Pre-College Non-credit Programs

Instructor Manual

- Summer@Brown
- IEP: Intensive English Program
- Global Programs
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Reflecting Brown’s broad liberal arts curriculum, the Pre-College Programs attract some 4,000 exceptionally high-achieving and motivated students each summer who enroll in nearly 300 courses, designed and taught at the level of first-year college courses, and ranging in length from one to four weeks. As a distinctively Brown University program, and resting on the principles that are at the core of a Brown undergraduate education and its open curriculum, the program aims to shift student focus away from formal grades and credits and, by creating student-centered learning experiences, towards the learning itself. Coupled with an experience of independent living on a university campus alongside a diverse group of otherwise like-minded peers, the program is designed to acquaint them as well with the social and personal demands they will encounter as first year students at a selective college or university.

The course in which a student is enrolled stands, naturally, at the center of their experience. Though they are high school students (grades 10 – 12), they come exceptionally well prepared. Indeed, because the students have chosen their classes freely, they are committed to the material in a very real way. As instructors, your contribution to the success of their experience is obviously crucial – and the most successful experience is one in which the student is engaged and challenged. Instructors can ask and expect them to perform as first year college students, and the students themselves expect this of you. In their reviews of their experience at Brown, they frequently express their appreciation and gratitude to instructors who treat them like adults; who listen to, and value, what they and their peers have to say; and who challenge them to think deeper and harder – and in the process indicate the degree to which they respect their students as independent thinkers and learners.

With very few exceptions, your course is the only course in which a student is enrolled in a given term, and you can therefore expect them to have a good deal of time to engage in outside work. Outside class work for a course generally ought to require approximately three hours of additional daily work, per class day, and longer projects may be required for courses spanning weekends. Depending on the subject matter, such outside work can of course take a wide variety of forms – from reading and writing, to individual study, group work and projects. While the program does provide numerous educational and social events throughout students’ time here, the course should be the central element of their focus. Students are more than willing to engage in a variety of out-of-class activities – particularly those that enable them to engage with the other students in the course – and expect that they will be required to do far more than merely attend the class.

Because the courses you teach are intensive and fast-paced – most classes meet at least three hours daily, five days a week – your syllabus and how you teach need to be adjusted to that context. To keep the forward momentum moving at an accelerated pace, students need a syllabus that guides them clearly and efficiently through each day, with work outside of class seamlessly integrated into the work done in the class. And what happens in the class needs to be designed to keep them engaged actively, so that they spend little time as passive learners, and most of their time as active learners. This means, most simply, that traditional lecturing needs to be kept to a minimum, and that students have opportunities to engage not just as passive listeners/learners but to involve themselves in the teaching process, as it were, through a variety of exercises and group activities.

While we have noted that the course a student enrolls in stands at the center of their experience at Brown, the fact is that a significant motivation for them to be here is to be with other students just as interested in the particular subject matter they have chosen to study as they are. In their classes at their home high schools, many of our students find themselves alone in their fascination with a particular subject matter, and what they seek at Brown is not just an instructor who will treat them as a serious student, but also a community of others like them, just as deeply interested in a subject matter as they are. This means that who else is in the classroom matters a great deal to them, and as an instructor it is crucial that you be aware that they will be looking to learn from each other as much as to learn from you, and that you take advantage of this as an opportunity for deeper learning experiences for all your students.

How you take advantage of, and manage, the dynamics of your group of students is therefore at least as important as your focus on the subject matter you are teaching. Providing your students with an opportunity on the first day of class not only to get to know you but to get to know each other is essential in providing them with a sense of community, which serves as the
foundation for a successful learning experience for each of them and for all of them. And it makes your life as an instructor more rewarding because, in creating this community of learners, you can effectively enlist the students into the process of teaching. Providing them with frequent opportunities to learn from each other – and in an environment that is respectful and welcoming of risk-taking and mistake-making – is as important to their learning as are you, as the instructor.

We hope that the information and resources in this manual are useful to you. We encourage you to be in touch with us at any point: our goal is to provide you all the support and guidance you need to have a successful and rewarding experience, and stand ready to assist you in any way we can.

RESOURCES, GRANTS AND AWARDS

SHERIDAN CENTER FOR TEACHING & LEARNING

The Sheridan Center for Teaching and Learning offers a wide variety of resources to instructors, including workshops, certificate programs, lectures, consulting services and an enormous repository of teaching resources. Graduate students in particular are encouraged strongly to take full advantage of the Sheridan Center for information, guidance and support – from syllabus development to teaching methods.

For more information, please visit their website or contact the Sheridan Center at 401-863-1219 or Sheridan_Center@Brown.edu.

SUMMER CURRICULAR DEVELOPMENT GRANT

The Curricular Development Grant provides limited funding to instructors – singly or in groups – to develop new and/or innovative summer courses. Grants are awarded primarily to those who develop courses that meet an a significant need among our student population, can be incorporated into the summer curriculum as on-going offerings, and which may be taught by any qualified instructors in addition to those awarded the grant.

