Nuts & Bolts of Teaching at URI

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http://web.uri.edu/teach
What about you?

- Who are you?
- What has brought you to URI?
- What is your discipline(s)? What course(s) will you be teaching?
- What is one of your most important teaching goals?
- Teaching Goals Inventory
Faculty Development Programs & Consultations

Programs
• ATL Conversations
• ATL Book Clubs
• High Impact Teaching Seminars
• Online Pedagogy 1 & 2
• Active Learning Classroom Certification
• Diversity Institute
• Scholarship of Teaching & Learning
• Assessment Academy for General Education

Consultations
• IDEA (student ratings of instruction)
• Mid-semester Feedback
• Course Design
• Curriculum
Excellence in Teaching at URI

URI Foundation
Teaching Excellence Award

College Awards

Arts & Sciences
Teaching Excellence, Tenure-Track
Teaching Excellence, Full/Part-time Lecturer

Business Administration
Thomas Chisholm Undergraduate Teaching Award
Thomas Chisholm Graduate Teaching Award
Outstanding New Teacher Award
Teaching Excellence Award for Ph.D. Students

Environmental & Life Sciences
Teaching Excellence
John J. Fisher Award for Excellence in Graduate Teaching
Graduate Teaching Excellence in Biological Sciences

Pharmacy
Teacher of the Year
Teaching Assistants of the Year

...and more are coming.
## Nuts & Bolts Topics

- First steps
- Sakai
- Classroom Support
- Disability Services
- Library Resources
- The Syllabus
- Academic Integrity Policies
- URI Attendance and Make-up Policies
- URI Testing Related Policies
- FERPA
- URI Grading Policies
- NW & I Grades
- Struggling students
- Academic Progress Reports
- Adds, Drops, & Withdrawals
- Unregistered students
- IDEA Student Ratings of Instruction
GETTING READY TO TEACH
First Steps

Critical Links Here: http://web.uri.edu/faculty/new-faculty/

Need your URI ID# or Social Security # to start

• Sign up for e-Campus
• Set-up Sakai Account
• Activate your email
• Pick up your ID card
• Order a parking tag
Sakai
Collaboration & Learning Environment

- Gateway: https://sakai.uri.edu/
- Useful Sakai links: http://web.uri.edu/itms/software-tools/
- ATL offers a self-paced course on Sakai. Register here: http://web.uri.edu/teachingonline/sakai-training/
- Email for support: sakaihelp@uri.edu
- Help Desk Phone Number: 874-HELP (ext: 4-4357)
Classroom Support

• Classroom Media Assistance
  – Web: http://web.uri.edu/cma/
  – Phone: 874-4278

• Classroom Status
  – http://web.uri.edu/cma/classroom-status/

• Classroom Environment Problem

• Facilities Service Call
  – Phone: 874-4060
Library Instructional Online Resources

• Homepage:
  – http://web.uri.edu/library/

• Resources for instructors:
  – http://uri.libguides.com/instruction

• Resources for your students:
  – http://uri.libguides.com/start
  – Check out InfoRhode Tutorials
Support for Experiential Education

Center for Career and Experiential Education offers a wide range of services to support student career development, but also offer support for faculty in the creation of experiential learning experiences on and off campus.

website: http://web.uri.edu/career/faculty/
Supporting Students with Disabilities

• Disability Services for Students

• Universal design for learning resources
  – [http://www.udlcenter.org/aboutudl/udlguidelines/principle1#principle1_g1](http://www.udlcenter.org/aboutudl/udlguidelines/principle1#principle1_g1)
    • Ensure captioning of videos used in class or online
    • Include “alt text” for pictures or images in PowerPoint or other visual available to students electronically

• Instructors are responsible for alternative testing arrangements, although a testing center is in the planning stages.
Just in Case

Emergencies are rare, be prepared.

• Whether medical or safety

• In case of emergency phone URI Campus Police Emergency # 401-874-2121
  – Recommendation: Enter the number in your phone contacts. Possible name – URI Emergency
THE SYLLABUS
Purpose

• Serves as primary notification for students of all course specific details
  – Recommendation: Include that changes may occur in response to unforeseen circumstances, including inclement weather that may involve cancellation of classes, and that students will be notified of any changes in advance

• Distributed or reviewed if electronic at first or early class meeting
  – Recommendation: Do not make review of syllabus the only activity of the first class.

