# DEPARTMENT OF MATHEMATICS INSTRUCTOR HANDBOOK

Edited July, 2009

This is a work in progress and your comments are welcome. This is a collection of information that we feel is important and helpful. Please help us make this as useful to all faculty as possible.

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## Introduction

The Department of Mathematics offers Bachelor's Degree programs as well as Master's and Doctoral programs. The Department emphasizes teaching excellence as one of its primary goals. The major educational objectives are to provide an appreciation for mathematics and its applications to other disciplines, to encourage the development of higher-order thinking and problem solving skills, and to prepare students for further study

and employment. Student learning focuses on the interdependence of theory and application, and is enhanced by the appropriate use of technology.

Mathematics, as a core discipline in the arts and science, is essential to many fields of study. As a result, offerings of the Department are essential to a variety of programs throughout the University. The Department is responsible for many service courses and we serve all of the Colleges at the University.

## **General Philosophy**

The Department of Mathematics functions best when we work together as a group. We should look to each other for support and consider the whole Department when we make decisions. It is important to work together as a team and keep things running as smoothly as possible. Crises are very hurtful to the Department's mission. It takes more time to handle things that have grown out of control than to handle them when they first happen. Unwanted attention is called to the Department when we let things get out of hand and we might lose some resources because of it. Please communicate openly with the Associate Head or Head whenever you are aware of any situation that might become a problem.

## **Teaching**

Teaching is one of the most basic activities that our Department engages in. Effectiveness in classroom teaching is a central component of merit decisions in the teaching category.

The department's fundamental mission in teaching mathematics is that its students should learn and appreciate as much mathematics as possible. To achieve that mission, the department has identified several goals for our teaching. These include:

- a) Effective and enthusiastic communication of course material to the students;
- b) Maintaining the mathematical integrity of each course, including a full and thorough treatment of the standard course topics;
- c) Use of fair and consistent assessment mechanisms; and making use of the full range of available grades, as appropriate in a given course;
- d) Attentiveness to the variety of capabilities of different students in the course, including the provision of ample opportunity for extra help for students who need it, and the availability of more in-depth material for students who want it;
- e) Motivating students to study further mathematics.

Typical strategies for achieving the above goals include:

- a) Thorough preparation of classes, syllabi, tests, and final examinations;
- b) Regular availability and helpfulness to students, including being responsive to student questions, both in and out of class;

- c) Regularly collecting and grading written assignments, with constructive comments, and returning graded homework in a timely manner;
- d) Encouraging students to participate in classes orally;
- e) Knowing students by name;
- f) Giving each student timely indications of his or her progress in the course, every student must have some meaningful feedback by the end of the 5<sup>th</sup> week of the term.

## **Evaluating Teaching**

The above teaching goals of the Department are difficult to measure but we will continue to strive for a fair and uniform method for evaluating teaching. The following sources of information will be used in evaluating teaching.

- a) Student evaluations of teaching: Teaching evaluation forms completed by students must be administered, analyzed, and reported by a person other than the instructor, and instructors will leave the classroom if possible during the time that students are filling out the evaluation forms. In reviewing the evaluation forms, responses to any question(s) required by Arts and Sciences policy will be considered along with student responses to at least some of the other questions posed on the evaluation form.
- b) Review of teaching materials and grade distributions, including (if possible) grade distributions over the most recent five year period;
- c) Material and feedback from the professor, including syllabi, tests, prepared notes, etc.
- d) Unsolicited student comments to the department Chair provided that these comments have been reported to the member being evaluated (in a way that maintains student confidentiality to the greatest extent possible);
- e) Comments from the department's annual survey of senior mathematics majors, and from the periodic surveys of mathematics alumni.
- f) Evidence of activity in rethinking one's teaching, including participation in classroom observations, both as the observed as well as the observer leading to an exchange of constructive criticism.

In addition, faculty members are invited to submit additional portfolios to provide evidence that the member's teaching meets the goals described in the list above.

Other teaching contributions to be considered include (but are not limited to) the following:

- a) Directing the research of undergraduate or graduate students;
- b) Designing and administering comprehensive examinations; effective teaching of courses beyond the department's normal teaching assignments;
- c) Preparing new courses and innovations in current courses;
- d) Instructional grants; publications in instructional journals; authorship of newly developed textbooks;
- e) Coaching of student teams for such mathematical competitions as COMAP and Putnam,

- f) Willingness to teach needed courses.
- g) Participation in TA Orientation and mentoring Teaching Assistants and any other student instructors.
- h) Participation in remedial program including workshops and summer programs.
- i) Willingness to substitute for other instructors when necessary.

