

# Checklist for Associate Instructors

## UCSD Mathematics Department

**Meet with course coordinator:** If you are teaching in a coordinated course, meet with the person in charge to determine which of the things on this list will be coordinated across classes and which you are free to change.

**Make course website:** Past course websites are available at <http://www.math.ucsd.edu/resources/course-websites/>. People usually do not mind if you borrow their source code to create your page. Set up the page by logging into your account on the euclid server, and put the files in your public\_html folder.

**Create a syllabus:** Make sure to include contact information and office hours for yourself and your TAs, exam dates and policies, an academic integrity statement, textbook information, the course website URL, your calculator policy, and the scheme you will use for computing cumulative course average. Be clear on how much collaboration on homeworks is acceptable. Include resources such as the Calc Lab and OASIS. Again, look to syllabi of past courses for inspiration and to make sure you are including everything that should be included.

**Set your office hours:** Most instructors allow 3 to 4 office hours per week per course. It's best to have them at different times throughout the week so more students can attend.

**Meet with your TAs:** Your TAs should be informed of their responsibilities as well as what is going on in the course. It is helpful for your TAs if your website includes an updated calendar of what textbook sections you cover each lecture, noting any parts that you skipped. Make sure your TAs know your grader's name and contact information so they can coordinate the handoff of homeworks. It's also helpful to meet with or email your TAs regularly to update them on what is going on in lecture and to get feedback on how their sections are going.

**Set grading policies:** With large classes, scheduling makeup exams is not logistically feasible. If you have two schemes for computing cumulative course averages, one which "drops a midterm" and counts the final for more, you can use this to justify a "no makeup exam" policy. Similarly, with quizzes/graded homework, it is useful to drop the lowest score. This also takes care of students who miss a quiz or homework because they added the class in week two.

**Determine how to use your fourth hour:** Some classes, such as precalculus, have a fourth hour of lecture each week. If you have the time in your schedule, this can be used for more hands-on problem solving, or you can just slow down the pace of your lecture and use all four hours for lecturing. Some instructors have administered quizzes during this time. You should tell students what to expect for the fourth hour and whether you expect them to attend as if it were a regular lecture.

**Set up TED:** Email [iwdc@ucsd.edu](mailto:iwdc@ucsd.edu) if you'd like to set up TED for your course, or you can do this yourself by visiting <http://cinfo.ucsd.edu>. TED can be used, for example, to email your class (which can also be

done through Tritonlink), privately post course documents such as homework or exam solutions, and give students online access to their grades, which is usually much appreciated.

**Set up Piazza:** Piazza is an online forum for your class where students can ask questions of one another and their instructors. It is nice to be able to post one answer to a question where everyone can see it, rather than responding individually to similar emails. Students can also use this tool as a way to form study groups and borrow notes if they missed class.

**Set up other classroom technology:** Contact ACMS for help with classroom technology such as clickers, projectors, document cameras, and podcasting. See <http://acms.ucsd.edu/faculty/index.html>. Contact Adam Bowers for any questions regarding using WebWork for online homework.

**Schedule exams:** To avoid a W (“withdrawal”) on their academic record, students must drop a course by the end of week four, so schedule your first midterm by that date. Most classes have midterms in week 4 and week 8.

**Write and proofread exams:** There is an exam bank of past exams from most courses; contact the front desk for details. After writing your exam, have your TAs proofread and take the exam to avoid exam day catastrophes.

**Print exams:** You can print your exams yourself at the department copiers or at the Imprints Office. To use the department’s exam-printing service, simply send the exam in PDF form to [printing@math.ucsd.edu](mailto:printing@math.ucsd.edu), along with any special instructions (e.g. versions or colors). Please submit your exams at least three business days before the exam date. When you get them back, review them for accuracy. You are encouraged to minimize your printing needs by making your exams double-sided or having your students write their answers in a blue book.

**Schedule an observation:** If you wish to be observed, contact John Eggers, Laura Stevens, or Adam Bowers, who can attend one of your lectures. This is completely optional.

**Report academic integrity violations:** If you suspect a student of cheating, you are required to report the case to the Academic Integrity Office by filling out a simple form. Read about the entire process, get tips on how to prevent cheating before it happens, and learn what to do in specific situations at the Academic Integrity Office’s website: <http://blink.ucsd.edu/instructors/integrity/cheating/index.html>.

**Assign course grades:** Look for natural breaking points in the spread of grades to determine the cutoffs between letter grades. Curve grades up if necessary, but never down. Consider whether you will assign a passing grade to someone who fails the final exam. If not, include a clause in your syllabus that says students must pass the final exam to pass the course. Avoid assigning D grades to students who are not ready for the next course in the sequence, since a D grade does allow a student to proceed to the next course. For a sense of how to distribute the grades, see the historical averages for course GPA’s on page 9 of the new faculty and visitor handbook: [http://www.math.ucsd.edu/files/instructor-resources/visitor\\_handbook.pdf](http://www.math.ucsd.edu/files/instructor-resources/visitor_handbook.pdf).

**Enter final grades:** Final grades are due by midnight the Tuesday after finals week, and are entered through the online system E-grades. To sign up, see: <http://blink.ucsd.edu/instructors/academic-info/grades/egrades.html>. Note that any students who have taken the final exam are not eligible for a grade of I (“incomplete”). This grade is reserved for “when circumstances beyond a student’s control

prohibit taking the final exam or completing course work.” Any student who is in the midst of an unresolved academic integrity case should be assigned the grade X. This can be changed later when the case is resolved.

## Subsets of Students

**OSD students:** You will find forms in your mailbox notifying you of any students receiving special exam accommodations and asking you to specify preferences for how these exams should be administered and returned to you. The students may also come to you with forms to sign. These students will be responsible for making their own arrangements for exams with the front desk. You'll have to provide a copy of the exam to the front desk before the first student is scheduled to take the exam.

**OASIS students:** OASIS is a free tutoring resource on campus that offers extra-help workshops for various courses. If there is an OASIS workshop being offered for your class, the tutor may contact you. For more information, see: [http://students.ucsd.edu/academics/\\_organizations/oasis/index.html](http://students.ucsd.edu/academics/_organizations/oasis/index.html).

**Extension/International students:** Don't sign any add cards, unless the student is an extension student and you have room for them in your classroom. Also, it is a good idea to announce that extension/international students need to follow these instructions for setting up ACMS/TED accounts: <http://sdacs.ucsd.edu/~icc/ce.php>.

**Student Athletes:** Coaches for official UCSD teams (not club teams managed by other students) are cleared to proctor quizzes and exams on the road. If a student athlete approaches you requesting this option, ask your student to have their coach email you to set up the details.