

DEPARTMENT OF MATHEMATICS

Information for Instructors

Rule 0 and N+1: When in doubt, read here, search, or ask. If you can't or if you didn't, use your common sense; mistakes happen, and most can be fixed. Don't panic!

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Resources:

Academic Handbook for Instructors: <http://www.artsci.utoronto.ca/faculty-staff/teacher-info/academic-handbook-for-instructors>

Academic Calendar: Most Important: Our internal info site: <https://www.math.toronto.edu/instructors>
<http://www.artsandscience.utoronto.ca/ofr/calendar/>

The *Academic Handbook* contains important information concerning rules and regulations, as well as useful advice about teaching, designing a syllabus, assigning marks, and so on. The *Academic Calendar* lists course descriptions, rules and regulations, sessional dates. Please bookmark the above links; alternatively, they are easily found using a search engine. Some of the information given below is discussed in more detail in the *Handbook* and the *Calendar*.

1. Important Dates

- i. Sessional dates for the summer session may be found at <http://www.artsci.utoronto.ca/current/course/timetable/20175/dates>
- ii. The course drop dates are:
 - Last day to drop F courses without academic penalty..... Nov 6, 2017
 - Last day to drop Y courses without academic penalty..... Feb. 20, 2018
 - Last day to drop S courses without academic penalty Mar. 14, 2018
- iii. During the regular term, there will be "course change date" period allowing students to change into a lower level of the course in early October.

2. Syllabus, Course Marking Scheme

- i. You must submit a completed *Course Marking Scheme Form* to the undergraduate office before the first day of classes.
- ii. You must create a *Course Syllabus*, and make it available to your students at the first day of classes. A copy should be submitted to the undergraduate office.

In addition to providing course information and logistical details, the Course Syllabus serves as the “contract” with students for the purposes of this course. For this reason, it has to be designed with great care, and has to comply with certain Faculty and University regulations. A detailed discussion may be found in Sections 1 and 2 of the *Handbook*. Some of the required components are:

- course contact information
- office hours
- marking scheme
- assignment due dates
- term test dates

The Syllabus should also describe the *course objectives* and a fairly detailed description of the *course contents*. Furthermore, it should describe your policies regarding missed or late term work, as well as a statement regarding academic integrity. You may want to include a policy that “term work written in pencil will not be considered for remarking.” Consult the *Handbook* for further details, or the website

<http://www.teaching.utoronto.ca/topics/coursedesign/course-syllabi.htm>

3. Assignment return dates

A significant amount of course work must be returned before the drop deadline for the course. Specifically: **Instructors shall return by the deadline one or more marked assignments worth a combined total of at least 10% of the total course mark for H courses and 20% for Y courses.** (Section 2.11 of *Handbook*.)

4. Final Exams, Evaluation & Report of Final Mark

- Please ensure that evaluations reflect the course outline and objectives, and match the level at which teaching was executed.
- All final exams, except restricted exams, are posted to the online exam database.
- The *E-Marks* system is used to enter the final course mark. **The final course mark is not official until it has gone through an approval process. Instructors may not release “recommended” or provisional final marks to students (Section 9.1 of the *Handbook*.)**
- Students who did not write (DNW) the final are typically included as F’s in the final marks report. An exception can occur if a student has a very high term mark, and the term mark contributes over 50% to the final exam mark. Include a comment on the total number of DNW’s in the comment section of the E-Marks system.

- Special consideration should be given to threshold marks (49%, 59%, 69%, 79% and 84%). You may wish to 'round up' such marks. See Section 10.6 of the *Handbook*.
- **Course Statistics:** Section 10.3 of the *Handbook* quotes a memo from the Dean: "For a larger first- or second-year course, the proportion of As in any given offering of the course might reasonably vary from 15% to 35%. [...] At the other end of the scale, the proportion of Fs in a first- or second-year course should generally not exceed 10%." Only "real" failures are considered for this purpose, that is, the failures without the DNW's.

