

August 19, 2011

## **Welcome to the Department of Mathematics!**

Whether you are brand new to the university and our department, or you are returning to join our educational endeavor again, we are glad to have you as part of our team. We wish you a successful school year and the very best for your teaching here at UT. Thank you for helping out with this large and complex effort!

We believe that this Handbook for Instructors, which will be amplified in our Teaching Mathematics Start of the Year Seminar, will prove to be an excellent and important guide for you and your teaching during the coming year. So we hope that you will read it carefully and follow the recommendations contained herein. If questions arise that are not plainly dealt with in this handbook, please do not hesitate to come to us for advice.

As a part-time instructor, Gerard Thompson will be your immediate supervisor during the coming year. If this is your first year with us, we are asking you to join us at the *Teaching Mathematics at the University of Toledo: Start of the Year Seminar* that you have learned of elsewhere. Even if you have taught with us before, we encourage you to join us at the seminar since it provides opportunities to join together to enhance our overall teaching experiences in the Department of Mathematics. We hope to see you there! Please call or e-mail the department office to let us know your plans in this regard.

So, read carefully, let us know about any challenges, and we hope you have a great year!

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# GENERAL TEACHING PROCEDURES for PART-TIME INSTRUCTORS

*(Please read carefully)*

1. Meet and dismiss classes on time (It is suggested you have a watch as most rooms do not have clocks nor are there bells). **Do not cancel classes. If you are forced to miss a class, follow the procedures outlined below:**
  - a. It is important not to miss classes during the first week of classes, the last week of classes, or during the final exam and grading period.
  - b. If forced to miss a class period for any reason, you must notify the department immediately either by voice mail (x2568) or e-mail to the department secretary or the associate chair.
  - c. If you know in advance about an absence, notify the department in writing or e-mail to get approval from the associate chair.
  - d. **Do not cancel your class.** You are responsible to find a substitute. The substitute must be an experienced teaching instructor or math instructor. You must inform the department office of the name of the substitute.
  
2. UT is encouraging all instructors to use BlackBoard as a main channel of communication with your students. Every course automatically gets a BlackBoard account. To access it login to <https://myut.utoledo.edu/> with your UTAD credentials and then click on the "Faculty & Adviser" tab. On the right you will find "Learning Ventures". Select "BlackBoard 9.1 - All terms" from the drop down and it will pop up in a separate window. Login with your UTAD credentials (again!) and look on the right for "My Courses". (Note: Students access BlackBoard materials you post for them in exactly the same way.)

When you follow one of the links there you will see places to post your syllabus, assignments, answers to quizzes and exams and a calendar of due dates etc. You can even upload your gradebook from a spreadsheet so that students can see all their scores.

Note the "Help" button at the top. A site will pop up that contains a wealth of material that will help you to use BlackBoard effectively.

Please make use of this resource as much as possible. Remind your students frequently to check for course materials there. Minimize the amount of copying of materials for your class. Post your syllabus rather than distribute paper copies and post solutions to tests and quizzes there.

3. Post a syllabus online if possible. The department has guidelines available for preparing syllabi for virtually every course: ask the secretaries for a copy. Copies of each of your syllabi should be submitted to the department secretaries. The syllabus should include:
- your name
  - phone number(s) where students can reach you or leave messages
  - your e-mail address
  - your office hours
  - course name and number
  - course outline/class schedule
  - course prerequisites (see item 7 and the list of these near the end of this handbook)
  - method of grading
  - policies regarding missed assignments, quizzes and tests
  - attendance requirements (if any)
  - general calendar, listing drop and withdrawal dates, project due dates, test dates, and the final exam date and time
  - list of required textbooks and materials
  - list of required readings and assignments
  - resources available to assist the students with the material in the course (the Mathematics and Resource Center - MLRC)
- A short paragraph inquiring if any student has particular problems such as a coping with a disability. You need to be aware of any special circumstances of a particular student and have mechanisms in place to reasonably accommodate them in accordance, with, for example, the Americans with disabilities act. If a student has particular difficulties they should inform you as soon as possible so that they can work with you. A situation should never arise whereby a student lodges a complaint about a grade after the final examination has been taken because of a situation that could and should have been addressed during the semester. Students need to inform you of special circumstances in a timely manner. Incomplete grades are not to be given to improve a student's grade after the fact. See also 9 below.

