



# Virginia Western Community College

New Employee Orientation

Adjunct Faculty

School of Health Professions

# Message from the Dean

Welcome to the School of Health Professions at Virginia Western. We look forward to having you join an outstanding group of faculty and staff as we serve our students and community by offering quality educational opportunities.

Please do not hesitate to ask me or the office staff if you have additional questions or if we can help you in any way to acquaint yourself with our department. We look forward to working with you and hope you have a rewarding experience in our School of Health Professions and at Virginia Western.

Sincerely,  
Marty Sullivan  
Dean, School of Health Professions

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# About Our School

## **The School of Health Professions encompasses the following programs:**

Computed Tomography Imaging, Dental Hygiene, Magnetic Resonance Imaging, Medical Laboratory Technology, Phlebotomy, Nursing, Nurse Aide, Practical Nursing, Radiography, Radiation Oncology, Physical Therapy Assistant, Emergency Medical Technician, Surgical Technician and Occupational Therapy Assistant

## **Our School offers the following degrees/certificates:**

- **Associate of Science Degree:** Science: Health Science
  - **Associate of Applied Science Degrees:** Dental Hygiene; Medical Laboratory Technology; Nursing (RN); Nursing – LPN to RN Bridge Program; Radiography; Radiation Oncology; AMT: Medical Administrative Management; Physical Therapist Assistant; Surgical Technology
  - **Certificates:** Practical Nursing (LPN)
  - **Career Studies Certificates:** Phlebotomy; Computed Tomography (CT) Imaging; Magnetic Resonance Imaging (MRI); Nurse Aide; Biotechnology; Health Records Coding; Medical Office Specialist; Medical Billing; Emergency Medical Technician (EMT); Introduction to Dental Hygiene; Introduction to Medical Laboratory Technician; Introduction to Nursing; Introduction to Physical Therapy Assistant; Introduction to Practical Nursing; Introduction to Radiation Oncology; Introduction to Radiography; Introduction to Surgical Technology; Introduction to Magnetic Resonance Imaging
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# School Information

## **Health Professions Main Office HP214C**

- Ms. Martha Sullivan, Dean: 540-857-6282
- Melody Clark, Administrative & Office Specialist III: 540-857-6714
- Sheri Perry, Administrative & Office Specialist III (Nursing): 540-857-6203 (HP 333)

## **Health Professions Advising / Information Office HP339**

- Pam Woody, Health Career Information Specialist: 540-857-7307
- Yolanda Brown, Administrative & Office Specialist II: 540-857-6644
- Jalen Levisy, Student Support Specialist: 540-857-6539 (HP337)
- Julie Ainsley, Nursing Program Advisor: 540-857-7341 (HP311)

Mailing address:  
School of Health Professions  
3091 Colonial Avenue SW  
Roanoke, VA 24015  
Fax: 540-857-6085

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# DIRECT DEPOSIT

- Please remember to bring a blank check with you to the Health Professions School Office and complete the direct deposit form in order for you to get paid. All employees are paid via direct deposit into their bank account.
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# ID Required

- You will be given more information about how to obtain your Virginia Western ID badge when you come into the School Office. Please make an appointment with the Student Activities Office 540-857-6326, in the Student Life Center, to have your photo taken and your badge issued.
  - **New employees must have their ID badge issued within 30 days of beginning employment.**
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# Original Transcripts

- Please request original transcripts from all Colleges and Universities as soon as possible as you will not receive pay until all original transcripts are received in the office. Please have these sent to :

Virginia Western Community College  
ATTN: Health Professions School Office  
School of Health Professions  
3091 Colonial Avenue  
Roanoke, VA 24015

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# Campus Mail and Drop Boxes

- Classroom instructors will be issued a campus mailbox. Please ensure you check this box several times a week. In addition to mail, student papers and college information, we will use these boxes to distribute your contracts and important administrative paperwork. You will be notified via email when time sensitive documents are placed in your mailbox.
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# Office Hours

## Fall and Spring Semester Requirements:

Full-time faculty – Should total 10 hours per week

- 1 office hour will be granted for participation in the Activity Hour
- 5 Office hours will be face-to-face
  - Minimum of 3 days per week
  - Minimum of 30 minute increments
- 1 office hour for e-mail correspondence
- 3 office hours that will be flexible – i.e. virtual, face-to-face, or a combination

## Adjunct Faculty

- Faculty must keep one office hour per week for each class taught. The office hour may be split one half hour before class and one half hour after class.

## Summer Semester Requirements for all Faculty:

- For day classes, ½ hour per class per course meeting
  - For night classes, 1 hour prior to class per week
  - For distance classes, 1 hour per week
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# Office Supplies

- Office supplies (such as pens, pencils, notebooks, etc.) are available from your school.
  - Please do not hesitate to ask for what you need, but use all supplies wisely.  
**Reuse and recycle when you can.**
  - If you have any supplies (file folders, legal pads, etc.) that you are no longer using, please bring them to the school office so that they can be used by another faculty member and/or school.
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# Parking Permits

- Parking permits are required. You will need an ID Badge before completing the necessary form at the College Services Building, Campus Police Office. You will need to provide your Driver's license number, make and model of your car and license plate number.
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# Canvas

- Canvas is an online course management system. Canvas has many useful features for both in-class and distance learning faculty. Some of these features include announcements, online grade book, discussion board, places to post assignments and an online quiz function.
  - Because Canvas is a secure site, it is the only place that you can post student grades!
  - A Canvas account is set up for all classes. In-class faculty can choose how much they will use this tool but are at least required to post their syllabus onto this system.
  - Further training on Canvas is available through the College's instructional technology department. They offer group classes and individual training. For more information, please contact Erin Leftwich at (540) 857-6687.
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# Canvas

## How do I post my syllabus on Canvas?

- Log on to My VWCC
  - Select Canvas under My Applications
  - Click on your course
  - Click the 'Syllabus' button (left hand side)
  - Click on 'Edit' button (upper right side)
  - Then you will see a window for rich text editor; where you can “cut & paste” your syllabus
  - Once you do this, your syllabus will be available to anyone on the page
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# VW Connect

- Virginia Western's Intranet site, VWConnect, is a place where employees can collaborate, provide content management of documents, implement business processes with automated forms, and supply access to information that is essential to VWCC's organizational goals and processes.
  - VWConnect can be accessed by any computer located on the main campus (offices require VWCC account login ability, classrooms do not) or with access to the VWCC Network.
  - A quick link to VWConnect is located on campus computer desktops.
  - A variety of departments across campus have a designated page to assist employees with their day-to-day operation.
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# The Knowledge Center

- The VWCC Knowledge Center (KC) was established to meet the educational, training, and learning needs of our employees and our community. The VWCC KC is a resource for training, learning, and career development for our College. It provides a clear path to learning and professional development through Online Learning, Managing Virginia Program (MVP), Performance Management and Professional Development.
  - As an employee of VWCC, you will find a wide variety of training and developmental opportunities designed to promote your professional and personal growth.
  - Please e-mail Sarah Miller in Human Resources so your user rights can be established in the VWCC KC. In this e-mail, please include your full name, the division you will be teaching in, and your current e-mail address. Once you have been registered in the VWCC KC, you will receive a confirmation e-mail with your login and password. It is recommended you change your password the first time you login to the VWCC KC.
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# The End

Thank you for completing both the general orientation for all new adjuncts as well as the school's specific orientation. We hope that the information contained in both programs has been helpful. Should you have any questions or concerns, please do not hesitate to contact the School Office at (540) 857-6714.

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