

## Beginning of the Quarter Information

The instructional support staff has compiled the following summary of useful information relating to our undergraduate Math courses:

- Absences:**                    **Absences during the Quarter:** If you must be absent during the quarter, a substitute should be found to continue instruction for the missed day(s). TAs may not be employed as a substitute, where the effect is to relieve the instructor of his or her teaching responsibilities. This is specifically prohibited by university policy. Normally (preferably) faculty should ask another faculty member to act as a substitute, if one is needed. However, in the event of an emergency, the Department Chair may ask the TA to substitute for the instructor. A TA may decline to substitute for the instructor if doing so would interfere with their studies, or if they feel unprepared to lecture. *Whenever a TA serves as a substitute, a faculty member shall be appointed to supervise.*
- Absences during Finals Week:** Faculty members (including visiting faculty) **must** be available to students during final examination week up to the time when the final examinations of their courses are given and, **physically** present in the examination room for the entire final examination, except in special cases when an exam is given in more than one room. In cases where the approved absence of a course instructor cannot be avoided, the department chair or program director must approve designating another faculty member to administer the final examination and the Dean of Physical Sciences must approve the absence well in advance. Nevertheless, faculty course instructors themselves must assign grades for the courses they teach.
- Academic Activity:**            Beginning in Summer 2022, UCSD has implemented a new tracking process to monitor the commencement of academic activity for all students (undergraduate and graduate). The Department of Education **requires** that faculty track that a student has commenced activity in a class for that course to be counted towards eligibility for Title IV federal financial aid. This can be done easily via Canvas. Full information can be found at: <https://blink.ucsd.edu/instructors/academic-info/caa/index.html>
- Academic Calendars:**        Enrollment and Registration; Academic and Administrative; Billing; and Final Exam calendars can all be found online at <http://blink.ucsd.edu/instructors/resources/academic/index.html>
- Academic Integrity:**        All undergraduate and graduate students enrolled in a UCSD course are governed by the Policy on Integrity of Scholarship. The University expects that both faculty and students will honor the principle of integrity and in so doing protect the validity of University intellectual work. If academic misconduct is suspected – the instructor shall report the alleged violation to the Academic Integrity Coordinator, participate in the process according to policy, and when the case is resolved, shall determine the student’s grade in the course. The newly policy on Academic Integrity is at: <http://academicintegrity.ucsd.edu/process/policy.html>
- Athletics:**                    As a NCAA Division I school, UCSD grants testing accommodations to student athletes (allowing them to take tests while on the road under the supervision of a coach or other university employee). This only applies to officially sanctioned student athletes (*i.e.* students on a team as part of the UCSD Athletics department). Students on sports clubs or in IM athletics (part of the UCSD Recreation department) do not get these accommodations. Student affairs staff can identify legitimate student athletes if you have questions.
- Audio/Visual:**                Educational Technology Services (formerly Academic Computing and Media Services) equips all general campus instructional space with the following audio-visual equipment: Overhead projection, DVD/VHS/CD players, laptop connections (both video and audio) and projection. Lecture halls also are equipped with microphones. If you need additional equipment, please contact the front desk at least one week in advance. A detailed map of instructional space listing media resources can be found at <https://blink.ucsd.edu/faculty/instruction/tech-guide/classroom/details.html>
- Building Security:**            During university business weekdays, the north and south center lobby handicapped access glass doors on the 1<sup>st</sup> floor will automatically lock at 10:00pm. All other building entry doors and the service/freight elevator will lock at 7pm. Doors will unlock the next university business weekday at 6:30am (the freight elevator will open at 7am). During weekends, official UCSD holidays and official campus closures, all building entry doors will be locked. Access to AP&M during ‘after hours’ locked periods requires you to swipe your UCSD photo ID card at an OMNILOCK access control device near either north/south center lobby glass doors. If you have access problems, contact [math-op-g@ucsd.edu](mailto:math-op-g@ucsd.edu)

