

**Maritime College Engineering Department  
Administrative Policy**

Title: Conduct of Courses

No. 17-01

Date: 03.22.2017

**This policy outlines the responsibilities of faculty teaching courses in Engineering. It replaces Policy 07-01, which is hereby retracted.**

**1. Every course offered by the Engineering Department will be conducted in a professional manner.**

- a. Engineering course content is specified in *Institutional Syllabi* maintained by the Engineering Department. The faculty member is responsible for covering listed course objectives and conducting ABET and/or STCW assessments described therein.
- b. Faculty members will provide students with a written course syllabus which must include, at minimum, the course description, student learning objectives, the course grading policy, the academic integrity policy and the learning accommodations policy.
- c. A textbook or other appropriate learning resource will be required and be available to the students.
- d. Professional demeanor will be exhibited by the faculty and demanded of students in classrooms and laboratories.
- e. The faculty member will attend all scheduled class and laboratory meetings, or arrange for another faculty member to cover the meeting, or make up the meeting at a suitably convenient time.
- f. Final examinations will be given during the scheduled final examination period. Upper division design courses may conduct design review presentations in lieu of examinations. Laboratory courses are exempt from the final exam requirement.

**2. Faculty members will make themselves readily available to students to provide extra help and enrichment activities.**

- a. Faculty will hold regularly scheduled office hours, totaling from three to six hours weekly, arranged over several days per week at various times, while avoiding conflicting events such as meal hours and Regimental Activity periods.
- b. Office hours will be posted on the faculty member's office door and will be reported to the departmental secretary.
- c. Faculty will agree to make appointments with students who cannot visit during normal office hours.

**3. Faculty members will demand and students will submit work of professional quality.**

- a. The evaluation of student work is the most serious duty of a faculty member, and will be conducted with rigor and fairness.
- b. Unprofessional work, or work lacking in integrity, will not be deemed acceptable by the faculty.
- c. Students will not be given the opportunity to do extra work or to resubmit work to improve a grade unless (1) all students in the class have the same opportunity, and (2) the opportunities to do so are explained in the course syllabus, and (3) the final grades for the course have not been submitted.