

# CAREER CONNECT

## Guidance Counselor & Instructor Handbook

"To provide opportunities for quality lifelong learning and promote economic development for our communities."



ALGONA | EMMETSBURG | ESTHERVILLE | SPENCER | SPIRIT LAKE



A MESSAGE FROM  
**The President of Iowa Lakes Community College**  
Valerie Newhouse

*"Iowa Lakes Community College has a tradition of academic excellence. We hire faculty who have substantial experience and expertise in their respective fields. The College has been fortunate over the years to have a wonderful pool of adjunct faculty who are eager to teach at Iowa Lakes. Without this pool of talent, we would be unable to offer the diversity and quality we have in our curricula. It is through your willingness to support us and work closely with our students that we have achieved the fine reputation we enjoy today. Thank you for being part of our team. We look forward to another wonderful school year."*



**IOWA LAKES**  
COMMUNITY COLLEGE

# History

Iowa Lakes Community College was officially recognized by the Iowa Department of Education on October 28, 1966.

The College was organized in January 1967 when the first Board of Trustees met to begin planning for the organization and development of the College.

Legislation passed by the Iowa legislature established Merged Area III as a part of a statewide plan. This area included all or parts of the counties of Buena Vista, Cherokee, Clay, Dickinson, Emmet, Hancock, Humboldt, Kossuth, O'Brien, Osceola, Palo Alto, Pocahontas, and Winnebago, and encompassed, at the time, a total of 26 community school districts and two parochial school systems.

In 1968, the Board approved the merger of the Estherville Junior College and its facilities into the new district. The College had been operated by the Estherville public schools since its founding in 1924.

The Emmetsburg Junior College was merged in 1970, which provided Iowa Lakes two major campuses in the area. The Emmetsburg college had been operated since 1930 by the Emmetsburg public schools.

The two major campuses are now located at Emmetsburg and Estherville. Additional campuses are located in Algona, Spencer, and Spirit Lake.

**The Emmetsburg Campus** is in the northwest part of Emmetsburg at 3200 College Drive. Vocational-technical, career option, and liberal arts programs are offered at the Emmetsburg Campus.

**The Estherville Campus** is located in the eastern part of Estherville at 300 South 18th Street. Facilities constructed since 1972 serve liberal arts and career-technical programs.

**The Spencer Campus** began operating in the mid-1970s. It is located at Gateway North, 1900 Grand Avenue. It includes facilities for day, evening, and weekend college liberal arts courses, allied health and office programs, a computer lab, community education services, a Success Center, together with the main offices of the Retired and Senior Volunteer Program (RSVP) and the area Small Business Development Center.

**The Algona Campus** was purchased in late 1986 and has been developed into a college campus with facilities for day and evening liberal arts courses, community and education services, and a Success Center. The Algona Campus is located just north of the city at 2111 U.S. Highway 169.

**The Spirit Lake Campus** of Iowa Lakes Community College opened in 1984. In 1995, the campus moved into new facilities, and an addition was added in 2001 at 800 21st Street. The campus offers day, evening, and weekend college, including a Practical Nursing program. Now known as the Jack Doren Tatman Center, in honor of founding Board member Jack Tatman, the Spirit Lake Campus provides liberal arts courses, a computer lab, leadership management courses, community and continuing education services, and a Success Center.

An Iowa Lakes instructional television system (ILTV) began offering courses to the area in 1983. The system started with two channels, six sites, and four courses. It now has four high-definition channels and broadcasts 35 to 40 live college courses per semester to a potential 19 receiving sites. All courses necessary for a two-year Associate in Arts degree are offered on the ILTV system, as well as numerous "one-shot" programs and live teleconferences. This brings programming within a short drive of any potential student in the counties served by Iowa Lakes.

The College is also a participant in the Iowa Communications Network (ICN), which allows sharing classes with other colleges and educational institutions in the state through a fiber optic system. A classroom at each campus is equipped for two-way television and audio.

The Continuing Education offices, headquartered on the Estherville campus, use classroom facilities at the five campuses and Area III school districts to deliver instruction and services to the community.



Emmetsburg Campus



Estherville Campus



Spencer Campus



Algona Campus



Spirit Lake Campus

# What is Career Connect?

Career Connect, our high school Concurrent Enrollment Program (CEP) at Iowa Lakes Community College, has been in existence since 1992. In conjunction with the Iowa Department of Education, the Iowa Legislature has supported the growth for concurrent programs through current legislation called Senior Year Plus, found at [www.iowaeducate.gov](http://www.iowaeducate.gov). Senior Year Plus allows financial incentives for the secondary and post-secondary community college partnerships. The guidelines provided for this collaboration ensure increased student access, equity, program consistency and quality statewide. Our partner schools provide payment for the CEP courses through an agreement/contract with Iowa Lakes. The schools apply for supplemental weighting to offset costs associated with tuition.

The Iowa Lakes Career Connect program information is located on our website at <https://www.iowalakes.edu/academic-programs/high-school-partnerships/>. Students and parents can find out which courses are available to them at their high school, how to enroll, and the Iowa Lakes Career Connect Student Handbook. Career Connect instructors have access to our college information and communication system, My Iowa Lakes, and an email address to receive ongoing information. They also have access to our Career Connect Guidance Counselor & Instructor Handbook at our web site, <https://www.iowalakes.edu/academic-programs/high-school-partnerships/>.

## The college academic structure includes the following Academic Disciplines:

### Career & Technical

Agriculture  
Business  
Industrial Technology  
Social & Human Services

### Arts & Sciences

Communications  
Computers  
Humanities  
Math  
Science  
Social Science

All CEP courses offered through Iowa Lakes Community College are found at <https://www.iowalakes.edu/academic-programs/high-school-partnerships/>

Career Connect courses include Campus Delivered Courses, Concurrent Enrollment, Online, and Career Academy.

## Concurrent Enrollment

Concurrent Enrollment courses are those offered at the high schools. Concurrent Enrollment, often called dual credit, refers to a course through which a student earns high school and college credit. The course is typically taught by a high school instructor who has been approved by Iowa Lakes. The course length and contact hours in the high school match the length and contact hours required at Iowa Lakes to ensure rigor. Iowa Lakes works with high schools to provide programming to meet state and local requirements.