• Record of curriculum for academic department
  – Submit copy for department files
Essential Content

• Learning outcomes or course objectives
  - Important to include academic program or general education outcomes associated with the course
  - Use language that students understand

• Requirements, equipment, textbooks, etc.
  - Things that must be purchased or acquired by student
  - Special meeting times, activities, assignments

• Attendance requirements and management of absenteeism

• Grading System
  - Factors evaluated, assignment weighting, letter grade scale

• Course Schedule
  - Readings, topical outline
  - Examinations/ major assignment due dates
Contact Info & Communication

The syllabus and Sakai site should include the instructor’s contact information & office hours.

• Set students’ expectations for how they should communicate with you and how quickly you will respond to inquiries.

• Think carefully about how much communication you want to do via email and what students should expect about your response time.
It’s in the syllabus!

Many faculty complain about answering questions that students can find the answer to in the syllabus.

• Possible Solutions:
  – Syllabus Quiz or Scavenger Hunt
  – Created a Sakai forum for students to post their questions. Encourage other students to answer questions. Instruct students to set notifications for new forum posts. Respond to posts in forum when appropriate.

Outside the Classroom

• Student contact with faculty outside the classroom has an incredibly positive impact on student learning and long-term success.

• URI expects instructors to be available to support student learning, but there are many ways to do this.

• There are no exact rules on office hours, but there are general expectations:
  – 1 hour/week or equivalent for each 3-credit course
  – Appropriate availability for course and student context
    • Example: Online office hours for an online course (also possible for face-to-face) or the ability for students to sign-up online for an appointment
Policy Statements

• Disability statement: 
  http://web.uri.edu/disability/ctc/statement/

• Other recommended statements: 
  http://web.uri.edu/teach/syllabus/
  – Academic Honesty & Integrity
  – Academic Support for Students
  – Standards of behavior
  – Religious holidays

• Individual policies: 
  – Attendance/tardiness policy
  – Electronic devices/recording
  – Posting of quiz/test questions
SOME IMPORTANT URI POLICIES
Academic Integrity Policies

• Consider how you will approach cheating or plagiarism in advance.

• Policy/procedure for handling cheating and plagiarism should be spelled out on syllabus

• URI Academic Honesty and Integrity Policy
  – URI policies on cheating and plagiarism (8.27)
    • http://web.uri.edu/manual/chapter-8/chapter-8-2/
  – URI policy highlighted version via College of Business Administration
    • http://www.cba.uri.edu/AcademicHonestyandIntegrity/
URI Attendance & Make-Up Policy

- Course attendance policies are set by instructor
- Instructors shall make reasonable efforts to allow the make-up of missed work due to a serious, verifiable reasons
  - including an illness, observance of religious holy day, personal tragedy, or participation in University sanctioned event
  - disagreements over the severity of the reason are to be mediated by the department chairperson, dean, or eventually the Provost and Vice President for Academic Affairs
- No instructor shall be required to allow a student to make-up work missed because of disciplinary action
URI Testing Related Policies

Options for make-up work (University Manual Section 8.51.11)

- Same quiz, test, or exam administered before or after
- Comparable alternative administered before or after
- Alternative weighting of the remaining course assignments mutually acceptable to both student and instructor

Final exams

- Not required but faculty must notify their chairperson if they are administering a take-home or no final exam.
- Students have until the date and time of the identified final exam for turning in take-home exams.
- An exam can not be administered during the last five days of class in lieu of a final exam.
- For student exam scheduling conflict policies see University Manual Sections 8.51.26 and 8.51.27
FERPA

• Family Educational Rights and Privacy Act (FERPA)
• Personally identifiable information/records cannot be released to a third party without the written consent of the student
  – Except in cases of health and safety
  – Parents are considered third parties
• Detailed guidelines for the disclosure of information is available from the Dean of Students Office
  • [http://web.uri.edu/enrollment/ferpa](http://web.uri.edu/enrollment/ferpa)
URI Grading Policies

• See section 8 of the University Manual

• All coursework, with the exception of the final exam, shall be completed by the final class meeting.

