



NEW YORK CITY COLLEGE OF TECHNOLOGY

THE CITY UNIVERSITY OF NEW YORK

300 JAY STREET, BROOKLYN, NY 11201-1909

BONNE AUGUST

Provost and Vice President for Academic Affairs

Namm 320

718.260.5560 • Fax: 718.260.5542

Email: baugust@citytech.cuny.edu

DATE: SPRING 2017
TO: College Faculty
FROM: Bonne August, Provost/Vice President for Academic Affairs
RE: Course Management

As we begin the SPRING 2017 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
- required text(s) and any other required items
- topics to be covered
- required and recommended readings and other major assignments
- instructional objectives that incorporate assessment measures and techniques
- clear statement about grading policies including policy for plagiarism
- attendance policy
- office address, telephone number, email, and office hours

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

eClass Folders--You must record student attendance in an eClass Folder. Be sure to enter the students' attendance at each class session and record all grades. Also indicate the nature and weight of each component of the final course grade. Before you turn in 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 see the separate memo regarding changes to CUNY's grading policy. **eClass Folders are due by midnight on Tuesday, MAY 30 to your department.**

Final Grades--Final grades are submitted electronically via CUNYfirst. Final Grade rosters for **SPRING 2017** will be available beginning **Thursday, May 11** and must be submitted no later than midnight of **Tuesday, May 30, 2017**.

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 Evening Office (718.260.5565 or EveningOfficeRL@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 trips to the 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](#).

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

c: President Hotzler
Academic Deans
Department Chairpersons
Program Coordinators