

## Conduct of Engineering Courses

Effective: May 12, 2022

This policy outlines the responsibilities of faculty teaching courses in Engineering. It updates and supersedes all prior policies.

1. Courses offered by the School of Engineering will be conducted in a professional manner.
  - a. Professional demeanor will be exhibited by the faculty and demanded of students in classrooms and laboratories.
  - b. Faculty members will attend all scheduled class and laboratory meetings, arrange for another faculty member to cover the meeting, or make up the meeting at a suitably convenient time.
  - c. Engineering course content is specified in *Institutional Syllabi* maintained by the School of Engineering. Each faculty member is responsible for covering listed course objectives and conducting all ABET and/or STCW assessments described therein.
  - d. 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.
  - e. A textbook or other relevant and appropriate learning resources will be required and be available to the students.
  - f. Final examinations or other culminating event will be given during the scheduled final examination period. Design-based courses may conduct design review presentations in lieu of examinations. Laboratory courses are exempt from the final exam requirement.
2. Faculty members must be available to students for extra help and enrichment activities.
  - a. Faculty members will hold regularly scheduled office hours, totaling 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 and school administrative staff.
  - 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 acceptable to 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.