Submissions: Each semester you need to turn into the Liberal Arts and Sciences Office one copy of your course description/syllabus for each course you teach. Your description/ syllabus should contain the following:

1) the course number and title
2) the term and year
3) your name as instructor
4) your availability to students (office hours, email address, telephone)
5) an overview of the course
6) prerequisites and advisories, if any
7) required texts and materials
8) current learning outcomes from the course outline
9) chronological schedule of content including due dates for tests and assignments
10) grading criteria (not including attendance, although participation may be used as a grading factor)
11) completion requirements
12) your implementation of the College attendance policy:
   “Students missing one more class hour than the unit value for particular course, without making prior arrangements may, at the instructor’s option, be dropped without possibility of credit.”
13) the ADA Accommodation Statement:
   “Students requiring special services or arrangements because of hearing, visual, or other disability should contact their instructor, counselor, or the Disabled Student Services office.”
14) the Student Honesty Policy Reference Statement:
   “Students are expected to exercise academic honesty and integrity. Violations such as cheating and plagiarism will result in disciplinary action which may include recommendation for dismissal.”
14) Occupational/Vocation Statement:
   “Occupational/Vocational students—Limited English language skills will not be a barrier to admittance to and participation in Vocational Education Programs.”

Absences: The Liberal Arts and Sciences Office must be notified of all absences, either by a verbal or telephone message prior to or on the day of the absence (Michele Cortes at 848-4701), a Leave of Absence form prior to the absence, or a Conference Request form prior to planned conference attendance.

Email: You will be given a Gavilan email when you are entered into Banner. You may access your email through the Gavilan web page. If you wish, you may also have your email forwarded
to another account. It is essential that you read your Gavilan email regularly as most communication comes through this channel.

**Final Exams:** All instructors are required to meet with their classes during the final exam period and either 1) administer a final examination or 2) lead the class, as appropriate, in a final activity (for example, the presentation of a culminating student project).

**Office Hours:** As part of professional responsibilities, instructors are expected to hold at one office hour for each class taught.

**Flex Requirement:** Each instructor is required to contribute flex hours based on his or her instructional load. The flex hours are a percentage of the full time obligation of five flex days (six hours per day) per semester. Thus an instructor teaching a 40% load would be obliged to contribute 12 flex hours. Attending meetings, participating on committees, preparing curriculum, and working on institutional or instructional projects all count for flex time.

**Rosters:** Rosters are available on Gavilan Self-Serve Banner (directions attached; Michele Cortes also provides tutorials). Students who do not attend class on the first day may be dropped from a course, but as many students are not aware of this policy, most instructors wait until the second class meeting to drop students. First census rosters are distributed at the third Monday of each sixteen week semester. Instructors must drop students who are not attending classes through this form. The last day for students to withdraw without a grade occurs in the twelfth week of the semester.

**Copies:** Reproduction services are located in the Security Building on the north end of campus. Copying may take as long as 3-5 days, although typically it is completed sooner. Copy machines are located in various buildings on campus, but their use is limited to single copies, small jobs, and one or two emergencies a semester. Access to the copy machines is through an assigned pin code.

**Keys:** Most classroom use does not require the use of keys, but keys can be checked out to an instructor who needs them for classrooms, projection rooms, or storage areas. Please inquire with Michele.

**Schedule:** Your department chair will coordinate the scheduling of classes for each new semester. Contact him or her if you have particular scheduling needs.

**Book Orders:** Books may be ordered from the Gavilan Bookstore by hard copy or online. (www.gavilan.edu/bookstore/index.html) Instructor copies should be requested from the publishing company online.