To request further details, email spscourses@brown.edu.

REGINALD ARCHAMBAULT TEACHING AWARD

Each summer, Brown Pre-College Programs offers the Reginald Archambault Teaching Award to recognize excellence among our instructional staff. Brown graduate students and post-docs who teach in summer programs may be nominated. Announced in early Fall, the award will carry a $1000 cash prize and University-wide recognition. Learn more »

To learn more about other grant awards for new and innovative course development, visit the Dean of the College website.

INSTRUCTOR LOGISTICS

LETTER OF APPOINTMENT

School of Professional Studies (SPS) emails each instructor an Appointment Letter confirming their course title, course dates, amount of compensation, and pay-dates. This is NOT a confirmation that their course is running; course confirmation is contingent upon enrollment. (Refer to Confirmation of Course)

Questions regarding payroll can be emailed to spspayroll@brown.edu.
CONFIRMATION OF COURSE

- A course is generally confirmed to run when enrollment reaches 10 students. Instructors can monitor their course enrollment via Banner web. When enrollment reaches 10 students, the instructor should assume the course will run.
- When courses must be canceled due to low enrollment, SPS will contact the instructor approximately 6 weeks prior to course start date.

Questions regarding course confirmations can be emailed to spscourses@brown.edu.

CHECKING ENROLLMENT IN BANNER WEB

Instructors can view their course enrollment throughout the registration period without having to sign into Banner. Student registration in Banner is instantaneous and enrollment numbers are valid in real time.

The summer courses are listed in Banner Web: https://selfservice.brown.edu/ss/bwckschd.p_disp_dyn_sched.

1. Select Summer 2016 (SPS) for pre-college courses
2. Choose your course SUBJECT and click “Class Search”
3. Scroll down to find your Course Title
4. Click on your Course Title to view the Detailed Class Information page with enrollment details

EMPLOYMENT ELIGIBILITY VERIFICATION FORM I-9

Any instructor officially hired by School of Professional Studies (SPS) is required to have a current Employment Eligibility Verification Form I-9 as a condition of employment. Instructors who do not have a current Form I-9 will be notified by SPS’s Finance team with instructions on how to complete the process, either locally or remotely. Please note that this communication will come from SPSPayroll@Brown.edu.

Email SPSPayroll@brown.edu with any payroll questions.

BROWN ID CARD

Every instructor with an active teaching appointment employed through SPS is eligible to receive the Brown ID Card.

The Brown ID gives instructors access to electronic services (including Banner and email), library services, Canvas (Brown’s online course management system), and card-swipe access to certain buildings.

Most importantly, the Brown ID Card number is required to enter grades into Banner at the end of the course.

INSTRUCTOR STATUS

Obtaining a Brown ID and credentials (username and password) for accessing e-services depends upon instructor affiliation with Brown University:

Brown instructors/staff: hired to teach for SPS should already have an active Brown ID set up in the Brown Card system.

Returning non-Brown Instructors: should have a Brown ID number from the previous summer which must be re-activated.

New non-Brown Instructors: will be required to obtain the Brown ID number and/or Brown ID card via the Card Office.
OBTAINING BROWN ELECTRONIC SERVICES

All instructors, excluding online, will have access to Banner and electronic services from **mid-May until the end of August**.

- To obtain the physical Brown ID card, visit the Card Office with a form of ID, such as a driver’s license or passport.
- To obtain just the Brown ID number, instructors must contact the Brown Card Office. Instructors will be asked to verify some personal information before their ID number is issued.
- Instructors will need to activate their Brown ID number to gain access to electronic services.

Brown Card Office
60 Brown Street, Suite 511
Email: brown_card@brown.edu
Tel: 401-863-2273

ACTIVATING THE BROWN ID NUMBER

Once the Brown ID number is obtained, it has to be activated before instructors can access Banner and e-services.

1. Activate the Brown ID number online via [http://activate.brown.edu/files/activate/](http://activate.brown.edu/files/activate/). (If an instructor cannot activate their ID number/card on-line, contact the Computing Help Desk at 401-863-HELP.)
2. Non-Brown instructors who are not employed by SPS but need access to Banner for the student roster and for grading purposes are also eligible to obtain e-services. This generally applies to Pre-College Global Programs wherein instructors are hired by the partner institute.
3. When activating the Brown ID number, make note of the USERNAME assigned to the instructor and the PASSWORD the instructor selects, as these are needed to enter grades into Banner.
4. **PLEASE NOTE:** Full card access takes 24-48 hours to take effect.

If an instructor has successfully activated their Brown ID but is having problems logging into a service or viewing a class roster and/or grading, contact Kathleen_Dorion@brown.edu in the CIS department.