**Contracted courses are offered to high school students at an Iowa Lakes campus or online.**

# Implementing a Career Connect Concurrent Enrollment Course

## 1. Identify a course to be considered.

- All high schools sign a sharing agreement with Iowa Lakes. The sharing agreement determines which courses are available to students.

## 2. Consider who will teach the course.

- High school instructors must be approved by the Director of Human Resources and the Executive Campus Dean at Iowa Lakes over the specific program.

## 3. Schedule a meeting with the Career Connect staff, high school administrator, high school instructor, and assigned Iowa Lakes faculty. Discussion items will include:

- Course outline and course syllabus
- Textbooks and lab materials needed
- Contact hours and days and minutes the course will meet
- Instructor expectations

## Career Connect Instructor Credentials

- Current teaching license in good standing with the Iowa Board of Educational Examiners. The school district will assume the responsibility for ensuring said instructor has successfully completed a background investigation in accordance with Iowa Code 272.2 (17) before teaching the course.
- Certification requirements for career and technical courses differ based upon the program. Contact the Career Connect Director for more information. All instructors must meet the Higher Learning Commission (HLC) credentials and the Minimum Faculty Standards in Iowa Legislative Code 281-IAC 24., 281-IAC 24.5 s (Appendix C).
- The instructor must submit an application and official copy of undergraduate and graduate transcripts. Transcripts cannot be student issued. Requesting from the college or university or directly from the National Student Clearinghouse is acceptable.
- Upon receiving an acceptance letter, Career Connect instructors will be notified of the New Teacher Workshop.
- When an applicant is denied, a letter is sent from the Career Connect Director to the applicant outlining the criteria the applicant must meet. A summary of the information we have received and reviewed is provided. If our information is inaccurate or incomplete, the applicant may provide additional information. An applicant may also reapply once they have met the requirements outlined.
- All instructors will be required to sign the Course Development & Staff Development Process form before teaching.

## Career Connect Instructor Expectations

- **Academic Integrity and Rigor:** Concurrent Enrollment courses are college-level courses, and instructors accept the responsibility for maintaining academic integrity and rigor.
- **Syllabus:** Submit the Iowa Lakes approved syllabus before the course starts. A template is provided to all instructors and must be emailed to the Career Connect staff. All syllabi are derived from the Course Outline of Record (COR). The modality and methodology of instruction may vary, and individual instructors may add information to their syllabus, but no change may conflict with the information contained in the official COR, such as ILO, CLO, grading scale, course description, and prerequisites. It must match the Iowa Lakes syllabus exactly. Each student must be given a course syllabus.
- **Enrollment Verification:** Instructors review class rosters at the beginning of the term and assist the Career Connect staff in keeping rosters accurate with student enrollments. Iowa Lakes' "10-day Count" occurs ten days after the first day of courses as listed on the Iowa Lakes academic calendar. Within this time frame, the Career Connect staff will email each high school guidance counselor to confirm rosters. High schools may use Canvas or their high school MLS platform to keep track of attendance.
- **Grading:** Instructors publish a grading scale for their course in the syllabus and submit final grades online through the Canvas.
- **Site Visit:** Instructors understand that the Iowa Lakes Faculty Liaison and Career Connect staff will conduct site visits and classroom observations. Because concurrent enrollment students receive college credit from Iowa Lakes, the purpose of these observations is to facilitate alignment of course curricula, learning objectives, and assessment methods. Increased communication among Iowa Lakes faculty at our partner high schools and Iowa Lakes faculty on campus will benefit our mutual educational goals.
- **Orientation:** New Concurrent Enrollment instructors take part in the New Teacher Workshop in August and/or January at Iowa Lakes before teaching a Career Connect course at their school.
- **Initial Meeting:** New Concurrent Enrollment instructors meet with their Faculty Liaison and Career Connect Director to review their course syllabus, textbook, instructional materials, and resources before instructing a Career Connect course.
- **Course Evaluation:** Career Connect instructors are required to ask students to complete the Iowa Lakes end of course evaluation. A minimum of one course shall be surveyed during the Fall or Spring term each year. The specific course(s) will

be determine jointly by the instructor and the respective supervisor. New instructors will be evaluated each semester they are teach for the first two years. Surveys will be emailed to each teacher or available via Google Docs.

- **Professional Development:** The purpose of continuing professional development at Iowa Lakes Community College is to ensure that all instructional personnel:
  1. Maintain expertise in each individual's area of instruction. If appropriate, this includes professional certification/licensure within one's area.
  2. Are aware of current educational trends, research concerning student learning, and the application of both to the classroom.

All Career Connect instructors are required to attend at least one training within each academic year. Attendance will be recorded by the Career Connect Director.

### **Non-Compliance with Instructor Expectations**

Non-compliance with any of the outlined instructor expectations, including annual professional development, concerns identified from faculty liaison site visits, or end of term course evaluations, will result in a conference with the Career Connect Director and high school principal. Concurrent Enrollment instructors are provided with the resources and/or support necessary to meet the required expectations during the following semester and academic year. An additional follow-up visit(s) and conference(s) will occur during the next academic year. If non-compliance continues in the second year of instruction, the instructor's ability to teach the Career Connect course will not be renewed for the following academic years.

# Confirmed Concurrent Enrollment Courses

## Textbooks

High schools have the option to purchase textbooks through the Iowa Lakes Campus Store. The Campus Store staff will assist guidance counselors in finding the correct textbooks for their courses. Textbooks are delivered to the Campus Store, and Iowa Lakes staff deliver them to the nearest Iowa Lakes campus for high school pickup and distribution. If a course requires an access code or lab kit, the order must be tied to the student's email account for them to be granted access. They will need to be ordered on a per-student basis with the student's email. Every effort will be made to receive free shipping on textbook orders and distributed to the high schools in a timely manner.

## Faculty Liaison Responsibilities (Iowa Lakes Faculty)

Career Connect is proud to have Iowa Lakes faculty and administration committed to working with Concurrent Enrollment instructors to ensure quality, consistency, and curricular alignment of Concurrent Enrollment courses. Faculty liaisons serve to help the administration improve overall communication and encourage dialogue between Iowa Lakes faculty and Concurrent Enrollment instructors to enhance teaching and learning.

