



# **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 Division 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 Division and at Virginia Western.

Sincerely,  
Dr. Bryan Schaubach  
Interim Dean of Health Professions

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# About Our Division

**The School of Health Professions encompasses the following departments:**

Dental Hygiene	Emergency Medical Services	Nursing	Practical Nursing	Radiography
Radiation Oncology	Surgical Technology	Veterinary Technology		

- **Our Division offers the following degrees/certificates:**
  - Associate of Applied Science Degree Dental Hygiene
  - Associate of Applied Science Degree Nursing
  - Associate of Applied Science Radiography
  - Career Studies Certificate Emergency Medical Services
  - Career Studies Certificate Health Technology (Pre-Dental Hygiene, Pre-Nursing, Pre-Radiography, Pre-Practical Nursing, Pre-Radiation Oncology, Pre-Surgical Technology, Pre-Veterinary Technology.)
  - Certificate Practical Nursing
  - Certificate Radiation Oncology
  - Certificate Surgical Technology
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# Division Information

- Health Professions Division Office: Anderson Hall, Room 118  
540-857-6019
  - Dr. Bryan Schaubach, Interim Dean: 540-857-7273
  - Julia Andrews, Division Secretary: 540-857-6019
  - Brenda Jessee, Admin & Office Specialist II 540-857-6572
  - Health Technology Information Office: Pam Woody, Student Information Specialist 540-857-7307 and Debra Tyree Administrative & Office Specialist II 540-857-7306 Fax: 857-6640
  
  - Fax: 540-857-6022
  - Office Hours: Monday – Friday 7:30 a.m. – 4:30 p.m.
  
  - Mailing Address:  
PO Box 14007  
Roanoke, VA 24038-4007
  - Shipping Address:  
3097 Colonial Ave, SW  
Roanoke, VA 24015
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# DIRECT DEPOSIT

- Please remember to bring a blank check with you to the Health Professions Division 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

- Please remember to bring your drivers license and your social security card to the Health Professions Division Office when you complete your New Hire Packet.
  - You will be given more information about how to obtain your Virginia Western ID badge when you come in to the Division Office. The Student Center Room 203 furnishes these and you will need to contact Natasha Lee at 540-857-6326.
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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: Julia Andrews, Division Secretary  
School of Health Professions  
PO Box 14007  
Roanoke, VA 24038-4007

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# Campus Mail and Drop Boxes

- Classroom instructors will be issued a campus mailbox. Please ensure you check this box at least once a week. In addition to mail, student papers and college information, we will use these boxes to distribute your contracts and important administrative paperwork. When documents that are time sensitive are placed in your mailbox, an email will be sent informing you of this.
  - In addition to your mailbox, there is a division drop box located with the mailboxes. You or your students can use this to drop off information after hours. This is a secure box that is checked each morning.
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# Office Hours

## Requirements:

- **Full-time Faculty**

- Fall/Spring Semesters

All full-time faculty should schedule ten office hours per week; no more than three hours per day.

- **Adjunct Faculty**

- Fall/Spring Semesters

Adjunct faculty should list one hour per week for each course.

- **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

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

- Office supplies (such as pens, pencils, grade books, etc.) are available from your division.
  - 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, notebooks, etc.) that you are no longer using, please bring them to the division office so that that can be used by another faculty member and/or division.
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# Parking Permits

- Parking permits are required and you will need to complete a form when you visit the Division Office and provide your License #, make and model of your car and plate #.
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# Blackboard

- 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 Cao at 540-857-6636.
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# Blackboard

- **How do I post my syllabus on Blackboard?**
  - Log on to My VWCC
  - Select Blackboard 9
  - Select the 'Teach' tab at the top of the page
  - Click the 'Pencil Icon' at the upper right corner of the Blackboard box.
  - Check 'Display Course ID'
  - Click 'Submit'
  - Click 'ok'
  - Click on your course
  - Click the 'Syllabus' button
  - Click on 'Edit View' at the far right of the page
  - Select 'Add + Item'
  - Copy and past your syllabus onto the 'Content Information Text Field OR under 'options' check 'Make Content Available'
  - Scroll to the bottom
  - Click Submit
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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 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.
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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 Division Office at 857-6019.

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