

# **West Los Angeles College Academic Senate**

## **Statement on Faculty Professional Standards**

(Adopted May 27, 2003)

We, the faculty of WLAC, are committed to preparing our students for reaching the highest performance necessary to compete confidently and effectively in a rapidly changing, information-driven, technological global community. Our students need to be fortified with the skills and knowledge demanded by universities, government, corporations and small businesses. In order to create a learning environment that promotes the highest academic standards,

### **All faculty shall:**

- Develop and improve competence in his/her area of assignment.
- Create a learning environment free of insensitivity, hostility, and coercion.
- Refer students to the appropriate instructional and student support services.
- Enforce the Standards of Student Conduct as published in the college catalog and the Schedule of Classes.

### **All counselors shall:**

- Encourage students to take assessment tests.
- Encourage students to complete a Student Education Plan.
- Encourage students to enroll only in those courses for which they are prepared.
- Encourage students to assume realistic course loads. Only permit students with strong academic records to enroll in more than 18 units.
- Advising and encouraging students of the course prerequisites.

### **All instructors shall:**

- Prepare a course syllabus that conforms to the Official Course Outline of Record on file with the Office of Academic Affairs.
- Circulate a complete and comprehensive syllabus to each student during the first week of classes. (See attached Elements of a Syllabus)
- Enforce prerequisites.
- Function as a manager of the classroom (See attached Classroom Management Guidelines)
- Maintain appropriate class hours (i.e. - begin class on time, end class at time as published in the Schedule of Classes, take breaks within the designated class hour, but not within the last hour; see Guidelines on Class Hours issued by the Office of Academic Affairs) and productively use the allocated time.
- Post and maintain the required number of office hours.
- Evaluate the students in a manner, which is consistent with the academic standards of the discipline at WLAC.
- Turn in course grades to the Office of Admissions & Records as per the AFT contract.
- File Flex reports as necessary each semester (for adjunct faculty) and year (for full-time faculty)

### **All full-time, regular faculty shall:**

- Actively participate on college-wide committees

# Elements of a Course Syllabus

## Basic Course Information

- Name of college
- Course number, section, title, location, semester/date
- Instructor's name, office hours, phone extension  
(Optional: E-mail, webpage URL)
- Prerequisite information – course name and number  
(Optional: specific exiting skills to reflect those in the Official Course Outline of Record)
- Overview of purpose of course
- General learning goals or objectives
- Class format and instructional methods

## Tentative Schedule

- Date and time of each class meeting
- List of topics, themes, or concepts to be covered each week or class session
- Pre-class reading assignments
- Non-graded assignments

## Grading Criteria

- How students will be evaluated and graded
- Number and types of graded exams, quizzes, projects, and papers
- Grading scale, if appropriate
- How assignments weighted, as appropriate
- (Optional: Content and format of each type of assignment)
- (Optional: Other factors affecting student's grade, i.e. – participation, absences, tardiness, late work)
- (Optional: If affecting grading, policies regarding make-up exams)

## Policies

- State that the “WLAC Standards of Student Conduct” will be enforced.
- State in what college publication the “WLAC Standards of Student Conduct” can be found.
- Include a statement on plagiarism, classroom behavior, and exam conduct consistent with college policy.

## Suggestions/Recommendations

- Describe, as appropriate, special class procedures: collaborative learning, group assignments, projects, peer review, etc.
- (Optional: Give advice or information on how to study for the class)

## **Classroom Management Guidelines**

- Create a learning environment, which fosters the free exchange of ideas, but do not permit any student to dominate a discussion in order to serve a personal agenda.
- Use all possible pedagogical tools to reach those students that possess learning styles, which hinder them from benefiting from traditional methods of instruction.
- Enforce attendance and promptness.
- Demand that required pre-class reading and other assignments be completed.
- Enforce deadlines by following through with consequences of late assignments.
- Demand that cell phone, beepers, and other distracting devices be turned off.
- Enforce the WLAC Standards of Student Conduct as published in the college catalog and the Schedule of Classes.
- Enforce the WLAC Academic Senate Policy on Student Honest Academic Conduct.
- Enforce the ban on food and beverages in the classroom.
- (Optional: Expect students to bring specified books and supplies to class.)