- Conduct site visits and reports. At the completion of a site visit, the faculty liaison completes a site visit form to ensure the alignment of Career Connect Concurrent Enrollment courses with those taught at Iowa Lakes. This report is NOT intended as an instructor evaluation.
- Hold individual or departmental meetings with Concurrent Enrollment instructors as needed.
- Attend the completion of orientation workshops for new Concurrent Enrollment instructors via Canvas.
- Promote NACEP Discipline Specific Training and professional staff development workshops for continuing Concurrent Enrollment instructors via Canvas. If you would like to know who the Career Connect Faculty Liaison is for your course(s), please contact Kari Hampe at (712) 852-5228 or khampe@iowalakes.edu
- Hold high school courses to the same standards as any course offered on campus.
- Faculty liaisons will meet with the Career Connect staff and the CEP instructor upon approval of the instructor.
- Provide mentoring before the instructor's first semester and ongoing mentoring as needed.
- Attend New Teacher Workshop and Discipline Specific Training, in the summer/fall, for the following academic year to:
  - » Communicate departmental expectations for syllabi, course content, course delivery, etc.

- » Provide ISBN's of required textbooks and information on other required curricular materials and supplies. (Iowa Lakes Community College is not responsible for supplying course textbooks and/or materials.)
- » Create a structured plan for continued contact and provide any other trainings or opportunities.
- » Encourage open lines of communication with instructors as questions or concerns arise.
- » Participate in scheduled Discipline Specific Training.
- Attend any other Career Connect Concurrent Enrollment meetings or trainings as requested.
- Conduct site visits in conjunction with Career Connect staff once during their first semester. Site Visits are conducted on a rotational basis through the Career Connect office. New instructors undergo site visits each semester they teach for the first two years.
- Communicate with the Career Connect staff early and often when issues with instructors and/or courses arise.

## Student Eligibility for Career Connect Courses

- High school students must meet the same course requirements as students attending classes on campus at Iowa Lakes.
- Senior Year Plus handbook mandates, under Student Eligibility, "The Student shall have taken appropriate course prerequisites, if any, prior to enrollment in the eligible post-secondary course, as determined by the eligible post-secondary institution delivering the course."
- The ACCUPLACER or ACT is required before taking any course at Iowa Lakes. Iowa Lakes administers the ACCUPLACER at each high school in the fall and spring. Make-up testing is available at all Iowa Lakes campuses.
- Students are required to meet the conditions listed in the Senior Year Plus guide to be eligible to enroll in any course where postsecondary credit is available, including Concurrent Enrollment and Career Academy. Enrollment requirements may include; meeting requirements established by the postsecondary institution, need or exceed minimum performance measures on any academic assessments that may be required by the eligible postsecondary institution, and the student shall have taken appropriate course prerequisites, if any, prior to enrollment.
- The Career Connect Registration Form also states that authorized high school personnel confirms that all prerequisites and qualifications for a student are being met. The form requires a guidance counselor or authorized personnel signature, and Career Connect will not register a student without a signed registration form.



## Student Responsibility for Career Connect Courses

- Students are responsible for registering for Iowa Lakes Career Connect courses through their high school guidance counselor.
- If a student drops a course(s) after they have registered, it is the student's responsibility to meet with the high school guidance counselor, who will send an email to the Career Connect staff. The email is then printed off and kept with the student's registration.
- Each high school has a policy for courses dropped after the deadline. It is the student's responsibility to know their high school policy and must follow the add and drop dates provided by the Iowa Lakes Record Office.
- The student is responsible for using all textbooks in an appropriate manner.
- The student may contact Iowa Lakes to request an official Iowa Lakes transcript be sent to any other college for evaluation. They can contact the Records Office at 712-852-5265.
- It is the student's responsibility to check with the transfer institution to see if courses are transferrable.
- The Iowa Lakes Community College Student Handbook lists student rights and provides a complete listing of Iowa Lakes policies and procedures for all Career Connect students.
- The Iowa Lakes Student Handbook can be found at [www.iowalakes.edu](http://www.iowalakes.edu), under Quick Links and click on Student Handbook.

## Registration Process for Career Connect Courses

- Each Concurrent Enrollment student must complete a Career Connect Concurrent Enrollment registration form and submit ACT or ACCUPLACER scores when required. Some courses require a prerequisite course or a certain score on the ACCUPLACER or ACT.
- Registration for all Career Connect courses takes place in the months before classes start. Registration dates will be communicated before each semester. Career Connect staff receive high school guidance counselors or instructor's approved rosters, from all partnering high schools.
- Within the first ten days of each semester, Career Connect staff contact schools and compare Iowa Lakes rosters with the high school to ensure the proper students have been enrolled.
- Online and on-campus students are registered as soon as applications are received, and assessment requirements are verified.

## Add & Drop Policy

Students may change course(s) by contacting their high school guidance counselor. All Career Connect adds and drops must be completed within ten days of the class's start and immediately emailed to the Career Connect Office. An official email regarding adding or dropping a course is required from the guidance counselor. Students wishing to add or drop a course must do

so through their guidance counselor. High school guidance counselors must be aware of these changes so they can adjust the student's schedule. Adds and drops must be received by each semester's set deadline dates. Add and drop dates are provided by the Records Office.

## Grading

At the beginning of the course, the instructor will inform students of the criteria used in determining final grades and publish the criteria on their course syllabus. Concurrent Enrollment students need to understand the implications of starting a college transcript.

- Grades for Concurrent Enrollment courses become part of a permanent college transcript.
- Poor grades in Concurrent Enrollment courses could impact college academic standing and financial aid eligibility after high school.
- Students should understand the difference between being deleted from a course and withdrawing from a course and what the calendar deadlines are.

## Transferring Career Connect Credit

Every college and university has its own policies governing the transfer of credit. Credit is usually accepted on a course-by-course basis and will vary widely at private colleges and colleges outside Iowa. In some cases, a college may accept some, but not all, credits from Iowa Lakes. The credits that students earn while participating in the Concurrent Enrollment Program are, of course, accepted at Iowa Lakes. We recommend that students check with colleges they are interested in attending and inquire about their transfer credits policies.

