

Course Management Guidelines for College of Engineering Teaching Faculty – 010918

Please review these guidelines as you prepare your course syllabi and work with supporting teaching assistants.

1. Honor and Integrity Statements
 - a. Faculty should clearly address with their class, expectations related to classroom integrity, dishonesty, cheating and ethical reasoning. Be clear about collaborations and resources that may or may not be used homework, external exams, and class projects. Include a clear statement on your syllabus and on the specific assignments.
 - b. Please see the K-State Honor and Integrity System website (<http://www.k-state.edu/honor/>) for resources on class syllabi, the Honor Pledge, Honor Pledge violations, Violation Report Form, etc.
2. Homework Return Guideline and Options
 - a. Graded student work should be returned to students in a timely manner so that they might see their grades but also to learn of and from their mistakes. However, return processes can be cumbersome in large classes and take substantial class time.
 - b. Because of FERPA and student privacy, student graded work (homework, exams, projects, ...) cannot be placed in public areas for students to pick up. From the FERPA Guidelines for Faculty and Staff: "All papers or lab reports containing student names and grades should be secured. Students should not have access to the scores and grades of others in the class."
 - c. Return Options –
 - i. For convenience, some students may prefer their graded work returned in public areas. If a student provides a written statement that indicates that they will waive their FERPA rights for graded work return, public return is permitted. The Office of the Registrar has recommended that this statement be written and signed by the student, or emailed from the student's K-State email address to control authentication.
 - ii. Provide your own specific office hours
 - iii. Provide specific hours and location for a GTA or student grader
 - iv. Check out one of the Study Rooms or set up a table in the Fiedler Learning Commons to return HW.
3. Prep Week Policy (a.k.a dead week)
 - a. No examination (unit or final) may be scheduled seven calendar days prior to the first scheduled day of semester examinations. (UHB Section F70)
4. Final Exam Policy
 - a. The final exam must follow the schedule published in the Course Schedule for each respective semester. Changes to dates and times must be requested for approval in advance through the Provost and Senior Vice President.
 - b. Students are to be provided with the full exam time as posted.
 - i. Exams should not start prior to the posted time. If students arrive early, exams may be handed out but they should not start until the posted time.

- ii. Faculty should design appropriate length exams that fit within the scheduled exam time. If a short exam is provided, students are still to be allotted the full scheduled time. The exam time should not extend beyond the scheduled exam time. Students might have other exams or other obligations.
- c. Please refer to Sections F70-F74 of the University Handbook for additional schedule and time conflict information.