COURSE SUPPORT: TEACHING ASSOCIATES, TEACHING ASSISTANT, LAB AND STUDIO MONITORS, MODELS

Courses are eligible for course support when enrollment reaches 18 students (or 10 students for science lab courses). While we expect that instructors will be monitoring their course enrollments (on checking enrollment in Banner Web) we will contact instructors if it appears their course will warrant course support. Given the typically close working relationship between the instructor and the individual providing support, we look to instructors to identify those with whom they will work and what type of support they request, and to convey this information to us. If an instructor requires assistance in locating course support, SPS can aid in recommending one. Instructors should email spscourses@brown.edu with their requirements.

While course support is provided based on enrollment, it is our hope and expectation that whatever type of course support is provided, it does not simply provide the instructor with a more manageable workload but no less importantly adds in significant ways to the educational experience of our students. Indeed, the type of course support provided instructors depends not merely on the size of the class, but more specifically on the goals of the course and the kinds of activities in which the students are engaged. In considering which type of course support they request, instructors should consider carefully the different kinds of course support available in relation to their course objectives and syllabus.
TEACHING ASSOCIATES

Teaching Associates are typically graduate students at Brown and serve as Associates for summer courses offered through their home department, and in areas in which they have a developing expertise. Associates typically attend all classes and, through their engagement with students and the instructor in the subject matter of the course, provide additional support to the instructor and the students in ways that increase – in quality and quantity - student contact with content experts and in this way supports student learning. Frequently Associates go on to teach the courses they support in subsequent summers. While a Teaching Associate should be viewed by students as an instructional resource supplementing an instructor, an Associate is not a co-instructor: They are not responsible for creating a syllabus or designing and delivering independently of the instructor individual class modules or lectures or for being the primary or regular leader of the class. This is a salaried position. QUALIFICATIONS: Current enrollment at the graduate level in the discipline being taught, and with content expertise in the special area being taught; prior experience as a teaching assistant or training in pedagogy required.

Among the tasks a Teaching Associate is expected to do are:

- Lead or facilitate discussion sections during class
- Augment an instructor’s role in discussing material
- Assist students when doing hands-on experiments and ask them appropriate questions to help deepen student understanding
- Grade and provide students with feedback on homework, exams, and tests
- Lead tutorials and review sessions outside of class
- Tutor students on how to learn (i.e. going over study strategies)
- Assist the instructor with administering pre-instruction and/or post-instruction slips, review homework preparation and provide students with guidance on assignments
- Provide formative feedback to the instructor regarding student learning
- Act as a "liaison" between instructor and students.

TEACHING ASSISTANTS

Teaching Assistants are advanced undergraduates or graduate students early in their studies who provide basic level support to an instructor in areas in which they have relevant expertise related to the needs of the course. Direct interaction with students is typically passive, and focuses primarily on the mechanics of the course rather than substantive interactions regarding their learning of the content of the course. Teaching Assistants typically attend all classes, contingent upon their specific duties. Teaching Assistants are compensated hourly for the work performed. QUALIFICATIONS: Current enrollment at the undergraduate or graduate level, typically in the discipline being taught or a related area, and possession of those skills directly related to the needs of the course.

Among the tasks a Teaching Assistant is expected to do are:

- Perform tasks in support of the instructor, such as identifying and posting material in Canvas or acquiring course materials for students related to the content of the course
- Collecting assignments and recording completion of work
- Communicating with students missing assignments
- Provide students with clarifications on assignments
- Assist instructor in administering pre- and post-instruction slips
- Organizing students into learning groups
- Assist instructor when students are engaged in hands-on projects or when explanations on the proper use of equipment of any kind is needed
- Provide feedback to instructor on any students struggling with material or any aspect or element of the course that is particularly challenging for all students
- Assist the instructor in ensuring that students are engaging with and mastering the material by engaging with students, under the direction of the instructor, in study groups or small tutorials, as appropriate
GRADERS

Graders may but do not need to attend class and are not required to interact directly with the students. They may be either undergraduates or graduate students. Graders are compensated hourly for the work performed.

LAB AND STUDIO MONITORS

Lab and Studio Monitors help with the setup of the laboratories or studios before class and the clearing up after class. Their role during class is typically passive and they may be on call if there are any equipment problems or other similar needs. They may be either undergraduates or graduate students. Monitors are compensated hourly for the work performed.

MODELS

Models are employed in visual arts courses at the discretion of the instructor and are paid hourly.

TEACHING RESOURCES

SHERIDAN CENTER FOR TEACHING AND LEARNING

The Sheridan Center is a teaching resource available to summer instructors. Visit the center’s website for further information or contact the Sheridan Center (401-863-1219 or Sheridan_Center@Brown.edu).

CANVAS COURSE MANAGEMENT SYSTEM

Canvas is the University’s online course management system and offers tools to supplement an instructor’s course syllabus, including: content upload, communication, collaboration, assignments and assessments.

Students access Canvas via their e-access, either on personal laptops or campus computer labs.