## Transcript Requests

Transcript requests will only be processed if the Iowa Lakes student submits the request. Federal law prohibits the release of student information to anyone other than that student. Grades for Concurrent Enrollment courses are posted after the high school semester ends. If a student is requesting a transcript mid-semester, all of their courses and grades may not appear.

Students may request an official transcript on the Iowa Lakes website.

1. Go to [www.iowalakes.edu/registrars\\_office/transcripts/](http://www.iowalakes.edu/registrars_office/transcripts/)
2. Select [CLICK HERE TO REQUEST A TRANSCRIPT](#)
3. Complete via National Student Clearinghouse

If a student needs to send transcripts to Iowa Lakes, they should mail to the following address.

Iowa Lakes Community College  
Records Office  
Attn: Amber Bates  
300 South 18th Street  
Estherville, IA 51334



## Evaluation of Courses

All students at Iowa Lakes will complete evaluations of their courses based on a rotation. As part of the Iowa Lakes student body, Concurrent Enrollment students also complete evaluations of their Concurrent Enrollment courses. This is also a requirement of the National Alliance of Concurrent Enrollment Partnerships (NACEP) standards. Each semester Iowa Lakes provides the evaluation instrument. There is a rating scale (e.g., Always, Most of the Time, Some of the Time, Never, Does Not Apply). The survey instrument is designed to assess student perception of the CEP course. The Iowa Lakes Career Connect department sends out the evaluations for students to complete for all Concurrent Enrollment courses. The evaluation results are received by the Career Connect office and the results are distributed accordingly. The following rules apply:

- The respective supervisor may, within an evaluation year, request that additional surveys be administered to a designated instructor.
- Student surveys may only be used to determine the need for follow-up by the immediate supervisor and are not part of an employee's permanent file.

# Submitting Grades

Concurrent Enrollment instructors are required to enter final grades online within ten days after the course's conclusion. Only final grades must be submitted. If a student is unable to complete assignments due to special circumstances beyond their control, an "I" (incomplete grade) should be submitted in the final grading field. The final deadline for the student to submit assignments or complete exams must also be entered. Incomplete grades for a course must be discussed and approved by the Executive Dean of Instruction & Development and the Career Connect Director. Detailed instructions are provided to log in and report grades online.

## Grading System

High school instructors offering Concurrent Enrollment courses are to follow the Iowa Lakes Community College grading scale and it should appear on all syllabi. Coursework is assigned the following meaning to the various letter grades:

A	90%-100%
B	80%-89%
C	70%-79%
D	60%-69%
F	59% and below

Iowa Lakes Community College believes high standards and excellent grades mean excellent work. During orientation, students are made aware of the importance of the grades they receive and how it will effect their transcripts in the future. A student's grade is confidential information.

Students should have access to completed and graded tests. They should be able to see their mistakes and have them explained. This can be a time consuming but highly educational process. Mid-term grades are used by concurrent enrollment instructors and students to spot trouble in the student's academic progress. Grades are based on a student's levels of achievement in those courses in which they enroll. Iowa Lakes uses a 4-point grading scale to calculate grade point average. The following scale is employed:

**Ranking Hours:** Count for attempted credits and honor points.

A – Excellent	4 points
B – Above Average	3 points
C – Average	2 points
D – Below Average	1 point
F – Failing	0 points, No credit

**Descriptive or Action Symbols:** Earn no credit or honor points

I – Incomplete	W – Withdrawn
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**I (Incomplete)** – Assigned in cases where a student has not completed a portion of assigned coursework during a regular

term for extenuating circumstances such as illness, family emergency, etc. A grade change will be accepted up to the end of the next term in which the grade is issued. If the incomplete is not changed within one semester, the incomplete will remain on the transcript permanently. The student would then have to repeat the course to receive credit. An incomplete should be used with discretion. An incomplete grade **MUST** be arranged between the instructor and the student. When coursework is completed, the instructor turns in a "Grade Change" form to the Registrar. Grade change forms are available in the Business Office at all campuses. (See samples on the next page.)

**W (Withdrawn)** – A "W" is assigned for any course from which the student withdraws after the end of the first week of the semester but prior to the last four weeks. It is also assigned for a dropped course. An "F" will be entered on the transcript if a student stops attending a class but does not formally drop prior to the start of the eleventh week of the semester.

## Class Rosters

Class rosters are provided to instructors and guidance counselors by the Career Connect office. The Records & Registration Office may also provide an initial class roster before the first day of class. All instructors must monitor their class roster to ensure all attending students are registered for the course.

## Submission of Attendance

Instructors will be asked to report attendance at least once during each fall and spring semester. This is completed via Canvas. The Records & Registration Office will notify you as to when to report attendance.

## Submission of Grades for Midterm and Final Grades

Iowa Lakes issues grades for all courses at midterm and the end of the term. Midterm grades are distributed through the instructors, and final grades are made available to students through Canvas. Students wishing to have their final grades mailed to them must submit a request to the Records & Registration Office.

Grades will be submitted via Canvas. Instructors will be notified by the Records & Registration Office regarding deadlines for submission of grades. Instructions for the use of the web and grade input are included in this handbook. This information will be reviewed annually at the Fall NACEP Training.

## To Access Canvas:

1. Go to [www.myiccoc.com](http://www.myiccoc.com)
2. Log-in with your username and password (Contact Laura Howard at [lhoward@iowalakes.edu](mailto:lhoward@iowalakes.edu) if you do not have credentials or do not remember them.)

