Let’s go through questions most frequently asked by our adjunct faculty...

**SUPPORT FOR OUR ROOKIES:**

I’m teaching an ENGL course for the first time. Who can help me?

While all of our full-time faculty have experience teaching your courses, our Course Coordinators have volunteered to keep each of the composition classes’ curricula updated and to be the go-to faculty for questions regarding the nuts & bolts of these courses. All phone numbers below begin with (732) 224- followed by the extension.

**ENGL 095:** Kelsey Maki and Charles Mencel

kmaki@brookdalecc.edu  x2636

cmencel@brookdalecc.edu  x2651

**ENGL 121:** Geri Girard and Chris Vasquez

ggirard@brookdalecc.edu  x1945

cvasquez@brookdalecc.edu  x2495

**ALP (combines ENGL 095 and 121):**
Donna Flinn and Marcia Krefetz-Levine

dflinn@brookdalecc.edu  x2582

mkrefetz@brookdalecc.edu  x2682

**ENGL 122:** Dara Evans and Meg Natter

devans@brookdalecc.edu  x1970

mnatter@brookdalecc.edu  x1972
What’s the Portal? Sounds cool.
You’ll use the Portal to access Outlook (for BCC email), Webadvisor (for your schedule, class rosters, final grades, attendance monitoring), and the BCC Faculty page. First, you have to establish a Brookdale net ID. Go to the BCC website and click on “My Brookdale” on the right. On the login page, click on “Forgot Username,” and then follow the prompts to enter your SS# or employee ID and your last name. Once you have that ID and password, you can login to the Portal.

I’d like to talk to someone about how to develop my teaching skills. I’m still building my confidence in the classroom. Plus, I still have lots of questions about everything!
You will be assigned a faculty mentor during your first semester teaching at BCC, typically one of the Course Coordinators for the class you are teaching. Your mentor is a great person to contact, but Meg Natter, one of the assistant chairs of the department, serves as the adjunct liaison and can also provide guidance. Her office is in Larrison 222C, or contact her at mnatter@brookdalecc.edu.

How do I make copies?
The copy code is unique to each department since, yes, we are charged for every copy! Ask Pat Frugard or Division Admin. Carol DiBuccio for the code & save it in your cell phone so you’ll have it at all BCC locations. If you have a document that’s more than 4 pages, first ask yourself if you REALLY need to print it. Consider emailing it to your students and/or providing it online using Canvas. If it must be printed, ask Pat Frugard to help you contact the BCC Print Shop for less expensive copies.

When am I evaluated?
For adjuncts new to BCC or an ENGL course, your mentor, another course coordinator, or Meg Natter will visit your class early in the semester for informal coaching. During the second half of the semester, a different faculty member will contact you to schedule your formal observation/evaluation. After that first semester, adjuncts are typically observed once during the academic year.
Student Opinion Reports (SORs) are administered every semester for at least one section of each course you teach. Instructions will be emailed to you.

Do I have a mailbox?
Sure! If you teach in Lincroft, it is in the Adjunct Office in Larrison Hall 222. If you teach at our Freehold campus or one of our Higher Learning Centers, it will be there. What happens if you teach a class in both locations? You’ll have a mailbox in both locations! Call Pat Frugard if there’s a problem.

Am I supposed to have office hours? Where?
Yes, for every course you teach, you should offer one office hour each week. When and where you do that is up to you, but make sure the addendum for your class explains your availability and also provides your campus phone extension. You might arrive to class early each week and sit in the Student Success Area (near the lobby of our Higher Ed. Centers) or library, or maybe you’ll stay in the classroom after class to provide extra help. (You might have to move if another class follows yours.) If you teach in Larrison Hall, the Adjunct Office in 222 is a good place to hold office hours and/or meet students.
**When do I get paid? What if there’s a mistake?**

Paychecks will be mailed to you unless alternate arrangements are made with Brookdale’s payroll office at xt. 2247. You will receive 50% of your salary at mid-semester and the final 50% on the first pay day following the end of the term.

**OK, so there’s Brookdale email and then there’s Canvas email. Which one do I use?**

In general, use your Brookdale email to communicate with other Brookdale faculty and administrators. Use Canvas email to communicate with your students, but make sure you show them how to access their Canvas email during the first week of class.

**What do I do if I’m sick or there’s another reason I cannot teach on a specific day?**

If you know at least a day or two in advance that you cannot attend class, please contact our department assistant, Pat Frugard via phone or email. She will find a faculty member to cover your class, and it will be your responsibility to provide materials to him/her.

If you are sick on the day you teach, or there is another emergency that keeps you from class (providing the time and location of the class, too, is helpful & makes things go faster!), call Pat as soon as possible. If Pat is not available, leave her a message, but then call our division office at xt.2488. It is VERY important to make sure you speak with someone about your absence.

If you do not teach at Lincroft, it is also helpful to inform the administrative staff at the class location. All contact info is available through BCC’s website. You should also email your students (via Canvas or Webadvisor) and provide work for them to do during the week so they are not behind.

**Do I have to order books for my classes?**

No. Talk to the course coordinators about what text (if any) is used for your course, and you will receive a desk/instructor copy. It has already been ordered for you students through the BCC bookstore, but students may also get it from another source like Amazon.

**STUDENT CONCERNS: A student gave me an Alert form from Brookdale’s Office of Disability Services. What do I do?**

First, read the form to determine any special needs of your student. Typically, students need extra time to finish work, have to sit closer to the front of the class, or might have to record your comments in class. In private, discuss these requirements with the student to make sure he/she is comfortable, but you are not allowed to ask about the student’s specific disability (although some students may be candid with you).