You should regard the syllabus as a **contract** between you and the students. Since the syllabus will serve as a resource for resolving issues should a dispute arise, please include sufficient information regarding the course and your expectations: *the single biggest reason for complaints are the failure of an instructor to communicate clear expectations particularly with regard to tests and quizzes.* A sample syllabus appears later in this handbook.

4. General records. You are required to maintain records pertaining to the activities of your class, such as attendance records and student grades. You must keep your records through the subsequent semester; this is important, since these will be examined in the event of a dispute or question initiated by a student. You must submit your final grade sheet and one copy of final exams to the department secretary at the end of the semester.
5. Office hours. Part-time instructors are to have at least two office hours per week and post

the times on your office door as well as give the times to the secretaries on the forms distributed via your mailboxes. Be sure to hold your posted office hours.

6. Learning Resources. Students seeking tutoring assistance should be directed to the Mathematics Learning and Resource Center which has tutoring available at Carlson Library.
7. Rosters. Class rosters are available from “My courses” on the myut portal: refer to item 2 above about syllabi.
8. Announce Course Prerequisites: Your students must have met prerequisites for your course syllabus. The department actively checks student records to ensure that students satisfy the prerequisites for your courses. You can find the list of prerequisites for your courses in this handbook and also at <http://www.utoledo.edu/catalog/coursedescription.html> .  
During the first week of the semester, you will receive a list of students who potentially are misplaced. It is your responsibility to speak with students on the list who are present and confirm that the information you have received is accurate. If it is, advise those students that do not meet prerequisites to speak with an adviser. *You are not allowed, for legal reasons, to draw attention to possible deficiencies of students.* Therefore to identify the students with whom you need to speak, please adhere to the following steps:
  - a) Without specifying any reason, ask the student whose names are on the list to meet with you briefly after class. You may write the names of these students on the board or display them on a transparency at the beginning of class.
  - b) After class, meet with the students individually and inquire as to whether the placement test scores and grades in prerequisite courses are correct. One possible source of inaccuracy, for example, is that grades for transfer courses may not have been properly recorded.
  - c) For students who cannot offer a satisfactory explanation as to why they should be in your course, ask them to see their adviser.If you have any questions about these policies, please consult with the associate chair or the coordinator of the course.
9. Registration Policies for Add/Drop and Withdrawal. (Pertinent dates are printed near the end of this handbook.)
  - **Adding a class or Registering Late** – If your class is below the prescribed course capacity, a student may add a class during the first three (3) calendar days of a semester without a signature from the UT portal. Between calendar days 4-15, inclusively, again if the course is below its prescribed capacity, a student may add a course by obtaining the signature of the associate chair. In the case that your class has reached its capacity and is therefore closed, but there are still available seats in the classroom, it is possible that students may still be signed in by the associate chair. If your class is closed, all inquiries regarding enrollment should be referred to the associate chair.
  - **Dropping a Class** – During the first 15 calendar days of the semester a student may drop a class with no record on his/her transcript.