5. Email via Blackboard

By default, students registered in a class can use the University's 'Blackboard' system to send bulk email to all other students in class, and without the instructor getting a notification. Since this possibility can be abused in a number of ways, you may want to turn off this feature, using the following steps:

- Go to Control Panel -> Customization -> Tool Availability.
- Scroll down for "Email". Leave the box next to "Email" checked. (If you uncheck it, email will be unavailable to everyone, including yourself.)
- Next to "Email", there is a little arrow. Click on it and a drop-down menu will show up. Click on "Email Settings".
- In the "Email Settings" screen, you can set restrictions for emails from students. Uncheck all boxes (unless you wish to allow certain types of email).
- Click "Submit"

6. Medical Notes and other Documentation

The University's 'Verification of Illness and Injury' form is the only acceptable form of direct medical documentation. However, a number of internal documents – such as College Registrar's letters, Accessibility Services letters and so on – have equal weight. Guidelines for non-medical documentation may be found at http://www.artsci.utoronto.ca/current/petitions/pdfs/non-medical_guidelines.pdf.

See Section 7.3 of the *Handbook* for further details.

7. Academic Integrity

The most common offences are

- plagiarism
- cheating on tests and exams
- fraudulent medical documentation
- modification of marked term work
- improper collaboration

In most academic integrity matters, the first step is for the instructor to interview the student, and inform the Undergraduate Coordinator and Associate Chair. Matters may only be resolved at the academic unit level if the assignment in question is worth 10% or less. **In such cases, sanctions may be applied only by the Chair or head of the unit. Under the Code, instructors are not permitted to apply sanctions for integrity offences.** See Section 12 of the *Handbook* and the OSAI website <http://www.artsci.utoronto.ca/osai> for further details. You can contact the Manager, Kristi Gourlay kristi.gourlay@utoronto.ca if necessary.

To avoid academic integrity problems, the best approach is *prevention*:

- The Office of Academic Integrity has asked that you include the following link in your course syllabus: www.artsci.utoronto.ca/osai/students.
- Use signature sheets, and check student identification during test and exams. (This practice should be announced in class and via the syllabus.)
- Consider a “no tools allowed” policy for tests and exams, with the possible exception of approved calculators.
- Request rooms with desk and chairs for tests well in advance of the test date, so that students will not sit too close together.
- Use TA’s to assist with invigilation. (This must be included with their job description.)
- Ask your graders to cross out blank spaces of completed tests or exams, to discourage modification at a later stage.
- You may want to have a policy that “term work written in pencil will not be considered for remarking.” Such a policy should be stated on the course syllabus.
- Never leave course work, including problem sets, in unsupervised locations, such as your mailbox.

8. Relationships

Be friendly and approachable towards students, but remain at a professional distance. Do not enter into personal relationships with students; don’t accept invitations to their parties, don’t interact with them through social media.

Please speak to the Undergraduate Administrator or the Associate Chair (Undergraduate) if you become aware of troubling comments or untoward advances.

9. Teaching

- Keep your lectures at a moderate pace. Material that is easy to you may be very unfamiliar to the students. It is usually better to repeat or give more examples, rather than include more material.
- Make sure that your handwriting is large and neat. Verify before your first class that your writing is well visible from the last row.
- Interact with your audience: For example, ask them questions and be patient enough to wait for an answer.
- Typically, your classroom will be equipped with a ‘teaching station’. For example, the teaching station should have a microphone which you can use during your lectures. It also permits access to the internet, or a connection to your laptop. Familiarize yourself with its functions, before your first class. You will need a UTOR ID and password. See <http://www.utoronto.ca/teachingstation/>
- If possible, stay for a few minutes after class, and make yourself available for questions.
- Instructors must have a minimum of two hours per week as office hours. Select a time that is beneficial to the students.
- After preparing a draft of your exam, write out full solutions, and keep track of the time required. Remember that your students will need a lot more time. Proofread your exam with great care, and have it also proofread or solved by a co-instructor or TA.

