Checklist and reminder for CS instructors

Welcome and thank you for teaching at SFSU!

Please take a moment to go through this checklist. It is your responsibility to observe SFSU and Department rules and policies and to follow up this checklist and any other policies relevant to your work at SFSU.

Important contact information:

- CS Department Office (Jennifer Schwartz):
  - Email: csgrad@sfsu.edu
  - Phone: 415 338 2156

- CS Department Chair (Bill Hsu):
  - Email: whsu@sfsu.edu
  - Phone: 415 338 2156

Before first day of class:

- Make sure textbooks and readers are available/ordered in the bookstore
- Get keys to office, copy room/department office
- Copy first day handouts for students
- Pre-check course prerequisites online
  - http://cms.sfsu.edu/csi/content/using-prerequisite-class-roster
- Familiarize yourself with standard SFSU course management software such as iLearn https://ilearn.sfsu.edu
- Familiarize yourself with our department website www.cs.sfsu.edu
- Check with CS office that all the paperwork is in place
- Familiarize yourself with any safety and emergency procedures. All emergency numbers are posted in your office.
- Determine your office hours and send them to CS office to be posted
- Make sure current class syllabus is available (and posted on the CS WWW)
- Post required materials on iLearn (course announcement, syllabus, etc.)
- Update your emergency contacts and inform the office

First day of class:

- Introduce yourself to students. (Let Chair know if you want her/him to attend some of the first classes briefly and introduce you)
- Distribute first day handouts such as syllabi as well as related academic polices (posted on CS WWW page with course descriptions)
- Discuss syllabus, grading scheme, class rules, attendance etc
- Roll-call
- Announce your office hours
- Alert students to our CS WWW site and ask them to visit it often
- Make sure students know and use class management SW i.e. iLearn
• Make sure students are aware of CS Department cheating and plagiarism policies. Emphasize to students that policies against cheating/plagiarism will be strictly enforced. Please report each case to the Chair. Our policy is here: http://www.cs.sfsu.edu/plagarism.html.

• Check course prerequisites for enrolled students. Strict adherence to prerequisites is required. If there are any issues, please consult the chair. Students MUST have proper prerequisites before taking class. If prerequisite was taken at other college, send to transfer advisor (James Wong jwong@sfsu.edu) for proper documentation (need signed memo or email verification). For any special cases please consult CS Chair.

Class sizes

Class sections have to be above a minimum size to remain open:

• Lower division sections: 13 or above
• Upper division sections: 10 or above
• Graduate sections: 5 or above (10 for augmented sections)

If your section size is too large, please discuss this with the CS Chair. The goal is to have appropriate class sizes for each class, for effective teaching.

Other general info:

Please respond to office e-mail promptly. Visit regularly the CS website (http://cs.sfsu.edu) and SFSU website (http://sfsu.edu) for information about policies and rules.

Please notify immediately the Department Chair and CS office if you cannot hold a class session, so substitution can be found on time.

Final exam cannot be given in the last class. It has to be given during finals week as per SFSU final exam schedule.

It is mandatory for each instructor to enter grades on-line by the deadline. In case of emergency which prevents faculty from meeting the deadline, the Chair must be notified immediately.

Please be aware of sexual harassment polices at SFSU, they are outlined here: http://www.sfsu.edu/~audit/UED/ued95_18.pdf

Please be aware of our IT resources acceptable use policy (posted on our WWW site in labs link): http://cs.sfsu.edu/acceptable_use_policy.html