

NEW JERSEY INSTITUTE OF TECHNOLOGY
JOHN A. REIF, JR. DEPARTMENT OF
CIVIL AND ENVIRONMENTAL ENGINEERING
NEWARK COLLEGE OF ENGINEERING

POLICIES AND PROCEDURES

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Appendix A – Guidelines for Adjunct Faculty

CEE Policies and Procedures

1. CEE Academic Policies:

- a. **Required 'C' Grade in Selected CSLA Courses:** The CEE Department heartily supports the pending policy in CSLA that requires students to earn a 'C' grade or better in all prerequisite science and math courses.
- b. **Required 'C' Grade in Selected CEE Courses:** The CEE Department will now require students to earn a 'C' grade or higher in the following prerequisite department courses before they can advance to the next course.
FED 101, Mech 235, Mech 237.
- c. **Course Coordinator:** The Group Heads shall designate a Course Coordinator for each required undergraduate course under their control. The Course Coordinator shall supervise and manage key aspects of the course. If Group Heads designate anyone other than themselves, they shall ensure that the faculty member is given sufficient authority to carry out coordination responsibilities. These responsibilities shall include:
 - i. Development of a uniform syllabus for all sections (day and evening)
 - ii. Selection of a uniform textbook for all sections (day and evening)
 - iii. Maintenance of a file containing exams given by faculty teaching the course.
 - iv. Advising and assisting new adjunct faculty hired to teach the course.
 - v. Periodically communicating with interested faculty (i.e., those currently teaching the course as well those who regularly teach the course but not in the current semester). The purpose is to discuss student performance, learning effectiveness, and possible changes to the syllabus and text.
- d. **Common examinations:** Common examinations will be used in day courses with two or more sections, whenever possible. Exams will be scheduled during common hours through the Registrar, whenever possible. When this is not possible, instructors will still collaborate on the content of each exam so that they are similar in content and difficulty level. When both a day section and an evening section are offered in a given semester, the evening section is exempt from the common exam requirement. However, the day and evening instructors will still coordinate on exam content in order to achieve consistency. In order to simplify course coordination for examination and other purposes, consideration will be given to assigning multiple sections to the same faculty member. The Course Coordinator is authorized to

periodically collect exams given by fulltime and adjunct faculty for record purposes.

- e. **Standard Course Syllabi:** A standard format for course syllabi format has been developed for use in all CEE undergraduate courses. Instructors shall adhere to the general format, modifying as needed for the specific course requirements.
- f. **Course Objectives and ABET Outcomes:** The Course Coordinator will be responsible for keeping the Course Objectives and Student Outcomes up to date. The objectives will become part of the standard course syllabus and will be published on the CEE web site. They will also be discussed by the instructor in class.
- g. **Self-Evaluation Matrix:** All instructors shall complete a Self-Evaluation Matrix for their course at the end of the semester. Together with the Student Course Evaluation, the matrix will serve as a feedback tool for continuous improvement by the Instructor. The matrix will also be shared with the Course Coordinator who will use it to make improvements in the course to achieve desired outcomes.
- h. **Final Examinations:** All faculty are reminded of the policy on final examinations as published in the *Faculty Handbook*: "The final examination shall constitute approximately one-third of the grade of the lecture/recitation component of a course. A course may be exempt from a final examination, or from the one-third of the grade standard set above, by vote of the Departmental faculty." Thus, there are no exceptions. Every department course shall require a final exam except for design courses such as CE 494 and CE 495 where the final project serves as the final.
- i. **FE Review Component:** All appropriate undergraduate Mech, CE and EnE course shall include a review of FE style problems culminating in homework(s), quiz(s) or part of test(s). The FE Review component shall comprise a minimum of one full week of the course.
- j. **Student Outcomes Assessment Using Performance Indicators:** The CEE Department will use a more focused method of assessing student outcomes by identifying and selecting courses that would be used to evaluate specific student outcomes. Faculty teaching courses will be asked and instructed to develop performance indicators, evaluation rubrics, and to identify specific course items to be used in the evaluation of the performance indicators. Scoring of below 70% for a performance indicator in the rubric targets that item for needed improvement. The faculty would then identify the specific needed course modification and implement that modification over the next few offerings of the course. That performance indicator would then be evaluated in the same course during the next (2 year) cycle to determine if an acceptable level of performance had been achieved.