## Publishing Courses

**Your course must be published to submit final grades.** You only have to publish each course once during the semester.

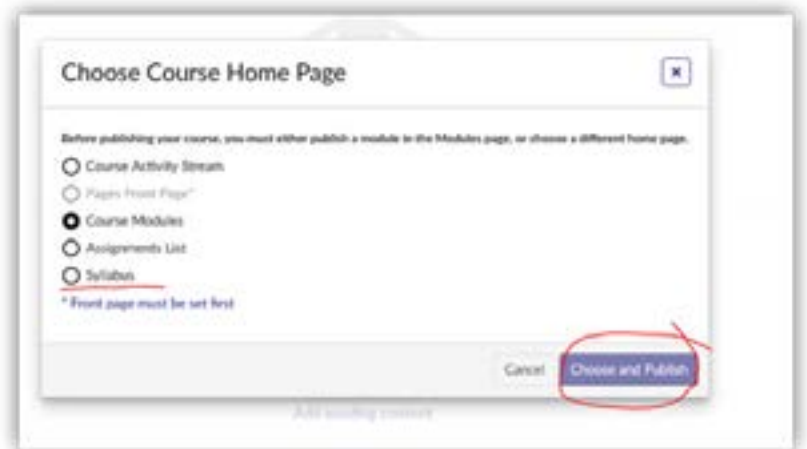
**Step 1:** Once you are logged into Canvas, the first page will be your Canvas Dashboard. From your Canvas Dashboard, select one of your current semester courses. You can tell what semester the course is in from the Course Card.



**Step 2:** Once you are in your course, in the top right-hand corner, select *Publish*.



**Step 3:** Once you hit publish, a box will appear asking you to *Choose Your Home Page*. It doesn't matter what you choose, so please select *Syllabus* then hit the *Choose and Publish*.



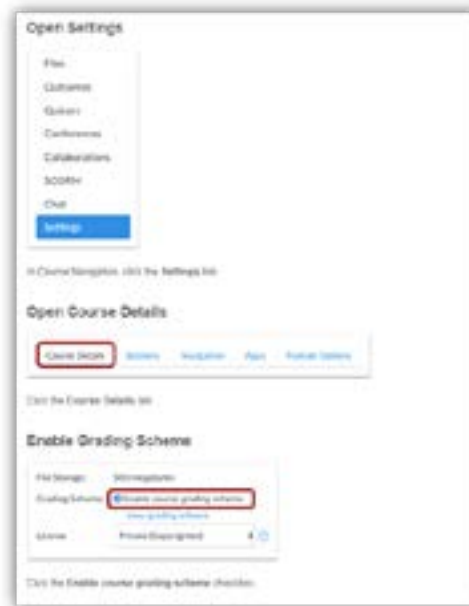
**Step 4:** Your course is now published.

## Grade Publishing Instructions

You can publish midterm and final grades for all or part of your course roster. Changes made in the Grade Publish application are not saved until they are published.

**Step 1:** Open the course for which you would like to publish grades (make sure the course is published).

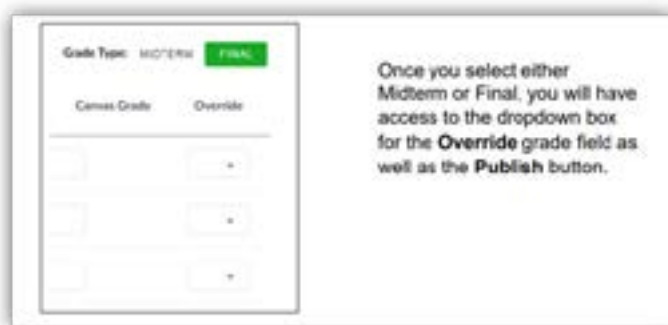
**Step 2:** Go into Settings from the bottom left-hand navigation and check the box for *Enable course grading scheme*. Be sure to select *Update Course Details* at the bottom of the page.



**Step 3:** In the Course Navigation, click the *Grade Publish* link.

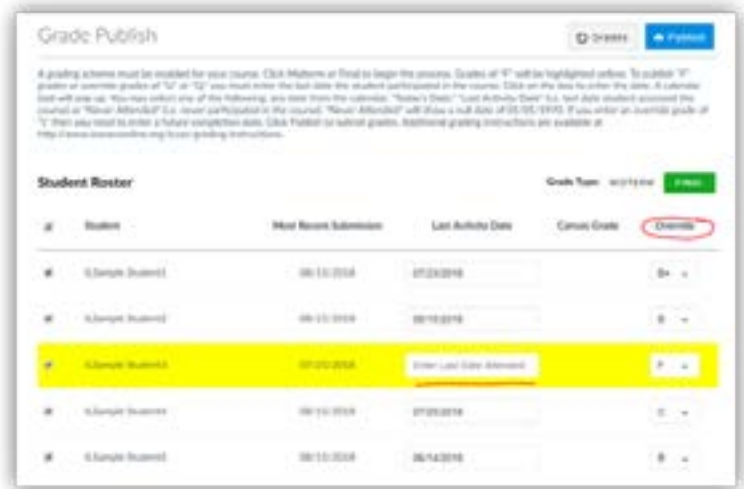


**Step 4:** Select *Midterm* or *Final* for the type of grades that you will be submitting.



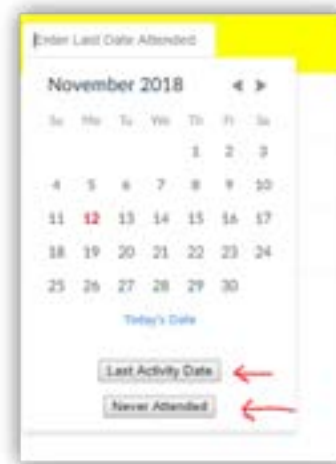
**Step 5:** Review your Student Roster and select students for which grades will be published. You may select one student, multiple students, or all students. The default when you enter the Grade Publish application is that all students are 'checked' to be published. High school instructors will use the "override" option to put in each student's grade.

**NOTE:** Grades of "F" will be highlighted in yellow. To publish "F" grades, enter the last date the student participated in the course. If you try to publish all grades and have students highlighted in yellow, none of the grades will be published.



Click on the Last Activity Date box to enter the date; a calendar tool will pop up. Select one of the following: Any date from the calendar,

- Today's Date,
- Last Activity Date (i.e., last date student accessed course), or
- Never Attended (i.e., never participated in the course) – this will show a null date of 01/01/1970.



**Step 6:** Be sure to hit the Publish button at the top right of the screen. A notification bar will pop up that tells you that your grades have successfully been published.



