Welcome to the IRSC Mueller Campus. The staff and I look forward to working with you. Our mission is to support you in providing the highest quality educational experience possible for you. As Provost, I am interested in meeting all Mueller Campus faculty. If this is your first assignment here, please meet with me sometime during the first two weeks of class.

This semester, please encourage your students to activate their new IRSC e-mail account.

EMERGENCIES - Bob Spring, Jay Brown, and Bill Plats are our security guards. The Main Office will be open Monday through Thursday until 6:30 pm and until 5:00 pm on Fridays for emergency phone calls. Our main office phone number is 226-2500. The buildings will be locked by 8:30 pm unless other arrangements have been made for your class. In an emergency, call ext. 2531 from any campus phone. We now have an emergency “Blue Phone” located by the sidewalk between Buildings A and B.

FACULTY OFFICE AND MAILBOXES - There is a faculty office in room D134 (Schumann Center) and A113. Each faculty member is assigned a mailbox located in D134. Please check your mailbox regularly and, please do not send students into the faculty office.

ROSTER - Please take daily attendance in class and check your official class list. Please do not wait until the end of the term to find an omission on your class list.

ABSENCES - If you are unable to meet your class, please notify the office of the Mueller Campus. Your Department Chairperson may be able to help you find a substitute.

PLEASE ENFORCE OUR POLICY: FOOD AND BEVERAGES ARE NOT PERMITTED IN CLASSROOMS.

SMOKING – Smoking is prohibited within 100 feet of the entrance of any public facility. Smoking receptacles are available in designated smoking areas.

SECRETARIAL SERVICES/PRINT SHOP - Our faculty copier is for small jobs and we appreciate when you coordinate your printing needs through the Main Campus. Print request forms are available and staff will be happy to help you with the process.

SYLLABUS – SACS Criteria requires that all students receive a syllabus containing at least: 1) goals and requirements of each course (major topics to be covered and any prerequisites, entry level placement, attendance, behavior); 2) nature of the course content (list of chapters or summary of skills attained); and 3) methods of evaluation (number of tests, grade determination). In addition, the syllabus must contain contact information for the instructor such as e-mail address.

SUPPLIES - Textbooks, ancillary teaching aides, scantrons and other supplies are provided to faculty by the Department Chair. We will provide supplies to you upon request. Students can purchase Mueller Campus class textbooks, scantrons and basic supplies from the Bookstore in Building D.

CELL PHONES – The use of cell phones is prohibited during class at IRSC. All cell phones must be set on silent or off during the class period. Any student who uses a cell phone to make or answer a call, or send and read text messages or emails, other than IRSC emergency messages during class time may be asked to leave and may be considered absent for that class. No student has the right to disturb the teaching and learning process.
PROFESSIONAL APPEARANCE - Professional appearance is essential and expected.

GRADES - The Buckley Amendment and the Right to Privacy Act prohibit posting of grades and publicly discussing specific student scores. It is very important to submit final grades on time.

ACADEMIC SUPPORT CENTER (FORMERLY CPI LAB) - There is an ASC Lab located in Room A114 for English and Reading tutoring and in Room A112 for Math and Science. Please encourage students to use this FREE service to help ensure their success.

ASSESSMENT SERVICES - Make-up tests can be brought to our Assessment Services office in the Schumann Center (D146). Please make sure to complete a “Test Form” so that the test can be given according to your specific instructions regarding time limit, deadline, test aids, etc. Forms are available in the testing center or on the adjunct faculty webpage under the heading “Resources.” Complete guidelines concerning the use of the testing center are also in the Resources section.

AIR CONDITIONING/HEATING - The air conditioning and heating units are computer programmed. If your room is too hot or too cold, please let the Counselor on duty know so they can contact Maintenance. Please do not allow students to adjust thermostats.

HELP DESK – For assistance with technology issues, please contact the IRSC Helpdesk directly using one of the following: 1) visit http://help.irsc.edu/support/; 2) email Helpdesk helpdesk@irsc.edu; or 3) call the Helpdesk at X4427.

BRACKETT LIBRARY (Bldg. L) - Please encourage your students to use the Brackett Library. The library has 34 public computers and 5 study rooms for student and public use. The College Librarian (L205) is available to help students with their research needs and to offer library instruction for your classes. The Link Lab, a 36-seat computer lab located in L207, can be reserved for staff and faculty use. Scheduling is done through the College Librarian at #2544.