TABLE OF CONTENTS

INTERACTING WITH THE COLLEGE

Registration, Course Prerequisites, Verifying Prerequisites, Class Size Limits, Large Classes, Adding Students, Students Withdrawing, Incomplete Grades, Attendance, Waiting Lists, Grade Changes, Audits, Credit/No Credit, Student Petitions, Counseling and the Transfer Center, Flex Calendar Activities, Faculty Evaluation, Hours in the Classroom, Office Hours, Discrimination, Sexual Harassment, Threatening Situations, Emergencies

INTERACTING WITH THE DIVISION

Division Meetings, Committee Assignments, Hiring Committees, Expectations, Division Services, Duplication Services, Canceling a Class, Getting Substitutes, Duties of the Division Assistant, Duties of the Division Chair, Front Office Guidelines

INTERACTING WITH THE DEPARTMENT

Departmental Meetings, Committee Assignments, Mentoring New Faculty, Visiting Other Teacher's Classes, Team Teaching, Selecting a Textbook, Course Content, Developing New Courses, Topic Pacing, Course Numbering, Traditional Sequence, Calculators and Computers, Faculty Evaluation, Professional Development, Mathematics Learning Center, MESA/Transfer Math Center, Department Chair

INTERACTING WITH THE STUDENTS

Policy Sheets and Handouts, Special Accommodations, Grading Policies, Dropping Grades, Curving Grades, Groups and Group Work, Assessment Strategies, Grading on Attendance, Handling Late Work, Authentic Assessment, Writing Exams, Midterm Exams, Final Exams, Make-Up Exams, Free Tutoring, Using Technology, Teaching Styles, Failure and Attrition Rates, Motivating Attendance, Motivating Learning, Student Privacy, Classroom Disruptions, Student Cheating