution whose primary purpose is to provide Christ-centered quality higher education.

Instruction in the Bible and liberal arts is provided to traditional and non-traditional students through on-campus and off-campus programs that equip them for Christian leadership and service in a diverse society. Furthermore, the University seeks to:

- Equip and train students for carrying out the Great Commission of Our Lord (Matthew 28:18-20).
- Imbue students with a knowledge and understanding of other cultures and international events. Provide a quality education in both the arts and sciences and Biblical Studies from a Christian worldview.
- Facilitate student development by promoting the synthesis of academic knowledge and Christian values for spiritual, intellectual, social, and physical maturation.
- Encourage adult lifelong learning for people of diverse ages and educational levels in our communities.
- Provide leadership and service opportunities for our students in our communities.

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• Foster competency appropriate to the degree level of the student in writing, reading, oral communication, fundamental mathematical skills, analytical reasoning, computer literacy, and library research.

**ADVANTAGE MISSION STATEMENT**

The mission of Mid-Continent University’s **ADVANTAGE** is to provide alternative methods of completing a collegiate education of the highest quality for mature adults to further Christian leadership and service throughout the world. To this end, **ADVANTAGE** seeks:

I. To provide quality academic courses to complete the general education component of the Mid-Continent curricula.
II. To offer additional elective classes of interest to adults.
III. To enable adult learners to obtain a college education that is convenient and accessible.
IV. To furnish educational support systems for assisting adult learners inside and outside the classroom.

**MCU’S STUDENT OUTCOMES**

As revealed in the mission statement of the University, all graduates will be educated for Christian leadership and service throughout the world. As defined by the University, “Christian leadership is demonstrated when a follower of Christ is in a position to influence others.” Service is defined as “beneficial acts performed for God, His church, humanity in general, or specific members of the human race.” To that end, the University proposes two student outcomes to give substance to the mission statement that will be verified by the Senior Exit Survey:

• Each graduate of the University should have been involved in at least one Christian leadership role during his/her tenure at the University.
• Each graduate of the University should have been involved in at least one act of service during his/her tenure at the University.

**ACADEMIC STUDENT OUTCOMES**

To achieve its mission, Mid-Continent University has established the following Academic Student Outcomes. Each course syllabus addresses one or more of these outcomes.

1. Students will demonstrate college-level knowledge of the correct use of the mechanics of language and the sequence and process of writing.

2. Students will show college-level competency in reading comprehension by
being able to understand and communicate key points of assigned reading material.

3. Students will reveal college-level ability in analyzing and synthesizing information leading to appropriate analytical reasoning and problem solving.

4. Students will possess college-level oral communication skills by researching, organizing, and delivering formal oral communication presentations and exercises.

5. Students will demonstrate college-level competencies in mathematics by possessing the ability to use mathematical reasoning and skills to solve problems and describe data.

6. Students will show college-level competency in computer applications by developing the mastery of the various computer information skills associated with a connected and wired global society.

7. Students will possess college-level research capabilities by interacting with the library/learning centers, and when appropriate, online information sources, to craft the projects, formal papers, and capstone experiences typical of the higher education experience.

8. Students will reveal college-level competency in the natural sciences by being familiar with the scientific method, comprehending the major concepts of biological and physical science, and participating in and understanding scientific experiments.

9. Students will demonstrate college-level competencies in the social sciences by demonstrating knowledge of the subject matter, major concepts, models, and issues of at least one or more disciplines in the social sciences.

10. Students will reveal college-level competencies in the arts and humanities by mastery of the subject matter, major concepts, and be familiar with the main achievements of at least one or more disciplines in the arts and humanities.

**FACILITATORS**

*Mid-Continent University* has a long tradition of teaching excellence. *ADVANTAGE* continues that tradition for adult learners. *ADVANTAGE* faculty facilitators are selected on the basis of the following criteria:

1. They have academic credentials indicating competence in the course being taught and are in conformity with accreditation requirements.
2. They have experience that enhances adult learning through through involvement in business and organizations where the concepts taught are being applied.

3. They have developed, or are interested in developing, process-oriented teaching methods based on adult learning theory.

4. They are committed to the ideals of ADVANTAGE and are willing to uphold its academic standards.

5. They have agreed to attend a professional development workshop offered by the University that will review adult-learning theory, develop facilitator skills, and provide information about the course design.

EXPECTATIONS FOR FACILITATORS

The University expects its facilitators to:

- Support the University and what it represents in word and behavior.
- Support all ADVANTAGE concepts in word and behavior.
- Adhere to the MCU and ADVANTAGE Mission Statements.
- Create a learning environment that is intellectually exciting and challenging.
- Encourage adult learners to perform at the best of their abilities.
- Remain abreast of professional developments within their fields.
- Consistently use process-oriented instructional methods, keeping the learning environment adult-learner centered.
- Demonstrate effective use of group dynamics and dialog techniques, including listening.
- Conduct in-seat class and online sessions by using a variety of learning activities and demonstrating diverse instructional methods.
- Know discipline and/or workplace trends and perspectives related to the subject matter being taught.
- Evaluate learning outcomes according to university-level standards.
- Become familiar with each Facility Agreement. Copies of these are included in your ADVANTAGE Assignment packet. (See Appendix C for a sample Facility Agreement.)
- Review and understand all items in both the ADVANTAGE Student Handbook and the Facilitator Handbook.
- Read the Assignment Agreement (teaching contract) thoroughly. The Assignment Agreement is considered a legal, binding document and
failure to follow ALL policies could result in withholding pay and/or loss of future opportunities. (See Appendix A for a sample Assignment Agreement document.)

- Make note of all deadlines in the Adult Service Assignment document.
- Sign and return the Assignment Agreement. Keep a copy for your records because it contains important deadlines.
- Sign and return course grades, final attendance, and checklist by the due date as listed on the Assignment Agreement document.

