OBLIGATIONS OF FACULTY AND STUDENT TO THE INSTRUCTION PROCESS AT WAYNE STATE UNIVERSITY*

Since education is a cooperative effort between teacher and student, both parties must fulfill obligations if the integrity and efficacy of the instructional process are to be preserved.

RESPONSIBILITIES OF FACULTY MEMBERS:

1. Contribute to and remain abreast of the latest developments in their fields
2. To pursue teaching excellence continually
3. Treat all students with respect and fairness without regard to ancestry, race, religion, political belief, country of origin, sex, sexual preference, age, marital status or handicap
4. Encourage differing viewpoints and demonstrate integrity in evaluating their merit
5. Attend regularly and punctually, adhere to the scheduled class and final examination times, and arrange for notification of absence and coverage of classes
6. Establish and maintain appropriate office hours
7. Present, early in the term, the following course information:
   a. Course objectives and general outline
   b. Classroom procedures to be followed, and expectations concerning class attendance, and proposed dates of major evaluations (including examinations, papers and other projects)
   c. Grading policy
   d. Where appropriate, schedule of class-related activities, including class meetings and laboratory sessions
   e. List of texts and/or other materials needed for the course
   f. Late enrollment, withdrawal and other special policies
8. Provide and adhere within reasonable limits to the written syllabus of courses
9. Know course matter thoroughly and prepare and present the material conscientiously

*Adopted by the University Council, October 6, 1982
Appendix B
10. Be informed of University services and recommend their use to students when advisable

11. Follow these policies concerning written work and grades:
   a. Grade and return written work promptly
   b. Submit final grades by the scheduled time
   c. Allow students to examine written materials not returned within the term (e.g. final exam, major term paper) and retain such materials for one academic term in accordance with unit policy

12. Implement unit procedures for student evaluation of faculty teaching with attention to preserving student anonymity

13. Behave appropriately in dealing with student so as to maintain a scholarly atmosphere

**RESPONSIBILITIES OF STUDENTS**

1. Fulfill conscientiously all assignments and requirements of their courses

2. Attend regularly and punctually

3. Maintain a scholarly, courteous demeanor in class

4. Uphold academic honesty in all activities

5. Notify the instructor as early as possible if prevented from keeping an appointment or carrying out an assignment

6. Discuss with instructor any class-related problem and follow established procedures in the resolution of these problems

7. Adhere to instructor's and general university policies on attendance, withdrawal or other special procedures.

It is expected that faculty and students will fulfill their obligations to the instructional process. If, however, a complaint does arise, the parties should meet in an effort to resolve the matter. When such a discussion fails to resolve the problem or is inappropriate given the circumstances, the Assistant Dean of Kinesiology, Health and Sport Studies should be contacted. If this contact fails to satisfy the complaint, the college's published procedures should be followed. Although the University Ombudsman is not a direct part of the appeal process, students and faculty may consult the Ombudsman at any point during such proceedings.