## **Teaching Evaluation and Improvement**

It is the policy of the College of Arts and Sciences that a student evaluation survey be taken in each class every term. Forms for this purpose will be put in your mailbox by the end of the 8<sup>th</sup> week. You are responsible for giving them to your students before the end of the 10<sup>th</sup> week. You and the Department Head will receive a summary sheet and copies of the comments.

## Classroom Visitations (An examples of a Classroom Observation Sheets is at the end of this document)

You are encouraged to visit one another's classes. It serves several purposes: when you are observed you will receive feedback from your colleague; as an observer you learn different teaching techniques, as well as what and how material is covered in courses you do not teach; in discussions you learn your colleagues' viewpoints, as well as formulating your own teaching convictions. All in all, a healthy discussion on teaching benefits the department as a whole. Classroom visitations will also take place for review purposes, e.g., for a third year review (tenure track), at tenure time, for promotions, for contract renewal, etc. Well awareness of teaching styles of different faculty members also helps the Associate Head and Head to effectively address illegitimate complaints from students and/or others on campus.

Support for teaching can be found at the **Drexel Center for Academic Excellence** at <a href="http://www.drexel.edu/provost/dcae">http://www.drexel.edu/provost/dcae</a>

## **Teaching Portfolio**

It is suggested that you build and update a teaching portfolio which is useful at promotion time, obtaining tenure and for award nominations. There are seminars available through the Drexel Center for Academic Excellence on how to build your portfolio.

## **Logistics**

## **Calendars and Scheduling**

#### **Term Calendars**

Courses are offered during the fall, winter, spring and summer terms at Drexel University. Each term is approximately 10 weeks. Classes are offered daily, Monday

through Friday. Classes are not held on Columbus Day, Thanksgiving Holiday, Martin Luther King Day, Labor Day, Memorial Day and Independence Day (July Fourth).

The academic calendar can be found http://www.drexel.edu/src/calendar.asp

## **Class Periods**

Most classes at Drexel University last either 50, 80 or 110 minutes. Fifty-minute classes begin at 8 a.m., and proceed throughout the day with 10-minute breaks between each scheduled class period. The 80-minute classes also begin at 8 a.m., but proceed throughout the day with 10 minute breaks between each scheduled class period. Classes offered in 110 minute sessions are limited to certain hours of the day.

There are also 3 hour classes that are offered on one evening per week. These are generally limited to graduate courses.

## **Teaching Assignments**

Graduate teaching assignments are made by the Graduate Curriculum Committee. Undergraduate teaching assignments are made by the Associate Department Head. Teaching assignments require the approval of the Department Head and Dean.

Confirmation of the assignment or any changes in the assignments will be posted on the web as soon as possible. An attempt will be made to accommodate the many needs of those that teach for our department. However, this is not always possible. Please inform the Associate Department Head of any issues that might effect the times and days that you might not be able to teach. If you are a graduate student, it is very important that you schedule your courses early so that we may assign teaching schedules to fit in the times that you are not taking a course. Once assignments are made, it is very difficult to juggle changes. We can not change the meeting time or day that classes meet unless there is an exceptional reason for doing so. Once one student is registered for the class, we can not make changes.

In order for a course to be offered in any term, minimum enrollment criteria must be met or the course will be cancelled. The following minimums have been established for each of the following categories:

Undergraduate lower division (000-199) – 16

Undergraduate upper division (200-499) - 12

Graduate lower division (Master's) (500-699) – 10

Graduate upper division (Doctoral) (700-999) – 6

## **Independent Studies**

Independent study classes are often helpful to advanced students. Independent studies should not be given for courses that are regularly scheduled. If a student wishes to take an independent study, they should contact a faculty member and ask if that faculty member is willing to give the independent study. If the faculty member is willing, then an independent study contract should be filled out by the student and faculty member. Both the student and faculty member must agree on the content and completion date of the course. The request for an independent study must be approved by the appropriate curriculum committee and the Department Head. The curriculum committee and the Department Head will check to make sure the course covers appropriate material that fits into the educational program.

Registration for the class must be processed through the Registrar's Office by the end of the second week of the term.

#### **Office Hours**

Anyone that teaches must hold office hours. If you are teaching one 3 or 4 credit course, you should be available to students for 1½ hours per week. Anyone teaching more than one course should be available for students 3 hours per week. It is required of some faculty members and teaching assistants to hold office hours in the Resource Center, Korman 247. **Your office hours must be posted on your door.** By the end of the first week of the term, you must send a schedule to the Math Department Office with your office hours and the times and locations that you teach. If you are unable to be at your office hours, you must notify the Math Department Office and the Manager of the Resource Center if you hours are scheduled there.