HIRING PROCEDURES

Facilitators who teach in ADVANTAGE are appointed according to the following guidelines:

1. The Associate Vice President of Academic Affairs oversees all faculty assignments with the assistance of the Vice-President for Adult Programs, and Director of Academic Services.

2. The Associate Vice President of Academic Affairs, the appropriate Dean and/or Department Chair, and the Director of Academic Services maintain information about qualified adjunct facilitators.

3. Any person wishing to teach in ADVANTAGE is required to participate in a professional development workshop and orientation program.

4. The Associate Vice President of Academic Affairs, the Vice President of Adult Programs the appropriate Dean and/or Department Chair and the Director of Academic Services collaborate to make appointments of qualified individuals who have shown competence in their respective areas of expertise.

5. Each prospective facilitator must:
   - Submit a resume with a cover letter that includes teaching philosophy and a statement of Christian faith.
   - Submit two letters of reference.
   - Submit official transcripts.
   - Complete an MCU Employment Application packet, which includes Applicant’s Certification Agreement.
   - Return signed employee statement of commitment to the Baptist Faith and Message.
   - Sign Employee Agreement.
   - Complete Employee Personal Information.
   - Be approved by any or all of the following: Vice President or
EVALUATION

Associate Vice President of Academic Affairs, Vice President for Adult Programs, Dean and/or Department Chair, and the Director of Academic Services.

- If hired, complete all payroll and employment forms as required by MCU:
  - I-9
  - W-4
  - K-4

COMPENSATION EXPECTATIONS

All facilitator obligations, in accord with each course and Assignment Agreement document must be fulfilled before pay is released. Each facilitator is expected to thoroughly read his/her assignment document and other pertinent materials contained in the facilitator packet. All required paperwork must be on file in the Human Resources office for payment to be released. Only after all expectations are met will a facilitator be paid.

EVALUATION

In order to monitor the quality of ADVANTAGE courses, the classes are visited by the administration and faculty peers. Instructional feedback will be provided based on these visits. This provides an additional opportunity to enhance the quality of instruction.

Students are asked to evaluate the facilitator and program at the end of each course, and this information is shared with the facilitator, the Associate Vice President of Academic Affairs, the Vice President of Adult Programs, and the appropriate department Chair. Cohort evaluation of facilitators will be monitored by the class representative. Facilitators will leave the classroom during the evaluation process and will have no input nor interaction with the cohort during this time.

COURSE EXPECTATIONS

All facilitators are expected to conduct classes regularly for the full amount of the time. (Note: For face-to-face classes, this is typically from 6:00-10:00 p.m. Please refer to your assignment document.) If a facilitator plans to be delayed arriving at class, they must contact the Class Representative and the Director of Academic Services immediately. In the event the facilitator is late arriving to class, the students are to wait thirty minutes or hear from the Class Rep or Academic Services before leaving the facility. The class representative will also notify the Director of Academic Services that the facilitator did not attend a scheduled class.

ADVANTAGE students are given a total of 20 minutes for breaks at a point or points
in the evening or as required by the curriculum. Please advise students to avoid disturbing other classes while on break.

Facilitators may not change the class date, time, or location with prior approval from the ADVANTAGE Office Manager (Trisha Vowell, ext. 361 or tvowell@midcontinent.edu) and have unanimous support from the class for the change to be allowed. Changes are strongly discouraged and only granted in exceptional situations.

If it becomes necessary for a facilitator to miss a class because of illness, or other extenuating circumstance they must contact the Director of Academic Services as soon as possible. Plans for a make-up session or substitute facilitator are to be arranged with the Director of Academic Services (ext.371). Substitutions must be approved by Dr. Debra Hudson, Assoc. VP of Academic Affairs (ext.285). Adult students with children should make provisions for childcare. Children are not permitted to accompany a student to class.

IN-SERVICE TRAINING

In-service training sessions are planned periodically to provide an opportunity to meet and discuss teaching in the program. All current ADVANTAGE facilitators are expected to attend.

DRESS CODE

Facilitators are expected to dress business casual to professional to present themselves and the University professionally. Tee shirts, shorts, flip-flops, or any tight, or revealing clothing, i.e. low necklines on women are not permitted. MCU expects facilitators to represent the University professionally.

CLASS REPRESENTATIVE

It is the responsibility of the facilitator to ensure each cohort has a class representative and to inform the ADVANTAGE Office using the designated form sent by Jill Hamilton. This form is to be submitted along with final grades. The class representative is generally selected during the first course. However, if it becomes necessary to delegate a replacement class representative, facilitator must notify the Academic Services Coordinator (Jill Hamilton, extension 377, jhamilton@midcontinent.edu) of such replacement and a form will be sent.

The class representative carries out liaison responsibilities between the class, past and present facilitators, and the ADVANTAGE office, which may include collecting the facilitator evaluations at the end of the course, communicating cohort group needs and concerns,
serving as an emergency contact, distributing information from the school to the cohort group, and representing the class in policy reviews conducted by the ADVANTAGE Office. The class representative is advised to initiate a telephone tree to contact the students in the case of an emergency.

CHAPLAINCY

The University strives to develop the complete person—spiritually, emotionally, culturally, and academically. As such, the University encourages each cohort to have a student chaplain. The role of the chaplain is to provide a brief devotion weekly for the cohort group followed by prayer requests and prayer. These activities should take place during the first 5 – 10 minutes of the class session. This allows an opportunity to lift one another spiritually through support and prayer, and it allows the facilitator an opportunity to interject spiritual leadership.

It is the responsibility of the facilitator to ensure each cohort has a chaplain and to inform the ADVANTAGE Office by using the form sent by Jill Hamilton. This form is to be submitted along with final grades. The chaplain is generally selected during the first course. However, if it becomes necessary to delegate a replacement chaplain, facilitator must notify the Academic Services Coordinator (Jill Hamilton, extension 377, jhamilton@midcontinent.edu) of such replacement and a form will be sent.