Please note: Instructors will have access to set up a Canvas site after they receive an active teaching appointment.

Why use Canvas?

- Ease of use — managing course materials will be easier for both faculty and students.
- Multimedia — integration and delivery.
- Mobile friendliness — no native app required — even with a mobile web browser Canvas is beautiful.
- Integration options with existing teaching tools at Brown including Google Apps for Education.
- Cloud SaaS subscription service with open source software and agile development approach — this means consistent introduction of new functionality without major upgrades so less disruption for users.
- Compliance with accessibility — Canvas has been recognized by The National Federation for the Blind for compliance and conforms to the W3C’s WAI WCAG guidelines.
- Favored by multiple constituencies: faculty, students, School of Professional Studies, School of Medicine.

Request a Canvas site

Additional Canvas resources


For questions about Canvas, contact Instructional Technology Group (ITG@brown.edu or 401-863-7489).
LIBRARY

The Brown University libraries are a wonderful resource both on-campus and online. Instructors may reserve items (books, DVDs, CDs, etc.) for their course via the Online Course Reserves Access system (OCRA) at http://dl.lib.brown.edu/reserves/. If the list requires material the library does not own, a purchase order can be automatically generated. If it is a textbook, the instructor will need to supply the library with a copy of the textbook.

Over the summer, the library operates on a more restricted schedule. For the most up-to-date information, visit the library website (http://library.brown.edu/libweb/hours.php).

Library Contacts:
Steven Lavallee    Debra Nelson
Steven_Lavallee@brown.edu  Debra_Nelson@brown.edu
401-863-9866    401-863-3331

IClickers (personal response system)

Another resource that instructors have available to them to supplement their course curriculum is the iClicker personal response system (PRS).

iClickers are hand-held radio-frequency response devises that allow anonymous and specific polling, and question-and-answer sessions in the classroom. The device transmits student responses to a receiver attached to an instructor’s computer. iClickers can be used in conjunction with presentation software such as PowerPoint or Keynote.

To get started with iClickers, contact ITG@brown.edu (or 401-863-1000) at least two weeks prior to class use.

Instructional Technology Group (ITG)

To learn about using new instructional technologies such as "smart" boards, iClickers, lecture-capture, Canvas, wikis and iTunes, contact Instructional Technology Group (itg@brown.edu) to request a consultation.

Class Cancellation by Instructor

- If an instructor needs to cancel a class due to an urgent situation, he/she is responsible for notifying his/her students directly (via email, Banner, or Canvas) and to arrange alternate make-up sessions.
- Please also inform the SPS office via email at spscourses@brown.edu or SPS hotline: (401) 441-3369.

Exception: SPARK instructors — refer to the SPARK manual for class cancellation policy.

Visitor Parking

Instructor parking on campus parking lots is not available during the summer. There are several 2- to 3-hour street parking spots available closer to campus and all-day parking located a few blocks from campus.

An exception may be made for instructors with a medical condition or disability. Please contact the Student and Employee Accessibility Services (SEAS) office at (401)-863-9588 for more information.

For more information about visitor parking: http://www.brown.edu/about/administration/transportation/parking/visitor-parking.
COURSE LOGISTICS

COURSE DETAIL FORM

The Course Detail Form is the main tool SPS uses to determine logistical support for each course in regards to classroom scheduling (including AV/media needs), computer lab needs, field trips, course supplies, etc.

- Instructors will be emailed a request during the month of February to submit the CDF for each course offered
- Classrooms will not be scheduled until the CDF is submitted
- Contact spscourses@brown.edu with any questions about the CDF

CLASSROOM AND LAB SPACE

- The Office of University Event & Conference Services is responsible for reserving classrooms and labs, based on class size, A/V and lab needs as indicated on the CDF, and space availability.
- Classroom space and resources at Brown are limited. If an instructor requests a specific building and room, the Office of University Event and Conference Services will attempt to accommodate the preferred room but cannot guarantee availability of the space.
- Most department classrooms are not controlled by the Office of University Event & Conference Services. As much as possible, SPS encourages instructors to use Department space to be arranged directly with the appropriate department manager. If department space has been arranged, notify spscourses@brown.edu so SPS can update the class location in Banner.
- NOTE: Most classrooms do not include an instructor computer station. If a Computer Data Projector is requested, instructors are responsible for bringing a laptop to class with a VGA port or an adaptor for a VGA port.

CLASSROOM CONTACTS

- For assistance with unlocking buildings or classrooms, contact the Department of Public Safety non-emergency number at (401) 863-3322
- For concerns about a classroom space (e.g. temperature control, leak, trash), contact the Facilities Service Response Center at (401) 863-7800
- For concerns about room size or room location, contact Brown Event & Conference Services (401-863-6217)
- For assistance with operating media equipment in the classroom, contact Media Services (401 863-3600)

COMPUTER LABS

As with classrooms and labs, the computer lab facilities are scheduled by University Event & Conference Services. Computer lab resources are very limited so all requests may not be accommodated.

