

- c. Performance Measure as Posted in CANVAS
 - i. Syllabus must be posted on or before the 1st day of class (follow the SAET Template).
 - ii. Syllabus and complete course outline/schedule must be posted by the end of week 1.
 - iii. Post a minimum of 4 Assignment Descriptions based on SAET performance outcomes.
 - 1. Assignment grade posted at the end of week 1.
 - 2. Assignment grade posted at the end of week 2.
 - 3. Assignment grade posted at the end of week 4.
 - 4. Midterm grade average posted week prior to FAMU's Withdrawal deadline.
 - iv. Rubrics must be posted for all assignments greater than or equal to 30% of the grade.
 - v. Mid-term grades must be posted by the end of week 8.
 - vi. Week leading up to the University withdrawal deadline, faculty must post grades and contact students (copy Dr. McRoy) with a "C" or below.
- d. Student Attendance. FAMU has a mandatory attendance policy.
 - i. Follow your attendance policy in your syllabus.
 - 1. Engagement and Participation:
 - a. Regular attendance ensures that students actively engage with course material, discussions, and activities.
 - b. In-class participation fosters a sense of belonging and community among students.
 - c. In-class participation encourages collaborative learning.
 - 2. Assessment and Grading:
 - a. Attendance affects grades or points as indicated in the syllabus.
 - b. Attendance is often an issue when students appeal grades. Maintaining accurate records is essential.
 - c. Faculty can monitor student progress and identify those who may need additional support.
 - ii. Please post attendance in iRattler through the end of the "Adjustment Period". FAMU often allows students to DROP and ADD after the normal period has ended. Do not mark students present or absent before they officially enroll. PLEASE use discretion in allowing students to make up work missed if they enroll late. Most late enrollment is due to financial issues.
 - iii. Please keep attendance in CANVAS.

2. OFFICE HOURS

- a. Faculty must provide consistent access to students outside of class.
- b. Office hours must be posted clearly (e.g., syllabus, CANVAS, or outside the faculty office).
- c. Virtual office hours via email, ZOOM, etc., are acceptable.
- d. A minimum of two hours of office time per week per course is recommended.

3. CAREER ADVISEMENT

Faculty members can provide valuable guidance and support throughout a student's educational journey. By helping SAET students identify and address career counseling and personal issues (as addressing in the annual certifications), counseling faculty contribute to student success both academically and professionally. A few noted ways to assist students:

- a. Career exploration.
- b. Job search strategies.
- c. Professional or graduate school preparation.

- d. Interview preparation.
- e. Other considerations:
 - i. Refrain from using biased or inappropriate comments that can be considered racist, bigoted, sexist, or homophobic.
 - ii. Avoid favoritism and bias in grading.
 - 1. Faculty should grade students fairly and consistently, avoiding any favoritism or bias based on personal preferences or relationships,
 - 2. Transparency in grading criteria and rubrics is essential to maintain trust and equity.
 - iii. Provide timely feedback and communication.
 - 1. Faculty should provide timely feedback on assignments, exams, and student inquiries.
 - 2. Clear communication about expectations, deadlines, and course updates helps students succeed.