2. **CEE Administrative Policies:**

- a. **Uniformity of Grading Standards:** The CEE Department is committed to offering a high quality civil engineering education to all students. An essential part of achieving this quality is the application of fair and uniform grading standards. To this end, each semester the Chair must review the grade distribution for every undergraduate course. Any course with an anomalously high or low GPA will be flagged (normal expected range for undergraduate courses is 2.2 to 3.2). Similarly, any course with an unusual number of withdrawals or incompletes will be flagged. The Chair shall then meet with the instructor to discuss and understand the reasons for the grading or enrollment results. When appropriate, the Chair will recommend adjustment of future grading standards or reassignment.
- b. **FE Test Results:** Each semester the Chair shall distribute and review the most recent FE test results at a monthly CEE Faculty Meeting, including student performance in specific topic areas.
- c. **FED 101:** The CEE Chair shall make every effort to have fulltime faculty teach FED 101.
- d. **Software in Courses:** All CEE undergraduate courses shall utilize one or more software packages appropriate to the subject area and discipline (Mech 235 and 236 are excluded). Such software packages shall reflect to the greatest extent possible those currently in use by industry. The Course Coordinators are responsible for monitoring software usage in the courses within the group. Periodically, the IAB and other components of industry shall be consulted about software selection. Course Coordinators shall submit to the Chair a summary list of software currently used in the courses, which shall be reviewed periodically at CEE department meetings. The software used in each course shall be listed on the syllabus.
- e. **Student Selectivity:** The Chair shall engage in a continuing dialogue with the NCE Dean and Admissions Office about admissions standards for FTFTF and Transfer Students with the objective of improving selectivity.
- f. **Adjunct Orientation:** All Adjunct Instructors are to be contacted by Course Coordinator prior to the beginning of classes to ensure that they know what is expected to be taught and accomplished in the course. In addition, all adjuncts shall be given the document entitled "Guidelines for Adjunct Faculty", as shown in Appendix A, prior to the beginning of the semester.
- g. **TARA Orientation:** Well informed Teaching and Research Assistants are integral to achieving the educational and research missions of the CEE Department. To that end, a mandatory orientation session shall be offered each year for new TAs and RAs. The Graduate Advisor is responsible for organizing and conducting the orientation.

3. CEE Faculty Recommended Practices:

- a. **Field Visits:** Field visits are important tools to build student interest in civil engineering and improve retention. All faculty members are encouraged to include a field visit in appropriate courses. Field visits may be either group coordinated or self-conducted. The Committee recommends that field visits be for eight undergraduate courses to ensure that all students participate in several during her/his course of study. Currently, the following courses have field trips: FED 101, EnE 262, CE 210, CE 320A, and CE 494. In order to assure a diversity of disciplines and levels, the Committee recommends that field visits be added to CE 350, either CE 333 or CE 432, and either CE 341 or CE 443.
- b. **Guest Speakers:** It is recommended, where appropriate, guest speakers from industry or government shall be hosted for CEE course as a means to build student interest and improve retention (excluding Mechanics). The presentation topic should be relevant to the course.
- c. **Seminars:** Seminars play an important role in student motivation and in creating a collegial environment for faculty and staff. Every year each CEE Group Head shall recommend seminar speakers related to the group's area. Such seminars can range from one offered in the Department Seminar Series, a student society seminar, or one arranged for a specific course. Instructors shall encourage students to attend all CEE seminars, and when the topic is relevant to the course, consideration should be given to make such attendance mandatory and to award course credit.
- d. **Tests and Quizzes:** Faculty should not repeat tests, quizzes, and finals semester after semester. Many students have access to past examinations through fraternity, sorority, and club files.
- e. **Homework:** Faculty are reminded that solution manuals for textbook problems are now more widely available than ever, so they are strongly encouraged to use supplementary problems from outside sources also. In light of this, faculty should not count homework for more than 20% of the course grade.
- f. **Communications Skills:** The CEE Department is committed to developing in all undergraduates strong communications skills in both the written and oral modes. Faculty should incorporate writing and speaking assignments in courses to the greatest extent possible, and such assignments should be graded for communication effectiveness in addition to technical content. In order to provide students with a practical tool for communicating effectively early in the curriculum, the Committee recommends that a book such as *A Guide to Writing as an Engineer* (Wiley) become a required second text for both CE 210 and EnE 262.
- g. **NJIT Honor Code/Student Conduct:** Faculty should be ever alert for violations of the NJIT Academic Honor Code including cheating, fabrication, and plagiarism. Faculty are directed to directed to <http://www.njit.edu/doss/policies/honorcode/index.php> for the policies

