

4.0 Guidelines for Instruction

4.1 General

The University teacher must not only be a master of the material he or she teaches, but also be a master of the teaching art. The techniques employed will vary with the nature of the subject matter, the size of the class, and the academic level of the students enrolled. Students are justly dissatisfied when an instructor demonstrates an evident lack of preparation, fails to follow the most elementary principles of good public speaking or fails to present the material in a manner which challenges their intelligence. Faculty members are expected to be scholars, but they must also be masters of their craft. The teacher is in charge of the classroom and is not expected to tolerate disruptive behavior. Problems of this nature should be brought to the attention of the department chairperson.

4.2 Teaching Methods

Specific methods of teaching a particular course are usually determined at departmental meetings. If none is mentioned, an instructor with questions should consult with the chairperson or, in colleges not divided into departments, with the dean.

4.3 Faculty Office Hours

Each member of the staff should indicate office hours when he or she will be available for consultation with students. This is most easily accomplished by affixing an appropriately completed schedule card to the office door. At the beginning of the semester each dean's office usually asks for a schedule card showing daily teaching and office hours.

4.4 Syllabi and Course Plans

Each department decides its policies and practices concerning teaching syllabi and course plans. Usually these are described in

departmental meetings preceding the opening of classes. Any questions about them should be taken up with the department chairperson.

Proposals for new courses and course revisions must be approved by the department, college, Graduate Board (for graduate courses), and the Vice President for Academic Affairs. Course approval procedures and format can be obtained from the Registrar's Office.

4.5 Class Periods

Class periods are, in general, based on 150 minutes per week per semester for a three-credit-hour course. These may be divided into three 50-minute periods or two 75-minute periods. Laboratories range from one to four periods, depending upon the architecture of the course.

The Bangor Community College, in order to serve community needs effectively, follows a somewhat different schedule than the Orono campus. Each is given in detail in the schedule of classes. The Continuing Education Division offers courses in the evenings and on Saturdays.

4.6 Cancellation of Classes

In cases of inclement weather, the President alone has authority to cancel classes. In case cancellation is decided upon, announcement will be made over the various radio and television stations. Faculty members unable to meet a scheduled class should inform the department chairperson or dean promptly.

4.7 Class Lists

Temporary class lists are furnished all departments on the first day of classes each semester. These show the names of students who have completed registration. The presence of a student's name indicates that the student has registered for the course and is authorized to be in the classroom. A student who is present but whose name does not appear on the list should be referred immediately to the Registrar's Office for clarification of status. Additions and deletions to the lists will occur during the add-and-drop period. Final class lists are sent to all

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instructors during the third week of classes. Any discrepancy between the final class list and the actual composition of the class, i.e., a student in attendance whose name is not on the list and vice versa, should be reported at once to the individual in charge of student scheduling in the Registrar's Office.

4.8 Class Attendance

Every student is expected to accept the responsibility for satisfactory attendance in each course for which the student is registered. Satisfactory attendance is determined in each course by the instructor, who will inform the students at the first meeting of each class of the attendance requirements. The announcement should include a description of the instructor's policy regarding absences for authorized off-campus university functions, e.g., varsity athletics, band, drama, etc. Students engaged in such activities should notify the instructor at the beginning of the semester.

Whenever in the opinion of the instructor a student's absences impair the quality of his/her work, the instructor shall report this fact to the student's dean.

Excessive absences may be considered sufficient cause for requiring a student to drop a course or to withdraw from the University.

Students who absent themselves from class without informing their instructors are assigned a grade of 'L' indicating the student stopped attending.

4.9 Late Work

The policy on late work is the responsibility of the instructor.

4.10 Cheating, Plagiarism, Etc.

Plagiarism, the submission of another's work as one's own without adequate attribution, and cheating are violations of the University of Maine Student Conduct Code. Disciplinary action taken under this code

is independent of the awarding of grades, and provisions of this code cannot be used for changing awarded grades. The Student Conduct Code is printed in the Student Handbook. An instructor who has substantial evidence that a student was cheating should act upon such evidence. The instructor may refer the case to the department chairperson, the academic dean, or the conduct office.

4.11 Disruptive Behavior

Instructors should not tolerate classroom behavior which, in their opinion, is disruptive. Disruptive behavior is subject to disciplinary action.

4.12 Academic Advising

As a part of their regularly assigned duties, qualified faculty are asked to advise students. The number of students per advisor is variable, depending on the number of qualified faculty available and the number of students to be served. An attempt should be made to keep the number of students per advisor small enough to allow for personal interaction. The principal reason for the system is to have a readily identifiable individual to whom the student may turn for understanding and advice about academic and vocational matters. Advising is an important faculty responsibility and should not be limited to approving courses of study, checking registrations, and signing add-and-drop cards. Those who are able to promote frequent consultations will find such individual faculty-student relationships rewarding. However important and useful as advising may be, the student is ultimately responsible for making sure that all graduation requirements are met.

Advisors should note that the Counseling Center is able to provide supplementary counseling to students who are experiencing academic difficulties or who need information about career options available to persons with particular academic majors. Similarly, the Career Planning and Placement Office offers career development counseling, which can provide a context and an incentive for academic planning and development.

4.13 Thesis and Dissertation Guidance

It is the responsibility of the graduate student to become familiar with the various requirements of the Graduate School and to satisfy

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them in the proper way, but the major advisor and the other members of the Advisory Committee should provide advice, research guidance, and the opportunity to discuss dissertation progress frequently. The thesis must demonstrate the candidate's mastery of the area of research, embody the results of original investigation in his or her principal field of study, and meet the additional requirements described in the graduate school catalog.