

Summary of Responsibilities and Expectations:

You can expect the *professor* to:

- Design a course that logically aids the student's developmental progress in the discipline
- Prepare a syllabus that clearly identifies course objectives, academic/attendance policies, assignments, deadlines and grading standards
- Publish regular office hours and be present for them
- Provide teaching that is authoritative, up-to-date, student-centered, well-planned and supported by appropriate materials
- Work diligently to encourage and facilitate student learning
- Use fair and efficient methods of assessment
- Respond promptly to questions and provide accurate, informative and timely feedback
- Provide accommodation and facilities that are fit for general educational purposes—as well as any documented special needs
- Treat all students fairly and equitably
- Hold all students equally accountable for meeting course requirements as specified
- Out of fairness to all, actively guard against any student academic dishonesty
- Refer students to appropriate academic support services if needed

You will be expected to:

- First, check carefully your registration details and report any errors or discrepancies immediately
- Be prepared for class, attend class regularly and arrive on time
- In class (or during scheduled online activities) participate actively—or at least occasionally—and be attentive, be engaged
- Read and note the course syllabus carefully, as well as the course website, and other information and guidance provided for you, know their content, and refer to and heed stated guidelines and policies throughout the term
- Put forth substantial time and effort in your academic work and turn in work that reflects your time and effort (and—ideally—your true potential)

- Hand in all course work by the specified deadline, in the manner and format prescribed
- Demonstrate that you can think rationally and logically
- When appropriate, take advantage of the University's resources to ensure that your skills are at the levels they need to be for college work (these include *the Writing Center, Library workshops, tutoring centers, Technology Assistance Center, Advising Center, and Student Support Services*)
- Continuously assess your progress in each class and take steps promptly to address any deficiencies or weaknesses
- When uncertain, ask questions
- Display academic integrity without exception by avoiding plagiarism or other academic improprieties
- Accept the consequences when you do not meet your responsibilities as a student
- Recognize that ultimately, with due regard for assistance from your advisor and university resources, *you* are responsible for your own academic progress

Mutually

We can expect each other to bring energy and a desire to both teach and learn into the classroom and to our respective coursework outside of class

We can expect each other to engage in open and respectful dialog, where—within the realm of scholarly and professional acceptability—diverging perspectives are appreciated and respected

See also,

http://www.stedwards.edu/newc/michael/bus_com/responsi.htm

The expectations underlying the following responsibilities are that they will be taken seriously and will be translated into actions that produce desirable educational results in a context of mutual respect and consideration.