

COMMUNICATIONS

COMMUNICATION WITH STUDENTS

Be sure that all students have some means of communicating with you.

You need not give them your home phone, but you must give them an e-mail address or some other way to reach you.

Also, try to be available for at least a few minutes before and after class so that quick questions can be answered. You are not required to keep office hours.

Also, make clear to students that you are willing to discuss grades and other problems. When a problem does come up and a student goes to the department chair, the student is normally referred back to the instructor.

You are expected to know the rules governing student privacy, and you should also speak with all students in a professional manner.

STUDENT PRIVACY RIGHTS:

DO NOT POST GRADES in any form.

This practice can violate student confidentiality guidelines.

By college policy, you may not provide grades over the phone.

Do not email grades. Please establish other ways for students to obtain grades if it is necessary for them to know before grades are mailed by the college (e.g. have students submit a stamped addressed envelope to you at the final exam. You can then mail them their test and/or final grades).

Do not communicate any information about a student, including grades and attendance, to ANYONE (including parents and police) unless the student has signed a Release Form with FERPA statement.

Release Form with FERPA statement can be found at either:

<http://www.midlandstech.edu/forms/>

or

<http://inside.midlandstech.edu/sds/AVPSDS/>

At second url you can also find the following forms:

- [Steps for Student Grievance Procedure](#)
Click on the "flow chart" link in Section II, E. Step Four, Number 3 to go to the Steps for Student Grievance Procedure Chart.
- [Resource Card for Student Problems \(Requires Adobe Acrobat Reader\)](#)
- [Student Code Violation Referral Form \(Requires Adobe Acrobat Reader\)](#)
- [MTC Student Code](#)

COMMUNICATION WITH DEPARTMENT

E-MAIL (Our main method of communication)

All faculty are expected to **check e-mail regularly** (several times a week) and to be sure that the department has your correct e-mail address. Most essential information will be sent via e-mail, so **you must have an email account and you must keep it available to receive mail.**

You may open a free MTC e-mail account to use which you may access from home or from computers on campus. If you have no home computer to check e-mail, please use the computers in the adjunct workrooms (WM 320 and RO 122).

CAMPUS MAILBOX

Please check your campus mailbox each time you are on campus to teach a class, WITHOUT FAIL. You will have a mailbox on each campus where you teach a class.

TELEPHONE

You will normally not be contacted by telephone. If you are, then it is a serious situation.