It is the facilitator’s role to ensure that devotions and prayer occur at the beginning of class. If a chaplain is not fulfilling his/her duties and devotions and prayer are not taking place, the facilitator should contact the Director of Academic Services. In addition, if the class chaplain is absent, the facilitator should lead the devotional and prayer time or select another student to do so.

Devotional materials will be provided by the University. Academic Services will distribute devotional materials to the assigned class chaplain.

CURRICULUM AND INSTRUCTION

CURRICULUM

Most face to face courses offer a Facilitator Guide that must be read and followed by every facilitator teaching that course. In the event that there is no Facilitator Guide, we recommend that the facilitator contact the Lead Professor for consultation on delivering the curriculum in the face to face class.

The curriculum is designed to be sequential so that each course builds upon what has been learned in earlier courses. Therefore, it is important that the Facilitator Guide for that course be followed closely. Facilitators are encouraged to be creative within this
context by using teaching methods that allow collaboration, discussion and active-learning while implementing the established curriculum goals. Suggestions or comments about the curricula are encouraged and may be directed to the appropriate department chair.

**TEXTBOOKS AND MATERIALS**

The facilitator's copy of any texts, the course materials (*Facilitator Guide* and *Adult Learner Guide*), a class roster, and any other pertinent materials will be e-mailed to facilitators who are off campus. Textbooks and end of course evaluations will be sent via U.S. mail. Please notify the Faculty Support Services (Tammy McWherter, ext. 261, TMcWherter@midcontinent.edu) of any special requests for course materials or the Academic Services Coordinator, (Jill Hamilton, ext.377, jhamilton@midcontinent.edu) for audiovisual equipment well in advance of the class.

**CLASSROOMS**

*ADVANTAGE* classes convene at a variety of locations in addition to the campus of Mid-Continent University and online. Specific locations for in-seat courses are identified by Mid-Continent University’s *ADVANTAGE* Corporate Representatives on a Facility Agreement included in the Assignment packet. Classroom seating is arranged in a horseshoe or circular shape using tables and chairs so that students can see each other. If you arrive at your classroom and find traditional row seating, please rearrange the seating before class begins at 6:00 p.m. and return tables, chairs and desks to the original seating at the end of class. **Do not change classrooms nor use additional classrooms in a facility without notifying the *ADVANTAGE* Office Manager (Trisha Vowell, ext. 361, tvowell@midcontinent.edu) who will get permission from the facility representative. It is important to make these arrangements at least one week in advance of the date needed.**

**INCLEMENT WEATHER**

If the weather at your location is such that you believe you or the students would be in danger if the session is held, you should contact the *ADVANTAGE* Office Manager (Trisha Vowell, 877-551-9400 extension 361, tvowell@midcontinent.edu) with these concerns. MCU class dismissals are broadcast on Channel 6 (WPSD-TV) News either the night before or in the early morning. A public announcement will be sent to other local TV and radio stations, if necessary. Cancellations will be posted on the MCU website at www.midcontinent.edu. To access this information, click on www.midcontinent.edu as cancellations will scroll across the homepage. In the event of a session cancellation, the class representative for each group will assist you in the process of notifying all students using the telephone tree and email system.

**Unless an emergency situation, please do not call the University staff. We will call or e-mail you when a decision is made regarding your specific class. The website will keep**
updated cancellations scrolling throughout across the website throughout the afternoon. Please note that cancellations are typically not made until 3:00 p.m.

NOTE: It is very important to understand that cancellations typically will not apply to all locations. Please take note of cancellations at specific locations. Classes may not be cancelled, but students who have dangerous travel conditions will not be penalized for absence. When a class is cancelled due to weather concerns, the facilitator should be prepared to hold a make-up session. MCU will notify both professors and students of the date and location for the make-up session.

COURSE ASSIGNMENT EXPECTATIONS

Adult students may be required to complete quizzes, exams, class projects, team projects and written assignments toward their grade. Most courses have a final written paper which is due on the last night of class unless the course is English 1103 or 1203. For English 1103 or 1203 the student may elect to submit their final paper the last night of class or one week after the last night of the course. If they choose to submit on the last night of class, their grade will be issued with the others who submit one week later.

In accelerated courses, it is critical that students are prepared for the first night of your course by reading and writing. Therefore, most courses have an assignment due the first night of class. Please make sure you collect and grade this assignment. Students often complain that faculty do not collect or grade the work they’ve done for the first night. We expect faculty to grade and give feedback on every assignment listed in the Learner’s Guide. Instructors may not eliminate any assignments without the written consent of the Lead Professor.

Grades for each course are based on the quality of work students submit. There are often multiple measures of assessments in each course, i.e. quizzes, team projects, class discussions, and written assignments which give many opportunities for the learner to meet the learning outcomes. Students can only learn when you, the course instructor, give prompt and authentic feedback on assignments. It is detrimental to learning when the instructor does not return papers within the week the assignment is due. Learning takes place when students are able to build on the feedback from prior assignments and make improvements as they go along.

It is the instructor’s responsibility to communicate the final course grades to the students. To do this, instructors must indicate both the final paper grade and the final course grade on the last page of the student’s final project or paper. To maintain confidentiality, the final projects or papers must be placed in an individually marked manila envelope, sealed and placed in a larger envelope mailed to the class representative. The class rep will distribute the envelopes at the next class meeting. To request envelopes and postage, please contact Tammy McWherter at TMcWherter@midcontinent.edu
# GRADE POLICY

Letter grades are given for all course work in *ADVANTAGE*.

