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▼ IMPORTANT CONTACTS

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▼ PREPARING FOR YOUR FIRST CLASS

**Basic Information**

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## Distance Education

### Creating Your Syllabus

-  **Course Outline of Record (COR)**
-  **Syllabus Requirements**
-  **SLOs - What are they and how to use them**
-  **Important Dates**
-  **Regular and Substantive Interaction - Online Classes**
-  **Syllabus Template**
-  **Sample Syllabus 1**
-  **Sample Syllabus 2**
-  **Sample Contact Sections for Syllabi.docx**

### Practicalities

-  **Communicating with Students Ahead of Class**
-  **Student Success Factors**
-  **Wait Lists**
-  **Time Conflict**
-  **Making Photocopies**
-  **Finding Your Classroom**
-  **Classroom Keys**
-  **Parking and Parking Permits**

## ▼ OPENING DAY

 **What To Do on the First Day**

 **Class Roster**

 **Required Drops (Quick Reference)**

 **Required Drops**

 **Adding Students From the Wait List**

 **Late Add Policy**

 **Auditing a Class**

▼ **CLASS MANAGEMENT**

 **Required Drops**

 **Drops at the Last Day to Drop without a W**

 **Drops Throughout the Semester for Lack of Active Participation**

 **What If I Dropped the Wrong Person?**

 **Take Roll**

 **Work with Disabled Students**

 **Maintain Confidentiality of Student Records**

 **Manage Disruptive Students**

 **Communicating concerns for students or co-workers**

 **Take Absences, Class Cancellations, and Leave**

 **Respond to Cheating and Plagiarism**

 **Maintain Academic Integrity in Online Classes**



## Facilitate an Independent Study

 **Address Controversial Issues in Curriculum**

 **Arrange Field Trips**

 **Reserve Rooms for Event Planning**

## Student Learning Outcomes

 **Student Learning Outcomes**

 **Department Practice and Student Learning Outcomes**

 **SLO's versus End-Term Grades**

## Services

 **Library Services**

 **Proctoring Services**

 **Tutoring Services**

 **Early Alert**

 **Faculty Resource Guide.pdf**

 **Honors Program and Honors Contracts**

## ▼ GRADING GUIDELINES

### Throughout the class

 **Attendance, Active Participation, and Grading**

 **Scantrons**

### During the last week of class

 **Final Exams and Final Exam Week**

 **When Do I Have to Submit Final Grades By?**

 **Final Grade Submission**

 **Academic Record Symbols and GPA**

 **Pass/No Pass Grading**

 **The Giving of Incompletes**

**After class has ended**

 **Late Withdrawals**

 **What If I Need to Change a Grade I Already Submitted?**

 **Student Request to Change a Grade**

 **How Long Do I Have to Keep Roll Sheets and Grade Book?**

▼ **Tools for Instruction**

 **Navigate**

 **Early Alert**

 **Zoom class meetings**