1) **Prepare a syllabus** for your class. If you are teaching a course with a faculty Coordinator, then your coordinator gave you a syllabus, or a template for a syllabus, and usually all you need to do is edit it to add your specific contact information, office hours, etc.

If you’re teaching a course that doesn’t have a syllabus, then you will have to produce your own. There are syllabi available on our department web site but be advised many of them are out of date. They’re basically OK as far as the topics go, but some of them have out of date textbook information and do not contain essential information that is required by the college such as the learning outcomes, statements on academic integrity, the Office of AccessAbility, and sexual harassment. The syllabus for MATH 160 is currently up to date and contains the text for those required items.

Your syllabus must contain your grading rubric. You should think of this as a written contract between you and your students, i.e. once you put it on your policies on your syllabus you shouldn’t attempt to change them.

2) **Office hours**: You should announce your office hours on your syllabus and on BlackBoard or any other place you post info about your course. The number of paid office hours you have depends on how many hours your workload has:

   - Fewer than 3 hours/wk: no paid office hours
   - 3 hours/wk. or more, fewer than 6: 15 hours/semester
   - 6 hours/wk. or more, fewer than 9: 30 hours/semester
   - 9 hours/wk. or more: 45 hours/semester

3) **Textbook**: Make sure you announce the book used for the course, including the edition.

4) **Dolciani Learning Center**: Make sure you inform your students about the Dolciani Learning Center and encourage them to go. Tell them to not wait until it is too late.

5) **Overtallies**: You are not obligated to allow overtallies. We encourage instructors to consider overtally requests because it helps the students, but only if you have enough physical space in your classroom, and you are able to do it without being overburdened. You have the right to say.
Officially, students are supposed to make overtally requests on the first day the class meets. You have a clear idea of how much physical space is in your room and how many students may be requesting an overtally. Then your decision can be based on those factors. If you are contacted by a student asking for an overtally before the first day of class, it is perfectly reasonable to tell the student you won’t be making that decision until the first day. If you decide to grant an overtally, just let June know in the department office and she will enter the registration permission.

6) Grading:

**INC:** You are never obligated to give a student an incomplete.
We encourage it in the cases where it’s appropriate. An incomplete is an agreement between the student and the instructor and it must lay out the terms of the agreement e.g. what work needs to be made up, what are the deadlines for making it up, etc. In most cases the incomplete should be complete by the end of the semester following the they should be doing passing work in the class at the time the incomplete is requested.

**P/NC:** None of our courses are eligible for P/NP grading, except for MATH 100 and 102, so this is largely a moot point. However your students may apply for it anyway and if that happens you will receive a notification. You can ignore it.

**WU:** Withdrew Unofficially. “Student participated at least once in an academically related activity. A grade of WU is to be assigned to students who participated in an academically related activity at least once, completely stopped attending at any time before the culminating academic experience of the course, i.e. final exam, final paper, etc. and did not officially withdraw.”

The WU should not be given in place of an F. The F grade is for a student who completed the course, including the culminating experience, and didn’t pass.

7) Contacts:

Public Safety: 1-4444 (internal), 212-772-4444 (external)
BRT: brt@hunter.cuny.edu, 212-396-6648
ICIT: 212-772-4357
Dianne Breazzano, Covid Liaison: dbreazza@hunter.cuny.edu
Dolciani Learning Center: 212-772-5371