Each hour of academic work taken for credit is evaluated in terms of its quality in meeting course outcomes. The following system of grades is used for the evaluation of course work. A 4.0 grading scale is used to determine the grade point average:

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<th>Table 9: Grade References</th>
<th>Range</th>
<th>GPA</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>90-100</td>
<td>4</td>
<td>Exceptional: Superior performance for an assignment or course.</td>
</tr>
<tr>
<td>B</td>
<td>80-89</td>
<td>3</td>
<td>Good: Above average performance for an assignment or course.</td>
</tr>
<tr>
<td>C</td>
<td>70-79</td>
<td>2</td>
<td>Satisfactory: Average performance for an assignment or course.</td>
</tr>
<tr>
<td>D</td>
<td>60-69</td>
<td>1</td>
<td>Poor: The lowest passing score for an assignment or course. Not used in Graduate courses.</td>
</tr>
<tr>
<td>F</td>
<td>&lt; 60</td>
<td>0</td>
<td>Failure: No credit / quality points awarded, and counted as hours attempted.</td>
</tr>
<tr>
<td>W</td>
<td>N/A</td>
<td>0</td>
<td>Withdrawal: No hours attempted and no quality points awarded; assigned based on eligibility and circumstance.</td>
</tr>
<tr>
<td>WA</td>
<td>N/A</td>
<td>0</td>
<td>Withdrawal by Administration: No hours attempted and no quality points awarded.</td>
</tr>
<tr>
<td>CR</td>
<td>N/A</td>
<td>0</td>
<td>Credit for DSST, CLEP, Prior Learning Assessment, and ACE.</td>
</tr>
<tr>
<td>P</td>
<td>N/A</td>
<td>0</td>
<td>Pass: Used only for departmental challenge and officially approved pass/fail courses as stipulated in the course description section of this catalog.</td>
</tr>
<tr>
<td>I</td>
<td>N/A</td>
<td>0</td>
<td>Incomplete: Hours attempted and no quality points.</td>
</tr>
</tbody>
</table>

**NOTE:** A letter grade of “D” is not used for graduate level courses. A letter grade of “C” is the lowest possible passing grade and any grade less than passing will be designated by an “F”.

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Grades of F or I affect a student's grade point average negatively. A student who receives an I grade has 30 days to satisfy the requirements for a grade. After 30 days, the student forfeits the privilege of making up the incomplete course work or examinations for those courses. This policy applies even when a student does not enroll the next semester. Please review Incomplete Grade policy below.

**DUE DATES FOR GRADES**

Grades are due by 4:00 p.m. in ADVANTAGE office one week (7 days) after the last meeting of the course. (Please refer to your assignment document as it will give you specific deadlines.) This ensures timely submission of grades to students which is important since many students are reimbursed by their employers based on grade documentation.

**INCOMPLETE GRADES**

A grade of “I” is an incomplete. An “I” is computed as hours attempted with no quality points, and is a temporary grade recorded for any course not completed. (If during a given session a student experiences an emergency whereby work for the term cannot be completed before the end of the term, the instructor may give the student an incomplete.) If the student does not agree with the faculty member’s decision, the student may appeal (see – Grade Appeal Process). An – “I” grade may affect satisfactory progress and result in the delay of financial aid disbursement. The work required to remove an incomplete must be completed so that a new grade can be assigned before 30 days expires from the end of the course, or the grade automatically becomes an F. In cases of extenuating circumstances, the facilitator and/or Chair of the Department may grant an additional extension of time to satisfy the incomplete grade.

Candidates for degrees who have an “I” grade in any course required for graduation must complete all work and have the grade changed by the instructor prior to the end of the semester in which they are to graduate. If such grade is received for courses taken during the final semester and the work is not completed, the graduation will be delayed until the next date for degree conferral. A $25 degree reapplication fee will be assessed.

*Request for Exception:* If a student has unusual circumstances that result in the inability to complete requirements for a course, he or she must present in writing a Request for Exception to the instructor no later than the due date listed in the course for the assigned work. The Request must state the reasons why the work was not completed. The Request is to be signed and dated by the student.

**Please note:**

- If the professor accepts assignments via email, students should send a test email following the first night of the course to establish email accessibility.
- If the assignment is mailed, the postmark will be used as the date submitted.
- The student may not continue in a new semester with more than two incomplete grades received in the previous semester. After coursework is completed and the
“I’s” are cleared, the student may reapply for admission.

- Students will not qualify for the Dean’s List if they have an “I” in the term being considered.
- Grades of I and/or F decrease the student’s GPA. A cumulative GPA under 2.00 affects student eligibility for financial aid and/or continuation in ADVANTAGE. (See Academic Probation Policy in the online MCU Catalog at www.midcontinent.edu . Click on Traditional Students, Academics, and Catalog. Then download the current catalog.) MCU recommends giving the grade that the student deserves at the end of the course in lieu of giving an incomplete. The University will stand behind the facilitator’s grade as long as they can prove how they arrived at it.
- With regard to grades of “Incomplete” resulting from the call to active military service, please see the Military Service Policy, which may also be found online in the MCU Catalog at www.midcontinent.edu . (Click on Traditional Students, Academics, and Catalog. Then download the current catalog.)
- It is the facilitator’s responsibility to change all final grades of incomplete to the appropriate letter grade before ending interactions with the student.
- The facilitator should make appropriate grade changes on the correct grade-change form. These may be obtained by contacting the ADVANTAGE Office and MUST be returned to the appropriate ADVANTAGE Registration Officer.

GRADE APPEAL PROCESS

Mid-Continent University recognizes that differences of opinion and/or interpretation may arise between students and faculty regarding the assignment of course grades. Mid-Continent urges a student to first seek resolution through informal discussion with the appropriate faculty member. The following policy has been adopted as a formal avenue for the resolution of a student grievance or appeal, in the event that such differences cannot be resolved informally:

A student may raise questions concerning the validity of a final grade received in a course by following the procedures outlined below:

- Student should contact the facilitator who administered the course within one week of receiving his/her grade to reach a mutual agreement.
- If the grade dispute is not resolved with the facilitator, the student may submit a written statement about the dispute to the Chair of the Department within one week. Within two weeks of receipt of the written statement, the Chair will investigate the disagreement and render a decision.
- If a resolution is still not reached, the written statements should be submitted to the Associate Vice President for Academic Affairs, or the Vice President of Academic Affairs; who will request a written response from the faculty member and the Chair of the Department, in order to make a decision.
- The Associate Vice President for Academic Affairs will then communicate their decision to the facilitator as well as the student. If the decision of the AVP is not satisfactory to the student, they may choose to appeal the decision to the Student Academic Appeals and Grievance Committee where the decision reached at this level is final.

