



Virginia Western Community College

*New Employee Orientation
Full-Time and Adjunct Faculty
School of Business, Engineering and Technology*

Welcome!



Welcome to Virginia Western and the School of Business, Engineering, and Technology! We are very pleased to have you be a part of our school and trust that your experience with us will be not only positive but rewarding. Each member of our faculty plays an integral and important role for our students and the College. Whether you teach one class or many, you are a valuable member of our community and very much appreciated.

If you have additional questions about our College and/or school after completing your orientation, please do not hesitate to ask your fellow faculty members, program head, the office staff, or myself for assistance. We are here to help!

Our staff and I are looking forward to working with you and hope that you have a fantastic semester!

Sincerely,
Jim Poythress, Dean

About Our School

- The School of Business, Engineering and Technology welcomes all students seeking diverse educational backgrounds in a variety of business, engineering, and technical programs. This school enhances and supports the mission and purpose of the college by providing affordable, accessible, and quality educational opportunities and workforce training to meet individual, community, and global needs.
 - The school promotes many opportunities for students to gain “hands on” experience applying the skills acquired through participation in the SAE mini-baja challenge, robotics competitions, catering club events, technology camps, and internships with local business and industry.
 - The Regional Academy for Advanced Technology is coordinated by the school’s staff and faculty. The Academy is designed for selected 11th and 12th grade students from local area high schools who are looking for dual enrollment opportunity and are highly interested in the technical areas.
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About Our School (continued)

Courses in the following disciplines are scheduled by the School:

Accounting	Administrative Support Technology
Air Conditioning and Refrigeration	Architecture
Automotive	Building
Business Management and Administration	Civil Engineering and Engineering
Computer Science	Drafting
Electrical and Electronics Technology	Financial Services
Geographic Information Systems	Health Information Management
Horticulture	Hotel Restaurant Institl. Management (for Culinary Arts Majors)
Industrial Engineering Technology	Information Technology - Essentials, Database and Design, Networking, and Programming
Interior Design	Legal Administration
Marketing	Mechanical Engineering Technology
Motorcycle Riding & Maintenance	Safety
Telecommunications Management	Welding

General Information

- The school's main office is located in Room 305 on the third floor of the Advanced Technology Center of Webber Hall. The main telephone number is 857-7272, and the fax number is 857-7086.
 - **Dean**
 - Jim Poythress, 857-7272
 - **Staff:**
 - Lacey Carey, Administrative Assistant for Business, Culinary, and Information Technology Programs, 857-6210
 - Carlton Mabe, Instructor/Trainer, Engineering and Technology Programs and Motorcycle Rider Safety Coordinator, 857-7376
 - Brenda Morrison, Administrative and Office Services Specialist II, 857-7272
 - Lynn Painter, Administrative Assistant for Engineering and Technology Programs, 857-7275
 - Karen Rayl, Coordinator of Regional Academy and Special Programs, 857-6498
 - Sandy Shelton, Office Manager, 857-6209
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General Information (continued)

- **Office Hours:**

Monday – Wednesday, 7 a.m. – 6 p.m.

Thursday, 8 a.m. – 5 p.m.

Friday, 7 a.m. – 6 p.m.

- **Mailing Address:**

P. O. Box 14007, Roanoke, VA 24038

- **Shipping Address:**

3098 Colonial Avenue, Room 305, Roanoke, VA 24015

School Web Page

A wealth of information is available at your fingertips by accessing the school's Web pages at [VWCC: Business, Engineering & Technology - Homepage](#).

- Review the educational programs as well as news and upcoming events
 - Review information and important links useful to faculty by selecting **Faculty Information** from the right-hand side menu titled "In This Section"
 - Click [here](#) to be directed to the Faculty Information page
 - And much more! Be sure to take a look.
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Office and Classroom Keys

- All classrooms (except the following **restricted** classrooms on the first floor and W221, W222, and W225 on the second floor of Webber Hall and M306 of the Business Science Building) are keyed with a general classroom key. If you teach in one of the restricted classrooms mentioned above, you will be given the key necessary to access the room.
 - Each full-time faculty office has a unique key. Adjunct faculty offices (W105 and W215 of Webber Hall and M232 and M327 of the Business Science Building) use the same key as the school's mailroom.
 - Faculty are issued keys to the classroom, storage areas (when needed), mailroom, and appropriate office. Office staff will identify the keys needed to access your rooms.
 - It is your responsibility to keep up with these keys and to return keys when you will no longer teach. You may be charged for replacement keys in the event your keys are misplaced.
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Full-Time Faculty Offices

- Office space is assigned to full-time faculty.
 - You will be provided with an office, phone with voice mail, and a computer.
 - Please keep your office door locked when not in use.
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Adjunct Faculty Offices