and procedures pertaining to the Honor Code. Cheating is not to be tolerated. Any cheating should be documented and reported by email to the Dean of Students Office with a cc to Dr. Taha Marhaba, Marhaba@njit.edu . Currently, the Associate Dean of Students, Dr. Marybeth Boger handles these violations (Boger@njit.edu). More information on this can be found on the site for Student Services, <http://www.njit.edu/doss> . You can expect your students to attend class and can encourage this by maintaining attendance sheets. You can expect your students' attention and encourage them to silence their cell phones and not use them during class time. It is recommended that you conduct closed-book exams, when possible. Formula sheets may be provided. Encourage your students to have an FE Handbook and they may use this resource during exams as appropriate.

Refer to the Provost's Course Requirements and Expectations for details on the university policies associated with instruction and your classroom responsibilities. http://www.njit.edu/provost/docs/2012/course_requirements_and_expectations_memo_9-2012.pdf

Appendix A
Guidelines for Adjunct Faculty
Civil and Environmental Engineering Department
Policies and Procedures

Welcome to the instructing staff of the Civil and Environmental Engineering Department (CEE). This document is intended to guide you through some of the academic policies and your responsibilities as an instructor.

Human Resources

- It is important to submit the necessary paperwork to enlist you as an employee and put you on the payroll.
- You will be assigned an NJIT UCID, your university code that will also be your NJIT email address. This UCID will provide access to the NJIT courseware that will connect you with your students and provide web access to upload coursework. Follow up to acquire your UCID prior to the start of the term.
- The CEE Department Administrator can assist with this process. See Ms. Heidi Young.

Course Coordinator

- Contact the course coordinator(s) for the course(s) that you will be teaching. The course outline/syllabus will be provided to you. This information will be provided by the department.
- All sections of the same course should follow the same syllabus. Do not alter course content. You may choose to select homework problems from the suggested listing.

Teaching Assistants

- You may or may not have a graduate student assigned to assist you. The Graduate Advisor will send an email to you and the graduate student to identify this assignment.
- The graduate student will be a Teaching Assistant to help by grading homework, tutoring, and proctoring exams as needed.
- Graduate students should not grade exams.

Teaching Responsibilities

- You should provide contact information to your students and office hours when you can be available on campus. The CEE department has an adjunct office for your use. Contact the department for access to this room.
- You should provide the course syllabus during the first class meeting or direct your students to the posted syllabus on our department website. <http://civil.njit.edu/academics/syllabi/>, then select the appropriate course listing.
- You can communicate with your students en-masse using the NJIT Pipeline at <http://my.njit.edu> . Use your NJIT UCID to login and select “my courses”.
- You can download your student roster from this same site (<http://my.njit.edu>) by selecting "Faculty/Staff Services", then selecting "Banner Self-Service".

