IMPORTANT NOTICE TO INSTRUCTORS

COURSE LISTS

Not later than the third meeting of your course you will find on your classroom desk as accurate a list of the course as it is possible to make at this time. For courses containing over six and not more than forty students, and for all sections, a sufficient supply of lists will be furnished in order that you may use one to report the absentees for each meeting of the course. For the larger courses two copies only will be sent for your files, in addition to the lists given to the head monitor. If necessary, additional copies of these lists will be made on request of the instructor, if adequate notice is given this office. A complete corrected list will be sent to you at each of the quarterly examination periods for the return of grades.

An asterisk before the class number preceding the name of a student on a course list indicates that he has been admitted by transfer from another college and has been provisionally classified; the letters ocE before a name indicate that the student is a candidate for the degree out of course; the letters ES indicate that the student is registered in the Engineering School.

Students are required to attend the first meeting of a course, and you may, if you choose, refuse to admit to your course a student who has not been present at the first meeting. If you wish to take the names of the students who attend the first meeting, you may secure enrolment cards like the enclosed at this office, or if you so request before Wednesday, September 24, a supply will be sent to your classroom.

If you do not desire to admit to your course an undergraduate who did not enroll at the first meeting, or who does not satisfy you as to his preparation for the work, will you kindly send his name to this office?

RETURN OF ABSENCES

Instructors in courses of between six and forty students are expected to turn in a report of absentees after each scheduled meeting of the course. No absences, even of undergraduates, need be reported to this office in courses primarily for graduates; and in no courses need the absences of graduate students be reported, the question of attendance in such cases being entirely in the hands of the instructor.

In the case of courses containing less than six undergraduates, absentees should be reported on slips like the enclosed, of which a further supply will be sent you on request. For these smaller courses, no report need be handed in on days when there are no absentees.

I hope to appoint monitors for the courses of over forty students by Friday, September 26. I enclose a copy of the instructions to monitors, in which I think you will be interested. The head monitor will be directed to report to you. I wish to call your attention to the fact that, in order to relieve instructors as much as possible from the routine work of conducting a course, the Office will inform the head monitor whenever a student's petition to drop or add a course has been granted or when a student has withdrawn from College. The head monitor is instructed to turn over all such notices to you or to your assistant after making the necessary changes on his list.

Please announce that students who, for good reasons, should be assigned to front seats, must arrange this matter with the monitor.

SUGGESTIONS TO INSTRUCTORS WHO THEMSELVES REPORT ABSENCES

In order to aid the Office in securing uniformity and greater accuracy in recording the attendance of students, please adopt the following plan in reporting absences of students from those of your courses in which there is no monitor.

1. A student is to be marked "abs" if, at the beginning of the exercise, he is not in the seat assigned to him; or if, without your permission, he leaves the room before the close of the exercise. The "abs" should be written to the LEFT of the name of each absentee.

2. The date should be written on each attendance report.

3. If there are sections in the course, a separate report should be used for each section.

4. Each report should be signed by the instructor and deposited in a box for attendance reports within twenty-four hours after the exercises. These boxes are in all buildings and laboratories where classes are held.

For your information, a card will be sent you each week in case we have not received a complete return of absence reports. Whenever you do not meet your course, please make a report to that effect. By doing this you will save the Office confusion in checking up the reports of absences.

Delmar Leighton
INSTRUCTIONS TO MONITORS

Failure to observe these instructions may result in the cancellation of your appointment.

Monitors are appointed according to the needs of each course. All appointments are made for an indefinite period and remain in force only as long as the monitor continues to do prompt and satisfactory work in reporting correct lists of absences to the Office.

General Instructions. — Regular attendance at college exercises is required of all monitors. Each monitor must report to the office as soon as possible after receipt of his appointment the name of an available substitute in case of unavoidable absence. A student is to be marked absent if at the beginning of the exercise he is not in the seat assigned to him, or if he leaves the room before the end of the exercise. After the first five or six recitations, each monitor is expected to know by name and sight the men assigned to him.

Head monitors and Sole monitors — Important Notice.

Head monitors and Sole monitors must arrange, on a class list to be obtained at the Office, a plan of seating and post it at the door of the classroom.

