Virginia Western Community College

New Employee Orientation
Full-Time and Adjunct Faculty
School of Business, Technology & Trades
Welcome to Virginia Western and the School of Business, Technology and Trades! 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.

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

Sincerely,
Deborah A. Yancey, Dean
The School of Business, Technology and Trades welcomes all students seeking diverse educational backgrounds in a variety of business, information technology and trades’ programs. This school enhances and supports the mission and purpose of the college by providing affordable, accessible, and quality educational opportunities 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, technology camps and internships with local business and industry.
Courses in the following disciplines are scheduled by the School:

<table>
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<tr>
<th>Accounting (ACC)</th>
<th>Administrative Support Technology (AST)</th>
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<tr>
<td>Air Conditioning and Refrigeration (AIR)</td>
<td>Automotive Analysis and Repair (AUT)</td>
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<td>Building (BLD 100-level only)</td>
<td>Business Management and Administration (BUS)</td>
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<td>Computer Science (CSC)</td>
<td>Drafting (DRF 161 Blueprint Reading only)</td>
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<td>Electrical Technology (ELE 100-level only)</td>
<td>Environmental Science (for Water/Wastewater majors – ENV)</td>
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<td>Financial Services (FIN)</td>
<td>Health Information Management (HIM)</td>
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<td>Horticulture (HRT)</td>
<td>Hotel Restaurant Institutional Management (for Culinary Arts majors – HRI)</td>
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<td>IT Seminars (AST 117 and ITE 195)</td>
<td>Information Technology – Essentials, Database and Design, Networking and Security Administration, Programming (ITD, ITE, ITN, ITP)</td>
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<td>Legal Administration (LGL)</td>
<td>Marketing (MKT)</td>
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<td>RV/Motorcycle Maintenance (for Motorcycle Riding Training – RVH)</td>
<td>Telecommunications Management (TEL)</td>
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<td>Welding (WEL)</td>
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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
  - Deborah A. Yancey, phone 857-7272

- Staff:
  - Clark BeCraft, Arboretum and Horticulture Programs Coordinator, 857-6388
  - Tammy Meador, Administrative Assistant for Trades, RVH and Seminar Programs, 857-6402
  - Shana Roche, Administrative Assistant for Business, Culinary and Information Systems Technology Programs, 857-6737
  - Sandy Shelton, Office Manager, 857-6209
  - Danny Thomas, Trades Lab Manager, TBA
• Normal Office Hours:
  Monday – Wednesday, 7 a.m. – 6 p.m.
  Thursday, 7:30 a.m. – 5 p.m.
  Friday, 7 a.m. – 6 p.m.

• Mailing/Shipping Address:
  3098 Colonial Avenue
  Webber Hall, Room W305
  Roanoke, VA 24015
A wealth of information is available at your fingertips by accessing the school’s Web pages at http://www.virginiawestern.edu/academics/btt/.

- Review the educational programs as well as news and upcoming events.
- Review information and important links useful to faculty by selecting **Faculty Resources** from the left-hand side menu.
- Be sure to review the documents that are also available within the “TAKE ME TO…” box, particularly Important Notices and Reminders.
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 in Webber Hall and 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.
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.
Adjunct Faculty Offices

- Adjunct offices are available in Webber Hall and/or the Business Science Building. You will be given a key to access the office.

- Each office is equipped with work stations, at least one computer with a printer access and a telephone.

- Please ensure the office door is closed and locked when you leave.
Fall and Spring Semester Requirements:

- Full-time Faculty (10 hours per week)
  - 1 office hour for activity hour participation (Wednesdays 12 – 1)
  - 5 office hours face-to-face (over a minimum of 3 days per week, minimum of 30 minute increments)
  - 1 office hour for email correspondence
  - 3 office hours that are flexible – 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:

- 10-week classes – 1 hour per week per course
- 5-week classes – 2 hours per week per course
- Online hours may be used for distance learning courses or with permission from the Dean for face-to-face classes.
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 complete their schedule card in Outlook and share the schedule with the Dean and BTT office staff. A copy of the semester schedule should be posted on the corkboard outside their faculty office.

- Adjunct faculty must forward a copy of their semester schedule to the BTT 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 Schedule link within the TAKE ME TO section of the school’s homepage at http://www.virginiawestern.edu/academics/btt/
• Full-time and adjunct faculty (except for faculty teaching at the Claude Moore Center or Burton) are assigned a mailbox in Webber Hall room W305F. Mail for those teaching at off-campus locations will be forwarded through interoffice mail or hand-delivered to the location.

• The mailroom (W305F) 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, 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.**
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.
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 or 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.
Computer Open Lab and Tutor Opportunities

- **Link Lab (Computer Open Lab)**
  - The Link 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. WEPA printing machines are available in the lab and accessible by use of a prepaid WEPA card or established account. The lab is closed when the college is closed due to inclement weather, holidays or student breaks.
  - **Hours**
    - Check the Academic Link for posted hours
    - Hours change each semester

- **Tutor**
  - Software tutoring may be available in the Link Lab, check the Academic Link for schedules
  - Accounting tutors are available through Learning Technology Center; their hours and location may vary
  - You may access the current tutor schedule from the School of Business web page from the link titled *Computer Lab and Tutoring*
Printing Services & Test Scoring

- Printing Services, located in room A156 of Anderson Hall 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.
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 BTT main office at 857-7272 if you have any questions at any time.