

Grading System to be used in course

Number and Types of Tests (i.e. essay, objective, etc.) to be given

Gordon Rule Requirements if applicable

Attendance Policy (See information under "Attendance Policy" above.)

Cheating Policy

Instructional Methods to be used (i.e., lecture, movie, field trips, etc.)

Lecture Schedule and/or Course Calendar

Course Objectives as approved through the cluster/academic affairs process

Instructors must publish a makeup policy, testing policy and attendance policy with the course syllabus (outline). As soon as you have been assigned a course to teach, you should prepare your course outline. If needed, give it to campus services as quickly as possible.

You must use approved course objectives on your syllabus. Approved copies of standard course objectives can be obtained from your academic dean. A copy of your course outline and calendar must be sent to the office of your dean for filing and future references.

Discipline-Specific Guidelines

See your program manager or academic dean for discipline-specific guidelines.

Educational Support Services

Duplication Facilities: Each campus has staff assistants who are available to type course outlines, exams, and other materials for instructors. In addition, each campus maintains duplication equipment located in the faculty services area for reproduction of these typed materials (copy machines located within other departments are for the use of those departments). Please note that only materials to be used in your classroom will be typed or duplicated by HCC staff. Likewise, only materials to be used in the classroom should be duplicated on HCC equipment. In your typing or duplicating request, please remember that each staff assistant is a member of a pool that is working for several faculty members. Therefore, staff assistants will need sufficient lead time to get your work done. Be sure to check with the faculty staff assistant or typing pool on your campus as to the amount of lead time required.

Libraries/Learning Resources Centers: Each campus library/LRC provides materials supporting the curriculum and objectives of HCC. The following campus services are available to all faculty:

Brandon LRC:	Library Services - ext. 7803 AV Services - ext. 7803
Dale Mabry LRC:	Library Services - ext. 7381 AV Services - ext. 7384
Plant City LRC:	Library Services - ext. 2109 AV Services - ext. 2120
Ybor City LRC:	Library Services - ext. 7645 AV Services - ext. 7615