After the first enrolment no student is to be assigned to a seat until notice has been received from the Office. A student enrolled but not present is to be marked absent until official notice has been received that he has withdrawn from the course. Each change should be recorded on the posted seating list, which should be kept up to date.

The monitor is held responsible for seeing that notices of students dropped from the course or added to it, which are sent to him, are without fail turned over to the instructor as soon as the monitor has made the changes on his record. Copies of the course lists must not be given to anyone except the instructor without permission from the Office.

Reports must be handed in on time. Late returns are reported at the Office as such and may be considered as cause for cancellation of the appointment. In case the class does not meet, or in case there is an hour examination, the monitor should hand in a slip dated as usual with an explanation.

See also important instructions to Head Monitors and Sole Monitors just below.

Duties of Head Monitors. — The head monitor will be responsible for collecting the absence reports of his section monitors and for placing them in any one of the absence boxes by 6 P.M., together with a slip on which he has written his name, the date, and the name of the course, and on which he has indicated whether or not his report is complete. In case a section monitor is absent and no substitute takes the attendance, the head monitor should make a note of that fact on the section list in order that the Office may know that the list of absentees is incomplete. The head monitor should have a seating list with him at each meeting of the course and should see that the attendance is taken in every section. He
must see that the section monitors' reports are accurate and legible, and that a report is filed for each meeting, whether or not there were any absentees. He must report to the Records Office the name of any section monitor who does not properly attend to his duties. The head monitor is ordinarily expected to take the attendance for one section.

On cards provided at University 4, head monitors must keep a daily record of the slips received from the section monitors and of reports turned in to the Office. In the space left for remarks they will indicate any dates on which no attendance was taken. These records are to be closed at the end of each month, and must be handed in at University 4 not later than one o'clock the first day of the following month.

Duties of Sole Monitors. — Sole monitors will make, on slips to be obtained at University 4, an alphabetical list of the undergraduates who were absent, giving the correct classification of each student. These lists should be signed and dated in the space provided for the purpose, and placed in any one of the absence boxes by 6 P.M. Even if no one was absent, a slip must be filed on which this fact is noted.

Duties of Section Monitors. — Section monitors will make, on slips to be obtained at University 4, an alphabetical list of the undergraduates who were absent from their sections, giving the correct classification of each student. These reports, signed and dated, must be handed to the head monitor at the close of each meeting of the class. Even if no one was absent, a slip must be filed on which this fact is noted.

Amounts due to monitors will be reported in January and in June to the Bursar, who will make payment. Monitors are paid in accordance with the following schedule:

<table>
<thead>
<tr>
<th>No. in course</th>
<th>Rates for each report</th>
</tr>
</thead>
<tbody>
<tr>
<td>40–120</td>
<td>$.20</td>
</tr>
<tr>
<td>121–200</td>
<td>.25</td>
</tr>
<tr>
<td>201–275</td>
<td>.30</td>
</tr>
<tr>
<td>276–375</td>
<td>.35</td>
</tr>
<tr>
<td>376–450</td>
<td>.40</td>
</tr>
<tr>
<td>451–550</td>
<td>.50</td>
</tr>
<tr>
<td>551–650</td>
<td>.55</td>
</tr>
<tr>
<td>651–750</td>
<td>.60</td>
</tr>
<tr>
<td>over 750</td>
<td>.65</td>
</tr>
</tbody>
</table>

SECTION MONITORS receive fifteen cents for each report.

SOLE MONITORS

<table>
<thead>
<tr>
<th></th>
<th>Rates for each report</th>
</tr>
</thead>
<tbody>
<tr>
<td>Less than 40</td>
<td>$.20</td>
</tr>
<tr>
<td>40 to 70</td>
<td>.30</td>
</tr>
<tr>
<td>Above 70</td>
<td>.35</td>
</tr>
</tbody>
</table>

DELMAR LEIGHTON.

September, 1924.
Name of Instructor or Monitor:

Absences in

Date

Please list names in alphabetical order, and give correct classification

<table>
<thead>
<tr>
<th>CLASS</th>
<th>NAME</th>
</tr>
</thead>
</table>