

ALGONQUIN COLLEGE DIRECTIVE	NO. OF PAGES 1	DIRECTIVE NO. E32
	ORIGINATOR Vice President, Academic	
	APPROVED BY VPAMC	
TITLE FACULTY CONSULTATION WITH STUDENTS	EFFECTIVE DATE 1995.01.01	REPLACES 1988.11.02

PREAMBLE

Algonquin College is an educational institution which strives to provide students with the academic support required to make their learning experience successful.

POLICY

All professors must provide some out of class hours to meet with students for the purpose of clarification of course content and evaluation.

Article 4.01 (6) of the Academic Collective Agreement provides professors a minimum complementary functions allowance of five hours per week. Three of these hours are attributed for routine out-of-class assistance to individual students.

PROCEDURES, ROLES AND RESPONSIBILITIES

The College requires faculty to set aside hours for student consultation and notify the students accordingly.

This is to be done in the following manner:

1. In the first class of each term, the professors will tell the students where and when they can be found for assistance and the manner in which appointments to see the professors can be set.
2. The availability of faculty for student consultation should appear on the course outline and/or be posted in a location easily found by students.
3. Faculty should inform departmental secretaries of their availability for student consultation.

(original signed by)
Vice President, Academic