

This document is a sample from The City University of New York, demonstrating key information that college faculty should know and follow at the beginning of the semester. This document serves as one key tool related to the P-TECH 9-14 model.

## SAMPLE COLLEGE INSTRUCTOR ORIENTATION MEMO

### Memorandum

Dear \_\_\_\_\_:

To ensure that we have a very successful semester, we have put together this information for your use and reference. Your familiarity with College and high school policies is beneficial to you and your students.

#### **Academic Calendar: FIRST DAY OF CLASSES - \_\_\_\_\_, 20\_\_**

- The school calendar is electronic and can be accessed via this link: <http://calendar.edu>.
- Updates will be made as events are changed or added.

#### **Syllabus:**

Upload your syllabus to the Google drive link below. Please be sure that your grading policy and office hours are listed on your syllabus. Please encourage P-TECH 9-14 students to make use of office hours. If your course occurs in the high school building, please discuss the possibility of hosting office hours at the school with the Early College Liaison. All syllabi are due by \_\_\_\_\_.

#### **Roster:**

You may access your roster on the enrollment verification website: \_\_\_\_\_.

#### **Student Contract:**

Please read the attached Student Contract, a document that all students and parents sign. Please adhere to all relevant Student Contract policies.

#### **Attendance:**

- Please use the following link to input all of your attendance records for the semester on a weekly basis - \_\_\_\_\_.
- You will only need to identify late and absent students

#### **Academic Assessment/Grade Submission:**

A P-TECH 9-14 school has a dual enrollment policy with the College. Students receive both college credits and high school credits for courses that they are registered for at the College.

- An academic review will be conducted with each instructor periodically to assess if a student should remain in the course.
- We will request grades for the high school three times during the semester. The second request will be a mid-semester progress report and the third request will be the final grades.

- Final Grades are due to the P-TECH 9-14 school by \_\_\_\_\_. You will receive a file for grade submission from the Early College Liaison.

**Classroom Observation:**

Please note that periodically, teachers, administrators from the College and/or high school, or the College Liaison will conduct classroom observations. You will be notified prior to any visits.

**Textbooks and supplies:**

The P-TECH 9-14 school pays for course textbooks and supplies, so please discuss the books required for your course with the College Liaison, before the semester begins. Students are responsible to return all materials to the P-TECH 9-14 school at the end of the semester.

**College Liaison on-campus office schedule for Spring 2014:**

If you have questions or concerns about your P-TECH course or students, please contact the College Liaison, either in person or by phone.

Monday - Wednesday – \_\_\_ am - \_\_\_ pm

Thursdays and Fridays - \_\_\_ am - \_\_\_ pm

If no one is in the campus office, please contact us at P-TECH at \_\_\_\_\_. The College Liaison may be reached at \_\_\_\_\_.

**Classroom management:**

- Refrain from engaging in arguments with students, regardless of what was said or done. Document the incident and then contact the College Liaison as soon as possible.
- Always keep the classroom door open when you are alone with a student or a small group of students.
- Please begin your class on time.
- Direct any parent inquiry to the College Liaison.

**Travel Permission Slips:**

- Please inform the College Liaison of all planned trips with at least two weeks notice.
- Parents must be notified in writing in advance of a planned trip, and a parental consent form is required for each school trip. No student will be allowed to participate in a school trip unless a guardian has signed the consent form allowing the student to participate.

**Duplicating Services:**

- All instructors can submit forms to be copied directly to the duplication office. If other arrangements are needed, please see the College Liaison at least three days in advance.

**Classroom Technology:**

Please follow college procedures to arrange for access to technology and media as needed.

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For more information about the P-TECH 9-14 model, please visit [ptech.org](http://ptech.org)