



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,
Carole Graham
Dean, School of Health Professions

About Our School

The School of Health Professions encompasses the following programs:

Dental Hygiene	Emergency Medical Services	Nursing	Practical Nursing	Radiography	Radiation Oncology	Wellness
Phlebotomy	Computed Tomography Imaging	Surgical Technology	Veterinary Technology	Exercise Science & Personal Training	Magnetic Resonance Imaging	Nurse Aide

Our Division offers the following degrees/certificates:

- **Associate of Applied Science Degrees:** Dental Hygiene, Nursing, Radiography, Radiation Oncology, Veterinary Technology (through Blue Ridge Community College)
 - **Certificates:** Practical Nursing, Exercise Science & Personal Training, Surgical Technology
 - **Career Studies Certificates:** Phlebotomy, Computed Tomography, Magnetic Resonance Imaging, Nurse Aide, Wellness
 - **Select Courses:** Emergency Medical Services
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School Information

Health Professions Division Office

Room: HP214C

- Ms. Carole Graham, Dean: 540-857-6019
- Deborah Thompson, Administrative & Office Specialist, III : 540-857-6717
- Megan Lineberry, Administrative & Office Specialist II: 540-857-6572
- Anita Firebaugh, Administrative & Office Specialist II (Nursing): 540-857-6539

Health Professions Information Office

Room: HP339

- Pam Woody, Student Information Specialist: 540-857-7307
 - Debra Tyree, Administrative & Office Specialist II: 540-857-7306
 - Office Hours: Monday – Friday 7:30 a.m. – 4:30 p.m.
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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

- 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 ID Office is located in The Student Center. Please contact Nick Owens at 540-857-7958 to schedule a time to have your photo taken.
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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 Division Office
School of Health Professions
3091 Colonial Avenue
Room HP214C
Roanoke, VA 24015

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. 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 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, legal pads, 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. 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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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 Dr. Carrie Halpin at 540-857-6636.
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Blackboard

- **How do I post my syllabus on Blackboard?**
 - Log on to My VWCC
 - Select Blackboard under My Tools
 - Click on your course
 - Click the 'Syllabus' button
 - Select Build Content
 - Under Create, Select Item'
 - Under Attachment, Select Browse, My Computer and Add Syllabus'
 - 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.
