

# Faculty Teaching Toolkit

University of Texas at Dallas

Fall 2008

## Preparing to Teach at UTD

- You must use one of the syllabus templates located at:
  - <http://www.utdallas.edu/senate/SyllabiTemplates.html>
- Check the Academic Calendar for start dates, final exam schedules, holidays, drop dates etc:
  - <http://www.utdallas.edu/student/registrar/calendar/>
- Contact your department chair, area coordinator, or course coordinator regarding requirements for the course. These may include:
  - Learning Objectives
  - Specific assessments
  - Assignments
  - Textbooks or materials
  - Specific wording for the syllabus
- Grading policies are in the catalog. Both Undergraduate & graduate allow for +/- grading, but pluses & minuses are not required. Be sure to state your grading policy in your syllabus, listing the number grades that match letter grades.
  - Undergraduate Grading policies can be found:
    - <http://www.utdallas.edu/student/catalog/undergrad07/policies-grades.html#cale>
  - Graduate grading policies:
    - [http://www.utdallas.edu/dept/graddean/CAT2008/first40/7.Final\\_Registration%20and%20Enrollment%20Requirements.htm](http://www.utdallas.edu/dept/graddean/CAT2008/first40/7.Final_Registration%20and%20Enrollment%20Requirements.htm)

## Preparing to Teach at UTD, continued...

- You will post your syllabus to the UTD Syllabus website: <http://sacs.utdallas.edu/syllabi/> and click on submit.
- To order or ask questions regarding media in the classroom, see:
  - [http://www.utdallas.edu/events/media\\_services.html](http://www.utdallas.edu/events/media_services.html)
  - If your class is in SOM, contact: 972-883-4980
- To obtain a NETID to access WebCT & Galaxy, you will submit a CAR form through your department:
  - <https://netid.utdallas.edu/guam/faq?template=intro.vm>
- We use WebCT as a Learning Management System. You can find help at;:
  - A tutorial <http://www.utdallas.edu/ir/elearning/docs/WebCTIntro.pdf>
  - The e-Learning website: <http://www.utdallas.edu/ir/elearning/>
- Galaxy is a system that provides access to many useful tools, after logging in with your Netid:
  - Link to Outlook email from off campus
  - Link to WebCT from off campus
  - Link to your teaching schedule
  - Link to photo rosters of your students
  - Link to employee info, such as payroll information
  - <http://galaxy.utdallas.edu/cp/home/loginf>
- The Help Desk is for general computer tech support :
  - <http://www.utdallas.edu/ir/helpdesk/>
  - Or call 972-883-2911
- You will need a parking permit to park on campus. These can be purchased online:
  - <http://www.utdallas.edu/finance/bursar/parking/permits.html>

## During the Semester

- Types of course withdrawal vary depending on the date in the semester. Some require an instructor approval, while others require you to assign a pass or fail grade to the withdrawal.
  - <http://www.utdallas.edu/student/catalog/undergrad07/policies-dropadd.html>
  - Check the Academic Calendar for specific deadlines in each semester:
    - <http://www.utdallas.edu/student/registrar/calendar/>
- If you believe you have a case of Scholastic Dishonesty (Cheating, Plagiarism) it must be reported to the Judicial Affairs Office. Faculty do not handle such cases on their own, but they are centralized. Check with Judicial Affairs for policies, forms, contacts:
  - <http://www.utdallas.edu/dishonesty/>
  - UTD subscribes to Turnitin.com, which may be used within WebCT.
    - <http://www.utdallas.edu/senate/documents/turnitintutorial.doc>
- The UTD Library offers many resources to faculty including:
  - Check out privileges
  - Interlibrary loan
  - Course reserves
  - Library Liaisons who will provide customized assistance for both teaching & research
  - <http://www.utdallas.edu/library/faculty/index.htm>
- The Disability Services Office is available for various services for disabled student, for example, arranging special testing. Students with disabilities should contact you if they need any accommodations. For further info:
  - <http://www.utdallas.edu/disability/>

## During the Semester, continued...

- Refer troubled students to the Counseling Center for behavior changes such as: Distinct changes in academic performance, withdrawal from others, changes in class participation, crying, outbursts of anger, increased or decreased activity, and poor attendance
  - <http://www.utdallas.edu/counseling/resources/facultyguide.html>
- Refer Disruptive Students to any of the following:
  - Vice President for Student Affairs
  - Assistant Vice President for Student Affairs/Dean of Students
  - Director of the Student Counseling Center
  - UT Dallas Chief of Police or designee
  - The policy on disruptive student behavior can be found at:
    - <http://www.utdallas.edu/judicialaffairs/documents/bait.pdf>
- For serious and/or immediate, threatening behaviors such as breaking the law, threatening faculty, staff, or other students, call the UTD Police immediately at 972-883-2331 or you may dial 911 and will be transferred to the UTD Police.
- You may also refer students to the Health center:
  - <http://www.utdallas.edu/healthcenter/>

# Wrapping up the Semester

- Course Evaluations must be completed during a class period by someone other than the instructor. Nominate a student to distribute, collect, & deliver the evaluations.
- Grades are to be submitted online
  - <http://www.utdallas.edu/senate/documents/OnlineGradingInstructionsGalaxy.pdf>
  - Check the Academic Calendar <http://www.utdallas.edu/student/registrar/calendar/> for grade submission deadlines
- Final Exams
  - Giving final examinations during class hours diminishes the number of class hours and creates a conflict with SACS and THECB rules. It is still possible to give an examination that lasts no more than one normal class period during the last week of class, as part of our usual evaluation of student progress.
  - If a final examination is given in a course, it must be given at the time scheduled by the Registrar's office during the final examination period. A final examination must not last more than 2 hours and 45 minutes. Students for whom more than three final examinations are scheduled in one day may petition to take the additional final examinations on different days.
  - No exams may be given or assignment deadlines scheduled during dead days.
- Reporting of assessments to an Associate Dean, Department Chair, Course Coordinator, and/or through the tools AT6:
  - <https://galaxy.utdallas.edu/cp/home/displaylogin?goto=https://galaxy.utdallas.edu/cp/cas/login?service=http://sacs.utdallas.edu/at6/index.zog>

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University of Texas at Dallas

DIRECTORY

<u>SCHOOL LINK</u>	<u>Contact Phone #</u>
<a href="#"><u>School of Arts and Humanities</u></a>	972-883-2984
<a href="#"><u>School of Behavioral and Brain Sciences</u></a>	972-883-2355
<a href="#"><u>School of Economic, Political and Policy Sciences</u></a>	972-883-4932
<a href="#"><u>Erik Jonsson School of Engineering and Computer Science</u></a>	972-883-2974
<a href="#"><u>School of General Studies</u></a>	972-883-2350
<a href="#"><u>School of Management</u></a>	972-883-2705
<a href="#"><u>School of Natural Sciences and Mathematics</u></a>	972-883-2905
Office of Undergraduate Education	
<a href="https://www.utd.edu/dept/ugraddean/"><u>https://www.utd.edu/dept/ugraddean/</u></a>	972-883-6713
Office of Graduate Studies	
<a href="http://www.utdallas.edu/dept/graddean/"><u>http://www.utdallas.edu/dept/graddean/</u></a>	972-883-2234