- There are three computer labs scheduled by the Scheduling Office: CIT 265 (24 PCs, 1 instructor station), CIT 269 (13 PCs, 12 Macs, 1 instructor station) and CIT 267 (15 PCs and 1 instructor station).
- SPS encourages instructors to use departmental computer lab space if available.
- When requesting dates/times for a computer lab on the CDF instructors are encouraged to be flexible with their schedule by requesting alternate dates/times to ensure that a computer lab can be reserved for their course.
TEXTBOOKS AND COURSEPACKS

TEXTBOOKS

- Instructors are responsible for ordering their textbook(s) through the Brown Bookstore – download the Course Material Order Form and email it to: textbooks@Brown.edu or fax it to 401-863-7094.
- Instructors that wish to receive a desk copy of the textbook should contact the publisher directly.

Brown Bookstore contact: Diane Gregoire – email: textbooks@brown.edu; phone: (401) 863-2270

COURSEPACKS

- Instructors are responsible for requesting their coursepack through Metcalf Copy Center using the Coursepacket Order Form. (NOTE: Metcalf Copy requires an 8-week lead time to acquire copyright approvals for all articles listed in the course pack.)
- If an instructor is using the same coursepack as the previous summer, a Coursepack Order Form still needs to be filled out to include a note stating that the coursepack is on file from the previous summer. Copyright approval is only valid for a year and must be re-acquired each summer.
- Metcalf Copy Center provides one free coursepack desk copy for instructors for each course. If a course will need more than one desk copy (ex. for co-instructors and/or TAs), this has to be communicated to Metcalf Copy Center separately.
- SPS will communicate with Metcalf Copy Center directly with the course enrollment.
- Due to copyright policies, course material copies made elsewhere (such as Allegra or Fedex Kinkos) other than Metcalf Copy are not reimbursable to the instructor.

Metcalf Copy Center contact: Tiziana Milano – email: metcalfcopy@brown.edu; phone: (401) 863-3653.

TEXTBOOKS AND COURSEPACKS COSTING

It’s important that instructors keep in mind the cost of required textbook(s) or coursepacks they are ordering for their class. The course material costs should be appropriate for the length of the course and should serve the course curriculum. For example, the cost of a textbook for a 1-week course should not exceed $100. Nor should students pay full cost for a textbook if only a portion of the textbook is covered in class when a coursepack would be a better alternative for covering the course material.

Sample costing guidelines:

<table>
<thead>
<tr>
<th>Length of course</th>
<th>Textbook(s)</th>
<th>Coursepack</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 or 2 weeks</td>
<td>&lt; $100</td>
<td>$30-$50</td>
</tr>
<tr>
<td>3-4 weeks</td>
<td>$100-$175</td>
<td>$30-$80</td>
</tr>
</tbody>
</table>

PHOTOCOPYING AT METCALF COPY CENTER

- Instructors have a photocopying budget of $5 per student at Metcalf Copy Center. (Single-sided copies cost $.08 per page, allowing about 60 copies per student; double-sided copies cost $.13 per page.)
- If an instructor’s copy costs will exceed this budget, s/he should arrange to order a coursepack from Metcalf Copy Center (see section on Coursepacks).
- Metcalf Copy Center keeps a list of each course and corresponding instructor(s), and will bill the appropriate program accordingly.

- **Photocopies made at a copy center (Allegra or Fedex Kinkos) other than Metcalf Copy Center are not reimbursable due to copyright concerns.**

Metcalf Copy Center  
164 Angell Street (lower level, entrance through Brown Bookstore café)  
Tel: 401-863-3653, Email: metcalfcopy@brown.edu  
Summer hours: 8:00am-4:00pm

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### COURSE SUPPLIES/MATERIALS

- Requests for course supplies must be indicated on the [Course Detail Form (CDF)](https://www.brown.edu/information-technology/knowledge-base/article/1970).
- SPS purchases the requested supplies once they’ve been reviewed and approved. Supplies are mailed to the street address provided on the CDF.
- Supplemental and Material Fees are meant to cover disposable course materials that exceed normal cost allowances. The fees do not cover lab equipment and technology (computers, printers, and other hardware) that must be maintained and stored during the year. Should your course require any disposable course materials, equipment or technology, consult with the Program Director or Academic Program Coordinator during the planning process so that timely arrangements can be made and fees adjusted accordingly.
- SPS does not purchase student course supplies. All students are expected to purchase their own course supplies (notebooks, pens/pencils, textbook(s), coursepacks, etc.)
- **NOTE: NC-17 or R-rated course materials (DVDs, movies, video clips, graphics) are not appropriate for students under the age of 17**

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### STUDENT PRINTING

All students can send documents from their personal computers by using the PAW (People Against Waste) Prints queue system for printing at release stations.

