Guidelines for Transitional Mathematics Instructors

LSC-CyFair Transitional Mathematics Department

Guiding Principles: The Transitional Mathematics Department is committed to the vision of Lone Star College- “We are a responsive, innovative, and collaborative learning community that thrives on preparing students for a lifetime of learning and change.” Our commitment to the vision is as follows:

- Interactive and Collaborative learning- engaging students in the classroom
- Use of Technology- Graphing calculators (not MATH 0306), Interactive white boards, online course management systems (My Math Lab), and other technology used to enhance the students learning experience.
- Respectful and Professional work environment- Create a responsible and professional work environment amongst colleagues and with students through punctuality, civility, and academic integrity.
- Instructors are expected to arrive to class at least 5 minutes prior to the scheduled class start time.
- Please allow the Department Chair(s) to work with you by making the Department Chair(s) your first point of contact in all situations. The Department Chair(s) is/are responsible for communicating to the Dean on your behalf when necessary.
- Please respond to all email communication within 48 hours at the latest.
- All instructors should sign MOU’s (Memorandum of Understanding) and return the signed MOU to the Department Chair(s) by the first day of the semester as per the academic calendar. The MOU is needed each semester as the adjunct position, as defined by LSCS Board Policy, is an assignment guaranteed for only one semester.

Academic Integrity: Adjunct faculty are an integral part of the teaching and learning environment of the Lone Star College System. Students, members of the faculty, and administrators rely on adjuncts to help meet crucial classroom teaching needs. Because adjuncts are appointed to take specific teaching assignments on a term or semester basis, the following reminders are very beneficial.

- Instructors should prepare syllabus for each course using the official LSC- CyFair syllabus template. The template may change each semester, so please use the revised template sent via email before the start of each semester and review for changes as well as new guidelines. All syllabi must be turned in to the appropriate supervising authority prior to the start of the semester (this includes 8week, 2nd 8week, 12week, 14week, and 16 week courses). After approval, the syllabi (as well as vitae) should be uploaded to the LSCS online system no later than 7 days after the start of the semester by state law.
- Instructors should give a minimum of 3 test plus the authorized Departmental Exit Assessment (Final Exam). The Exit Assessment must account for 20-25% of the course average while the remaining test must account for at least 55% of the course average.
- The Departmental Exit Assessment (Final Exam) must be administered on the date assigned by LSCS on the posted Final Exam schedule on LSCS website http://www.lonestar.edu/examschedule.htm
- The Exit Assessment (Final Exam) is a multiple choice exam where students must use scantron form 95946 only (no other forms are allowed), and instructors must run an item analysis scantron as well.
- At most, the last test before the Final Exam can be of the following non-traditional formats: multiple choice, take home, open book, open notes, “cheat sheet”. However, if the last test
before the Final Exam utilizes one of the aforementioned formats, the last test before the Final Exam cannot exceed 10% of the course average.

- ALL other tests must be in a free response format (no more than 20% of the questions can be multiple choice).
- ALL tests and exams must be proctored in the classroom or in the Testing Center (Assessment Center), with the exception of the last test before the Final Exam if an instructor chooses one of the non-traditional testing formats.
- Instructors are strongly discouraged from awarding an excessive amount of bonus points/ extra credit.
- Granting more than one retest or corrections to a test for a higher test score should be avoided.
- Instructors should maintain detailed and accurate records of attendance and grades. The records and the students’ Final Exams (Exit Assessment) should be maintained for at least one calendar year from submission.
- Instructors are required to have at least 50% completion of the course evaluation submitted for each course taught. Please encourage your students to complete the course evaluations and watch for the email reminders in your Lonestar email account.