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ACADEMIC INTEGRITY

Mid-Continent University upholds the highest standards of honesty. Students are to avoid cheating and plagiarism of materials, to refrain from the use of unauthorized aids on tests and examinations, to refuse to give or receive information on tests and examinations, and to turn in only those assignments that are the results of their own efforts and research. On the other hand, faculty members are to be proactive and educate students regarding plagiarism policies. They are to make every effort to provide the physical conditions that would deter students from cheating.

If students engage in academic dishonesty and/or plagiarism, instructors should assign a penalty or sanction and notify the Vice-President for Academic Affairs or the Associate Vice-President of Academic Affairs by reporting the incident. These officials will assess the penalty or sanction and notify the instructor if the penalty or sanction is unsatisfactory.

If a student disagrees with the penalty or sanction, they have the right to Appeal according to the Grade Appeal Process described above. A student can appeal to the President as a final appeal.

Facilitators are expected to use a plagiarism report form (Appendix D page 30) to report all incidences of plagiarism.

**Tips for Identifying Academic Dishonesty**
- Does it sound too good to be true?
- Is paper consistent with students’ other written work in class?
- Font changes throughout paper.
- Verb tense changes throughout paper.
- Correct use of semi-colon.

**Tips for Helping Students Avoid Plagiarism**
- Make your expectations known the first night of class.
- Discuss what plagiarism is and what it is not (this includes a discussion on self-plagiarism).
- Review University policies on academic integrity in the Student Handbook.
- Show an example of proper format of an APA reference page.
- Refer students to APA.org for additional resources.
- Encourage students to use free online plagiarism websites to self-check for academic dishonesty (see below).

**Free Online Plagiarism Checks**

Article Checker
http://www.articlechecker.com/

Cross Ref Me
http://crossrefme.com/

Dupli Checker
http://www.duplichecker.com/

Plagiarism Checker. com – with handouts (see below)
You have permission to print copies of these handouts. Do not distribute handouts electronically or publish to the Web. Please direct students to the website or link to this page. Please respect the copyright.

Plagiarisma.net
http://plagiarisma.net/

The Plagiarism Checker
http://www.dustball.com/cs/plagiarism.checker/

Scan My Essay
http://scanmyessay.com/

CLASS ROSTERS

Class rosters are made available to the facilitator by email 1-2 days prior to the first meeting of that course.

ATTENDANCE: FACE-TO-FACE CLASSES

Students may withdraw from a face to face class during week 1 and week 2. Attendance after the second week commits the student to the course and he/she will be awarded whatever grade they earn for the work completed.

Class attendance is required to complete the course. Due to the brevity of the course, only one absence is permitted. Absence due to illness or other emergency situations must be made up through the assignment or activities required by the facilitator of that course. It is the responsibility of the student to request make-up assignment. The facilitator will assign make-up work addressing the material covered during the student’s absence.
General guidelines for make-up work are listed below. In the event a student misses an ADVANTAGE class session or a substantial portion of a class period, a student may offset loss of participation points by completing:

- A 3-5 page paper, or
- Equivalent problem sets, or
- Selected learning activities relating to the course.
This type of make-up assignment offsets one absence and is done in addition to the assignments for the class missed. The facilitator shall grade the assigned make-up work. A facilitator may elect an alternative make-up opportunity in consultation with the Chair of the Department. Any make-up work must be completed and received by the facilitator no later than the date the course is completed, unless other arrangements are made.

Please note: Arriving late or leaving early may result in a half absence. In addition, texting, making/accepting cell phone calls (unless an emergency), and inappropriate usage of laptops are not acceptable during class time as they interrupt the learning process and distract others. Attendance and/or participation may be negatively impacted. If a student (who attends after the second night) misses more than one class session, he/she will fail the course. To request an exception to this policy, the student must submit to the facilitator, in writing, the unusual and extenuating circumstances of the absences*. If there is no prior history of repetitive absences, the facilitator has the option of assigning independent work to cover one additional absence. Any student granted the exception for a second absence will automatically receive a letter grade reduction in the course. A student (who attends after the second night of the course) with three absences will receive an F for the course. Three consecutive absences will result in an automatic administrative withdrawal from the course.

* Unusual and Extenuating Circumstances: This includes a death in the immediate family, serious illness of student or immediate family member, or military/work assignments beyond the student’s control (i.e. must be infrequent, unusual assignments or out of town travel). All extenuating circumstances require some type of documentation from the student’s work supervisor, medical professional or other form of documentation validating the student’s absence.

ADVANTAGE will monitor attendance records. Attendance records are essential to comply with regulations established by the Veterans’ Administration and Health and Human Relations for recipients of VA benefits or federally insured student loans and grants. If long term medical, family, or employment concerns develop, the student is responsible to contact his/her academic advisor. The academic advisor will assist the student in addressing matters related to future degree completion options.

ATTENDANCE: ONLINE CLASSES

Weekly attendance is defined as participation in activities; as indicated by the activities report log in the course shell. Students must participate within the week the activities are assigned. Examples include:

- Submitting an academic assignment
- Taking an exam
- Participating in an interactive tutorial
- Engaging in computer-assisted instruction
- Attending a study group that is assigned by the school
- Participating in an online discussion about academic matters

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• Initiating contact with a faculty member to ask a question about the academic subject studied in the course

Online courses allow a maximum of 2 absences but require make-up assignments to cover any week of absence. If a student fails to participate (see definition of participation above) for 3 or 4 weeks (need not be consecutive), the student must submit to the facilitator, in writing, the unusual and extenuating circumstances* for the additional absence. If there is no prior history of repetitive absences, the facilitator has the option of assigning make up work to cover the additional one or 2 absences. In addition, the student will automatically receive a letter grade reduction in the course.