- A print job is not printed until it is released at one of the print release locations on campus
- To print at a printer station, students have to purchase a [Bear Bucks Guest Card](https://www.brown.edu/information-technology/knowledge-base/article/1970)
- **NOTE: Bear Bucks accounts cannot be opened through students’ Brown ID Cards**

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### BEAR BUCKS GUEST CARD

A Bear Bucks Guest Card functions like a debit card and provides a convenient and safe way to make purchases and access services on campus.

- Bear Bucks Guest cards are purchased at ValuePort III machines for $1.00.
- ValuePort III machines are located at the Rockefeller Library, Science Library, Sharpe Refectory lower level, Josiah’s, Stephen Robert ’62 Campus Center, Bookstore Lobby, Emery Woolley Hall, and 222 Richmond Street.
- Students deposit funds onto their Bear Bucks Guest Card by inserting cash ($1, $5, $10 and $20 bills) into the ValuePort III machine.

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1 STEM I and STEM II are the exception.
- Any funds added to a Bear Bucks Guest Card remain on the card until the balance is spent in its entirety. Funds remaining on a Bear Bucks Guest Card are non-transferable and non-refundable.
- Cash withdrawals are prohibited on a Bear Bucks Guest Card.

### FIELD TRIPS

A Field Trip, whether walking or coach transport, is any instance an instructor escorts students outside of the assigned classroom during class time (e.g. If an instructor takes students to the Brown library as part of the course curriculum, this is considered a Field Trip).

1. Any field trip requests (walking trip or with coach transport) must be indicated on the CDF.
2. SPS will follow up with a link to a Field Trip Request Form.
3. SPS will contact the instructor regarding approval of the field trip.
4. SPS will notify instructor one week prior to the field trip with logistical details and confirmation.
5. Please contact Karen_Largess@brown.edu if you have any questions regarding the planning or status of a field trip.

**NOTE:** Any non-walking field trip will be either via coach transport or RIPTA bus services. Instructors/staff are not allowed to transport SPS Program students in personal vehicles.

### GUEST SPEAKERS

To support their curriculum, instructors may arrange for individuals who are experts in their field to be a guest speaker/lecturer in their course.

- Instructors should email spscourses@brown.edu with detailed information about their guest speaker(s), including:
  - full name, topics discussed, number of speaking hours, affiliation.
- There are 2 categories of guest speakers: Brown affiliated (Brown staff/faculty) or non-Brown affiliated (not employed by Brown)
  - Brown Affiliated Guest Speakers do not receive a monetary honorarium. Instead, “gifts of appreciation” (e.g. mugs, water bottles) are available.
  - Non-Brown Affiliated Guest Speakers do receive an honorarium to be determined by a SPS Program Director based on the extent of the guest speaker’s work in the course.

### REIMBURSEMENTS

#### COURSE RELATED REIMBURSEMENTS

Instructors are required to communicate their course supplies needs when requested, which are ordered by SPS. In some circumstances, instructors may have to purchase a specific supply (e.g. fresh fruit for a science experiment), the cost of which needs to be submitted for reimbursement.

1. Instructor emails spscourses@brown.edu with the name and price of item(s) for review and approval by SPS.
2. Once items are approved by SPS, submit the following to Box T, Attn: APC Team for reimbursement:
   a. Original receipt(s) with clear Proof of Payment method (NOTE: The receipt total must equal the reimbursement amount requested. No personal items can be listed on the receipt.)
   b. Instructor Name
   c. Course Title
   d. Purpose of items purchased
NOTE: SPS will not reimburse instructors for refreshments for last day of class activities. Instructors may purchase refreshments at their own expense. Instructors need to be mindful that there are an increasing number of students who have food allergies. Instructors are instead encouraged to find creative alternatives to providing refreshments.

INSIDE THE CLASSROOM

ACADEMIC AND BEHAVIORAL CONCERNS

Because faculty play prominent roles in the daily lives of students as teachers, mentors, and advisors, they are often the first to notice when a student may be experiencing emotional or psychological difficulties. While each case will be unique, Brown provides resources for consultation and assistance.

