

## SECTION VI

### STUDENT GUIDANCE AND SUPERVISION

#### A. ACADEMIC ADVISING

A very vital part of instructional responsibilities is to assist students in determining courses and course sequences for major fields of study and to answer students' questions about careers and occupations. Good academic advisement requires that the faculty member be well versed on the Core Curriculum and on Area F requirements for graduation. All faculty members are expected to assist with academic advisement and/or registration and are to keep advising folders current. Career counseling is available through the Student Life Office. Encourage students to use this service.

Students assigned to the Learning Support Program must be advised by designated Learning Support faculty.

#### B. COUNSELING

Faculty members have unique opportunities to assist students on a one-to-one basis, and some students will readily seek the counsel of available and receptive faculty members. Office hours should be posted and kept with the availability to students in mind. Faculty members should utilize the Coordinator of Guidance, Testing and Student Development Services in the Office of Student Life in referring students and as a resource person when referral may not be advisable or possible. Faculty members should consider all of the administrative officers as assistants in the guidance of students and refer students to appropriate personnel who may provide the needed assistance.

#### C. ACADEMIC STUDENT CONDUCT

Detailed information concerning student conduct may be found in the Student Handbook. A faculty member should report any suspected acts of cheating, plagiarism, dishonesty, or other incidents of academic misconduct on the part of students to the Vice President and Dean of Academic and Student Services, through the Division Chair, for appropriate action.

A faculty member who believes that (s)he has evidence that a student has plagiarized an assignment should meet with the student and present the evidence to him/her. Following this conference, the faculty member will use professional judgment to take appropriate action. If after this conference the student believes that plagiarism has not been proven, (s)he may request a subsequent meeting with the faculty member and the Division Chair. (If the faculty member involved is the Division Chair, the second conference will be with the Vice President and Dean of Academic and Student Services.) Following the second conference, if satisfaction has not been received by either party, a third meeting with the student, the faculty member, the Division Chair, and the Vice President and Dean will be held. If the matter is not resolved satisfactorily through these informal procedures, either party may request that formal procedures be implemented as outlined in the section on Disciplinary Procedures. (Student Handbook, pp. 65-66.)

#### D. HANDLING EMERGENCIES

Emergency first aid kits are available in each building on campus (see Appendix A-31). Faculty members should familiarize themselves with the location of kits nearest to their classrooms and offices. Diagrams for exiting the building and procedures for handling emergencies are posted in classrooms and in other strategic locations. Faculty should become familiar with these and talk about them in classes. Anyone at the College who may be injured or ill enough to require medical treatment should be referred to the Emergency Room at Satilla Regional Medical Center. Emergency medical assistance can be secured by calling 911. In the case of an injury or illness of a student, the Office of Student Life should be contacted for assistance (see Appendix A-30). For accidents involving faculty or staff, the Office of Vice President for Business Affairs should be notified. After regular office hours Campus Security may be contacted at one of the following numbers:

Physical Plant	285-6131
Mobile Phone	288-4474
Pager number	9-1-800-829-2255 then dial 921-9358
Denny Davis	9-1-800-829-2255 then dial 921-9357

(edited 6/12/02)

Others to be contacted are:

Mr. William Deason	285-6132(w)	285-0788(h)
Dr. Barbara Losty	285-6134(w)	283-3585(h)
Dr. Derek Mpinga	285-6135(w)	338-8892(h)

Please familiarize yourself with the content of the Emergency Operations Plan prepared by personnel in the Office of the Vice President for Business Affairs.

#### **E. CONDUCTING FUND-RAISING PROJECTS**

The guidelines which follow shall serve as the official policy for planning and conducting fund-raising activities for all College organizations, groups and individual representatives of students, faculty and staff.

All fund-raising projects and/or activities must be approved by the Chief Administrative Officer of the unit responsible for the activity at least thirty (30) working days in advance of any action involved in implementing the proposed activity.

A fund-raising activity shall be defined as any action undertaken to generate or obtain financial support for an activity developed on behalf of students, faculty, staff, college organizations or groups and/or representatives of these groups. To assist the College and its various organizations and representative groups in the scheduling of fund-raising activities and avoiding conflicts, the Director of Development and Community Services shall develop and maintain an Annual Fund-raising Calendar.

Any fund solicitation involving off-campus contacts must be approved in advance by the Director of Development and Community Services of Waycross College. Should any question develop on review by the Director of Development and Community Services, the proposed project/activity must be submitted to the President of Waycross College for further review before being placed on the Fund-raising Calendar.

All materials, invitations, letters, posters, advertisements, and similar appeals, including the prospect lists, must be carefully planned and then reviewed to eliminate possible conflicts of interest, inappropriate scheduling and/or other action that might tend to compromise the credibility of the College and/or its representatives.

No fund-raising activities may be implemented until: (1) The activity has been approved by the Chief Administrator involved and (b) The activity has been cleared of conflicts and placed on the Annual Fund-raising Calendar.