

Checklist and reminder for CS instructors

Fall 2009

Welcome and thank you for teaching at SFSU!

Please take a moment to go through this checklist. It is your responsibility to observe SFSU and Department rules and policies and to follow up this checklist and any other policies relevant to your work at SFSU.

Before first day of class:

Make sure textbooks and readers are available/ordered in the bookstore
Get keys to office, copy room/department office
Copy first day handouts for students
Pre-check course prerequisites online
Familiarize yourself with standard SFSU course management SW such as iLearn
<http://ilearn.sfsu.edu>
Familiarize with our WWW site www.cs.sfsu.edu
Check with CS office that all the paperwork is in place
Familiarize yourself with any safety and emergency procedures. All emergency numbers are posted in your office.
Determine your office hours and send them to CS office to be posted
Make sure current class syllabus is available (preferably posted on the CS WWW)
Post necessary material on iLearn (course announcement, syllabus etc.).
Update your emergency contacts and give to the office

First day of class:

Introduce yourself to students. *(Let Chair know if you want him to attend some of the first classes briefly and introduce you)*

Distribute first day handouts such as syllabi as well as related academic policies (posted on CS WWW page with course descriptions)

Discuss syllabus, grading scheme, class rules, attendance etc

Roll-call

Announce your office hours

Alert students to our CS WWW site and ask them to visit it often

Make sure students know and use class management SW i.e. iLearn

Make sure students are aware of CS Department cheating and plagiarism policies and inform them that they will be strictly enforced. Please report each case to the Chair. Our policy is here: <http://www.cs.sfsu.edu/plagarism.html> . You are also encouraged to use Turnitin SW for detecting plagiarism (check http://academic.sfsu.edu/facaffairs/ctfd/fac_resources/turnitin.php)

Check course prerequisites. Strict adherence to prerequisites is required. If there are any issues, please consult the chair. *Students MUST have proper prerequisites before taking class. If prerequisite was taken at other college, send to transfer advisor for proper documentation (need signed memo). For any special cases please consult CS Chair*

Class sizes

Minimal class sizes allowed are as below. Classes below that size might be cancelled.:

- Lower division has to be 13 or above
- Upper division 10 or above
- Graduate 5 or above

Any issues related to class getting too big should be discussed with the CS Chair. The goal is to have class sizes appropriate (i.e. not too big) for effective teaching.

Other general info:

(1) Fall semester drop and withdrawal deadlines and procedures: please note the **new drop deadline of Friday, September 11, 2009** as listed below.

(2) University course syllabi policy:
<http://www.sfsu.edu/~senate/documents/policies/S08-090.html> [Senate Policy #S08-90]
and
<http://www.sfsu.edu/~senate/documents/policies/F07-244.html> [Disability Statement]

(3) University course repeat policy:
<http://www.sfsu.edu/~senate/documents/policies/F08-248.html>

(4) Student privacy rights:
<http://www.sfsu.edu/~admisrec/reg/ferpa.html>.

(5) Link to Fall 2009 semester calendar including university furlough/campus closure days <http://oi.sfsu.edu/cgi-bin/student/webcalendar.search?calid=2&previous=Y&keyword=Fall%20%2709>

Please respond to office e-mail and visit CS WWW and SFSU WWW sites site for information about policies and rules.

Please notify immediately Chair and CS office if you cannot hold a class session, so substitution can be found on time.

Final exam cannot be given in the last class; it has to be given during finals week as per SFSU final exam schedule.

It is mandatory for each instructor to enter grades on-line by the deadline. In case of emergency which prevents faculty from meeting the deadline, the Chair must be notified immediately.

Please be aware of sexual harassment policies at SFSU, they are outlined here http://www.workplaceanswers.com/course/policy/policy_cs2005_uh.asp

Please be aware of our IT resources acceptable use policy (posted on our WWW site in labs link). http://cs.sfsu.edu/acceptable_use_policy.html

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S I T Y ____

College of Science & Engineering

FALL 2009

**DROPPING, WITHDRAWING & GRADING OPTION
PROCEDURES**

: **DROPPING DURING THE FIRST TWO WEEKS** *:*

During the first two weeks of instruction, dropping a course(s) is permitted without academic penalty. No symbol is recorded on the student's permanent record. Students are responsible for making changes to their official academic schedule. If you decide not to attend a class you enrolled in, you must drop that class through GATOR REG during access hours. If you added a class during the first two weeks and then decide to drop, you must drop through GATOR REG during access hours. As a courtesy, you are expected to notify the instructor of your intent to drop the class.

Aug 25 - Sep 11: Dropping class(es) using GATOR REG
8 a.m. to Midnight Monday through Friday

: **WITHDRAWING AFTER THE FIRST TWO WEEKS** *:*

After the first two weeks of instruction, withdrawal from a course is not permitted except for serious and compelling reasons. The "W" grade

carries no connotation of quality of student performance and is not used as units attempted in calculating grade point average or progress points. The expectation of being dropped for nonattendance is not a sufficient reason for withdrawal.

Sep 12 - Nov 19: Withdrawal from a course(s) is permissible only for serious and compelling reasons. If the withdrawal is approved, the student will receive a "W" grade.

PROCEDURE: Requests for withdrawal are to be reviewed by the Instructor and Department Chair. Students must submit their unofficial transcripts along with their petitions.

Nov 20 - Dec 14: Withdrawals are normally not permitted during this period except in cases of verified accident or serious illness where the cause of withdrawal is due to circumstances clearly beyond the student's control and where the assignment of an incomplete is not practical. Ordinarily, withdrawals in this category involves a total withdrawal from the University.

PROCEDURE: All requests during this period must be reviewed by the Instructor, Department Chair, and Associate Dean. Students must submit their unofficial transcripts and appropriate documentations along with their petitions.

CREDIT/NO CREDIT OPTION

In a course where CR/NC grading is permitted, the student must notify the instructor and request it through GATOR REG **on or before October 20th**. Requests for changes in grading option after the deadline are made on the Petition for Waiver of College Regulations form and must be accompanied by an ADD form. The CR/NC grading symbols carry no grade point credit. The CR grading symbol used in an undergraduate level course is equivalent to grades A through C- or in a graduate level course is equivalent to grades A through B-. Students should be aware that other institutions often interpret CR as a C grade and NC as an F grade in evaluating transcripts. Grading option change after the deadline is seldom granted.

AUDITING A CLASS

To register in a class as an Auditor, the student must obtain instructor approval to audit by having the instructor sign an ADD form with the Audit bubble marked. Auditors **may not** change to credit status and vice versa after the **September 11th deadline**.