

# Guidelines for the Semester

## Before Your First Class Session

- Complete and turn in all necessary hiring documents to the Wright College Human Resources Office (A-103).
- Obtain a master departmental syllabus for the course(s) you are teaching from the department chairperson.
- Obtain a copy of the appropriate textbook(s) – if the textbook is not supplied by your department, you must contact the publisher for a copy as soon as possible.
- Update the course syllabus for the current term. The syllabus should include: your contact information, office hours, weekly schedule, student learning outcomes, course objectives, grading policies, definition of active pursuit of the course, course outline with schedule of important dates, and textbook(s) and materials required. The grading system must clearly indicate how the instructor will weigh the various requirements of the course in determining the final grade. Make copies of the course syllabus in advance of the first class meeting.
- Plan the semester to ensure that all relevant material is covered and allow time for review before examinations.
- Arrive at your scheduled classroom early; this will demonstrate to students that punctuality is expected.

## During the First Class Session

- Introduce yourself. Write your name as well as the department, course, section, and meeting days/times on the whiteboard.
- Distribute the course syllabus to all students. Review the course syllabus and the required text(s) and materials necessary for the course.
- Determine which students are present. Any student whose name is not on your roster (found via Campus Solutions) should be referred to the Registrar's Office (Room A-129) for clarification of enrollment status.  
**Students who are not officially registered for your course should not be permitted to remain in your class; refrain from assuring students that you can give them permission to enroll in the class after registration has ended.**

## Throughout the Semester

- Make every effort to contact and counsel a student before assigning a no-show withdrawal [NSW] or an administrative withdrawal [ADW] grade.
- Administrative withdrawals are assigned at midterm by instructors to students who are not actively pursuing the class based on the instructor's active pursuit criteria as stated in the course syllabus.
- Monitor your CCC email for information pertaining to grading/withdrawal procedures.
- Be aware, if you do not assign an "NSW" or "ADW" grade to a student who is not actively pursuing your course or if the student does not withdraw himself/herself, the student will receive a final grade of "F".
- Feel free to reach out to your department chairperson and/or adjunct coordinator with any questions/concerns.