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Brown’s Summer Session extends the undergraduate curriculum into the summer months, offering a wide range of courses from across the disciplines, from those that are in regular high-demand or are prerequisites for further study to those that are uniquely attractive to students. All courses offered must be currently approved courses or be submitted to the CCC and offering department for approval.

The compressed, seven-week session provides students an intensive learning experience, enabling them to achieve a degree of focus that is for many a challenge during the fall and spring semesters. Since students have chosen their classes freely and are typically taking only one course or no more than two over the summer, they are committed to the material in a very real way. Indeed, students regularly report that the compressed session, the small class size, the availability of the instructors and the absence of distraction during the summer session significantly facilitates their learning. For these reasons, Brown faculty also report high levels of satisfaction with summer teaching.

In addition to serving Brown undergraduates, the Summer Session is open to qualified undergraduates enrolled at other institutions and to rising high school seniors.

The instructional staff of Summer Sessions consists primarily of Brown faculty, supplemented by visiting faculty and graduate students.

**GRANTS, AWARDS, AND RESOURCES**

Brown’s School of Professional Studies provides a range of grants, awards, and resources designed to enhance summer session teaching experiences.

*The Reginald D. Archambault Award for Teaching Excellence* recognizes, rewards, and promotes excellence in teaching in the Brown University summer programs. The award is named in recognition of Reginald D. Archambault, Professor of Education emeritus, and the inaugural Dean of Summer Studies, 1984 – 1992. Brown graduate students and post-docs who teach in summer programs may be nominated. The award will carry a $1000 cash prize and University-wide recognition.

Award recipients are selected based on their ability to influence, motivate and inspire students to learn, as well as their creativity and innovation in the development of curriculum and resources that promote student learning *Summer Curricular Development Grant awards* up to $4,000 to support the development of new and innovative summer courses taught at least once through the School of Professional Studies. Proposals for courses using new or distributive learning technology are especially encouraged.

Visit our [faculty website](#) to learn more about these resources as well as links to websites providing support for pedagogy.

**INSTRUCTOR LOGISTICS**

**LETTER OF APPOINTMENT**

School of Professional Studies (SPS) emails each instructor an Appointment Letter confirming their Course Title, Program 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 [spsfinance@brown.edu](mailto:spsfinance@brown.edu)
CONFIRMATION OF COURSE

- A course is confirmed to run when enrollment reaches, ideally 10-12 students. Instructors can monitor their course enrollment via Banner web. When enrollment reaches 10-12 students, the instructor can assume the course will run.
- When courses are canceled due to low enrollment, SPS will contact the instructor 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, so enrollment numbers are valid in real time.

The summer credit bearing courses are listed in Courses@Brown: https://cab.brown.edu/

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 SPSfinance@Brown.edu.

Email SPSfinance@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 learning management system), card-swipe access to certain buildings, and the RIPTA bus service.

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

INSTRUCTOR STATUS

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 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**
69 Brown Street
J Walter Wilson 5th Floor Room 511
Providence, RI  02912
Email: brown_card@brown.edu
Tel: 401-863-2273

**Activating the Brown ID**

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/** (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.
5. 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 the CIS department at help@brown.edu.

**Course Assistants (CA): Teaching Assistant (TA), Teaching Associate (TA) Grader, Lab Monitor, Model**

- Each course is eligible for a Course Assistant when enrollment reaches 18 students (or 10 students for science lab courses). Instructors are responsible for checking their course enrollments: **Checking enrollment in Courses@Brown**
- Once a course reaches the required enrollment, instructors are responsible for notifying spscourses@brown.edu with the name and email of their chosen CA, along with an explanation of the CA role and estimated hours. SPS will follow up once the CA has been approved for the instructor’s course.
- SPS prefers that CAs are Brown students.
- If an instructor requires assistance in finding a CA, SPS can aid in recommending one. Instructors should email spscourses@brown.edu with their CA requirements.

**Role of Course Assistants**

The role of course assistants has varied quite widely in terms of the degree and kind of support they provide an instructor and a course. In some cases, a course assistant may serve largely to assist an instructor in the heavy load of reading papers and grading homework; in other cases their main responsibility is to assist setting up and working with students in the laboratory; in yet others, they may attend all classes, engage along with the instructor in class discussion, guide group work, supplement an instructor’s office hours by having their own meetings with students, and also engage in the laboratory, paper reading and grading work. It is our hope that course assistants, are fully utilized and that they add to the educational experience of our students.
The responsibilities and the workloads can vary widely depending on the instructor’s preferences and the course needs. Our goal is to ensure that instructors and courses have the kind of support they need by working with instructors to identify their specific needs and identifying CA’s accordingly: with a Teaching Assistant (TA), Teaching Associate, a Grader, or a Lab Monitor. The particular duties, expectations and compensation of each type of course assistant are defined below.