It is the responsibility of the student to request make-up assignments. The facilitator will assign make-up work addressing the material covered during the week of absence consisting of:

• A 1.5 – 2.5 page paper, or
• Equivalent problem sets, or
• Selected learning activities relating to the course

Make-up work offsets up to two absences, and is completed in addition to the assignments for the week missed. The facilitator shall grade the assigned make-up work. A facilitator may elect an alternative make-up opportunity

* Unusual and Extenuating Circumstances: This includes a death in the immediate family, serious illness of student or immediate family member, and military/work assignments beyond the student’s control (i.e. must be infrequent, unusual assignments or out of town travel). All extenuating circumstances require some type of written documentation from the student’s work supervisor, medical professional or other form of documentation validating the student’s absence.

COMPENSATION

SALARY

Full-time and adjunct facilitator compensation is based on the number of semester hours in a course, not the length of the course.

PAY DATES

Pay dates are the 15th and the last day of the month. Grades must be submitted no less than five working days prior to the pay period.
PUBLICATIONS AND MATERIALS

In addition to this handbook, ADVANTAGE has published the Student Handbook that serves as a supplement to the University Catalog. The Student Handbook houses curriculum information, academic policies, admissions criteria and procedures, financial aid information and policies, graduation requirements, and adult student services. The Student Handbook will prevail in case of any conflict with other ADVANTAGE program publications.

At the beginning of each semester, the student receives information on the courses taught that semester. Each facilitator receives the appropriate Facilitator Guide for that course. This Facilitator Guide is designed to help you understand the purpose and content of the course, what you are expected to teach each hour of the four-hour class each week, and suggestions on how to approach the material.

Adult students receive the curriculum, called the Adult Learner Guide, prior to the first class meeting of the course.

Textbooks and materials for each course are selected well in advance. Individual facilitators may not change textbooks or any of the assigned materials without approval of the Dean and/or Department Chair. All texts are ordered by ADVANTAGE.

STUDENT DISCIPLINARY CODE

PHILOSOPHY OF DISCIPLINE

The university attempts to provide an atmosphere conducive to reverent study and development of strong Christian character. Since the welfare of both the group and the individual is best promoted by self-regulation, there must be an earnest desire upon the part of the student to comply with the policies of the university. Students are expected to live within this framework when they enroll at Mid-Continent University. Our community attempts to possess the highest standards of ethical, educational and social integrity, combined with recognition and mutual respect for differences, which will enrich and form our intellectual, social, and spiritual lives.

Our Christian standards of behavior are intended to enhance and protect the general educational process of the university, as well as promote personal academic advancement and spiritual maturation. We respect the diversity of cultural backgrounds and opinions. We value the worth and dignity of individuals. We do not tolerate indecent and lewd behavior or foul and abusive language. Therefore, any student using foul or abusive language or behavior toward any Mid-Continent University faculty or staff member, student, or others supporting the university in any manner or form, shall be subject to dismissal from the university without hearing or review. In addition, the university reserves the right to deny future enrollment of said student.

For any Christian community to demonstrate success, the rules under which it operates must
be promulgated and understood by the members of the community. The Student Disciplinary Code is intended to codify and explain the guidelines for standards of behavior and responsibility, as well as the rights and remedies accorded to all members of Mid-Continent University.

Students and student organizations are expected to obey federal, state, and local laws, and in addition, must abide by the rules and regulations of the university. The Mid-Continent University Student Disciplinary Code sets forth those acts, which constitute unacceptable conduct for students while participating in official university classes and functions. The expectations set forth extend to student behavior during class time at off campus sites as well, due to the fact that Mid-Continent University views all its students as ambassadors of the institution. All alleged violations of the Student Disciplinary Code or Residential Student Guidelines may result in referral to the Vice President of Adult Programs.

The university does, in addition, reserve the right, for educational purposes, to review any action taken by civil authorities regarding students and student organizations. We reserve the right to impose further sanctions after law enforcement agencies have disposed of the case, and we reserve the right to introduce counseling and/or disciplinary action up to and including dismissal, for the students to exercise educational objectives or responsibilities. Disciplinary action taken shall conform to the terms of the Mid-Continent University Expectations, including appeal.

Mid-Continent University practices educational discipline. When a student is not a danger to the university community, or when a repetition of misconduct is unlikely, the university will make an effort to educate the student through a sanction or through the process of informal discipline. Should the student demonstrate unwillingness to obey the rules governing conduct, he or she will be treated the same as one who has failed academically and may be separated from the university.

**ACTS OF MISCONDUCT**

An action that disrupts or impairs the purposes of the university is subject to sanction under the Student Disciplinary Code. This is the general principle for determining whether a violation has occurred even if the action does not violate criminal law. Behaviors that violate the Student Disciplinary Code may also violate criminal or civil law and as such be subject to proceedings under the civil system.

All students are subject to the provisions of the Student Disciplinary Code while enrolled as a Mid-Continent University. A student who is found guilty of misconduct or is found guilty of being an accessory to misconduct shall be subject to the penalties authorized by this Code.

Students alleged to have committed the following acts are eligible to disciplinary procedures of this Code. The following acts are defined by Mid-Continent University as unacceptable. A student or student organization that commits several offenses at one time will have one hearing.

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1. **Academic Misconduct.** (See page 26 of the Student Handbook.)

2. **Disruption of Classes or Activities of the University.** Adult students must be respectful of the needs of fellow cohort members for an environment conducive to learning. Such behaviors as bringing a child to class, conducting oneself in an aggressive or combative manner, using inappropriate language, and other disruptive behaviors that interfere with others’ learning may lead to dismissal.