- The Centre for Teaching Support and Innovation, http://www.teaching.utoronto.ca/about_ctsi.htm provides a wide range of teaching support.
- Consider asking a mentor to critique your delivery, or complete an “In Class Observation Request.” Forms are available online at http://www.teaching.utoronto.ca/about_ctsi/servicesexpertise/inclass-observations/requests.htm

10. Absence from Classes

Instructors are expected to be present at all classes. Any deviation from this norm must be discussed with the Associate Chair (Undergraduate). Planned absences should be communicated at least two weeks in advance, unforeseen absences as soon as possible. Instructors must also be available for the invigilation and marking of the final exams.

11. Documentation

The Undergraduate Office needs the following documentation for record keeping:

- Course Marking Scheme
- Course Syllabus
- Spreadsheet of course marks, with mark breakdown for each student
- Medical notes and other documents validating missed assignments

Final exam scripts are to be sorted in alphabetical order and returned to the Undergraduate Administrator within two working days of the submission of marks.

Unclaimed term work must be kept (usually by the instructor) for six months beyond the end of the course.

12. Further Remarks, Rules, Regulations, and Recommendations

- Multiple pieces of work should be used for evaluation - class work, quizzes, homework assignment, test, research paper etc.
- Self-Evaluation or “peer marking” may not be used as part of your marking scheme.
- No single essay, test or exam in the marking scheme may be assigned a value of more than 80%.
- Remind students to keep copies of marked scripts as well as rough draft and work copies of work done.
- For single-section courses, all term tests should be scheduled within class time (but possibly a different location), to minimize scheduling conflicts. For multi-section courses, it is recommended to alternate between the class times of the two (or more) sections.
- It is a departmental policy that final exams are to be marked by the instructors.

13. The Freedom of Information and Protection of Privacy Act (FIPPA)

- i. Familiarize yourself with the *University of Toronto Privacy Act*
<http://www.fippa.utoronto.ca/>.
- ii. No course work should be left in unsupervised spaces (such as the mail room) since it contains personal information.

14. New Instructor Training

The CUPE3902 contract

<http://www.hrandequity.utoronto.ca/Assets/HR+Digital+Assets/Policies%2c+Guidelines+and+Collective+Agreements/Collective+Agreement/CUPE3902-1+CA.pdf>, contains a requirement for six hours training for all new instructors. You may sign up for sessions at the CSTI web site <http://www.teaching.utoronto.ca/gsta/training/cupe3902-1-ci.htm>. Please note that the payment for the six-hour training is only made after all the sessions have been completed.

15. Copyright – Extract from Faculty Communication dated January 13, 2014

Our License with Access Copyright expired on December 31, 2013 and was not renewed. The termination of the License requires that every instructor who has posted digital material to a course management system take steps to ensure that published material is removed IF such material falls within Access Copyright's Repertoire and (a) is not otherwise licensed or (b) where use is not permitted under `fair dealing`.

Therefore, please immediately follow the six required steps to review your digital material for courses, as outlined in the memo of November 5, 2013

http://www.provost.utoronto.ca/public/pdadc/2013_to_2014/23.htm

The Chief Librarian's memo of December 16, 2013, contains links to other important resources on this matter as well as links to various services to assist you with using instructional material in accordance with copyright legislation and/or our licenses with many publishers

<http://onesearch.library.utoronto.ca/guide-library-course-readings-services>

Library staff are available to answer your questions, to assist with obtaining permissions and paying appropriate royalties to use material, and/or to work with you to find alternative materials to support your teaching if licenses or permissions cannot be obtained and use of the material falls outside "fair dealing."

It is critical that we all comply with Canadian copyright law in the use of any material that is under copyright. Thank you for your compliance with this important requirement.