

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.

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
Familiarize yourself with standard SFSU course management SW such as iLearn
Familiarize with our WWW site 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 necessary material on iLearn (course announcement, syllabus etc.)
Update your emergency contacts and give to the office

First day of class:

Introduce yourself to students. *(Let Chair know if you want him to attend some of the first classes briefly and introduce you)*

Distribute first day handouts such as syllabi as well as related academic policies (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 and inform them that they 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. 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 for proper documentation (need signed memo). For any special cases please consult CS Chair.*

Class sizes

Minimal class sizes allowed are as below. Classes below that size might be cancelled.:

Lower division has to be 13 or above

Upper division 10 or above

Graduate 5 or above

Any issues related to class getting too big should be discussed with the CS Chair. The goal is to have class sizes appropriate (i.e. not too big) for effective teaching

Other general info:

Please respond to office e-mail and visit CS WWW and SFSU WWW sites site for information about policies and rules.

Please notify immediately 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