

TA SUMMER TEACHING 2018

1. Course Management, Office Hours

There are no coordinated classes over the 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 a lecture or recitation without the presence of a Course Coordinator.

For advice on how to run your class as far as content is concerned, please don't hesitate to contact:

Math 1075: John Lewis, Jessica Wheeler

Math 1148, 1149: Jessica Wheeler

Math 1151: Dan Boros

or consult with folks who teach (or taught last summer) similar classes.

For DELICATE ADMINISTRATIVE ISSUES during the semester, please consult with Dan Boros or Bill Husen before taking any action.

Please arrange at least two office hours each week if you are a lecturer, and at least three office hours each week if you are a recitation instructor. You have no MSLC tutoring requirement during summer.

2. Syllabi, Calendar, Final Exams

If you are a lecturer, 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 regard to course expectations and grades. The syllabus should contain information such as what material is covered in which 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. A summer semester editable calendar is available on our departmental website.

Full term classes begin Wednesday, May 09. Session 2 classes start on Tuesday, June 06. Your final exam will be held following the University exam schedule (this info can

be found at:

<http://registrar.osu.edu/scheduling/finals/finals.asp>).

There should be no early finals!

3. 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 the second week of classes, the students can go to the Math Course Office (MA 113) to see if there are any seats available then.

4. Supplies and Copying

As usual, you may pick up 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 go to the Printing Facility between 7:30 a.m. and 3:30 p.m. (tentative) during business days.

5. 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 Student Life and Disability Services. 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 sending exams and quizzes to SLDS for you.

6. 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, EN are all valid grades. If a student wishes to "audit" your course or take

it "pass/fail," please consult the math advisors in MA 250 before allowing this. (There are consequences with each option which may affect the student's academic standing.) Any "Incomplete" grades need to be carefully considered; please consult with Dan Boros before agreeing to give a student an "I." If you have any difficulties entering grades electronically, please see Bill Husen or Dan Boros. (Please look for the "Grade Roster" on your Faculty Center before the end of the semester. If you can't find it, please see Dan Boros.)

7. Other

The MSLC will be open for limited hours for some 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.

If there is more than one section of the course 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 semester, 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 614-292-3448 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 614-292-8470 or logan@math.ohio-state.edu).

If you are on an STA position this summer, you will be paid biweekly and you will have to submit timesheet every two weeks.

If you have any questions about summer teaching, please don't hesitate to contact Dan Boros, John Lewis, or Jessica Wheeler.