Key Contacts for Assistance

<table>
<thead>
<tr>
<th>Concern</th>
<th>Mon-Fri office day hours</th>
<th>Nights, Weekends &amp; when the University is closed</th>
</tr>
</thead>
<tbody>
<tr>
<td>Immediate harm or threat</td>
<td>Brown Department of Public Safety DPS) (401) 863-4111</td>
<td>Brown Department of Public Safety (DPS) (401) 863-4111</td>
</tr>
<tr>
<td>Student behavior to consult on having action taken or for support</td>
<td>School of Professional Studies (401) 863-7901</td>
<td>Contact Brown Public Safety non-emergency number: (401) 863-3322</td>
</tr>
<tr>
<td></td>
<td>Adrienne Marcus: Associate Dean (<a href="mailto:addrienne_marcus@brown.edu">addrienne_marcus@brown.edu</a>)</td>
<td>Ask to be connected to the Resident Director (RD) or Administrator On Call (AOC)</td>
</tr>
<tr>
<td></td>
<td>Program Directors: James Chansky: Pre-College &amp; Summer Session (<a href="mailto:james_chansky@brown.edu">james_chansky@brown.edu</a>)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Kisa Takesue: Leadership (<a href="mailto:kisa_takesue@brown.edu">kisa_takesue@brown.edu</a>)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Rosario Navarro: IEP, Global Programs (<a href="mailto:rosario_navarro@brown.edu">rosario_navarro@brown.edu</a>)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Abbey Aevazelis: STEM I &amp; STEM II (<a href="mailto:abbey_aevazelis@brown.edu">abbey_aevazelis@brown.edu</a>)</td>
<td></td>
</tr>
</tbody>
</table>

For support with an academic issue:

| Undergraduate students | James Chansky (401) 863-7905 |
| Pre-College students | School of Professional Studies (401) 863-7901 - ask for the appropriate program director |

STUDENT PRIVACY

SPS requests that instructors respect their students’ privacy and refrain from uploading individual or course images to social media sites.

CLASS ATTENDANCE POLICY

- Students are required to attend class every day including the last day of class.
- Instructors are required to take attendance each day. If a student is absent from class one day, the instructor should follow-up with the student by email or in class the next day.
Instructors should use their discretion about whether the student needs to complete extra work to make up for an absence or has not met the requirements of the course to receive a certificate of completion.

If a student is absent from class twice, notify spscourses@brown.edu and James_Chansky@brown.edu or appropriate Program Director.

CLASS ROSTERS

Instructors with an active teaching appointment can view their Class Roster online via Banner.

VIEWING CLASS ROSTERS

Instructors with an active Banner ID can view their class roster(s) in Banner from mid-May through August 31.

1. Visit http://selfservice.brown.edu
2. Login in with your USERNAME and PASSWORD (refer to Activating the Brown ID Number)
3. Choose the “Faculty and Advisors” link
4. Select “Summary Class List”
5. Select the term Summer 2016 (SPS) from the drop down list (FOR PRE-COLLEGE COURSES)
6. Select the term Summer 2016 from the drop down list (FOR CREDIT-BEARING COURSES)
7. Select the appropriate course from the drop down menu (Instructors can only view their specific class roster)

For any questions about accessing Banner, contact Sherry Gubata (sherry_gubata@brown.edu) in the Registrar’s office.

CORRECTING CLASS ROSTERS

- Instructors should print out their class roster for the first day of class.
- When a student shows up in class who is not on the class roster, the instructor should take note of his/her name and direct the student to the SPS Info Desk at the Stephen Robert Campus Center (formerly Faunce House) and email spscourses@brown.edu.
- At the end of the first day of class, the instructor must email the names of any missing students or any additional students to spsrosters@brown.edu. Include the Course Title and CRN in the subject line of the email.
- Instructors should view and print a class roster on the second and third day of class to capture any additions/deletions of students in their class.
- Any roster discrepancies must be corrected and finalized by the third day of class to ensure correct course student billing by SPS.
- Roster integrity is crucial for the safety and security concerns of all attending students.

DISABILITY SUPPORT SERVICES AND LEARNING ACCOMMODATIONS

Brown University offers equal educational opportunities and reasonable accommodations for the needs of qualified students with disabilities. Section 504 of the Federal Rehabilitation Act of 1973, reinforced by the Americans with Disabilities Act (ADA) of 1990, maintains that no qualified individual with disabilities shall, solely on the basis of the disability, be excluded from participation in, be denied the benefits of, or otherwise be subjected to discrimination under any program or activity in higher education.

If a student requests a disability or learning accommodation in class the instructor should direct the student to Brown Student and Employee Accessibility Services (SEAS).

If an instructor would like to request an accommodation for himself/herself, he/she should contact Brown Student and Employee Accessibility Services (SEAS).
END OF SESSION

Instructors are required to enter grades in Banner and complete Course Performance Reports (CPR) for each of their students at the end of each session. Students are very eager to receive their Certificates of Completion and CPRs to add to their college portfolios. SPS requests that the grading and CPRs are completed within 2 weeks after the last day of class.

Exception: CPRs are not required for 1 week courses.

GRADING IN BANNER

The grading system for the non-credit pre-college courses in Banner is based on designating an “S” (satisfactorily completed) or “NC” (no certificate). Although the pre-college courses are non-credit, grades must be entered for each student to initiate the issuance of Certificates of Completion.

- Certificates of Completion are issued to students with grades of “S.”
- No certificates are issued for students with grades of “NC”. Students receive just their Course Performance Reports.
- If a student has not been graded, he/she will not receive a Certificate of Completion or a Course Performance Report. It’s imperative to stress that instructors enter all grades in a timely manner in order for the students to receive their course performance assessments.