- The following adjunct faculty offices are available for use:
 - **Business Science Building (on the North Campus)**
 - Room M 232 (second floor)
 - Room M 327 (third floor)
 - **Webber Hall (on the South Campus)**
 - Room W105 (first floor)
 - Room W215(second floor)
 - Each office is equipped with work stations, at least one computer with a printer, and a telephone.
 - If you prefer to use one adjunct office over the other, please notify the School office so that a printer preference may be established by IETS.
 - Please ensure the office door is closed and locked when you leave.
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Faculty Office Hours

Fall and Spring Semester Requirements:

- Full-time Faculty
 - Office hours for full-time faculty should be a maximum of 3 hours per day between 7:30 a.m. and 7 p.m. for a total of 10 hours per week and 4 days per week.
 - One virtual office hour may be substituted for one face-to-face hour, but the virtual office hour must be logged through Blackboard or Breeze for monitoring purposes.
- 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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Faculty Schedule

- Please provide the office a copy of your schedule. This schedule should include your office hours and class schedule as well as contact information that can be released to students.
 - Full-time faculty must post a copy of their semester schedule on the corkboard outside their faculty office.
 - Adjunct faculty must forward a copy of their semester schedule to the office by the end of the first week of classes.
 - A template has been created to assist you with establishing your schedule. Access the “Faculty Information” link from the school’s homepage at www.virginiawestern.edu/bet/ then select “Schedule Card” from the Important Links section.
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Mail

- Full-time and adjunct faculty (except for faculty teaching at the Higher Ed center) are assigned a mailbox in Webber Room 305F. Mail for those teaching at the Higher Ed Center will be forwarded through interoffice mail delivery.
 - The mailroom is accessible from the main hallway on the third floor of Webber Hall, and you will be assigned a key to the mailroom.
 - In addition to mail, these mailboxes are used to distribute contracts, no show and withdrawal rosters, student assignments, college information, and important administrative paperwork. You will be sent an email notification any time documents of a “time sensitive” nature are placed in your mailbox. It is recommended that you check your mailbox at least once a week.
 - If you ever need to leave items for the office staff, you may deposit your mail in the mailbox located on the bottom row of the first mail unit labeled “Full-Time.”
 - **Please check the door when you exit the room to ensure that the door is locked.**
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Supplies

- Supplies (such as pens, pencils, legal pads, files, whiteboard markers, etc.) may be available in the mailroom.
 - Please use all supplies wisely and reuse and recycle when you can.
 - If you have any supplies (file folders, notebooks, etc.) that you are no longer using, please bring them to the office staff so that they can be stored for later use.
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Textbooks

- Each course has a required textbook which is chosen by the faculty assigned to teach the course. Chosen textbooks must be used for a minimum of 3 years. All faculty members teaching different sections of the same course (that uses a book) are to use the assigned textbook.
 - Books orders are submitted by each program head. Your program head may ask you to select-confirm-add-change-delete the textbooks proposed for your classes.
 - You will obtain your desk copy of your text from your program head.
 - For students on financial aid, the bookstore is often the only vendor they can use to purchase supplies.
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Computer Open Lab and Tutor Opportunities

- **Computer Open Lab**

- The Computer Open Lab located in Room M302 of the Business Science Building is available to all faculty, staff, and students to work individually (not in groups) for academic purposes only. Printing in the lab is restricted to 10 pages front and back. The lab is closed when the college is closed due to inclement weather, holidays, or student breaks.
- Hours
 - Monday through Thursday, 8 a.m. until 8 p.m.
 - Friday, 8 a.m. until 5 p.m.
 - Saturday and Sunday, 1 p.m. until 4 p.m.
- The hours may vary during the summer semester.

- **Tutor**

- Software tutoring may be available in the Open Lab from Monday through Thursday from 10 a.m. until 3 p.m.
 - Accounting tutors are available each semester; their hours and location may vary.
 - A lab assistant is available in the open lab to work with engineering students.
 - You may access the current tutor schedule from the School's web page from the link titled **Computer Open Lab and Tutor Schedule**.
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Printing Services & Test Scoring

- Printing Services, located in room M270 of the Business Science Building, is available to print hard copies of your syllabus, handouts, tests, and other course-related documents. You should provide at least one week turnaround time. Use of Printing Services provides a cleaner copy and is more cost efficient for the College.
 - Print requests may be sent electronically from on or off campus sites. Click [here](#) for instructions.
 - Test scoring is available through IETS/Printing Services. Click [here](#) to access the instructions for this service. Please call the office for instructions on retrieving your printed tests.
 - Tests for printing should be placed in the slot labeled “Incoming Requests” of the metal cabinet on the left of the entrance to the room. Please call the office for instructions on retrieving your printed tests.
 - The scan forms that you will need are stored in the mailroom.
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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. Please do not hesitate to call the office at 857-7272 if you have any questions at any time.