Course Web Pages:	The University requires that undergraduate courses have an accessible website – most students will expect that this is done using the Canvas LMS. You can find more information on Canvas (including training videos) here: <a href="https://edtech.ucsd.edu/instructional-tools/canvas/index.html">https://edtech.ucsd.edu/instructional-tools/canvas/index.html</a> Your canvas page should contain, at minimum, instructor contact information, office hours, grading policy and exam dates.
eGrades:	All grade submission (including concurrent enrollment students) is made electronically via the eGrades system (egrades.ucsd.edu). In order to access eGrades, you must have an active Single Sign-On account. More information can be found at <a href="http://blink.ucsd.edu/instructors/academic-info/grades/egrades.html">http://blink.ucsd.edu/instructors/academic-info/grades/egrades.html</a> .
Electronic Devices:	Many faculty are finding that the growing use of personal electronics in class is creating an unwanted distraction for all participants in a course – please take a few moments to consider having a policy in place at the start of the quarter for the use of phones, laptops and the like in your classroom.
Enrollment:	During the first two weeks of instruction, students can add and drop classes or change their grading option online via WebReg. You will find that most of your enrollment related questions are answered at <a href="https://www.math.ucsd.edu/resources/instructor-resources/student-enrollment-information">https://www.math.ucsd.edu/resources/instructor-resources/student-enrollment-information</a> Instructors should speak with instructional support staff if there are questions about enrollment, room capacities or waitlisted students. The official calendar is at <a href="https://blink.ucsd.edu/instructors/courses/enrollment/calendars/index.html">https://blink.ucsd.edu/instructors/courses/enrollment/calendars/index.html</a>
Evaluations:	The evaluation of Mathematics courses at UCSD are all online, administered either by SET (Student Evaluation of Teaching) which evaluates faculty instruction, or IAS (Instructional Assistant System) which evaluates graduate instruction as well as TAs (both by students and faculty) and Graders (by faculty). Both are maintained by Academic Affairs. Please encourage your students to complete these evaluations, and be sure to complete evaluations for your TAs and Graders.
Extension:	UCSD Extension offers a program known as ‘Concurrent Enrollment’ that allows non-UCSD students to register for general campus courses. If you have space in your lecture, you may accept these students into your course. Extension students appear on a separate midterm roster, but will be on eGrades. Concurrent enrollment students must take additional steps to access ETS resources: <a href="http://sdacs.ucsd.edu/~icc/ce.php">http://sdacs.ucsd.edu/~icc/ce.php</a> .
Graders:	Graders are normally assigned to all lower division courses not using online homework, and most upper division classes with at least two sections. They are allocated maximum quarterly hours based on student enrollment. Duties are grading homework and/or quizzes. They do not grade midterms or Finals. Graders are entitled to solution sets for each assignment. It is ultimately the responsibility of the TA, not the grader, to record grades - though the grader may do so if willing. <b>Graders do not generally work during Finals Week.</b>
Incompletes:	The Incomplete is intended for use when circumstances beyond a student’s control prohibit taking the final exam or completing course work due in the last week of classes. An Incomplete may <b>not</b> be used simply to allow more time for a student who has fallen behind in coursework. An “I” may be granted only to students who have a legitimate excuse for missing a final exam or work due in the last week of classes. Students should complete the top portion of a <i>Request to Receive Grade ‘Incomplete’</i> form available online at <a href="https://students.ucsd.edu/files/registrar/Request%20to%20Receive%20Grade%20Incomplete%20Fillable.pdf">https://students.ucsd.edu/files/registrar/Request to Receive Grade Incomplete Fillable.pdf</a> . The student must then obtain the approval of the instructor. The instructor has the ability to approve or disapprove the request and should let the student and instructional support staff know how (and when) the ‘I’ is to be completed. Arrangements for completion of the work should be made for the earliest possible date, but no later than the end of finals week of the subsequent quarter.
Lived Name:	Lived names are specifically a name that a person chooses, that they are consciously choosing, as how they want to be referred to. UCSD respects this choice and University policy requires staff, faculty, and students to respect and use one another’s lived names, and in most cases prohibits the disclosure of legal name (if different). Your course roster will have student's lived names. Failure to use lived name, and/or inappropriate disclosure or use of legal name may constitute non-compliance with University privacy, personnel, academic, and student policies: <a href="https://diversity.ucsd.edu/initiatives/gender-recognition.html">https://diversity.ucsd.edu/initiatives/gender-recognition.html</a> .
MATLAB:	Math 18 and 20D use MATLAB computer software to further explore the applications of the topics seen in class; these components are overseen by a senior graduate student (MATLAB TA). Each course has a number of MATLAB assignments and an online quiz given at the end of the quarter. Students are able to install MATLAB for free on their own computers, or use MATLAB online or UCSD CloudLabs. Each course has its own MATLAB webpage.