#### Math Resource Room

The Math Resource Room (Korman 247) is open from 10:00am until 7:00pm on Monday through Thursday and from 10:00am until 4:00pm on Fridays. This room is staffed by our non-tenure track faculty, teaching assistants, adjuncts and part time instructional assistants. If you are scheduled to hold office hours here, please make sure that you are in Korman 247 promptly.

It is your responsibility to help all students that come to the Resource Center. If you are not teaching the course that the student is taking, you can still give them help by showing them where to get the information they need in the book or helping them solve the problems.

## **Obtaining Class Lists**

You can obtain a class list by logging on to Drexel One. Go to <a href="http://one.drexel.edu/cp/home/loginf">http://one.drexel.edu/cp/home/loginf</a> and use you Drexel domain login ID and password. Then click faculty services where there will be a link to class lists and submitting grades.

You can also get a photo class list, email list for your class or download a copy of your class list into excel from <a href="https://deptapp1.drexel.edu/pcl">https://deptapp1.drexel.edu/pcl</a>. You will use the same login ID and password as the above link.

#### Graders

You can request a grader from the Associate Department Head. The number of graders is limited and they will be assigned based on the need of the class and the number of students registered.

## **Departmental Support**

The departmental staff provides a number of support services, which include assisting instructors in the preparation of course materials, as well as handling course administration.

#### Office Staff

Currently, the Mathematics Department has the following staff members who help with the coordination/planning of the classes.

All staff members can be reached at the Department Office number 215-895-2668

• Budget Director.

Provide assistance with financial forms (check requests, travel arrangements &/or reimbursements, purchase orders, cost center requests and other budgetary concerns) and research grant accounts; Process hiring paperwork and payroll for all employees; Process payroll for part time employees; Schedule courses and set up independent studies and graduate research credits term by term; Reserve departmental projectors for faculty each term; Update departmental directory and update campus address/telephone number; Assign ECM passwords for copy machine; Requests Korman after-hour access for students or faculty as needed; Distribute office keys to new faculty; And assist with telephone, network, and other problems.

• Assistant to the Department Head, Undergraduate Program Coordinator

Assist the Department Head; Provide information to students and faculty on the Undergraduate program; Process add/drop forms; Solve student problems; Contact person for publishers and faculty; Orders and distributes textbooks to faculty; Prepares and distributes course and instructor evaluation forms; Reserves Korman 207A and Korman 245; Assist in the preparation of syllabi and exams; Schedule signups for makeup, conflict and disability exams.

• Graduate and Undergraduate Program Coordinator

Provide information to students and faculty on the Graduate program; Process add/drop forms; Solve student problems; Department Liaison to Graduate Admissions and Office of Graduate Studies; Assist in the preparation of syllabi and exams; Schedule signups for makeup, conflict and disability exams.

## **Students Advisors**

• Marna Mozeff, Undergraduate Advisor.

Email: mmozeff@math.drexel.edu

Extension: 6691

Process all major changes and request for minors.

Andy Hicks, Graduate Advisor.

Email: ahicks@drexel.edu

Extension: 2681

Advises all graduate students on their courses and progress in the program.

## **Obtaining an Office**

To obtain an office, see the Budget Director or Secretary in Korman 206. They will give you the keys that you need.

#### What To Do If You Are Locked Out Of Your Office.

If you leave your keys at home or lock them in your office, anyone in Korman 206 can open your door for you. If you lose your keys and need to have copies, please see the Budget Director to make arrangements for the new copies. The Math Department Office is open from 8:00am until 5:00pm Monday through Friday. This is the only time that someone will be available to let you into your office. If you need to get into your office at other times, we can not guarantee that anyone will be available to let you in. Security and Maintenance do not have access to your office.

## **Departmental Directory**

The Departmental Office needs to have current information about your address, telephone numbers and emergency contact information. You are required to provide this information when you arrive at the Department. When changes occur, you should provide the new information to the Departmental Office.

## **Office Supplies**

Copy paper is stored near the large copier in Korman 207. Pens, pencils, pads of paper, transparencies, overhead pens, and file folders are stored in Department Office in Korman 206, larger quantities and other items are available by asking one of the office staff for assistance. To order special office supplies that would typically not be stored in large quantities, such as calendars, desk trays, and computer diskette holders, see the Budget Director.