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

Lab and Studio Monitors:
Lab and Studio Monitors help with the setup and breakdown of the laboratories or studios before and 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 either be undergraduate or graduate students. Monitors are compensated hourly for the work performed.

Teaching Assistants:
Teaching Assistants are advanced undergraduates or graduate students early in their studies, who provide basic level support to an instructor for 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 learning the course content. Teaching Assistants typically attend all classes, contingent upon their specific duties. Teaching Assistants are compensated hourly for the work performed.

Among the kinds of things a Teaching Assistant are 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
● Help students understand homework assignments
● Tutor students on how to learn (i.e. going over study strategies)
● Assist the instructor with administering pre-instruction and/or post-instruction slips
● Check if the assigned homework (e.g. the reading) was actually done prior to class
● Provide formative feedback to the instructor regarding student learning
● Act as a “liaison” between instructor and students.

While a Teaching Assistant should be viewed by students as an instructional resource supplementing an instructor, a Teaching Assistant is not a co-instructor: they are not responsible for creating a syllabus or individual class modules or for being the primary or regular leader of the class. If an instructor wishes a Teaching Assistant to take on roles that are properly those of an instructor, we recommend considering a model of co-instruction.

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 of their expertise. Associates typically attend all classes and provide support to the instructor and students. Their engagement with students and instructor, as content experts, supports the quality of student learning. This is a salaried position.

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: [http://www.brown.edu/Administration/Sheridan_Center/](http://www.brown.edu/Administration/Sheridan_Center/), or contact the Sheridan Center via email (Sheridan_Center@Brown.edu) or phone (401-863-1219).
Canvas is the University’s online course learning 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.

**Why use Canvas?**

- Host content, course material, assignments, assessments, and collaborative projects online
- Create an easily accessible archive of your material
- Communicate with student via email and announcements
- Annotate student work and manage grades electronically
- Record and host multimedia in your course site with ease...and much more!

**Request a Canvas site**

**Additional Canvas resources**

View course examples, help documentation and videos, and best practices at: [https://ithelp.brown.edu/search?q=Canvas%20How%20to%20Material](https://ithelp.brown.edu/search?q=Canvas%20How%20to%20Material)

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

**Brown University Library**

The [Brown University libraries](http://library.brown.edu/libweb/hours.php) are a 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/](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](http://library.brown.edu/libweb/hours.php). For any questions about library use, please contact [libweb@brown.edu](mailto:libweb@brown.edu).

**Instructional Technology Group (ITG)**

Resources and information on academic technologies offered by Brown CIS for faculty can be found here: [brown.edu/go/FacultyIT](http://brown.edu/go/FacultyIT). For a consultation or questions, email [itg@brown.edu](mailto:itg@brown.edu).

**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 [spscourses@brown.edu](mailto:spscourses@brown.edu).

**Visitor Parking**

Instructor parking on campus parking lots is not available during the summer.

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 information about visitor parking: [http://www.brown.edu/about/administration/transportation/parking/visitor-parking](http://www.brown.edu/about/administration/transportation/parking/visitor-parking)
**Course Logistics**

**Course Detail Form**

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

- Instructors will be emailed a request 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**

- Classroom space and resources at Brown are limited. Requests for a specific building and room cannot be guaranteed due to space availability.
- Classrooms and labs are reserved based on enrollment size, A/V and lab needs as indicated on the CDF, and space availability.
- Most department classrooms are not controlled by the Scheduling Office. 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 have a Computer Data Projector. If you request a room that is equipped with a Computer Data Projector, you will be responsible for bringing a laptop to class. While most spaces have both HDMI & VGA connections, the new upgraded locations (classrooms in Smith-Buonanno & Sayles) have only HDMI connections available. There is also the option of wirelessly connecting to AirMedia in many spaces on campus.

To learn more about installed classroom technology, contact Media_Services@brown.edu.

**Classroom Contacts**

<table>
<thead>
<tr>
<th>Department of Public Safety</th>
<th>Assistance with unlocking building or classrooms</th>
</tr>
</thead>
<tbody>
<tr>
<td>401-863-3322 (non-emergency)</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Facilities Service Response Center</th>
<th>Assistance with classroom space (temperature control, leak, trash, etc.)</th>
</tr>
</thead>
<tbody>
<tr>
<td>401-863-7800</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Media Services</th>
<th>Assistance with operating media equipment in the classroom</th>
</tr>
</thead>
<tbody>
<tr>
<td>401-863-3600</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><a href="mailto:spscourses@brown.edu">spscourses@brown.edu</a></th>
<th>Concerns about room size or room location</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Access Control Team</th>
<th>Inquiries regarding card swipe access</th>
</tr>
</thead>
<tbody>
<tr>
<td>401-863-5400, <a href="mailto:accesscontrol@brown.edu">accesscontrol@brown.edu</a></td>
<td></td>
</tr>
</tbody>
</table>