- Online Instructor Tools: Instructional faculty (with the exception of Associate Instructors) can gain access to the faculty section of TritonLink (also known as the Blink Instruction Tools or Student/Class Info Toolbox) available at <http://blink.ucsd.edu/instructors/index.html>. These tools allow instructors to print/download rosters, view student information and email all students in their course. In order to gain access, instructors need to complete an online course regarding FERPA privacy policy and request access as outlined <https://www.math.ucsd.edu/resources/instructor-resources/ferpa-training>
- Overflow Space: If you need to reserve a room for exam overflow or for a review session, please contact instructional support staff at [math-instr-support-g@ucsd.edu](mailto:math-instr-support-g@ucsd.edu). Please give one week advance notice, if possible. Requests are not generally processed until the third week of the quarter, as the scheduling office will still be finalizing room use for the quarter during the first two weeks of instruction.
- Prerequisites: All undergraduate math courses have computer-enforced prerequisites – these can be found in the course description in the online UCSD catalog (<http://www.ucsd.edu/catalog/>). Students who have not met these prerequisites are blocked from enrollment – unless they obtain consent of instructor. Any math instructors may waive prerequisite restrictions in their class for any student (with the exception of first quarter entry-level courses like Math 2, 3C, 4C, 10A, 18 and 20A). Students will request authorization using the EASy system (<http://easy.ucsd.edu>) and the request will be routed to the instructor. We would ask that if you choose to take this step, you do so thoughtfully and on an individual basis – and you advise the student of any specific material knowledge deficit they may have before starting your class.
- Printing Service: The department offers an exam duplication service for instructional faculty. To use the service, please send exams/quizzes in PDF form to [math-printing-g@ucsd.edu](mailto:math-printing-g@ucsd.edu), along with any special instructions. Please submit your exams at least **five business days** before the test date. Additionally, final exams should be submitted well prior to the beginning of finals week. Alternatively, you may duplicate your exams in the copier in 7018, or go to the Imprints Office (Campus Services Complex – corner of Voigt and Gilman) and recharge them there.
- Record Retention: Homework, quizzes and midterms should be retained until the end of the quarter. Final exams must be kept for one quarter following the course (summer is not counted as a quarter for this purpose). If using GradeScope, the scanned exams may be retained in lieu of physical copies. Course grade information (i.e. spreadsheets) should be retained **at least** one calendar year, longer if practical. Exams and papers must be securely destroyed to maintain student privacy – secure Shred Bins are located in the mailroom and copier room for this purpose and additional boxes will be available at the end of each quarter.
- Religious Conflicts: It is University policy to make reasonable efforts to accommodate students having *bona fide* religious conflicts with scheduled examinations by providing alternative times or methods to take such examinations. Student should notify instructors as soon as is practical – the full policy can be found online at <https://senate.ucsd.edu/operating-procedures/educational-policies/courses/epc-policies-on-courses/policy-exams-including-midterms-final-exams-and-religious-accommodations-for-exams/>
- Students w/ Disabilities: Students with documented disabilities that require accommodations should identify themselves to you and present a letter (either in person or electronically) from the Office for Students with Disabilities. This letter lists accommodations they should receive. Per federal law, students are to be provided listed accommodations.
- Supplemental Instruction: Also known as SI, this program (part of the Teaching and Learning Commons) provides academic support for students enrolled in courses that have been challenging to students in the past. SI Leaders (undergraduate students) attend all lectures alongside the students who are enrolled in the course, so they always know what is happening in the class. In SI sessions, the Leaders do not re-lecture or introduce new material. Rather they are trained to maximize active student involvement with the course material and to integrate *how-to-learn* with *what-to-learn*. SI is provided for most lower-division Mathematics (2, 3C, 4C, 10ABC, 18, 20ABCDE).
- Supplies: Instructional supplies (notepads, pens, paperclips, chalk) can be found in the supply room on the seventh floor (APM 7018). All campus lecture rooms should have available chalk and erasers. If you find anything missing in either location, please contact Instructional Support at [math-instr-support-g@ucsd.edu](mailto:math-instr-support-g@ucsd.edu).
- Teacher Training: The Center for Engaged Teaching, a part of the Teaching and Learning Commons, can provide invaluable resources to first time instructors (particularly to Associates-In). They offer services such as confidential consultations and classroom observations. Information can be found at <http://commons.ucsd.edu>.

**Tutoring Resources:** Drop-in tutoring in lower-division mathematics is now administered by the Teaching + Learning Commons located in the Geisel Library. (<https://aah.ucsd.edu/content-tutoring/>) Structured tutoring workshops are also available to students in lower-division mathematics by OASIS (<https://oasis.ucsd.edu/academic-services/mstp-folder/index.html>).

**Zero Week:** Please note that instruction in the Fall will officially begin on a Thursday. Our courses generally run MWF - your first day of lecture will most likely be on that first Friday. You may have a discussion section on Thursday and in most cases, faculty choose to not have TAs hold any section before the first lecture. **If** you wish to have class meet for section on Thursday of Zero Week you should email your students and TAs.

**If you have any questions, or need any clarification, please come see any student affairs staff or contact us at [math-advising-g@ucsd.edu](mailto:math-advising-g@ucsd.edu)**