- **Withdrawing from a Class** – A student may withdraw from a class during calendar day 16 through Friday of week 10, inclusively. A grade of "W" will appear on the student's transcript. It is the responsibility of the student to submit to the Records Office the official form to "Withdraw". It is very important to remind students of these deadlines.
10. **"IN" Grade.** The university policy for assigning the grade "IN" (Incomplete) can be found at the following website:  
[http://www.utoledo.edu/catalog/2000catalog/admissions/grade\\_options.html](http://www.utoledo.edu/catalog/2000catalog/admissions/grade_options.html). It reads:
- This grade of IN is assigned only in extraordinary cases when unexpected conditions prevent the student from completing the requirements of the course within the term of enrollment. The student must complete the required work before the end of the following semester in which the grade is received (excluding summers); otherwise the grade will be converted to a grade of F by the Office of the Registrar. The student may initiate a request for an additional semester to complete the work for the grade (excluding summers). The extension is granted upon the approval of the faculty member and the Associate Dean of the college offering the course. **The incomplete grade will not be considered in computing the student's grade point average.**
- In addition, please note the following procedures for giving the grade of Incomplete:
- a. Get the associate chair's approval to give the "IN". An "IN" is to be given only in exceptional circumstances and its purpose is not to improve a student's grade but rather to enable a student to remedy a deficiency which was beyond the control of the student: missing a final for a medical reason for example.
  - b. Fill out the "Incomplete" Grade form (available from the department office) with the student so it is clear to both parties what is necessary to complete the course.
  - c. Give the associate chair the completed and signed form.
11. **Announce Final Exams According to the Schedule.** A copy of this timetable can be found in your myut portal and at the end of this booklet. This schedule is set by the university and *must* be followed as printed. There is no policy that would exempt students from taking final exams.
12. **Class Procedures.** Follow the syllabus and try to keep the pace of the course. Check with the course coordinator, if there is one, about the course you are teaching e.g. departmental syllabus, testing, etc. That individual can also assist you regarding the pace of the course and coverage of material. If you have comments or complaints about course content, talk with the course coordinator or the associate chair. *Do not change the course unilaterally as you are responsible to deliver the material as outlined in the course syllabus.*
13. **Graded Materials.** Graded assignments are a means of evaluating students' progress; graded assignments should be given to students as early as possible and periodically throughout the semester. Because students need to know their standing in your class in advance of the drop and withdrawal deadlines, you should grade and return some material by the 15<sup>th</sup> calendar day of the semester and have graded and returned at least one midterm by the end of the 8<sup>th</sup> week of the semester. The general rule is that there should be at least

- three midterm exams during the semester. If you give weekly quizzes, then three midterms would suffice. Not only will periodic grades be a continuous way to record student progress, but they also will be a way for you, as the instructor, to evaluate how well the material is being conveyed to your students.
14. Final Grades. Grades are due the first Tuesday following exam week and all instructors are expected to have their grades submitted online by this time, with a copy submitted to the department secretary. You will find information about the university's system of online grade submission through the "Faculty and Advisors Portal Services" in this handbook and also in the myut portal.
  15. Academic Dishonesty. The University has guidelines regarding academic dishonesty. Should you encounter irregularities in any of your classes, please contact the associate chair immediately.  
<http://studentactivities.utoledo.edu/studentconduct/studenthandbook.pdf>. Also, for any case where academic dishonesty results in lowering of a grade, it is imperative that the associate chair and the department office be informed.
  16. Teaching Evaluations. Every instructor is **required** to administer the department's standard student evaluations of classroom instruction each semester for each course taught. Envelopes containing evaluation sheets will be distributed during the last three weeks of the semester. These are to be filled out according to the instructions given and returned to the department office by a designated student by the Friday of final exam week. Results will be made available to you in the subsequent semester. The university may be using online evaluations starting in spring 2012: you will receive more information nearer the end of the semester. New part-time instructors and teaching instructors can expect to be observed and evaluated during their first term teaching for the department. As time permits, peer evaluations will also be done on continuing part-time instructors and teaching instructors.
  17. Student Problems. If any problems on procedures, student relations, testing, etc. occur, please confer with the associate chair.
  18. Disciplinary Action. In the circumstance of repeated and flagrant lapses of responsibilities, disciplinary action may be taken in the form of a letter reprimand, the docking of pay, or termination of employment. Investigation of such violations will include a mandatory visit to your classroom.
  19. Professionalism. In accepting this teaching position, you have made a serious commitment, not only to the department, but also to your students. Perhaps the most important aspect of professionalism revolves around honoring this commitment and being able to meet the aspects of it that you have set forth for your students. Aspects of professionalism include the following:
    - Respecting your students. It is important that you are sensitive to and respect the needs and backgrounds of your students.
    - Having respect for your own position and maintaining a professional attitude. You should exhibit enthusiasm for your position, but be careful to avoid being overly

authoritarian or too informal in maintaining discipline.

