

THE EVENING WEEKEND NEWS

A Newsletter for the Part-Time Montgomery College Faculty
May 2003

Feeling "at sea"? Carl Malmi

As part-time faculty, many of us rush through our days in isolation, without a sense of community or clear connection to support services. Some of us leave the semester orientations clutching folders stuffed with information, but don't dig out the nuggets of wisdom that can help us function more effectively. Many part-time faculty pass through HU-016 on their way to or from classes, perching at the desks, checking the pigeon hole mail boxes, or exchanging class materials at their lockers. These conveniences are welcome, and when the room isn't too crowded, conversations may strike up. But still, the adjunct experience can seem disjointed and confusing.

One of the central principles of adult learning theory is that adults learn from peers more readily than from authorities (the textbook, the teacher). Exchanging information, success stories, and "lessons learned" can lift the cloud of



confusion even in the part-time working environment. How can we enable this kind of exchange?

You may have noticed that in HU-016 a rogue's gallery of adjunct faculty photos has gone up on the bulletin board, each portrait labeled with the person's name. If your snapshot isn't up there, make a date for a photo op with Geneva or Charlotte. Goodbye to anonymous faces, hello to greeting professional colleagues on a first-name basis.

Have you taken a CTL workshop yet? They focus on specific teaching techniques, but a parallel purpose is to help faculty members get to know one another. Sign up for a class and schmooze with your fellow faculty.

Desert Buffet Thursday, May 22Do you prefer key lime pie or strawberry cheesecake? Why not have both at the Adjunct Faculty Dessert Buffet! To celebrate our getting

through another semester and to share memorable moments join us in The Evening Weekend Office, 016 Humanities, on Thursday, May 22 from 1:00-2:30.

Final Grades are due on Monday, May 19th before 5 p.m. for graduates and Wednesday, the 21st before 5 p.m. for everyone else. Reminder: You must give all the students in your class a grade by these dates. Blanks are not appropriate and, in fact, cause all kinds of problems with registration, financial aid, etc. An "Incomplete" grade should be given only when a student (1) has not completed some of the work for

the course e.g., a paper, project, exam; (2) you have discussed the situation with the student; (3) you both agree on the work that needs to be completed; (4) you both agree on when the work will be finished. Keep in mind that an "Incomplete" automatically changes to an "F" after five weeks into the next semester.

Are you happy that the copier works???? To maintain that happy feeling.....We have a few hints for you.

1. Do not use the printer to print labels. (The technician had to take the printer completely apart which resulted in the copier being out of service for 3 days.)

2. Use only Geneva-sanctioned transparencies. (A new part had to be ordered and that resulted in the copier being broken off and on for a month.)

3. Do not make personal copies. (Only your printer knows for sure, but our poor copier is already overworked.)

Information Bulletin from Safety and Security..... Parking for Persons with Disabilities on Campus

Montgomery College does not have the authority to grant use of disabled parking spaces on campus for those with temporary disabilities. Hence, those sustaining a temporary injury must obtain a disabled permit through the local Motor Vehicle Administration.

Final Grade Availability

Sherman Helberg, Registrar, has asked us to announce to our students that final grades now will be available on the web and will not be mailed out. They will be available via "My MC" on May 22.

To access their grades, students should login to the secure site (MY MC) and click on "MY Records/Grades" at the left side under Quick Links. Grades can also be obtained by calling the automated phone system 301-738-8000.

SUGGESTION BOX

SOMETHING BUGGING YOU? HAVE A QUESTION? GOT A NEW IMPROVED *MODUS OPERANDI*? GRAB A SUGGESTION FORM and start writing. The forms are next to the door to Geneva's office. Below are some of the suggestions:

Question: Do you know where Adjunct Professors can obtain the "petition for advancement" forms?

Reply: Geneva, in the Evening Weekend Office, has copies of the form.

Question: When are final grades due?

Reply: This semester all grades are due before 5 p.m. on Wednesday, May 21. Graduate grades must be posted by 5 p.m. Monday, May 19.

Question: Is it necessary to get grades in by the deadline? What if I can't get everything graded on time?

Reply: All grades **absolutely** must be posted by the deadline. No exceptions even if your last name is Gates!

Question: If I don't have a grade for a student, can I skip that person when posting grades?

Reply: No! Each student must be given a grade by the deadline.

Question: Some of us come back to the Evening Weekend Office after 10 o'clock and are frankly not comfortable walking into a dark office. Can something be done?

Reply: Facilities has disconnected the motion detector that controlled the lights. Now the lights will go out only with the wall switch.

Do not leave valuables unattended Unfortunately the Evening Weekend Office is subject to theft similarly as other places on campus. Recently a coat

was stolen from the coat rack in our office and purses and other values have been stolen from faculty/administrators offices on campus.

IMPORTANT DATES

Final Grades

- Graduates May 19
- Non-graduates May 21

Desert Buffet May 22

Geneva Gray.....Office Assistant
Gail Robinson.....Dean

Kuo-Chang Lo (James)..... Student Aide
Charlotte Jacobsen.....Coordinator