## **Copy Machine**

There is a large copy machine in Korman 207. You will get a password from the Department office staff that will allow you to make copies on this machine. If you have a large number of pages to copy, you may give them to the office staff so that they can be processed for you. This takes at least two days. Please remember that things do not always go as planned, machines break down or any number of things can happen to interfere with your plans. Please allow ample time for your job to be completed. Two days are minimum, three or four is better.

## Make-up Exam Proctoring

Each instructor is responsible for administering make-up exams for your students. In extenuating circumstances, arrangements can be made to accommodate students in the following way.

If you need to have a student take a make-up exam, you must put the exam in an envelope with the instructor's name; student's name; course name, number and section; time allotted for the exam; special instructions like no calculator, open book, no open book. Please indicate the dates that the exam will be available for the students.

The exam will be locked in the Resource Room (Korman 245) and administered to the student when the student comes there to take the exam. The exam will be put back in the envelope and then returned to the instructor.

## **Computer Accounts**

Everyone working in the Mathematics Department should obtain accounts on the Drexel University system and one on the Math Department servers. To obtain you official Drexel email go to <a href="http://www.drexel.edu/IRT/services/accounts/">http://www.drexel.edu/IRT/services/accounts/</a> and follow the directions to pick up or manage your account. Any official communications from Drexel will be mailed to this account and you will need this password to submit grades and get your schedule.

You can make arrangements to have email forwarded from this account to any other account you wish on the above web page. If you are having problems with this account, please see the senior consultant on the first floor of Korman. There is a link on <a href="https://www.drexel.edu/irt">www.drexel.edu/irt</a> for almost any problem or service you might want.

You should see the Computer Staff to obtain an account on the Math Department Servers.

## **Computer Staff**

- Webmaster and Systems Assistant. They will help you set up a Math account and assist you with any computer problems. If he can not resolve you problem, he will refer you to the office that can.
- You can get all the help you need by going to help.math.drexel.edu.

## **Student Computing Facilities**

Students at Drexel University are required to have access to a personal computer. Students should contact the IRT Consultants on the first floor of Korman if they have any computer related problems.

The Department also has a limited number of computers for our students to use on a drop in basis. They are located in Korman 247.

## **Classroom Technology**

The type of equipment available depends on the particular classroom. You should check out your assigned classroom before classes begin. Almost every classroom has an overhead projector. You can get detailed information about each classroom from <a href="http://www.drexel.edu/ims/AAosirgpclass.htm">http://www.drexel.edu/ims/AAosirgpclass.htm</a>

Some classes are equipped with computers and/or digital projectors. We have a limited number of portable digital projectors available in Korman 206. You can sign up to use them with the Budget Director. If you need a special computer, see the Budget Director or Associate Department Head and they will make every effort to accommodate your needs.

## **Access to Multimedia Technology Facilities**

Multimedia technology is also available from Instructional Media Services at extension 2925. Their office is located on the 4<sup>th</sup> floor of MacAlister.

## **Scheduling Review Rooms**

An instructor may consider scheduling additional classrooms for review sessions before major exams. To schedule rooms for reviews, the instructor should send and email to <a href="mail@drexel.edu"><u>Exammail@drexel.edu</u></a> sufficiently in advance, to schedule the necessary room(s). To schedule the rooms, the following information will be needed:

- the date and time when the room(s) are needed
- how many seats are needed in each room, and
- for which course the room is needed

## **Scheduling Computer Classrooms**

To reserve a computer lab classroom, (located on the first floor of Korman Center) go to <a href="http://www.drexel.edu/irt/facilities/korman/classrooms/">http://www.drexel.edu/irt/facilities/korman/classrooms/</a> and fill out the form. Reserve your room as soon as possible, there is limited space and classrooms are assigned on a first come, first served basis.

The instructor is responsible for ensuring that the rooms are left in good order.

## **Changing Class Location**

Instructors may request a room change AFTER the first day of classes. Requests must be emailed to <a href="mailto:exammail@drexel.edu">exammail@drexel.edu</a>. Please be certain to include instructor name, course and section, days and times and if there is a preferred location or type of room. You should also include the CRN of your course. In case the preferred location or type of room is not available, be sure to include a statement of all of your special needs. Classroom space is very limited.

Do not move your class to an unassigned room. It is very important that we can locate a student when necessary. Emergencies do happen and we must be able to get in touch with students if necessary.

## **University Policies**

Read the Provost's Office reminders that are sent out via email before each term. Important dates and changes to the policies are given there.