Sign the Alert form, and then keep it until the end of the semester when it should be sent to Disability Services.

If you have questions about how to manage students with more complicated disabilities, please contact Ernest Oversen, Director of Disability Services at xt. 2729 or eoversen@brookdalecc.edu.

**I’m not sure how to deal with a very challenging student. Help!**

We have a very diverse population at BCC, and with that sometimes comes frustrating interactions. First, keep in mind you are not alone! Talk to your mentor or contact Meg Natter. Depending on the issue, the situation may be addressed by the department chairs, Karen D’Agostino and Bettejane Bolan-Kenney, the division dean, Carl Calendar, and/or campus officials who monitor student conduct.
At the college level, serious misbehavior in a classroom is rare. If, however, you or your students feel threatened, contact the BCC Police by dialing 911 from any phone, or call the Security desk at any of our Higher Education Centers.

**COMPUTER CLASSROOMS:** I’m so excited that my classroom has computers for my students. What should I know about these special classrooms (typically assigned only to ENGL 095, 121, and ALP classes)?

**Paper and Supplies:** If you need paper in your classroom, check the file cabinet or closet in the front of the room (or the administrative office if you are not at Lincroft). If there is no paper in the room, please notify Pat Frugard. If you are teaching in ATEC, we have a supply cabinet located near ATC 002/the Brookdale Radio Station. Contact Cyndi Bradbury for the combination. For non-English classrooms (LAH 212, LAH 203), you may need to bring supplies with you to each class and get paper from LAH 222.

**File saving and storage:** Student files are automatically saved to the desktop in classrooms but desktop files are deleted when computers are shut off. All students can save to a flash drive, save files to Canvas, or they can email their papers to themselves.

**When class is over:** Although there are only 15 minutes between many classes, all computers must be shut down, rooms emptied of students and papers, and locked until the next professor arrives. White boards should be cleaned and printers should not be turned off.

**Report problems:** Regardless of your classroom location, each instructor must report computer problems (paper jams, printing problems, etc.) to OIT. Call ext. 4357 (HELP) to report a problem. This is critical to keep classrooms up and functioning. If you have a problem in LAH computer rooms, please inform Pat (x2513) and OIT.

**Uh-oh. I’m locked out of my classroom!!!**

If you don’t have a key yet, your key doesn’t work, or you forgot your key, call the Brookdale Police’s non-emergency line at 224-2352 and they will help you get in. At sites other than Lincroft, you probably will not need a key and/or the administrative staff there will assist you.

If you teach in Lincroft in a computer classroom, a swipe key can be picked up about a week after the semester begins at the Brookdale Police station on Alumni Drive (on the left after you enter the campus from Newman Springs Road). Call xt. 2352 to see if your key is ready, and when it is, bring photo ID with you. Division Administrator Carol DiBuccio (xt.2487) should be contacted if you have key questions.

**CANVAS:** How do I learn about Canvas, Brookdale’s Learning Management System (online teaching)?

Brookdale’s Teaching & Learning Center offers training in Canvas. Give the Center a call at xt.2089 and/or check its webpage to sign up for workshops and get a Canvas course set up for your class: http://www.brookdalecc.edu/faculty-staff/tlc-for-faculty/ or Search “Teaching and Learning Center for Faculty” on BCC website.

Please note that there are a lot of materials and even Canvas courses you can copy for your classes (Course Of Records-CORs). Please see the Course Coordinators for information about how to access them.

**There’s something wrong with my online class! Is there an IT Help line?**

Yes, during regular business hours, call xt. 2829 if you have any technical problems with your Canvas courses. Call 866-767-9512 for 24/7 help. In
Fall 2014, Asst. Prof. Dara Evans (xt. 1970) will be our department’s Canvas Liaison and in Spring 2015, it will be Assoc. Prof. Joe Varone (xt. 2122). Contact them if you need additional help with Canvas.

What is the Writing Center and where is it?

If you’re teaching ENGL 095, you’ll learn a lot about the Writing Center from the course coordinators because your students are required to meet with a Writing Center consultant. It is located in Larrison 118, but 30-minute appointments with Writing Center consultants (some consultants teach ENGL classes, too!) can be scheduled at all of the BCC locations. Online and face-to-face appointments can be made by students through the Portal (look for QuickLaunch to TutorTrac). The Writing Center helps with essays and research papers from every academic discipline, including business, communications, history, nursing, and political science. Writing consultants also provide assistance with resumes and college admissions essays. Call the Writing Center at xt. 2941 for more info or to schedule a brief orientation for your class.

English & Reading Division
DIVISION OFFICE: LARRISON HALL 131
Dean Carl Calendar: (732) 224-1514
Division Administrator Carol DiBuccio: (732) 224-2487
Division Senior Office Assistant Cyndi Bradbury: (732) 224-2488

English Department
DEPARTMENT OFFICE: LARRISON HALL 222
Co-Chairs:
Karen D’Agostino (732) 224-2634, kdagostino@brookdalecc.edu
Bettejane Bolan-Kenney (732) 224-2686, bkenney@brookdalecc.edu

Assistant Chairs:
Adjunct Liaison: Meg Natter (732) 224-1972, mnatter@brookdalecc.edu
ALP: Donna Flinn (732) 224-2582, dflinn@brookdalecc.edu
Technology: Bob McGovern (732) 224-1926, bmcgovern@brookdalecc.edu

Office Assistant:
Pat Frugard (732) 224-2513, pfrugard@brookdalecc.edu