- Meeting your commitments to the class. Not only should you be on time and hold class for the full amount of time, but you should always come to class prepared, return student work on time, and keep the office hours that you have posted.
- Being prepared for a variety of reactions and emotions during class discussions. Students may also exhibit varied responses to the grades they earn. In both of these instances, professionalism entails maintaining calm objectivity.
- Avoiding confrontation with an irate student and do not allow one student to intimidate another during class discussions.
- Helping to keep rooms clean by not allowing students to eat in the classrooms, as University policy mandates.
- Understand that the State of Ohio has one of the most liberal policies with regard to the accessibility of public records. Therefore you should bear in mind that all UT email messages could be come available to the public in the case of disputes or complaints. It is recommended that in all such communications you treat people with respect and remain calm and objective: avoid innuendo.
- Please insure that you erase a blackboard or whiteboard when you vacate a classroom and make sure that you leave in time for an incoming class and instructor: it is particularly important to do so when you are finishing up a test.
- Remaining calm and orderly during a possible emergency within the classroom or building and following established emergency guidelines, which include:
  - Contacting security at (419)530-2600 in the event that a health emergency arises, or if an altercation erupts.
  - Contacting 911.
  - Following established University safety guidelines during fire alarms and tornado drills. These guidelines may be found near the end of the Schedule of Classes.

20. Class Preparation. The key aspect to classroom management is class preparation. You should have a plan for class every time you teach. This daily plan should extend to encompass the goal of the semester and serve to make connections from day to day. A plan that is conceived well should also serve to establish connections to the world outside of the classroom. You should be sensitive to the career goals of your students, and work to incorporate their interests into your plan.

A typical plan would include:

- Objectives for the day
- Organization of lecture
- Alternative activities
- Examples you intend to use
- Intended assignments

Strict adherence to a plan is not always possible; therefore, it is important that you are able to be flexible with this plan, and allow for changes. This may necessitate flexibility on your part.

Since some plans may require materials beyond those provided in the classrooms, it is your responsibility to have any extra materials or aids ready for usage in your classroom. Any materials that you need to order should be ordered at least a week in advance, if possible.

21. Student Complaints. You should be aware that, though they are rare, it is our responsibility to follow up on every student complaint. In case of a complaint, our first step will always be to contact you to obtain your perspective on the matter. Such a discussion may be followed by a visit to your class. These visits can be for any reason – to check on the activity of the instructor, on the behavior of the students, or simply on troublesome interactions between the two. It is our intent to communicate with you clearly and promptly regarding any difficulties in regard to your teaching. It is our hope that by working together problems can be resolved before they become serious. See also 18 with regard to the use of university email.

### **Math Placement Test Web Site:**

**The web site related to practice math placement tests may be useful to you and is listed below:**

[http://www.math.utoledo.edu/placement\\_index.html](http://www.math.utoledo.edu/placement_index.html)



## FACILITIES

1. Office Space. Check with the department secretaries regarding your office assignment. If your office requires a key, it will be ordered through the department secretary and you can pick it up at the Transportation Center, Room 1400. A current government-issued photo ID must be presented when picking up a key. When you leave the University, you will return your key to the Transportation Center and obtain a receipt to take to the Math Department showing that you returned your key.
2. Departmental Office – 2040 University Hall. The department secretaries are in the office from 8:30 am to 5:00 pm. Monday through Friday, except on staff holidays. The office is closed during lunch hour with access through UH2060 to pick up copies or supplies.