ENTERING GRADES IN BANNER

- Login to Banner with your username and password at http://selfservice.brown.edu.
- Choose the “Faculty and Advisors” link, then “Final Grades.”
- Select the term Summer 2016 (SPS) (do not select “Summer 2016”).
- Select the appropriate ‘GRADABLE’ CRN (the Primary Meeting, not a conference or lab).
- Select a grade of “S” or “NC” from the drop down menu of Student names.
- Click on the SUBMIT button to record grades for processing.
- To grade another class click the CRN SELECTION LINK at the bottom of the screen.

Contact the Registrar’s Office with any questions or concerns about entering grades in Banner (SPS staff does not have access to the grading module in Banner).

Sherry Gubata
Registrar’s Office
Email: Sherry_Gubata@Brown.edu
Tel: 401-863-3752

NOTES ON GRADING IN BANNER

- Only individuals listed in Banner as instructors of a course can enter grades for that course.
- After 30 minutes, Banner will log out of the grading session. Non-submitted grades will be lost.
If a grade space is left blank, no data is rolled to academic history. The instructor can post a grade at a later time even if other students in the same class have been graded and rolled to the student’s academic history.

Grades may be submitted all at once or piecemeal, although grading whole sections at once is recommended to avoid leaving students ungraded.

Be careful to grade the “Primary Meeting” only. Other sections are available (“lab”, “conference”, etc.), but are not gradable.

If an Instructor needs to change an already submitted grade, s/he should do so directly in Banner. Additionally, an email should be sent to spscourses@brown.edu informing SPS of the student name, course title and grade change.

CERTIFICATES OF COMPLETION

- Students who have completed the course successfully (grade of “S”) will receive a Certificate of Completion signed by the Dean of School of Professional Studies, in addition to their Course Performance Reports.
- Students who did not complete the course successfully (grade of “NC”) will not receive a certificate. Their performance assessment will primarily be the Course Performance Reports.

COURSE PERFORMANCE REPORTS (CPR)

CPRs provide valuable feedback to students, parents, and on occasion to college admissions offices. CPRs are mailed to each student, along with their Certificate of Completion, once their account is cleared.

- Instructors must complete a Course Performance Report for each student enrolled in their class
- EXCEPTION: Instructors who teach 1-week pre-college courses are not required to complete CPRs unless they wish to do so.

CPR TEMPLATE AND GUIDELINES

CPR Template

- CPR templates are emailed to instructors formatted with the course title and each student’s name.
- CPRs must be electronic and emailed to spscourses@brown.edu no later than two weeks after the last day of class. Please provide the COURSE CODE in the subject line of the email so they can be processed immediately (SPS will not accept hardcopies of the CPR).
- Instructors can review samples of the Course Performance Report for guidance on how to complete one. Positive Example | Critical Example
- The CPR does not require your signature.

Guideline on writing a CPR:

- First paragraph should contain information about the course such as the goals of the course, what the student learned, and how the course enhanced the learning of the subject matter for the student, any skills the student gained from taking the course as a result of assignments, projects, lectures, reading, guest speakers, field trips, etc.
- Second paragraph should be feedback from the instructor about the individual student and how he/she contributed to the class, anything that stood out about the student and any constructive comments.

COURSE EVALUATIONS

Students will be emailed a link to the Course Evaluation before the course ends. SPS advises instructors to encourage their students to fill out the Course Evaluation to ensure a high completion rate.

SPS will email instructors their Course Evaluations when they are complete.
FACULTY FEEDBACK

Faculty Evaluation forms are emailed to all instructors at the completion of their course(s). We seek your views on your experience teaching for us in order to improve our support and to strengthen our programs.

EMERGENCY CONTACTS

Emergency Communication Protocol: In the event of a police, fire or medical emergency during class, contact the Brown Department of Public Safety (DPS) immediately at (401) 863-4111. For routine public safety concerns, contact (401) 863-3322. After you have contacted DPS, please advise our office (School of Professional Studies) at (401) 401-863-7901 and ask to speak with Adrienne Marcus, Associate Dean.

Emergency Phones: There are 140 emergency “blue light” phones — identified by yellow call boxes and/or blue overhead lights — located all over campus on buildings and green areas. In addition, there are 58 emergency phones located in elevators. These phones provide a direct link to the Department of Public Safety.

Environmental Health & Safety Concerns: Emergency protocols concerning natural disasters, such as hurricanes, are available on the Environmental Health and Safety website. Emergency status and updates are also available on the emergency announcements page.

EMERGENCY ACTION PLAN

An on-line Emergency Action Plan (EAP) Training has been developed by Environmental Health & Safety (EHS) to help ensure that Brown students, faculty, staff, and guests are prepared for emergency situations.

Please take a few minutes to take the training session. It should take approximately 30 minutes to complete.

http://brown.edu/Administration/EHS/fire/EAP_Training/