## Career Connect Instructor Support and Benefits

Iowa Lakes Career Connect recognizes the importance of keeping our Concurrent Enrollment instructors at the forefront of education. We are pleased to be able to provide the following CEP instructor benefits.

- Iowa Lakes Campus Library: All CEP instructors have access to the Iowa Lakes' library and resources available for check-out. Most library services are available online.
- Tours: We enjoy hosting tours of the College for CEP instructors and their students upon request. If you would like to visit the College, or connect with your on-campus faculty liaisons or other on-campus faculty, please contact the Career Connect Offices at 800-521-5054, extension 5240.
- Professional Development: We host professional development days throughout the academic year. For additional information on any of these opportunities, please contact Career Connect at 800-521-5054, extension 5240.
- Career Connect Support: The staff communicates with the high school guidance counselor and is available to meet with the instructor, counselor, or administrator to discuss opportunities, new course proposals, or issues related to Career Connect. The staff also maintain communication with the school administration regarding registration, course rosters, grades, and transcripts.
- CEP Classroom Support: The Career Connect staff is available to meet with CEP courses or individual students to assist with college registration, obtaining transcripts, transferring credits, and Career Academy information.
- Career Connect instructors have access to the anti-plagiarism website and instrument, [www.turn-it-in.com](http://www.turn-it-in.com). Please contact the Career Connect Director to set up an account.

# Academic Integrity & Plagiarism

## Student Academic Responsibilities

Students are responsible for their own learning and development. They are responsible for being an active learner by attending class, completing the class and laboratory assignments, and preparing in advance of the scheduled class session.

Students should participate through sharing learning experiences with peers, broadening their general education base, and transferring previous learning. They should assume responsibility for fostering effective relationships with instructors and peers. Students are expected to understand and maintain high standards of academic honesty. Before any formal action is taken against a student suspected of committing academic dishonesty, the instructor is encouraged to meet with the student to discuss the situation. If the instructor concludes that the student has committed academic dishonesty and can resolve the matter with the student through punitive grading, the case may be considered closed. Examples of punitive grading include giving a lowered or failing grade for the assignment, having the student repeat the assignment, complete an additional assignment, or assessing a lower or failing grade for the course. The Academic Review Procedure offers recourse to a student who feels his/her grade has been reduced unfairly. Some examples of academic dishonesty are listed below.

### Plagiarism includes, but is not limited to, the following:

- use direct quotes without quotation marks and textual citation of the material,
- paraphrase without crediting the source,
- present another's ideas as their own without citing the source,
- submit material developed by someone else as their own (this includes purchasing or borrowing a paper or copying a disk),
- submit a paper or assignment in which a lot of help has been received that the writing is significantly different from their own.

### Cheating includes, but is not limited to, the following:

- copying someone else's exam or homework,
- purposefully allowing another student to copy their work or submit work they have written as their own,
- referring to a textbook, notes, or other material during an exam without authorization to do so,
- submitting a paper or assignment in which a lot of help has been received that the writing is significantly different from their own,
- having possession of a test copy or test answers without authorization,
- passing test answers to another student before, during, or after a test.

## Academic Dishonesty Examples (Continued)

- Falsification or misrepresentation of data is submitting contrived or made-up information in any academic exercise. For example, making up data, citing non-existent sources, etc.
- Facilitating academic dishonesty is knowingly helping or attempting to help another violate any academic honesty policy. For example, working together on a take-home exam or other assignment when the option has not been made available, giving a paper or assignment to another student for his/her use, etc.
- Multiple submission is submitting any work to fulfill academic requirements in another course without prior approval from the instructor involved. For example, submitting the same paper for two different courses.
- Unfair advantage is trying to gain unauthorized advantage over fellow students. For example, gaining or facilitating unauthorized access to exam materials (past or present), interfering with another student's efforts in an academic exercise, lying about the need for an extension on a paper or assignment, destroying, hiding, removing or keeping library materials, etc.

## Responsible Use of Services

Students are responsible for the appropriate use of services provided by the College. This includes the following:

1. Knowledge of student, social and professional activities;
2. Participation in student, social and professional activities;
3. Seeking assistance when facing problems that interfere with educational success

## Computer Conduct

Iowa Lakes provides college computer systems for use by students, faculty, and staff to further the educational mission of the College. This includes coursework, college-related academic endeavors, and business operations. Each user is expected to follow established computer conduct policies and not interfere with or disrupt the orderly processes of Iowa Lakes resources. Users accept the responsibility for utilizing services in ethical ways, demonstrating academic integrity and respect for others who share this resource. Users must follow all existing federal, state, and local laws as they relate to computer conduct.

Acts of misconduct will be the cause for disciplinary action up to and including discharge, as well as a possible legal or civil action.

- Unauthorized copying of anything that is licensed or protected by copyright. This includes, but is not limited to, any software (including operating systems, programs, applications, databases, or code), multimedia files (including music, movies, or audio), or text files



# Iowa Lakes Syllabus Template

This template MUST be used by Career Connect instructors.

I - 5

<p>Iowa Lakes Community College XXXXX Campus <b>Course Syllabus</b></p> <p><b>Course Name</b> <b>Course Prefix/Section</b> <b>Semester, Year</b> Credits:</p> <p><b>Class Begins/Ends:</b> <b>Meetings Days/Times:</b> <b>Class/Lab Location:</b> <b>Course final:</b></p>
--

**Instructor:**

- Office:**
- Office Phone:**
- Office Hours:**
- Cell Phone (optional):
- email:**

**Course Description:**

**Course Prerequisites:**

**Course Learning Outcomes**

Upon the completion of this course, the student should be able to:

**Institutional Learning Outcomes:**

	Introduced	Reinforced	Assessed
Think Critically and Solve Problems			
Communicate Effectively			
Professionalism & Civility			

**Text & Additional Materials**

**File Submission Requirements:** Iowa Lakes Community College uses Microsoft products and encourages students to do the same. The College makes Office 365 available to all students. You may save word-processed documents for file attachments in .doc or .docx format. If your software does not do either of these, save files in Rich Text Format (.rtf).