The department phone numbers are 419-530-2568 and 419-530-2232. Every office has a phone. Dial 9 for an outside line. There is no long distance service available from any of the part-time or graduate instructor offices.

3. Mailroom UH2020F. You will receive all mail and departmental notices there. Please check your mailbox regularly and read your mail - especially departmental notices. All outside mail comes to a department mailbox in the University Hall mailroom. It is picked up and distributed by the department secretaries at least once a day.
4. Testing Center. The department has no room set aside for make-up work by students, including missed tests. Missed tests should be made up in the Testing Center located in the Field House, room 1080 (phone: 419-530-2011). Secretaries do not proctor exams, tests, or quizzes. If you allow make-up work, the arrangements are your responsibility. Please do not abuse the testing/retesting facilities as this could lead to the University discontinuing the service.
5. Class Rooms. Classes are scheduled in various buildings on Main Campus. Maps are available online at the [utoledo.edu](http://utoledo.edu) website. The location of your classes will be taken into consideration. Any consideration of changes in classroom assignments must go through the department. If you desire such a change, please contact your associate chair. **DO NOT** contact Registration to change your room assignment. Remember that while this might work for you—you may now have made scheduling problems for all of your students!
6. Course Preparation. As a rule, part-time instructors are responsible for writing, typing and collating their own class materials. The department secretaries will duplicate the material for you. The department needs a **24-hour notice** for duplicating your class materials to guarantee that you have them on time.
7. Supplies. Limited office supplies, including chalk, white board marking pens, and transparencies, are available at our department office for the teaching of your classes. The University Bookstore is located in the lower level of the Student Union Building and has a wide selection of supplies that you may purchase.

8. Classroom Technology. If you have need of it, technology beyond what is already present may be available, and is arranged through the Audio/Visual Services Department in Carlson Library. Please call x2656 to coordinate classroom technology needs.
9. Desk Copies. All course texts are ordered by the department for the classes you teach and are available in the Bookstore in the Student Union. Desk copies of books for classes you teach are obtained from the department office and are to be **returned to the office at the end of the semester**.
10. Identification. No one can use the facilities at Carlson Library without a University ID Card. They are available at 1917 Rocket Hall.
11. Parking. Parking permits can be ordered online through Parking Services and will be mailed to you through campus mail or can be picked up at Parking Services, RH1917.
12. Libraries. The Mathematics Department maintains a small library in Room 2040B. Carlson Library has the Mathematics collection under Library of Congress Cataloguing. Journals, which may not be circulated, are in Carlson. You will need your ID card to check out books.

Also, the Lucas County Public Library has many locations throughout the area and they can be located by consulting the local phone book. University of Michigan libraries are about an hour's drive north on Route 23. Library loans and journal searches are available through the Information Desk at Carlson Library.

13. Payday. Checks are issued every other Friday. Information available on check stubs now will be securely posted on UT's Web site, in the "Self Service" section of the myut portal. A link will forward you to your pay stub information in an online format. This is an encrypted site. Arranging for funds to be directly deposited is strongly encouraged. Those who do not have direct deposit will receive their paychecks in the mail, with checks sent on payday. The University will not issue pay to anyone not having a federal social security number. The Payroll Department will hold your pay until you have a social security number and have completed the proper tax forms. See the department secretary if you have any questions.

## PHOTOCOPIES

The duplication of a large number of copies (26 and over) needs to be done through the department secretaries. *Please submit documents to be copied at least 24 hours ahead of the time that you will need them.* You may submit your request in hard copy or electronically. If you submit electronically send your request to both secretaries with the following information:

Date & Time Needed:

Course No. & Section:

Description: (test, quiz, exam)

Number of pages to be copied:

Quantity:

Double-sided copies or Single-sided copies

Color Paper: (if other than white)

Additional Instructions:

For personal copying, you can use your University ID (Rocket Card) by making a deposit to your Rocket Account. Deposits to your Rocket Account can be made online at <http://www.utoledo.edu/rocketcard/balance.html> - and are available immediately.

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