

Maritime College Marine Transportation Department Administrative Policy

Title: Conduct of Classes

No. 10-04

Date: 07.28.2010

- 1. Every Course offered by the Marine Transportation Department will be conducted in a professional manner.**
 - a. Students will be provided with a written syllabus setting forth, at a minimum, a description, the objectives, the grading policy, and the academic integrity policies for the course.
 - b. A textbook or other appropriate learning resource will be required and available to the students.
 - c. Professional demeanor will be exhibited by the faculty and demanded of the students in the classroom or laboratory.
 - d. 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.
 - e. Final examinations will be given during the scheduled final examination period.
- 2. Faculty members will make themselves readily available to students to provide extra help and enrichment experiences.**
 - a. Faculty will hold regularly scheduled office hours, totaling at least four hours weekly, arranged over several days per week at various times, and not during other conflicting events such as meal hours or Regimental Activities 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 office hours.
- 3. Faculty members will demand and students will submit work of professional quality.**
 - a. The evaluation of the quality 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 re-submit 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.
- 4. Faculty members will stay current in the subject areas they teach through attendance at seminars, taking classes and or independent study.**
 - a. Marine Transportation faculty should be able to teach any of the listed classes in Navigation, Cargo Operations (except Tanker and LNG operations), Rules of the Road and Nautical Science.

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- 5. For STCW classes faculty members will submit, in a timely manner, the following to the Department Secretary or whomever the Chairman designates:**
 - a. The class syllabus, which must contain the STCW assessments covered.
 - b. A signed copy of the roster in the approved departmental electronic format attesting to the student's competence in the STCW assessments covered in the class. This copy will only contain the names of students who have passed the class as well as all assessments contained.
 - c. A copy of the final examination.
 - d. A copy of the final grade submission to the registrar.

- 6. Faculty members shall retain copies in their personal records, either in written or electronic form for five (5) years. If a faculty member leaves his position those records shall be transferred to the department secretary or the chairman's designee.**