**Computer Labs**

As with classrooms and labs, the computer lab facilities are scheduled by University Scheduling Office. 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

- Brown’s Copyright and Fair Use Policy: Brown University expects that all members of the University community respect the rights of ownership of intellectual property by adhering to United States copyright law. [https://www.brown.edu/about/administration/copyright/](https://www.brown.edu/about/administration/copyright/)
- Instructors are responsible for requesting their coursepack through Brown University Copy Center using the Coursepacket Order Form. (NOTE: Brown University Copy Center requires an 8-week lead time to acquire copyright approvals for all articles listed in the coursepack.)
- **Copyright approval is only valid for a year and must be re-acquired each summer.** If an instructor is using the same coursepack as the previous summer, a new Coursepack Order Form needs to be submitted to include a note stating that the coursepack is on file from the previous summer.
- Brown University 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, team instructors and/or TAs), this can be requested on the Coursepack Order Form. SPS will communicate with Brown University Copy Center directly with the course enrollment information.
- Due to copyright policies, course material copies made elsewhere other than Brown University Copy Center (such as Allegra or FedEx Office) are not reimbursable to the instructor.

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

#### Misc. Photocopying at Brown Graphic Services Copy Center

• Instructors have a photocopying budget of $5 per student at the Brown University Copy Center. (Single-sided copies cost $.08 per page, allowing about 60 copies per student; double-sided copies cost $.14 per page. Pricing information for printing B&W copies
• If an instructor’s copy costs will exceed this budget, they should arrange to order a coursepack from Brown University Copy Center.
• Brown University Copy Center keeps a list of each course and corresponding instructor(s), and will bill the appropriate SPS program accordingly.
• **Photocopies made at a copy center (Allegra or FedEx Office) other than Brown University Copy Center are not reimbursable due to copyright concerns.**

Brown University Copy Center
[164 Angell Street](#) (lower level, entrance through Brown Bookstore café)
Instructors have a photocopying budget of $5 per student at the Brown University Copy Center. (Single-sided copies cost $.08 per page, allowing about 60 copies per student; double-sided copies cost $.14 per page. Pricing information for printing B&W copies

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Photocopies made at a copy center (Allegra or Fedex Office) other than Brown University Copy Center are not reimbursable due to copyright concerns.

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

COURSE SUPPLIES/MATERIALS

- All requests for course supplies/materials are reviewed and approved by a Program Director.
- If your course uses disposable course materials, equipment, or technology that exceed normal allowance, consult with the Program Director to determine if your course requires a supplemental fee.
- SPS does not purchase class supplies for students. All students are expected to purchase their own class supplies (notebooks, pens/pencils, textbook(s), coursepacks, etc.)
- NOTE: NC-17 or R-rated DVDs, movies, video clips, graphics are not appropriate for students under the age of 17.
- Student Printing

Summer students receive a $30 printing credit pre-loaded on their Brown ID card at the beginning of the summer term. If $30 is not sufficient, they can request more from the IT Service Center. To view a video presentation: https://youtu.be/N1AP-Nd_cfl.

Student printers are located at various locations around campus.

There are several ways students can send their files to a campus printer:

1. From a computer in a computer lab, print to the MyPrint-BW or MyPrint-Color printer.
2. Upload files on the website brown.edu/go/print (works for common file types like Word, Excel, PDF)
3. From a mobile device like a smartphone or tablet on Brown wifi. An app is required for Android; setup instructions are at the link below.
4. Install the print queue on their computer to print from any program

To pick up a print job:
1. At the print release station next to a printer, students swipe their Brown ID card.
2. Files sent to the printer in the last 24 hours will appear on the screen. Choose which files to print.

For printer locations, print prices, and more information, visit http://www.brown.edu/go/printing.

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# Student Laundry and Vending Machine Use

Pre-College students cannot add additional funds directly to their Brown ID cards for laundry and vending machine use.

1. They will need to purchase a $1 BearBucks Guest Card using the ValuePort III Machines
2. Students deposit funds onto their Bear Bucks Guest Card by inserting cash ($1, $5, $10, $20) into the ValuePort III Machine
3. Guest Cards can not be used for printing, only for laundry and vending

# Field Trips

A Field Trip, whether walking or coach transport, is comprised of any instance an instructor escorts students outside of the assigned classroom during class time (ex. 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 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” (ex. 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 (ex. 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 Katie Grasso, Box T for reimbursement:
   a. Original receipt(s) with clear Proof of Payment (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.

