

To: TAs this summer  
From: Cindy Bernlohr  
RE: Guidelines for Summer Teaching

Hi folks! I hope the following information will be useful to you. If you have any questions about this sheet or about anything else pertaining to summer work, please don't hesitate to see me. I hope you enjoy your teaching!

### **Course Management, Office Hours**

You are on your own with your teaching this summer. You have been given a summer teaching job because the department believes you are not only an effective teacher, but you are mature and independent and can handle the responsibilities required to teach an individual section. You will not work for a lecturer or course coordinator. If situations arise on which you need advice, please see Dan Shapiro, Ron Solomon, or me.

You are expected to be in the classroom each day the class meets this summer. If an unavoidable situation arises where you must miss one class meeting, you must find a substitute and inform me. If you have no success finding a sub, please see me. Never, ever, cancel a class! If you know in advance that you are going to be gone for more than one class meeting, you can not teach.

Please arrange FIVE office hours each week, because you are the only instructor and the MSLC will cut back their service during summer.

### **Syllabi, Calendar, Final Exams**

You must provide a syllabus to each student sometime during the first week of classes. The University considers a syllabus to be a contract between the instructor and the student with regards to course expectations and grades. The syllabus should contain information such as what material is covered in what textbook, when the exams are given, what the homework and quiz policy is, when the final exam is given, and what assessment determines final course grades.

Regular classes run from Monday, **June 22**, through Monday, **August 24**, with final exams on **August 25-27**. To observe Independence Day, classes will be canceled on Friday, **July 3**. (Note: "Red, White, and Boom" is on July 3, so there will be no conflicts with your classes.) The final exam schedule appears on the back of this sheet; finals are given in the same classroom where the course meets during the regular quarter. There should be no early finals!

***The University has a nine-week Summer Quarter! This means that the usual 50 days of instruction has to be consolidated to 45 days (or 18 or 19 evenings). This may take a lot of creativity to plan your course!! Summer calendars can be found at <http://www.math.ohio-state.edu/teaching/resources/calendar/>***

### **Rosters**

You should be able to access your rosters via the web or (e-mail) after June 15. If you have problems with this, please contact me. Either Ann Logan in the Course Office or I can download rosters for you, if needed.

### **Enrollment**

Some sections will have full enrollments. You may have students come to your class and ask that you sign a written permission slip for them to enroll in your section. The answer is, "NO, I CANNOT DO THAT!" If any seats are available during the first week of classes, the student will be able to register via the web. Starting Monday, June 29, the students can go to the Math Course Office (MA 113) to see if there are any seats available then. Another piece of advice for students who are closed out of your section is to suggest that a daytime student consider enrolling in an evening section (and vice versa).

### **Supplies and Copying**

As usual, you may pick up a grade book, red pens, chalk, etc. in the Printing Facility. All class materials (syllabi, exams, handouts, etc.) can be duplicated there. If you want the Printing Facility to duplicate materials for you, please give Jack and his assistants at least 24 hours to do each job. To duplicate materials yourself, the only option is to come to the Printing Facility during 7:30 a.m. to 4:30 p.m. daily.

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### **Disability Testing**

If you have a student who has been diagnosed with a physical or learning disability and has special arrangements with the University for test-taking, YOU are responsible for getting exams and quizzes to the Office of Disability Services in 150 Pomerene Hall (just south of Mirror Lake on Neil Avenue). The student should provide you with official paperwork from that office which states that special arrangements are needed. If you have any questions about this, please see Ann Logan in the Course Office. Ann can help with faxing exams to ODS, if desired.

### **Final Grades**

Your course grades should be thoughtfully determined using the parameters set in your syllabus. Grades are given on an A to E scale. A+ and D- are not options at OSU, but A, A-, B+, B, B-, C+, C, C-, D, D+, and E are all valid grades. If a student wishes to take the course "pass/fail" or audit it, please consult the math counselors in MA 250 before allowing this. (There are consequences with each option which the student needs to be aware of.) Any "Incomplete" grades need to be carefully considered; please consult with me before agreeing to give a student an "I." If you have any difficulties entering grades electronically, please see Dr. Shapiro or me. (With the new "SIS" system, grade posting will be a new adventure for all of us. From what I've seen in demonstrations, it looks very similar to the old system. We'll see!)

### **Miscellanea:**

The MSLC will be open for limited hours for some (but not all) courses. (More information will come from the MSLC once their schedule is set.) You are not required to tutor as part of your summer TA duties, but you may either volunteer your time or choose to hold some of your office hours in the tutor room.

If there is more than one section of the class you are teaching, you might want to collaborate with the other TAs about the schedule, assessment (HW, quizzes, and exams), etc. It might save you some time throughout the quarter, plus often it's nice to bounce teaching ideas off of someone else before bouncing them off of your students!

Most of the summer classrooms are scheduled in rooms with air-conditioning, so they should be comfortable. If you encounter any problems with your room or the building, please call "4-HELP" from a campus phone (or 292-3448 off campus) and someone will check on the problem.

If you wish to change the location of your classroom, please contact Ann Logan in MA 113 (or 292-8471 or [logan@math.ohio-state.edu](mailto:logan@math.ohio-state.edu)).

### **SUMMER 2009 FINAL EXAM SCHEDULE:**

#### **DAY CLASSES AT THESE TIMES:      WILL HAVE THEIR FINALS ON:**

8:30 AM	Tue Aug 25	7:30 AM-9:18 AM
9:30 AM	Wed Aug 26	7:30 AM-9:18 AM
10:30 AM	Thu Aug 27	11:30 AM-1:18 PM
11:30 AM	Tue Aug 25	11:30 AM-1:18 PM
12:30 PM	Wed Aug 26	11:30 AM-1:18 PM
1:30 PM	Thu Aug 27	3:30 PM-5:18 PM
2:30 PM	Tue Aug 25	3:30 PM-5:18 PM

#### **EVENING CLASSES WILL HAVE FINAL EXAMS AT THE TIME OF YOUR USUAL CLASS MEETING ON :**

TUESDAY, AUGUST 25 (for Tuesday/Thursday evening classes), OR

WEDNESDAY, AUGUST 26 (for Monday/Wednesday evening classes)