



Summer and Continuing Studies
Curriculum Office

BROWN

Summer 2008 Credit Course Instructor Information Sheet

| | CREDIT-BEARING COURSES |
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| REQUIRED PAPERWORK | <u>Due Feb 15, 2008:</u> 1. Course Details Form, 2. Course Syllabus, 3. CV |
| COURSE DETAIL FORM | Please complete this form at: www.brown.edu/Administration/Continuing_Studies/faculty/detailsform.php |
| COURSE APPROVAL AND DECISION | <ul style="list-style-type: none"> • Courses receive approval when enrollment reaches 10 students. Please note that we utilize rolling admission, so applications are accepted up through the course start date. • We will notify instructors when the minimum enrollment is attained. |
| TEACHING ASSISTANTS | <ul style="list-style-type: none"> • TAs are approved when course enrollment reaches 18 students. • We will contact instructors if/when a TA is approved for the course. |
| TEXTBOOKS | <ul style="list-style-type: none"> • Instructors will receive a textbook order form in February via e-mail • Orders should be sent directly to the Bookstore no later than April 13 • Let us know if you DO NOT intend on ordering textbooks; we will inform the Bookstore. Instructors need not worry about estimating enrollments for the Bookstore. We are in weekly communication with the Bookstore re: course enrollments. After you have submitted the textbook form, please communicate any questions to the textbook contact person at the Bookstore: Diane Gregoire.: Diane_Gregoire@Brown.edu |
| COURSE PACKS | <ul style="list-style-type: none"> • Instructors who would like to request a course pack should do so at: http://www.brown.edu/Facilities/Graphic_Services/cp/index.htm • Let us know if you order packs so we can inform Graphic Services re: enrollments • Graphic Services will provide one free instructor copy per course that's approved to run |
| PHOTOCOPYING | <ul style="list-style-type: none"> • Please use Brown's Metcalf copy center for photocopying • You may copy up to \$5 in materials per student. • We <u>cannot</u> reimburse receipts from other vendors – Allegra, etc. |
| MEDIA SERVICES | <ul style="list-style-type: none"> • Please be specific on the course detail form; we will try to accommodate your needs but flexibility is requested. You must submit your media requests by April 1. We will not be able to process requests after that date. |
| VIDEO RENTAL | <ul style="list-style-type: none"> • Please e-mail us if you intend on renting videos; we have an arrangement with a local video outlet. |
| CLASSROOM ASSIGNMENTS | <ul style="list-style-type: none"> • You will be notified of your classroom assignment one week before classes begin. • Summer classrooms are reserved by the Scheduling Office. • Please be specific on the Course Detail Form; detail any special features or accommodations that your classroom requires (seminar table, movable chairs, etc.) • If possible, instructors are encouraged to utilize classrooms or lab space within your department (simply reserve space with your department manager and let us know). • Be aware that computer lab space is very limited. |
| CLASS LIST | <ul style="list-style-type: none"> • We will distribute your class list one week before class start date. Please correct and return the class list to us by Tuesday of the second week of class. • Do not allow students to join your class; they must receive approval from Dean Hart. Please send any students not on your class list to the SCS offices. |
| STUDENT ACCESS | <ul style="list-style-type: none"> • Library: All students have access to Brown's library facilities. • E-mail: All students will have a Brown e-mail address during the summer; e-mails to this address are automatically forwarded to their personal e-mail accounts (yahoo, etc.) • WebCT: Please contact CIS directly if you would like to use WebCT: <ul style="list-style-type: none"> ○ For science and math courses, contact Regina_Deangelo@Brown.edu ○ For all other courses, contact Kathryn_Rotondo@brown.edu |

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| STUDENT LIFE | <ul style="list-style-type: none"> • If a student misses 2 or more classes in one week, please notify Dean Hart. • For medical emergencies or other serious issues, refer to the emergency protocol sheet. • All instructors are invited to attend extracurricular activities. |
| INDEPENDENCE DAY (FRIDAY, JULY 4) | <ul style="list-style-type: none"> • No classes scheduled. |
| EVALUATIONS | <ul style="list-style-type: none"> • Approximately two weeks before the end of your course we will deliver an Evaluation/Grade Packet to your class, containing Student Evaluation Forms (with return envelope) and a University Grade Report • We will also send a Faculty Evaluation Form via e-mail • Please do the following: <ol style="list-style-type: none"> 1. Student Evaluations: Distribute in class on the last day, and ask a student to place completed forms in enclosed return envelope. Drop envelope in campus mail or deliver to the SCS office directly. 2. Faculty Evaluation: Within 10 days after class ends, please complete and return via e-mail reply or campus mail to us at Box T. 3. Grade Sheet: See “Grades” section below. |
| GRADES | <ul style="list-style-type: none"> • We will enclose your Grade Report in the Evaluation/Grade Packet that will be delivered to your class two weeks before the end of your course. • All ABC/NC students should receive a grade – including pre-college students. • Students who elect to take a course on an S/NC basis may request that you complete a Course Performance Report form. While not part of the official record, Course Performance Reports may be sent out of the University at the student's request as information on his or her work. • If your course is mandatory S/NC, we ask that you complete Course Performance Reports for all students. |
| GRADES/EVALS DUE | <ul style="list-style-type: none"> • 10 days after last Friday of classes |
| COMPENSATION | <ul style="list-style-type: none"> • All instructors and TAs MUST have a current I-9 form on file at Brown. If you need to I-9, you will be contacted by a member of our financial staff. <u>Working for more than three days without a valid I-9 is a violation of federal law and requires immediate dismissal.</u> • Unless you're a Brown faculty member, the maximum tax percentage is taken out of your paycheck – 34%. If you wish to change this amount, you may do so at the Payroll Office in the Brown Office Building. • Compensation related questions should be sent directly to scspayroll@brown.edu This will ensure the most expedient resolution of any questions or concerns. |