



**NEW YORK CITY  
COLLEGE OF TECHNOLOGY**

THE CITY UNIVERSITY OF NEW YORK

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**BONNE AUGUST**

Provost and Vice President for Academic Affairs

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**DATE:** FALL 2018  
**TO:** College Faculty  
**FROM:** Bonne August, Provost/Vice President for Academic Affairs  
**RE:** Course Management

As we begin the **FALL 2018** semester, I would like to remind you of the importance of distributing specific information to your students in writing during the first class meeting for every course you are teaching.

As a minimum, every student should have a course syllabus electronically or on paper that provides:

- Course number, title, and section number
- Instructor's name, office address, telephone number, email, and office hours
- Required text(s) and recommended readings, any other required items and major assignments
- Topics to be covered
- Instructional objectives that incorporate assessment measures and techniques
- Clear statement about grading policies including policy for plagiarism
- Attendance policy
- Academic Integrity statement

Instructors find that providing this information can dramatically reduce grade and other disputes.

**eFolders** -You must record student attendance in an eFolder. Be sure to enter the students' attendance at each class session and record all grades, as well as report any students who have never attended, when requested by the Registrar's Office. Also, indicate the nature and weight of each component of the final course grade. Before you submit your eFolder(s) at the end of the term, fill in the same information you gave your classes at the first class meeting regarding the nature and weight of each component of the final course grade, and check to see that all grades used to determine the final grade are recorded in the eFolder. Please review the separate memo regarding changes to CUNY's grading policy ([memo re: WN/WU/F/INC grades](#)). **eFolders should be submitted to your department per the [guide to eFolders](#) and are due by 12:00 pm on Friday, December 28, 2018.**

**Attendance** – All classes must be held from the beginning of the semester on **Monday, August 27, 2018** to the last day of the semester, **Friday, December 21, 2018**. Unless the department chair informs you otherwise, final exams must be administered during the last class meeting. All classes must meet for the full class period and in the assigned location, unless other arrangements such as a field trip have been approved.

**Cancellations, change of location, field trips** - Finally, I remind you that class meetings are governed by state regulations. **No class may be cancelled without prior notification of the department chair and, in the case of evening or weekend classes, the Adjunct Workload Management Office (718.260.5565 or [AWMO@citytech.cuny.edu](mailto:AWMO@citytech.cuny.edu)).** Instructors should not relocate classes to a new room without first receiving permission from the Registrar's Office. For activities such as library or field trips, you must inform the department in advance and post a sign on the classroom door indicating the temporary location, in case an emergency situation arises. Please be aware that every field trip requires an approved field trip form. More information about field trips can be found on the Faculty Commons website under [Student Travel Overview](#).

**Grades – Students** must be informed of their mid-term grades. An email will be sent providing additional details. Final grades are submitted electronically via CUNYfirst. Final Grade rosters for **FALL 2018** will be available beginning **Friday, December 14** and must be submitted no later than midnight of **Friday, December 28, 2018**.

Thank you for your assistance. Best wishes for a successful semester.

Cc: President Hotzler, Academic Deans Department Chairpersons Program Coordinators