



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: SPRING 2018
TO: College Faculty
FROM: Bonne August, Provost and Vice President for Academic Affairs
RE: Course Management

As we begin the **spring 2018** semester, please remember the following important requirements:

- 1. A syllabus, which includes the following, should be provided to all your students, in writing, during the first class meeting.**
 - course number, title, section number, pre-/co-requisites and a brief course description
 - instructor's name, office address, telephone number, email, and office hours
 - required text(s) and any other required items
 - weekly topics to be covered, required and recommended readings and other major assignments with deadlines
 - instructional objectives that incorporate assessment measures and techniques
 - clear statement about grading policies including policy for plagiarism
 - attendance policy
- 2. Records of attendance and grading must be maintained and given to the department at the end of the course**
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. 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.
eClass Folders are due by Tuesday, May 29, 2018, to your department.

Final Grades--Final grades are submitted electronically via CUNYfirst. Final Grade rosters for **SPRING 2018** will be available beginning **Friday, May 11, 2018** and must be submitted no later than midnight of **Tuesday, May 29, 2018.**
- 3. All classes must be held from the beginning of the semester on Saturday, January 27, 2018, to the last day of finals, Wednesday, May 23, 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.
- 4. Cancellations, change of location, and field trips must be approved.** 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 evesummersessions@citytech.cuny.edu).** Instructors should not relocate classes to a new room without first receiving permission from the Registrar's Office. For on campus activities such as trips to the library or field trips, you must notify the department in advance and post a sign on the classroom door indicating the temporary location, in case an emergency arises. Please be aware that any off-campus field trip requires an approved field trip application. 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