Noncredit Instructor Absences
The Department Chair is responsible for arranging subs. If the department chair delegates that responsibility to the campus dean's office staff, then the instructor should call the office staff. The campus classified staff are responsible for initiating the "substitute demand" form (payroll form) for the substitute and a "Faculty Application for Leave" form for the instructor. The department chairperson is responsible for providing the classified staff with a list of approved substitutes. Instructors are not allowed to arrange for their own substitutes, unless specifically authorized by the department chairperson or school dean.

Issue date: Feb. 2010

Section 4.6

FACULTY MEETINGS

General faculty meetings are held at the beginning of each semester. Faculty are notified of dates in advance. ATTENDANCE IS MANDATORY for full-time faculty. A meeting of each department generally follows the College-wide faculty meeting at the beginning of the semester. ATTENDANCE IS MANDATORY for all full-time faculty. Additional meetings are held as determined by the department chairperson.

Issue date: Feb. 2010

Section 4.7

INTRODUCTORY INFORMATION

All courses which are claimed for apportionment must be open to enrollment by any student who has been admitted to CCSF and who meet any applicable course prerequisites/co requisites, up to the maximum capacity for a class which is set by the Office of the Vice Chancellor of Academic Affairs.

During the first week of instruction, instructors are to give each student pertinent written information including:

- Learning Outcomes
- Plagiarism Statement
- Accommodations
- Required materials;
- Field trips, if appropriate;
- Subject matter to be covered;
- Prerequisites/co requisites, if any. If a student has not met a course prerequisite/co requisite, she/he may not continue in the class.
- Nature and frequency of assignments and examinations;
- Grading system;
- Method of evaluations;
- Attendance regulations in writing (departmental guidelines);
- Office hours and location
- Final exam date.
- A copy is also to be provided to the Department Chairperson
Refer to APPENDIX G - Elements of a Syllabus for further details.

In addition, instructors should identify themselves, their course, and section on the chalkboard and syllabus. Written attendance regulations must be given to students.

Faculty are discouraged from giving personal information such as home addresses and telephone numbers to students. The District is not responsible for any consequences to faculty who give personal information to students. Faculty must also observe the privacy of student information and may not share information about students with the class. (Please refer to Section 9 - STUDENT REGULATIONS AND RESOURCES.)

Issue date: Feb. 2010

Section 4.8

INSTRUCTIONAL MATERIALS AND INSTRUCTIONAL MATERIALS FEES

All faculty shall abide by the Administrative Regulations, AR 6.13.01.C. Special Materials Fees. A special materials fees is to be approved in advance by the Dean of Administrative Services and the Vice Chancellor for Academic Affairs.

Issue date: Feb. 2010

Section 4.9

GUEST SPEAKERS

Instructors who desire to supplement instruction by inviting guest speakers shall notify their department chairperson or the school dean of the names and topics of such speakers well in advance of the dates on which they will appear. Instructors shall be present throughout the presentation.

Instructors should either make suitable arrangements for a parking permit or should inform the visitor about public transportation.

Ordinarily, guest speakers do not receive honoraria.

Issue date: Feb. 2010

Section 4.10

FIELD TRIPS

Field trips required as a regular part of the instruction in a course must be a part of the outline of record. Advance written notice of such trips must be given to the department chairperson and to the appropriate school dean, including a statement of reasonably exact times and places so that students
APPENDIX ‘G’

TO DO: Consult with Academic Senate & Departments
Update online version

ELEMENTS OF A SYLLABUS

The course syllabus is the document that an instructor produces for distribution to students on the first day of classes for the purpose of communicating (1) the nature of the course and (2) the instructor’s procedures and policies. It differs from the official course outline, constructed when the course was originally approved, in several important ways. However, it is a key mechanism for accomplishing the objectives indicated on the official course outline and therefore must be in fundamental agreement with it.

A course syllabus is required of all courses at City College. To guide you in the construction of your syllabi, the following outline lists the essential components of a standard syllabus. You may wish to provide additional items or information (e.g., resource lists or sources of tutoring) but you are expected to cover all of the listed elements. Regarding length, most syllabi are two to three pages long.

I. Course Identity
   - Course number and title
   - Course description and student learning outcomes
   - Class Hours, Classroom(s)

II. Instructor
   - Name, Office, Office Phone, Email Address, Internet URL
   - Office Hours

III. Overview of the Course
   - Prerequisites, Transferability, Relation to Graduation Requirements
   - Course Content

III. Required Materials
   - Texts
   - Other materials (e.g., calculator, supplies)

IV. Course Requirements
   - Exams, Quizzes, Papers, etc.
   - Homework, Lab Reports, etc.
   - Field Trips, if any

V. Calendar of Important Dates (Exams, deadlines for papers, etc.)

VI. Grading Policy (Be as explicit as possible)
   - Grading System Utilized
   - Policy on Make-ups, Extra-credit
   - Attendance Regulations (Be as explicit as possible)
   - Excused Absences, Tardiness

Departmental Copies: Submit copies of all of your syllabi to the department chair for compilation. The chair is thus enabled to support your efforts and policies and can handle inquiries on your behalf.