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**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>
</tbody>
</table>

Program Directors:
- James Chansky: Pre-College & Summer Session (james_chansky@brown.edu)
- Kisa Takesue: Leadership (kisa_takesue@brown.edu)
- Rosario Navarro: IEP, Global Programs (rosario_navarro@brown.edu)
- Abbey Aevazelis: Pre-College & SPARK (abbey_aevazelis@brown.edu)
- Lauren Watka: Experiential Learning (lauren_watka@brown.edu)

**For support with an academic issue:**

<table>
<thead>
<tr>
<th>Undergraduate students</th>
<th>James Chansky (401) 863-7905</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pre-College students</td>
<td>School of Professional Studies (401) 863-7901 - ask for the appropriate program director</td>
</tr>
</tbody>
</table>

**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.

### COURSE ROSTERS

Instructors with an active teaching appointment are available to view course rosters 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**.

2. Login in with your USERNAME and PASSWORD. (refer to Activating the Brown ID)
3. Choose the “Faculty and Advisors” link.
4. Select “Summary Class List”
5. Select the current summer term from the drop down list
6. Select the appropriate course from the drop-down menu. (Instructors can only view their specific class roster.)

For any questions about accessing Banner, please contact Sherry Gubata (email: 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 takes note of his/her name and directs the student to the SPS Info Desk at the Stephen Robert Campus Center (formerly Faunce House).
- At the end of the first day of class, the instructor must email the names of any missing students or any additional students to spscourses@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 2nd and 3rd day of class to capture any additions/deletions of students in their class.
- Any roster discrepancies must be corrected and finalized by the 3rd 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).

Student and Employee Accessibility Services
20 Benevolent Street
Tel: 401-863-9588
**End of Session**

**Important Dates**

To view important dates and deadlines, visit the [Registrar’s website](#) to view the academic calendar for the current summer.

**Reading Period**

- Reading period is time set aside for students to prepare for final exams.
- Instructors are requested to respect the time set aside for this and to not introduce new material not covered during the length of the course.
- Review sessions are permitted during the reading period.
- Final exams may not be given during the reading period.

**Final Exams**

- School of Professional Studies assigns the final exam dates and classroom locations for each course. Instructors are notified via email with the date, time and location of their final exam.
- Summer Session final exams dates/times are fixed to avoid students taking multiple exams concurrently. Instructors are not permitted to change the assigned date of a final exam.
- Individual instructors may choose to substitute a final paper assignment or project in-lieu of a final exam. In this case instructors should assign the due date of the final paper/final project on the same day as their assigned final exam date.

**Grading in Banner**

When registering for courses Brown students must indicate whether they are taking a course for a grade (ABC/NC) or satisfactory/no credit (S/NC). Some courses are designated by their instructors as mandatory S/NC. Students may change their grade option [up until 2 weeks after the add/drop date](#) online via Banner or in the Registrar’s Office. No grade option changes are allowed after this date.

Grade options:

- **ABC** = Course is taken on a grade basis
- **S** = Course is satisfactorily completed
- **NC** = No Credit (Course is not satisfactorily completed)

Instructors are required to enter grades into Banner for all students (including pre-college students enrolled in the course for credit) taking a course on an ABC/NC or S/NC basis.

**Entering Grades in Banner**

**NOTE:** Grading in Banner for Summer Session courses must be completed 2 weeks after the term ends.

- Login to Banner with your username and password at [http://selfservice.brown.edu](http://selfservice.brown.edu).
- Choose the **Faculty and Advisors** link, then **Enter Grades**
- Select the term **Select the Final Grades tab**, if you don't see your current Summer term course(s), then sort the **Term column in descending order by clicking the term column header**
Select the appropriate course from the list -- your student roster should appear at the bottom of the page after you click on the subject.

Grade the students by clicking the Final Grades field in the student row, then use the arrow in the Final Grades column to select a grade.

Click on the SUBMIT button to record grades for processing.

To grade another class click the subject code in the course list and enter grades in the roster as detailed above.

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.
• Once a Y appears in the ROLLED column, the grade is considered final. Any changes for that grade must be submitted online using the Change of Final Grade link in the Faculty Services Menu.

Course Evaluations

After the course is finished, students will receive an email from Precollege@Brown.edu directing them to complete an online course evaluation. Please alert and encourage them to complete the evaluations thoughtfully and thoroughly.

Instructors will receive an email when the results of the student course evaluations are available.

To view individual course evaluations:

• Login to Banner with instructor username and password at http://selfservice.brown.edu (If username and password are not activated, refer to Activating the Brown ID Number).
• Select Course Evaluations Dashboard link from the menu. This will bring up a new menu.
• Select Evaluation Results link from the menu.
• Select Course Code

Faculty Feedback

Faculty Evaluation forms are emailed to all instructors at the completion of their course(s). The feedback received will be taken into consideration when contacting the instructor regarding teaching opportunities for next summer.

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 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/