

College of The Albemarle Procedure

Procedure Number: 4.2.6.1

Pages: 1 of 3

Title: Classroom Management

Related Policy: 4.2.6 Classroom Management; 2.2.1 Tobacco Free Campus

Division of Responsibility: Learning

All College classroom instructors shall adhere to the procedures detailing the job duties and employment responsibilities expected of faculty.

I. CLASS ASSIGNMENT AND SCHEDULES

Class assignments and schedules are posted in advance by the College and curriculum rosters are prepared at the beginning of each term. Changes in the rosters may be made only by the Registrar's office.

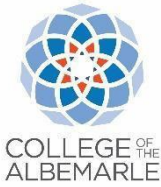
II. COURSE SYLLABI

At the beginning of each semester, instructional employees are required to provide students with the syllabus for the course. Components of a course syllabus include:

- A. Faculty contact information and office hours;
- B. The course description as it appears in the college catalog;
- C. A statement of rationale for the course;
- D. The number of contact and credit hours;
- E. Course prerequisites and corequisites;
- F. A list of course materials including but not limited to the textbook with the ISBN number;
- G. Responsibilities of instructor and students;
- H. Guidelines for the course related to academic integrity/plagiarism
- I. Course attendance policy;
- J. Evaluation and grading techniques;
- K. Expected student learning outcomes;
- L. A statement directing students to the Accessibility Services Office if an accommodation is needed;
- M. A tutoring support services statement;
- N. The campus wide withdrawal policy statement;
- O. Statement on religious observance;
- P. A campus security statement;
- Q. Title IX Compliance Statement;
- R. Academic Integrity Statement.

III. PROGRAM AND DEPARTMENTAL HANDBOOK

Programs or courses requiring a handbook will provide students with an updated version and an instructor will review the requirements on the first day of class. Students shall acknowledge the requirements of the handbook by signing and dating the agreement form located at the back of the handbook.



College of The Albemarle Procedure

Procedure Number: 4.2.6.1

Pages: 2 of 3

IV. GENERAL HOUSEKEEPING

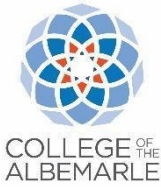
Employees can aid the custodial staff by ensuring that:

- A. The College is a tobacco product free campus. The use of tobacco products is prohibited in any College buildings, facilities, vehicles, or property owned, leased, or operated by the College including all outside areas.
- B. Food and beverages may be permitted in classrooms by the instructor, except in computer labs and stations. All refuse shall be discarded appropriately and shall be left clean.
- C. Paper and other materials which accumulate during the day are picked up prior to leaving the classroom.
- D. All tools are locked in their proper storage place at the end of each class or day.
- E. Furniture is left in an orderly appearance. In general, disarrangement of a classroom because of teaching activities shall be corrected by the students in the class under the supervision of the instructor in charge.
- F. All labs are secured according to established departmental procedures.

V. SAFETY

Every instructor should maintain a proper attitude toward safety. The instructor's attitude and habit's toward safety have a profound influence on the habits and attitudes formulated by the students. It is extremely important that the following safety regulations be utilized by all instructors:

- A. Safety rules and regulations specific for each program of instruction must be posted on laboratory and shop bulletin boards.
- B. The instructor should demonstrate proper procedures for the use of dangerous equipment. Hazards should always be pointed out in advance. This aspect of safety training is to be utilized prior to any student being allowed to use equipment and machinery.
- C. The instructor must always be present in shops and laboratories when machinery or equipment is being used by students. In the event the instructor must leave the area, another instructor should be placed in charge, or the shop should be locked.
- D. Jewelry or loose clothing should not be worn when operating moving equipment. If neckties are worn, they should be of the bow or breakaway type.
- E. Unauthorized students are prohibited from using equipment and machinery.
- F. Long hair must be tied at the back and placed under a hat or some type of covering while working in any vocational shop. North Carolina law requires that eye protective devices be worn by students, teachers and visitors to the instructional area where any of the following activities are conducted:



College of The Albemarle Procedure

Procedure Number: 4.2.6.1

Pages: 3 of 3

1. Working with hot solids, liquids or molten metal.
 2. Milling, sawing, turning, shaping, cutting or stamping of any solid materials.
 3. Heat-treating, tempering, or kiln firing of any metal or other material.
 4. Welding of any type.
 5. Repairing or servicing any vehicle.
 6. Using caustic or explosive chemicals or materials.
- G. Any visitor to a classroom, shop or laboratory, must be accompanied by a College employee.
- H. Students' children are not to be left unattended anywhere on campus and are not permitted to attend classroom sessions without specific permission from the instructor and the appropriate dean.
- I. Special permission must be obtained from the instructor before a spouse or friend may audit a class session.

VI. EQUIPMENT AND FURNITURE

It is the instructor's responsibility to see that the equipment and furniture for each are maintained. Abuse of equipment or furniture by students will not be tolerated. Longer life and better care may be derived from equipment and furniture if the instructor will utilize the following practices:

- A. Stress the importance and cost of equipment and furniture.
- B. Emphasize that there is a proper tool or piece of equipment for each job.
- C. Demonstrate and utilize recommended preventative maintenance methods. This includes keeping equipment clean.
- D. Emphasize that equipment and furniture are not to be loaned or removed from the premises for any purpose. Special consideration may be given to this regulation when pre-arranged field trips or other conditions warrant the use of equipment away from the school. Prior arrangements must be made with the appropriate administrator.
- E. Repair damaged or broken equipment whenever possible. Damage and loss of equipment is to be reported to the Business Office. New equipment must be checked and processed by the Business Office prior to its disbursement to classrooms or laboratories. Thereafter, the instructor in charge of each area shall be responsible for the accountability and care of the equipment and furniture in that area.

June 13, 2023

June 13, 2023

N/A

Date Approved by President's Leadership Team

Date of Last Review

Date of Last Revision