• Instructors shall inform students in writing within one week after the beginning of class the criteria upon which grades will be determined.
  – With appropriate written notification, these criteria can be changed by the instructor until the late add period
  – After that time, changes require the approval of the chair/dean/director

• Records of grades and all papers, exams, reports, etc., will be retained by the instructor for at least two semesters (not including summer sessions).
  – In the case of leaving the employ of the University, copies need to be provided to the departmental office

See University Manual Sections 8.53.10 and 8.53.11 for grade details and point values. Syllabus should give clear cut offs for all grades given in your class.
NW & I Grades

• Students enrolled in courses but never attend or stop attending early may receive a No Work submitted (NW) grade
  – No impact on student GPA
• Students with passing quality work until a documented reason for the non-completion of remaining work will receive an Incomplete (I)
  – Instructor needs to forward a written explanation to the student’s academic dean
  – Arrangements to remove the deficiency must be made between the student and instructor prior to the following midsemester (undergraduate) or within one calendar year (graduate)
Academic Progress Reports

All freshmen will receive an Academic Progress Report at the middle of the term.

- S (Satisfactory), S- (Marginal), or U (Unsatisfactory)
- The Office of Enrollment Services will prepare a list for each instructor.
- Instructors will submit a report for each name on the list no later than the start of Week 6.
- Available to students, advisors, and University College but will not become part of the student’s permanent record.
Early Alert Services

Concerned about a student academically or personally? Contact Early Alert Services

They:
• Collaborate with other campus support services
• Provide individual guidance
• Help create strategies addressing issues of concern

website: http://web.uri.edu/earlyalert/
referral form: http://web.uri.edu/earlyalert/referral-form/
email: earlyalerturi@etal.uri.edu
401.874.5527 or 401.874.5168
Early Alert Services (cont)

Early Alert staff can address a range of issues including:

- Academic Performance
- Class Attendance
- Lack of Engagement in the Classroom
- Connecting with Campus Resources
- Family Concerns
- Financial Concerns
- Lack of Campus Involvement/ Social Isolation
- Time Management/Procrastination

+ Can connect to other counseling and support professionals at URI for wider range of issues
Adds, Drops & Withdrawals

Adds (University Manual 8.33.11)
- Open add period: first seven calendar days of semester
- Late add period: additional seven calendar days of semester
  - requires permission numbers granted at the discretion of the instructor

Drop/Withdrawals (University Manual 8.34.10)
- Students not in attendance for both of the first two class meetings and have not contacted the instructor can be removed from the class roster at the request of the instructor
- Drop period: until the end of the third week of classes
- Withdrawal period: weeks four through six → “W” on transcript
- Exceptions may be granted after week six with authorization from the dean of the college → “W” on transcript
- Instructors must issue a grade for all students on the roster after the withdrawal period
Unregistered Students

• Auditing is not permitted in non-credit courses
• Auditing students are permitted when space is available and consent from the instructor is given prior to the end of the add period
• The instructor determines auditor’s level of class participation including how much feedback or grading the instructor will provide
• The auditor’s name will not appear on any class rosters
TOWARDS TEACHING EXCELLENCE
IDEA Student Ratings of Instruction

• Unlike other evaluation systems, IDEA items focus on students' perceptions of their learning, frequency of different teaching techniques, and their motivation and workload.

• Two global questions: excellence of teacher and course

• Instructor makes critical choices (unless department has chosen):
  - Which learning objectives are relevant to the course.
  - Are those objectives “essential” (weighted twice) or “important” (weighted once) or “minor/not relevant” (not included)
  - IDEA recommends not choosing too many relevant objectives and giving all objectives equal weight if no significant difference in emphasis.

• IDEA Center website: http://ideaedu.org
IDEA (Continued)

- URI recognizes that IDEA results are just one indicator of teaching effectiveness.
- Results from multiple semesters and multiple courses provide more meaningful data.
- Course context should always be considered.
- Teaching effectiveness should be evaluated in additional ways.
- IDEA results must be submitted in annual reviews as per URI-AAUP contract.
- ATL can help you interpret results.
  - Email us: teach@uri.edu
Thank you!

Questions? Email: teach@uri.edu