University Policies are available at this web site: <a href="http://www.drexel.edu/provost/policies/default.asp#S">http://www.drexel.edu/provost/policies/default.asp#S</a>

The following are the University Policies pertaining to dropping or adding a course. Instructors may be asked to sign a drop/add slip to verify the student's situation in regard to your class. You may be asked to verify that the student did not take the final exam or that the student did not attend classes from a certain date. Please make sure that you understand what you are being asked to sign. You may not give permission to add your class to a student's schedule; this is done through the student's advisor.

## **Course Add Policy**

During the pre-enrollment period through the end of the second week of classes for the term, all students, with the exception of 1st term freshmen, may add courses that are free from restrictions/permissions, by using BANNER Web for Students. Instructor or academic unit approval is conditional on class size limitations. You should not sign any add slips, send all students to their advisors and the advisors will help students get into classes that they really need. Regardless of when a student adds a course, the student is responsible for meeting all course requirements.

## **Course Prerequisites**

For courses that have prerequisites, it is useful to check that students have satisfied these. Unfortunately, this is not always the case. Early recognition that a course is not appropriate for a student can prevent problems later.

## **Course Drop Policy**

Please note that "dropping" a course and "withdrawing" from a course are distinct actions and are governed by different policies. (See "Course Withdrawal Policy" below.)

For both graduate and undergraduate students, courses may only be dropped during the "drop period" lasting from the beginning of the enrollment period through the end of the second week of the quarter. Dropping a course results in the course being removed from the student's academic record without a "W" appearing on the transcript—specifically, neither the course nor the grade of "W" appears on the student's transcript. Freshmen and new first-term transfer students must meet with their academic advisors to drop courses during the first quarter. Undergraduate upper-class and graduate students may use BannerWeb to drop courses; no approvals are required for upper-class and graduate students.

Students drop a course for the term in which they are enrolled by using BannerWeb for students. Approval of the instructor is not required to drop a course (but is required to withdraw from a course).

For "accelerated courses," which normally last five weeks, the drop period is limited to the first week of the course. Thus, for accelerated courses given during weeks one through five of the regular term, the drop period is week one; for accelerated courses given during weeks six through ten of the regular term, the drop period is week six (of the regular term).

## **Course Withdraw Policy**

Undergraduate students may withdraw from a course during the "withdrawal period" lasting from the beginning of the third week through the end of the sixth week of the quarter. Specifically, the last day to withdraw from a course is the Friday of the sixth week of the quarter. For undergraduates enrolled in accelerated courses (which normally last five weeks), students may withdraw from the second through the third week.

Graduate students may withdraw from a course during the "withdrawal period" lasting from the beginning of the third week through the end of the tenth week of the quarter. For graduates enrolled in accelerated courses (which normally last five weeks), students may withdraw from the second through the fifth week, prior to the final examination.

Withdrawing from a course causes both the name of the course and the grade of "W" to appear on the student's transcript.

Before withdrawing from a course, students should consult with the instructor. All students must obtain their advisor's written authorization before withdrawing from courses. Written authorization is obtained once the instructor has signed the "ENROLL/WITHDRAW" form available from Student Administrative Services' web page: <a href="http://www.drexel.edu/SRC/forms.asp">http://www.drexel.edu/SRC/forms.asp</a>.

Where extenuating circumstances occur, students may petition the Dean of their college to withdraw from classes from the sixth week through the tenth week of the term. If the petition is persuasive, the Dean sends a recommendation to the Vice Provost, with an explanation of the circumstances. The Vice Provost will review the recommendation and make the final decision supporting or not supporting the recommendation. Course withdrawals relating to previous terms require that the same procedure be followed.

Dropping or withdrawing from courses can have serious financial and academic implications, possibly affecting billing, financial aid, VA benefits, eligibility to participate in NCAA athletic events and, for foreign students, immigration status. Students are strongly encouraged to consult with their academic advisor and financial aid counselor before withdrawing. Students are considered the responsible parties for any/all transactions processed against their academic records.

## **Departmental Policies**

## **Course Syllabus**

The University Faculty Senate requires that all instructors distribute a course syllabus, which describes the course requirements, grading policy, and anticipated dates for exams and major assignments. Every instructor additionally must give a paper copy of his or her syllabus to the Math Department Office, so that it can be placed in a public file in the main office.