3. **Actual or Threatened Physical Assault or Injury to Persons.**

4. **Actual or Threatened Sexual Harassment or Assault.** This includes, but is not limited to, unwanted sexual touching even between acquaintances.

5. **Harassment, Hazing, and/or Intimidation.** This includes engaging in conduct that threatens to cause physical harm to persons or damage to their property, making unwelcome sexual advances or requests for sexual favors. This also covers harassment, intimidation, or use of inappropriate language with persons involved in a university disciplinary hearing and of persons in authority who are in the process of discharging their responsibilities.

6. **Disorderly Conduct.** This includes conduct causing inconvenience and/or annoyance or any action that can reasonably be expected to disturb the academic pursuit or to interfere with or infringe upon the privacy, rights, privileges, health, or safety of members of the university community.

7. **Manufacture, Distribution, Sale, Use, Offer for Sale, or Possession of Alcohol, Drugs, Narcotics, or Drug Paraphernalia.** The manufacture, distribution, sale, use, offer for sale, or possession of drug paraphernalia, or of any illegal possession of alcohol, drug, or narcotic is not permitted, except as authorized by medical prescription. Possession is defined as being in the same vicinity, room, car, house, immediate area, or in or on the body.

8. **Behaviors or Activity that Endangers the Safety of Oneself or Others.**

9. **Possessions and/or Use of Firearms, Fireworks, Dangerous Weapons, Explosives, and Hazardous Chemicals.** The University is unwilling to allow the presence of dangerous weapons during class or at school functions.

10. **Damage of Property.** This includes damage, destruction, or defacement of university property, including library materials, or property of any person as a result of a deliberate action or as a result of reckless or imprudent behavior.

11. **Theft of Property.** This involves theft of university property, including library materials, or possession of stolen university property of any person. This also includes possession of stolen property known to be stolen that may be identified as property of the university or any other person or organization.

12. **Misuse of University Documents.** This includes forging, transferring, altering or otherwise misusing any student identification card, course registration material, schedule card, or other university document or record.

13. **Unauthorized Use of the Name or Insignia of the University by Individuals or Groups.**

14. **Unauthorized Presence in or Forcible Entry into a University Facility or Related**
Premises.

15. Violation of any of the Restrictions, Conditions or Terms of any Penalties Resulting from a previously held Disciplinary Hearing.

16. Misappropriations or Misuse of Student Organization Funds or Property.

17. **Providing False Information.** Accurate information must be supplied in the application for admission, petitions, requests, disciplinary hearing or other matter of record, and transaction with officials of the university.

18. **Unauthorized Use of or Possession of Keys and Entry Without Permission.** Additional information regarding the Student Disciplinary Code is found in the Mid-Continent University Catalog available online at [www.midcontinent.edu](http://www.midcontinent.edu).
APPENDIX A:

SAMPLE ASSIGNMENT AGREEMENT

Name:_____________________________ Full-Time:_________________________
Adjunct: X
In-Load:__________________________Over-Load:__________________________
Course Title:_______________________ Course No.: BUS 2513
Group/Location __________________ Class Meets: 6:00 to 10:00 pm
Address of Location:_____________________________________________________

Credit Hours:____________________ Rate of Pay Per Credit Hour:_____________________
Class Start Date: 03/10/11 Class End Date: 04/07/11 Summary Paper Due: 04/07/11
Grades and Attendance are due into the ADVANTAGE Office by 04/14/11 Pay date for this contract is: 04/30/11 (If grade and attendance rosters are not submitted by the above date requested, it could alter the pay date.)

CONDITIONS for payment:
Each Facilitator must:
1. Ensure your facilitator file is complete in the ADVANTAGE office (Application, Resume, and Official Transcripts) before classes start.
2. Email attendance rosters each week to Teresa Proctor at tproctor@midcontinent.edu.
3. Turn in a hard copy of the course attendance report to the ADVANTAGE Office by the deadline above.
4. Turn in a hard copy of the course grades to the ADVANTAGE Office by the deadline above.
5. Turn in the Release to Pay Facilitator Check List to the ADVANTAGE Office by the deadline above.
6. Be available to assist students in making up incomplete work according to the guidelines in the Adult Learner handbook.
7. Distribute evaluation forms with instructions to the cohort class representative.
8. Teach the class on the scheduled dates, time, and location. All sessions must run for the full 4 hours of instruction. “Any change(s) to the scheduled date, time, or location must be approved by ADVANTAGE in writing prior to the requested change and in sufficient time to notify students and M.C.U. faculty and staff affected by the change(s) and the host facility.” The facilitator should be the last person to leave the facility and should make sure all lights are turned off and all doors are locked.
9. Return facility KEY to Lora Canter if there is one, or pass it on to the next instructor
Should I not abide by any of these conditions, I recognize that Mid-Continent University (M.C.U.) may withhold or adjust my pay accordingly. Failure to teach on a given night will result in a pro-rated contract or could even result in withdrawal from the course.

Pay Procedure (If pay procedure has been completed for other part-time employment at M.C.U., you do not need to repeat this step.)
1. Instructor must have W-4 Withholding, K-4, and I-9 forms on file with M.C.U. Human Resources Department
2. Salary checks will normally be available in the Business Office on the next pay day after the grades have been submitted for the course just completed. Course paperwork (grades, final attendance form and facilitator checklist) have to be in a minimum of seven working days prior to the pay date. Pay dates are the 15th and the last day of the month. The Business Office mails all checks for which prior arrangements have been made.
3. Over load payment for full-time faculty is contingent on satisfactory completion of in-load assignments and requirements.
4. In its sole discretion, M.C.U. reserves the right to withdraw or change this assignment should issues arise that make this assignment problematic. For example, unless minimum class size is realized, a class will not make and this assignment will be terminated; also, the University’s requirements for facilitators will dictate final assignment and may result in withdrawal of this assignment. In the case of a class partially taught, payment will be prorated accordingly.