**Course Schedule/Outline (Units of Instruction):**

Projected / Subject To Change

**Methods of Instruction:**

**Grading Scale:**

- A = 90% -100%
- B = 80%-89%
- C = 70%-79%
- D = 60%-69%
- F = 59% and below

**Grading Policies:****Assessment of Student Learning:**

Iowa Lakes Community College is committed to the continuous improvement of teaching and learning. You may be asked to help accomplish this objective and respond to surveys. Tests or assignments completed for this course may be used with other faculty to measure comparability across delivery modes or multiple sections. This will not affect your grade for the course, and confidentiality will be maintained.

**Attendance and/or participation:****Communication expectations:****Other class policies:**

**Student Handbook:** Students must abide by all policies, as stated in the Iowa Lakes Student Handbook, found at [www.iowalakes.edu](http://www.iowalakes.edu) under Quick Links.

**Recording in the Classroom:** Students should be aware that a course might be audio or video recorded by one or more students. The College's policies governing the audio or video recording of a course are included in the Student Handbook. Students who have any questions or concerns about course recordings should address their questions or concerns with the instructor at the *beginning of the semester*.

**Student Academic Honesty:** Iowa Lakes Community College believes that personal integrity and academic honesty are fundamental to scholarship. Iowa Lakes strives to create an environment where each student's dignity is recognized, and an atmosphere of mutual trust exists between instructors and students. The instructors have confidence in the students' integrity and encourage students to exercise good judgment in fulfilling this responsibility.

Actions contrary to academic integrity will not be tolerated. Activities that have the effect or intention of interfering with learning or fair evaluation of a student's work or performance are considered a breach of academic integrity. Examples of such unacceptable activities include, but are not limited to:

- **Cheating** – intentionally using or attempting to use unauthorized material, assistance, or study aids in my academic work. For example, using a cheat sheet for a test, looking at another student's paper during an exam, stealing or buying all or parts of an exam or paper, altering and resubmitting work for a better grade without prior approval to do so, etc.
- **Plagiarism** – representing another's ideas, words, expressions, or data in writing or presentation without giving proper credit, failing to cite a reference or failing to use proper documentation, using works of another gained over the internet and submitted as one's own work.
- **Falsification or misrepresentation of data** – submitting contrived or made-up information in any academic exercise. For example, making up data, citing non-existent sources, etc.
- **Facilitating academic dishonesty** – knowingly helping or attempting to help another violate any academic honesty policy. For example, working together on a take-home exam or other assignment when the option has not been made available, giving a paper or assignment to another student for his/her use, etc.
- **Multiple submissions** – submitting any work submitted to fulfill academic requirements in another course without prior approval from the instructor involved. For example, submitting the same paper for two different courses, etc.
- **Unfair advantage** – trying to gain unauthorized advantage over fellow students. For example, gaining or facilitating unauthorized access to exam materials (past or present), interfering with another student's efforts in an academic exercise, lying about the need for an extension on a paper or assignment, destroying, hiding, removing or keeping library materials, etc.

**Disciplinary Action:** Any violation of the Student Academic Dishonesty Policy will be treated as a serious matter. The instructor has primary responsibility for classroom behavior and maintaining academic integrity. Students who earn an "F" based on any violation of the Student Academic Honesty Policy may not withdraw from the course (and receive a grade of W). Depending on the nature and severity of the offense, Iowa Lakes Community College reserves the right to exercise disciplinary action outlined in the Disciplinary Action Section of the Student Handbook.

### **Americans with Disabilities Act – Policy of Nondiscrimination and Accommodations**

It is Iowa Lakes Community College policy to not discriminate against qualified individuals with disabilities and to provide reasonable accommodation(s), as required by law, to otherwise qualified applicants for admission or to students with disabilities in all education programs, activities, services and practices, including application procedures, admissions, course selection, the awarding of degrees, discipline and dismissal. Educational opportunities will not be denied to an otherwise qualified application or student because of the need to make reasonable accommodation(s) or modification(s) for the physical and mental impairment(s) of any such individual.

Iowa Lakes Community College students needing reasonable accommodation(s) or modification(s) should contact Jody Condon by phone at (712) 852-5219 or by email at [jcondon@iowalakes.edu](mailto:jcondon@iowalakes.edu). To assure that accommodation(s) or modification(s) will be ready when classes start, students must make the request as soon as possible before a semester begins.

### **Non-Discrimination/Equal Opportunity Statement**

It is the policy of Iowa Lakes Community College not to discriminate on the basis of race, color, national origin, sex, disability, age (employment), sexual orientation, gender identity, creed, religion and actual or potential parental, family or marital status in its programs, activities, or employment practices as required by the Iowa Code §§216.6 and 216.9, Titles VI and VII of the Civil Rights Act of 1964 (42 U.S.C. §§ 2000d and 2000e), the Equal Pay Act of 1973 (29 U.S.C. § 206, et seq.), Title IX (Educational Amendments, 20 U.S.C §§ 1681 – 1688), Section 504 (Rehabilitation Act of 1973, 29 U.S.C. § 794), and Title II of the Americans with Disabilities Act (42 U.S.C. § 12101, et seq.).

If you have questions or complaints related to compliance with this policy, please contact Kathy Muller, Equity & Title IX Coordinator, 19 South 7th Street, Estherville, IA 51334, 712.362.0433, [kmuller@iowalakes.edu](mailto:kmuller@iowalakes.edu), or the Director of the Office for Civil Rights, U.S. Department of Education, Citigroup Center, 500 W. Madison, Suite 1475, Chicago, IL 60661, phone number 312/730-1560, fax 312/730-1576.

A formal discrimination complaint process is published in the Student Handbook, Employee Handbook, and the Affirmative Action Plan of the College.

**Learning Support:** Iowa Lakes Success Centers, Libraries, and Educational Counseling Centers offer friendly, supportive learning environments to help students achieve success. Staff members are available for drop-in assistance during open hours.

# Hiring Standards and Levels of Qualifications for All Faculty

## Faculty Teaching Arts & Science Courses

Instructors in the subject area of arts and sciences shall meet either of the following qualifications.

(1) Possess a master's degree from a regionally accredited graduate school and has completed a minimum of 18 credit hours of graduate-level courses in each field of instruction in which the instructor is teaching classes.