This is the contract with your students. The importance of a course syllabus should not be underestimated. A syllabus also serves to communicate the contents of a course to the students. It should be clear, fair, and enforceable. Any deviation from the syllabus should be applied equally to all students in your section and all sections of the same course. It is therefore very important to communicate well with the other instructors of the same course. When multiple sections of the same course are given, there will be one coordinator. Any and all changes to the syllabus should be made through that coordinator.

For all lower level math courses and service courses, a common syllabus will be available in the Math Department Office. The instructors and/or coordinator should determine the grading policy and other important policies such as makeup exams etc. and add those to the syllabus. For upper level math courses, the topics for the course should be set by the instructor in coordination with the Undergraduate Curriculum Committee. Graduate course syllabi are developed by the instructor in coordination with the Graduate Curriculum Committee.

You can get the official information on creating a syllabus at

http://www.drexel.edu/IRT/facilities/fdc/resources.html

## **Honors Option**

Students in the Honors College may request to take any course as an Honor Course.

- 1. This option is not available for freshman level courses (MATH 100, 102, 102, 110, 121,122, 123 and 200).
- 2. Students must complete additional assignments that will enhance the students understanding of the material in order to complete the honors requirement.
- 3. You must inform the Associate Department Head when students request this option and the information on the additional work that will be assigned must be submitted to the Math Department Office.

## Missing a Class:

## Missing a class for illegitimate reasons is unacceptable.

If a class is anticipated to be missed for legitimate reasons we need to be informed and make up arrangements have to be made.

Missing a class for unanticipated legitimate reasons is unfortunate and hopefully happens only in rare cases. A pattern of such missed classes is again unacceptable. Missing more than one class per term will be considered excessive and you will be required to submit a written explanation for missing more than one class to the Department Head within one week of the second missed class. This policy is applicable to anyone teaching a class. Further actions will be determined by the Department Head in consultation with the Dean.

You should make every effort to find a colleague to cover your class when this is possible. You should also be willing to cover classes for other.

Please call the front office as soon as you can to inform us of the missed class or if someone is covering your class. We will post a note at your classroom informing the students if the class must be cancelled. You should also send an email to your students with an explanation of why the class is missed.

#### **Exams**

For freshman classes and some upper level courses, common exams are given. For these courses, all exams are given at 8:00am or at 6:00pm on the dates determined by the Student Resource Center based on availability of rooms and student schedules. If you are teaching a course that has common exams, you will be notified as to the dates of these exams. If you are teaching any other course, you will choose the exam dates. It is University policy that you schedule your exams and assignments so that students will have meaningful feedback by the end of the 5<sup>th</sup> week of classes. Students have only to

the end of the 6<sup>th</sup> week to drop classes so this is very important. For freshman courses, you will have to submit mid-term grades by the end of the 5<sup>th</sup> week.

The course coordinator will set up the procedures for proctoring large exams. Students should not be allowed to use calculators or laptop computers that have the ability to communicate with others during the exam. For example, no student should be allowed to use their wireless phone as a calculator.

## **Special Exam Policies**

## Special arrangements for seniors in the Spring Term ONLY

# The precise University statement is available at: http://www.drexel.edu/provost/policies/examinations.asp#spring\_quarter

Students who are eligible for this exemption are noted on the web page where you submit your final grades for the course. There will be a red check next to the students who are "graduating seniors." No other students should be exempted from taking the regular final exam.

In the Spring Quarter ONLY, senior undergraduate students in their last quarter of academic work who have applied for a degree may arrange to be exempted from a final examination if the student's estimated grade for the entire term, as indicated by the instructor on the last day of the term, is passing and is sufficiently high so that his/her cumulative average will meet the grade point average required for graduation. (This is 2.0.)

NOTE: Under this policy the only reasons for **not** granting the exemption from a final examination are:

- 1. that the student's final grade is not passing,
- 2. that the student's cumulative average will not meet the grade point average required for graduation or,
- 3. that the course normally does not require a final examination.

Final exams for graduating seniors will be given the first day of the final examination period, regardless of the final examination schedule. Grades reflecting final examinations taken under these conditions are due at the end of the first scheduled day of final examinations in the Spring quarter.

## **Senior Privilege**

# The precise University statement is available at: http://www.drexel.edu/provost/policies/examinations.asp#senior\_privilege

(Does not exempt students from attending class and/or taking final exams). If a student asks you for this Senior Privilege Exam, please consult with the Associate Department Head. There are options that we can exercise that are not listed in the instructions.