- At the end of the term, you will post your grades electronically at this same site (<http://my.njit.edu>) by selecting "Faculty Services".
- You can upload notes in the form of Word.doc, Power Points, PDF's or other format on the NJIT courseware website known as Moodle. Access this site with your NJIT UCID. The site is located at <http://moodle.njit.edu> . See information below to set up your Moodle site.
- You may bring your own laptop as our classrooms are all equipped with multi-media connections in wall panels. You may also order equipment to be delivered. See our media website for specific information on this. <http://ist.njit.edu/classroom-equipment-ordering/>
- You should administer, grade and return at least one exam prior to the withdrawal deadline. See the NJIT Academic Calendar for these dates. <http://www.njit.edu/registrar> . Exams and assignments should be returned to students in a timely manner for students to follow their progress in the course.
- If you cannot conduct a class for whatever reason or need to teach less than or beyond the allotted class time, you must contact the Chair of the department, Dr. Taha Marhaba, marhaba@njit.edu to make arrangements. You may also contact the Course Coordinator to assist in finding a substitute, if needed.

Student Conduct

- You can expect your students to attend class and can encourage this by maintaining attendance sheets.
- You can expect your students' attention and encourage them to silence their cell phones and not use them during class time.
- You may choose to have closed or open book exams. Formula sheets may be provided. Encourage your students to have an FE Handbook and they may use this resource during exams as appropriate.
- Cheating is not to be tolerated. Any cheating should be documented and reported by email to the Dean of Students Office with a cc to Dr. Taha Marhaba, Marhaba@njit.edu . Currently, the Associate Dean of Students, Dr. Marybeth Boger handles these violations (boger@njit.edu) More information on this can be found on the site for Student Services, <http://www.njit.edu/doss> .

Refer to the Provost's Course Requirements and Expectations for details on the university policies associated with instruction and your classroom responsibilities.

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Department of Civil and Environmental Engineering

Guidelines to Promote Academic Quality and Integrity of Distance Learning Courses and Degree Programs

The CEE Department seeks to ensure the rigor and the quality of the instruction for all online courses and programs offered by the Department. To that end, the following guidelines will be followed:

- 1) Approval of online courses and programs shall follow the standard procedure used for on-campus offerings. The CEE Faculty shall retain their normal role in the in the design and implementation of online curricula.
- 2) The CEE Chair shall appoint a Graduate Advisor to oversee online courses and programs. The Graduate Advisor shall periodically report to the CEE Faculty the status of online courses and programs. It is the responsibility of the Graduate Advisor, with involvement of the CEE Administrative Coordinator, to interface with the online instructors, the service provider, Pearson Education, Office of Continuing Professional Education (CPE),- and other involved NJIT departments.
- 3) The Graduate Advisor of the online master's program shall coordinate regularly with the Graduate Advisor of the on-campus master's program to assure that admissions standards are similar for both programs.
- 4) The Graduate Advisor shall convene a meeting at least once a year of the CEE Groups involved with the online specialties, e.g. Transportation, Construction, Structures. The agenda shall include: (1) reviewing current curricula; (2) recommending changes to curricula; (3) proposing new courses; and (4) confirming pre-requisites.
- 5) A Course Coordinator shall be appointed for all online courses taught by adjuncts. The Course Coordinator shall monitor the course syllabus and instructional materials to assure that the content and quality of the course is similar to the normal on-campus offering.
- 6) The Department Chair shall review the course evaluations for all online courses each semester. The Chair shall take appropriate actions for courses with low ratings. Such actions may include adjustment of course mechanics (text change, etc.), instructor counseling of the instructor, and replacing the instructor.
- 7) A special web page shall be developed for on-line students: (1) to orient them about the online learning environment, including format variations and expectations of students; (2) to introduce them to the CEE Department and its faculty; (3) and to inform them of resources and services available to online students. The special webpage shall complement other webpages already available to students.