(2) Have two or more years of successful experience in a professional field or area in which the instructor is teaching classes and in which postbaccalaureate recognition or professional licensure is necessary for practice, including but not limited to the fields or areas of accounting, engineering, law, law enforcement, and medicine.

## Faculty Teaching Career and Technical (Vocational) Courses

Instructors in the subject area of career and technical education shall be registered, certified, or licensed in the occupational area in which the state requires registration, certification, or licensure. Instructors shall also hold the appropriate registration, certificate, or license for the occupational area they are teaching and meet either of the following qualifications.

(1) A baccalaureate or graduate degree in the area or a related area of study or occupational area in which the instructor teaches classes.

(2) Special training and at least 6,000 hours of recent and relevant work experience in the occupational area or related occupational area in which the instructor teaches classes if the instructor possesses less than a baccalaureate degree in the area or related area of study or occupational area in which the instructor is teaching classes. If the instructor is a licensed practitioner who holds a career and technical endorsement under chapter 272, relevant work experience in the occupational area includes but is not limited to classroom instruction in a career and technical education subject area offered by a school district or accredited nonpublic school.

## Adjunct/Part-Time/High School Instructors

1. There shall be no differentiation between minimum hiring requirements of full-time faculty, part-time faculty, or adjunct instructors, including those teaching dual credit classes in high schools.
2. A program of support and development shall be established for adjunct instructors.

3. Staff development is expected of all employees. Those employed as teachers in a K-12 system shall satisfy any staff development requirements through their K-12 licensing requirements.

## Appendix C

Compliance with the Faculty Accreditation Standards of the Higher Learning Commission (HLC) of the North Central Association of Colleges and Schools and with Faculty Standards Required under Specific Programs Offered by the Community College that are Accredited by Other Accrediting Agencies

### Policy Statement:

Iowa Lakes Community College shall continue to comply with the faculty accreditation standards of the Higher Learning Commission (HLC) of the Higher Learning Commission of the North Central Association of Colleges and Schools (NCA). Faculty standards required by other accrediting agencies of specific programs offered by Iowa Lakes Community College shall be observed and maintained.

### Process Implementation Responsibility:

Appropriate substantiating data and records as currently required for accreditation by The Higher Learning Commission (HLC) shall be monitored by the Iowa Lakes Community College HLC Compliance Officer. The faculty records shall be maintained by the Human Resources Office.

### Process Modification Responsibility:

All changes or modifications to the procedures associated with the compliance to standards for faculty accreditation shall be reviewed and approved by the Professional Employee Standards Committee.

# Iowa Lakes Community College Contacts

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**Gina Marquez**, Financial Aid Associate – Ext. 5276

**Dianne Hough**, Financial Aid Office Associate – Ext. 5267

**Darci Curry**

Records Coordinator – Ext. 5265

Emmetsburg (712) 852-5265

## Faculty Site Visit Form

Supervising Professor: \_\_\_\_\_ School District: \_\_\_\_\_

Name of High School Teacher: \_\_\_\_\_ Date of the Visit: \_\_\_\_\_

Class Start Time: \_\_\_\_\_ Class End Time: \_\_\_\_\_

Course Name: \_\_\_\_\_ Catalog Number: \_\_\_\_\_

**For the following questions on evaluating the site visit, please use a 5-point scale, where 5 means strongly agree and 1 means strongly disagree.**

Students learning outcomes are measured using comparable grading standards and assessment methods. (A1)

1      2      3      4      5

Students are showing their comprehension by actively participating during the class. (C3)

1      2      3      4      5

The course reflects pedagogical, theoretical, and philosophical orientation of Iowa Lakes Community College (C2)

1      2      3      4      5

High school class is equivalent to the content of the course offered on campus. (C3)

1      2      3      4      5

### Questions:

Some of the strongest aspects of this course are: \_\_\_\_\_

\_\_\_\_\_

Specific challenges faced by this course are: \_\_\_\_\_

\_\_\_\_\_

Suggestions to further strengthen this course: \_\_\_\_\_

\_\_\_\_\_

### Summary:

- Y    N Is the high school instructor using an approved textbook
- Y    N Is the course consistent with the on-campus course?
- Y    N Does the syllabus contain and match the course description?
- Y    N Learning outcomes or competencies?
- Y    N Specific course expectations & grading requirements?

\_\_\_\_\_  
Iowa Lakes Community College Discipline-Specific Faculty Member      Date

\_\_\_\_\_  
High School CEP Instructor      Date

\_\_\_\_\_  
Career Connect Coordinator      Date  
Iowa Lakes Community College

## Career Connect Course & Staff Development Processes

1. Potential CEP instructor completes the Iowa Lakes Community College Employment Application and submits original transcripts to the Career Connect office. Transcripts are processed and approved by the Campus Dean and Human Resources.
2. Upon approval, a meeting is set between the CEP instructor, Career Connect, and the appropriate Iowa Lakes instructor. The discussion will include standards of achievement, grading and assessments to ensure the course reflects the pedagogical, and theoretical and philosophical orientation of the Iowa Lakes Community College departments.
3. During classroom visits, a one-on-one conversation takes place between the College and the CEP instructor. Documentation is kept to verify the use of Iowa Lakes' course collection of a course syllabus from the CEP instructor. Any concerns, questions, and needs are noted. Information requiring immediate feedback is passed on to the Iowa Lakes Dean and the Director of Secondary Programs. The Faculty Site Visit form is signed by both faculty members, with a copy provided to the CEP instructor.
4. Staff development is provided and required for CEP instructors on a yearly basis. Staff development activities include activities that are directly related to the CEP course. However, additional types of staff development are provided that incorporate activities designed to align Career Connect.
5. CEP faculty must attend our Discipline Specific Training each year; Iowa Lakes will facilitate this. The Iowa Lakes Distance Learning Office will offer an online component that could be used to meet this staff development requirement. This online tool will allow Iowa Lakes and CEP instructors to post documents such as lesson plans and assessments, share resources, and participate in professional discussion threads.

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Signature – Instructor

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Career Connect Representative





**IOWA LAKES**  
COMMUNITY COLLEGE

## **Career Connect Office Contacts**

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