Senior Privilege affords seniors a one-time opportunity to take an additional final exam to make up a failing grade in a course required for graduation. The following criteria apply:

- 1. Senior Privilege may be invoked only once during an undergraduate career;
- 2. The failing grade must have been incurred during the period in which a student is classified as a senior, and the failing grade must not have been assigned as the result of any academic dishonesty;
- 3. The student must have been in college during the term in which the course was taken (i.e. not on Co-op);
- 4. The make-up exam used for Senior Privilege must be taken during the second day of exam week in the student's final term;
- 5. The grade for the exam must be reported to the Student Administrative Services Center by the fourth day of the exam period;
- 6. The student's permanent record will record the fact that the student took the course two different times; the grade earned in each will appear on the record and both grades will be included in the GPA calculation.

Interpretation: Students are required to adhere to class attendance requirements for all other courses as specified by university policy. Senior Privilege does not exempt students from attending class and/or taking final exams in courses for which they are enrolled during the last term of their senior year.

If the student meets the requirements indicated above, the following procedure should be followed:

- 1. The student obtains a Senior Privilege application form from the Student Administrative Services (SRC) Center and fills in the required information;
- 2. The student has the appropriate SRC staff member verify his/her eligibility and sign the approval line;
- 3. The student takes the completed form to the Office of the Comptroller where he/she will pay the required special examination fee; the Comptroller's office must stamp the form to verify payment;
- 4. The student schedules an appointment with the instructor to establish the time for the exam;
- 5. After the exam is administered, the student will submit the Senior Privilege form to the instructor so that the instructor may record the grade received and sign the form to indicate that the student completed the exam. The instructor shall make

certain that the academic unit's seal, or the Dean or Director's signature, appears on the form.

By the fourth day of exam week, the instructor submits the form to SRC for recording the grade.

#### **Final Exams**

You must seek approval from the Department Head if you do not plan to give a written final exam. Typically this is restricted to upper level grad classes and a few upper level undergraduate courses. The Student Resource Center publishes the final exam schedule on the web. If you have any special needs as to the scheduling of your final exam, please notify the Program Director as soon as possible so that every effort can be made to accommodate your request. University policy states that instructors are supposed to give their final exams *only* during their officially scheduled final examination period. In particular, with the exception of quizzes and narrowly limited tests, an instructor should not give major exams during the final week of classes.

In spite of the registrar's best efforts, some students will still have scheduling conflicts with some of their final exams. There are two types of exam conflicts--a *direct conflict* and an *overload conflict*. A direct conflict occurs when a student has two or more final exams scheduled at the same time; while an overload conflict occurs when a student has three or more final exams scheduled on one day. In the fall and spring quarters, the courses with the highest catalog number will be asked to give a special exam. In the winter and summer terms, the courses with the lowest catalog number will be asked to give a special exam (MATH 101 is higher than ENG 490).

The Mathematics Department requires all students to be present for the final examination based on the schedule determined by the Student Resource Center. This should be made clear to all students from the beginning of the term. Only emergency cases such as verified deaths in the family, or medical verification, etc are acceptable excuses from the set dates. In such cases, students should be allowed to take a makeup exam at a later date. Travel plans are not a legitimate reason for missing a final examination, and instructors are encouraged to make this clear to the students at the beginning of the term.

#### **Final Grades**

Final grades must be submitted within 48 hours of the course's final examination. Every effort should be made to comply with this policy. You must submit your grades through banner. You do this by logging on to banner at

https://banweb.drexel.edu/pls/DUPROD/twbkwbis.P\_WWWLogin. You will use your Drexel Domain account name and password to log on. Then use the pull down menus to access final grades. The ability to submit grades electronically is turned off a few days after the close of final exams. Once your access is terminated, you have to fill out a

change of grade form for every student. The changes of grade forms are processed individually through the Math Department Office and the College of Arts and Sciences Dean's Office. Then they are put into the system individually by a Student Resource Center staff member. Please make every effort to avoid this.

Posting final grades in public places is strictly forbidden.

## **Mid-Term Grades**

Submission of mid-term grades is required for freshman level courses as well as some sophomore level math courses. These grades are submitted in the same manner as final grades. When submitting mid-term grades, be careful that you are submitting them in the mid-term grade form. There is very little difference from the final grade submission form and if you submit the mid-term grade in the final grade form, you will have to file change of grade forms for each student at the end of the term.

## **Academic Dishonesty**

The University policies for academic honesty are located in the Drexel Handbook which is available on line at <a href="http://www.drexel.edu/studentlife/SLhandbook.htm">http://www.drexel.edu/studentlife/SLhandbook.htm</a>.

Please make every effort to prevent problems. Preventive measures include: making very similar versions of the exams and announcing this before the exam; checking picture ID when students turn in the exams.

