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.)