Virginia Western Community College

New Employee Orientation
Adjunct Faculty
School of Science Technology, Engineering and Mathematics
Welcome to the School of Science, Technology, Engineering and Mathematics (STEM) at Virginia Western. We look forward to having you join our 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 School of STEM staff if you have additional questions or if we can help you in any way to acquaint yourself with the School of STEM.

We look forward to working with you and hope you have a rewarding experience in the School of STEM and at Virginia Western.

Sincerely,
Amy White, MS
Interim Dean
School of Science, Technology, Engineering, Mathematics
About Our School

- The School of Science, Technology, Engineering and Mathematics encompasses the following departments:

- Biology, Chemistry, Engineering, Engineering Technology, Environmental Science, Geology, Mathematics, Mechatronics and Physics.

- Our School offers the following degrees:

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<th>Associate of Science in Engineering</th>
<th>Associate of Science in Science with an Integrated Environmental Studies Specialization</th>
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<td>Associate of Science in Science</td>
<td>Associate of Applied Science in: Architectural/Civil Engineering Technology; Engineering Technology; Mechanical Engineering Technology; and Mechatronics Systems Engineering Technology</td>
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School Information

- School of STEM Main Office - Anderson Hall, Room 114 - 857-7273  Fax – 857-6022
- STEM Engineering Office – Webber Hall, Room 305G – 857-6731

- Amy White, Interim Dean – 857-7273
- Bryan Snare – Program Head of Math, – 857-6131
- Virginia Garden– Program Head of Science – 857-6306
- Dr. Richard Clark – Program Head of Engineering – 857-6262

- Terry Drumheller, Outreach Career Services Coordinator (Engineering)  857-6366
- Brenda Morrison, Admin. & Office Specialist III (Engineering) – 857-6731
- Valerie McKnight, Admin & Office Specialist III (Science/Math) – 857-7351
- Linda Hurt, Admin. & Office Specialist II (Science/Math) – 857-7273

- Office Hours: Monday – Friday  7:30 a.m. – 4:30 p.m.

- Mailing Address: 3097 Colonial Avenue, Roanoke, VA 24015
- Shipping Address: Math - 3097 Colonial Avenue, Roanoke, VA 24015
Science - 3091 Colonial Avenue, Roanoke, VA 24015
Engineering – 3098 Colonial Avenue, Roanoke, VA 24015
Office and Classroom Keys

- All of our classrooms are keyed with a general classroom key.
- Each faculty office has a unique key.
- You will be issued a classroom key, along with office keys.
- It is your responsibility to keep up with these keys. You will be charged for replacement keys in the event your keys are misplaced.
- Please keep your office door locked when you are not using it. Be sure to lock classrooms and/or lab rooms, and turn off all lights upon completion of your class.
Adjunct Faculty Offices

- **Science Faculty**
  - Adjunct Faculty offices are located in the Center for Science and Health Professions HP-334 (857-6732).
  - This space includes computers and a telephone [no voice mail].

- **Math Faculty**
  - Adjunct Faculty offices are located in the following offices:
    - A220-A A232-A
    - A216 A207-A
    - A236 A228
    - A236-A A232
  - There is a telephone [no voice mail] and two computers in each office.
  - Please do not leave office open or unattended. We have had thefts in the past of both personal items [purses, laptops, etc.] as well as academic items [tests, grade books, etc.]. Please help prevent this by locking the door when you are not in the office.
Office Hours

- **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 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
Office Hours

- Note: You may choose two hours of virtual office hours using Blackboard or Adobe Connect (record feature). Please see the School office for more information.

- Please provide the School of STEM office a copy of your schedule. This schedule should include your office hours and class schedule (including room number). Office hours for full-time and adjunct faculty are to be posted outside their office doors.
Campus Mail and Drop Boxes

- You will be issued a **campus mailbox**. Please check this box as it will be used to distribute your interoffice mail, contracts, and other important administrative paperwork. When documents that are time sensitive are placed in your mailbox, an email will be sent informing you of this. It is **YOUR** responsibility to check your mailbox.

- In addition to your mailbox, there is a **drop box** located with the mailboxes. If the school office is closed, please use the drop box.

- **Outgoing Mail**: Bring all outgoing mail to the school office for it to be delivered.
Office Supplies

- Supplies are available in the STEM Office and the Fralin Center mailroom. Do not hesitate to ask for what you need, but please use supplies wisely. Reuse and recycle when you can.

- General office supplies (pens, pencils, chalk, sticky notes, staples, paperclips, etc.) are located in the cabinet above the copier in the school office. If you need any additional supplies, that are not found in the cabinets, please ask the Administrative Assistant in the office.

- If you have any supplies (file folders, notebooks, etc.) that you no longer need, please return them to the STEM Office.
Departmental Textbooks:

- Each course has a departmental textbook. Textbooks are chosen by the faculty for each course. Every faculty member teaching a course (that uses a book) must use this book. We prefer that selected textbooks are used for a minimum of three (3) years.

- Prior to placing textbook orders through the Bookstore, a draft of these orders is sent to each department head for approval. At this time, changes can be made to a textbook order. Department heads will be asked to confirm/add/delete/change the orders.
Please request original transcripts from **ALL** Colleges and Universities as soon as possible. You will not receive pay until all original transcripts are received in the STEM office. Please have transcripts sent to:

Virginia Western Community College  
Attn: School of STEM Office  
Anderson Hall, A114  
3097 Colonial Avenue SW  
Roanoke, VA 24015
Please remember to bring a blank check with you to the STEM 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.
Please remember to bring your drivers license and your social security card to the STEM Office (A114) for Science/Math or W305G for Engineering. A copy will be made and sent with your new hire packet to Human Resources.

You will be given more information about how to obtain your Virginia Western ID badge when you come in to the School Office. The Student ID Office is located in the Student Life Center, Room 307 and you will need to call 540-857-7958 to schedule a time to have your photo taken.
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 License number, make and model of your car and plate number.
Blackboard is an online course management system. Blackboard 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 Blackboard is a secure site, it is the only place that you can post student grades.

A Blackboard 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 Blackboard is available through the College’s instructional technology department. They offer group classes and individual training. For more information, please contact Carrie Halpin at 540-857-6636.
How do I post my syllabus on Blackboard?

Log on to My VWCC
Select Blackboard under My Tools
Select the ‘Teach’ tab at the top of the page
Click on your course
Click the ‘Syllabus’ button
Select Build Content
Under Create, Select Item
Under Attachment, Select Browse, My Computer
Add Syllabus
Scroll to the bottom
Click Submit
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.
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 Heidi McClintic 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.
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 STEM Office at 857-7273.