## **Special Needs Students**

Every term an instructor may have a student, or two, who has been evaluated by the Office of Disability Services (ODS) (<a href="http://www.drexel.edu/ods/financialaid.html">http://www.drexel.edu/ods/financialaid.html</a>) as requiring special circumstances for taking. At the beginning of the term, each "special needs student" is supposed to give his/her instructors a letter from the Office of Disability Services, which documents the student's special needs. If a student has a letter from the Office of Disability Services, please make every effort to accommodate the needs of the student. If you need assistance in helping these students, please see the Associate Department Head and every effort will be made to help make arrangements that you and the student are comfortable with.

## **Grading**

The following summarizes the grading system at Drexel University - Math Department.

## **Grading System**

The possible grades assigned to students depend on their enrollment status. Students who are officially enrolled in and have completed the course should be assigned one of the following letter grades: The appropriate cut-off for each letter grade will be determined for each course. The cut off points will be determined for coordinated courses and every instructor teaching that course will use the same range.

A sample of the range for each grade is:

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96 – 100 A +

93 – 95.99 A

90 – 92.99 A -

86 – 89.99 B +

83 – 85.99 B

80 – 82.99 B -

76 – 79.99 C +

73 – 75.99 C

70 – 72.99 C -

65 – 69.99 D +

60 – 64.99 D

Less Than 60 F
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## **Grade of Incomplete**

A grade of incomplete (INC) may be given if a student has a limited amount of work to complete the course. It is the Math Department policy that a student and instructor fill out an Incomplete Grade Contract before a grade of incomplete can be submitted. The Incomplete Grade Contract is an agreement between the student and instructor that outlines the expectations and completion date. Incomplete grades should not be given with the intention of the student retaking the course and having the new grade replace the incomplete. This is strictly against University Policy.

An incomplete should not be given when completing the work would still result in a grade of F.

## **Correcting Grades**

Every effort should be made to avoid unnecessary change of grades. Among others, please make sure that the final grades are submitted on time.

If an error in calculating or recording a grade is brought to an instructor's attention, the instructor may change the student's grade by obtaining a grade change form from the Math Department Office. The instructor must assign the corrected grade, sign the form, and return it to the Department Secretary for processing. A grade cannot be changed more than one year after the end of the term in which the course was taken. For additional information regarding grades, see <a href="http://www.drexel.edu/provost/policies/grades.asp">http://www.drexel.edu/provost/policies/grades.asp</a>.

## **Course Materials**

#### **Textbooks**

The Departmental Undergraduate Program Coordinator will process all textbook orders. If you submit the book order directly to the book store, you must send a copy of the conformation to the Undergraduate Program Coordinator so the Department has a record of all book orders. If you are ordering a book, please make every effort to get the order in as soon as possible. For courses with multiple sections, textbooks are chosen by the course coordinator or the curriculum committee.

## **Course Web Sites**

If you are not familiar with how to put your syllabus on the web, please contact the Department's Computer Staff for further information.

The University uses Blackboard and BbVista. Information Resources and Technology (IRT) offer instructions on using Blackboard and BbVista and Dreamweaver to assist faculty in putting course materials on the web. The Department Computer Staff will also be available to help you.

## **Other Useful Teaching Resources**

Math Department Resource Center Webpage http://www.drexel.edu/coas/math/ResourceCenter/default.asp

Drexel University Student Resource Center Webpage <a href="http://www.drexel.edu/src/">http://www.drexel.edu/src/</a>

Office of the Provost's Webpage—You can get information about all of the University Policies and Procedures from this web page.

http://www.drexel.edu/provost/

# **Classroom Observation Report**

## From Peter Seldin's Changing Practices in Evaluating Teaching, 1999

Instructor evaluated
Observer(s)
Number of students present Course
Date
Instructions. Several days prior to the classroom visit, the instructor should provide the observer(s) with a copy of the course syllabus containing course objectives, content, and organization.
Procedure. The observer(s) should meet with the instructor several days in advance of the visit to learn the instructor's classroom objectives as well as the teaching methods to be used. Within several days after the visit, the observer(s) should meet with the instructor to discuss observations and conclusions.
1. Describe the instructor's content mastery, breadth, and depth.
2. Describe the method(s) of instruction.
3. How clear and well-organized is the presentation?
4. Describe the form and extent of student participation.
5. What specific suggestions would you make to improve this instructor's teaching?
Please feel free to use the reverse side of this page to elaborate on your comments.