_________________________________________ DATE: _______________________
(FACILITATOR)
_________________________________________ DATE: _______________________
(CHAIR OF THE BUSINESS DEPT)
_________________________________________ DATE: _______________________
(V.P. OF ADULT SERVICES)
_________________________________________ DATE: _______________________
(V. P. OF ACADEMIC AFFAIRS)

It is understood the class will be conducted in harmony with the Mission of M.C.U. and the objectives and policies of ADVANTAGE. By accepting this assignment, you agree not to promulgate or teach doctrine contrary to the Baptist Faith and Message, and also agree to teach according to the M.C. U. Mission Statement. To view our entire mission statement, go to www.midcontinent.edu.

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APPENDIX B
SAMPLE FACILITATOR CHECKLIST

DO NOT RETURN – FOR YOUR RECORDS ONLY

Please check the boxes below to indicate whether you have met all conditions for payment.

☐ Submitted all necessary items to MCU personnel, including complete application, resume, and official transcripts within seven days in advance to pay date.

☐ Made sure that the tables and chairs were in the “U” shape format in order to facilitate more discussion amongst the cohort.

☐ Informed students that they have the option to bring food (if the facility allows) for meals during class*.

☐ Made sure that the cohort chooses their class representative and their chaplain, and report that information to Jill Hamilton at jhamilton@midcontinent.edu before the last night of class.

☐ Led prayer and devotions, when there was no chaplain chosen or present *

☐ Enclosed hard copy of the Attendance Roster

☐ Enclosed hard copy of the Grade Roster

☐ Emailed weekly attendance roster to Teresa Proctor.

☐ Distributed evaluation forms and instructions to the appropriate cohort member

☐ Taught the class on the scheduled dates and in the scheduled location. The ADVANTAGE Office must have approved any change to the scheduled date or location <prior> to the change.

☐ Will continue to correspond with students making up incomplete work according to the guidelines in the ADVANTAGE Student Handbook.

☐ Returned summary papers to students in individually sealed envelopes with final class grade circled.

☐ All grades must be assigned as letter grades, not numerical grades.

I understand that if I should I not abide by any of these conditions Mid-Continent University may withhold or adjust payment accordingly.

Pay dates for Mid-Continent University are the 15th of every month and the last day of every month.

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APPENDIX C:
SAMPLE FACILITY AGREEMENT

<table>
<thead>
<tr>
<th>Facility Name:</th>
<th>Date:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Address:</td>
<td>Phone:</td>
</tr>
<tr>
<td></td>
<td>Cohort Group:</td>
</tr>
</tbody>
</table>

Contact Name: Room #: Thank you for your gracious offer to host an ADVANTAGE class. Mid-Continent University ADVANTAGE is pleased to enter into this partnership to make education accessible to residents in your community.

The following list includes areas of need for our adult students. We would like to articulate these needs at the onset and give you an opportunity to express any limitations/special concerns regarding any of the following:

<table>
<thead>
<tr>
<th>Needs</th>
<th>Yes</th>
<th>No</th>
<th>Stipulations</th>
</tr>
</thead>
<tbody>
<tr>
<td>Telephone access</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Food/drink area</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Break out areas</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Restroom facilities</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Access to stove/refrigerator</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Key required for MCU</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Supervisor/Emergency Contact</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Entrance/Exit area</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Saturday/alternative area</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Reorganizing tables &amp; chairs</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Smoking area</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Location complies with local, state and federal fire and safety codes</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Any other area of stipulation</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Authorized Representative Corporate Development Representative

**MCU Contact Information:**
Melissa Ray-Admin Asst. (270) 251-9400 ext. 308
Lora Canter-Acad. Serv. (270) 251-9400 ext.371 C: (270) 705-4808
Trisha Vowell-Office Mgr (270) 251-9400 ext.361 C: (270) 705-4572

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APPENDIX D

SAMPLE PLAGIARISM REPORT FORM

Mid-Continent University

The University regards academic misconduct as an extremely serious academic offense. In general, any use of unauthorized assistance on an examination or other work constitutes cheating; examples include copying another student’s test paper, using notes during an examination without the instructor’s permission, having another student take the examination, and using research papers found on the web. The submission of a paper or project originally used in another course is a form of academic dishonesty. Plagiarism consists of submitting a paper or project written or developed at least partially by another person or submitting an essay or research paper in which ideas of other people are paraphrased without proper Documentation. Students thought to be using work other than their own, or collaborating inappropriately, copying work, submitting work not their own, or not properly documenting the source of your information, will be notified by the instructor either orally or in writing.

Cutting and pasting notes from the internet into a paper is not research. Turning in a paper with this type of plagiarism and submitting it as the work of the student will result in a failing grade for the assignment at minimum, and possibly for the course. Students thought to be using work other than their own, collaborating inappropriately, copying work, submitting work not their own, or not properly documenting the source of information will be notified by the instructor either orally or in writing.

- Students will be allowed to defend their position and their work.
- Penalties may include reduction of letter grades, request to submit another paper, possible failure in the course, suspension, and/or dismissal.
- Students are allowed to appeal any decision through the appeals process.

<table>
<thead>
<tr>
<th>Name of Student</th>
<th>ID#</th>
</tr>
</thead>
<tbody>
<tr>
<td>Course # and Title</td>
<td></td>
</tr>
<tr>
<td>Traditional Student: Which Semester?</td>
<td>Term:</td>
</tr>
<tr>
<td>ADVANTAGE Student: Group:</td>
<td>Course:</td>
</tr>
</tbody>
</table>

Plagiarism by Student:

From published work:

Name of document:

From another student:

Student’s Name and ID#:

Signature of Professor:

Date:

Faculty member, please be sure to complete the entire form, attach a copy of the plagiarized document and highlight the plagiarized quote.

For Academic Affairs Office Only:

Data Entry Name of File
Signature Date

Rev 1.23.2012 JH