

# College of Pharmacy Guidelines for Course, Section and Facilitating Instructors

## **Definitions**

**Course Instructor** bears the **primary responsibility for overall course**. Instructors have a responsibility to establish and maintain a civil, productive, inclusive, and stimulating learning environment working in conjunction with Section Instructor, Facilitating Instructor, Teaching Assistants and Academic Unit as applicable.

### **Guiding Principles for Course Instruction:**

- Course Instructor initiates regular communications with other instructors to coordinate the delivery of the course on both campuses, including preparation and debriefing.
- Course Instructor facilitates teaching assistant training (e.g. orientation to grading rubrics).
- Course Instructor communicates with OPC regarding space and other instructional needs.
- Course Instructor communicates student difficulties to OSS staff

**Section Instructor** teaches a specific module within the course.

### **Guiding Principles for Section Instruction:**

- Section Instructor initiates regular communications with other instructors to coordinate the delivery of the course on both campuses, including preparation and debriefing as appropriate for their section
- Section Instructor determines content, selecting / scheduling lecturers, deciding on assessment tools and assigning grades as appropriate for their sections

**Facilitating Instructor** is on the remote campus from the Course Instructor or Section Instructor. The Facilitating Instructor can be Faculty, Staff, Resident, Fellow, Graduate Teaching Assistant or Teaching Assistant.

### **Guiding Principles for Facilitating Instruction:**

- Course Instructor determines utilization of facilitator per class based on applied teaching strategy
- Classes that require engagement and active participation require a Facilitating Instructor to be present
- Facilitating Instructor require appropriate content expertise at the discretion of the Course/Section Instructor
- Required courses must have faculty on both ends (when possible) at the discretion of the Course/Section Instructor

**Class** is defined as one instructional setting that can occur on either campus, with instruction delivered face to face via ITV and in person.

# College of Pharmacy Guidelines for Course, Section and Facilitating Instructors

<b>Responsibility</b>	Course Instructor	Section Instructor	Facilitating Instructor <i>(Opposite Campus)</i>	Teaching Assistant
Grades				
Course review				
Budget				
Final arbitrator of issues				
Course exemption/waivers				
Disabilities communication				
TA assignments/request				
Communication among all course participants and between faculty on the two campuses		✓		
Communicates regularly with course instructors on both campuses		✓		
Every effort is made to have a faculty member in class, when feasible		✓		
Works with class reps, when necessary (along with course facilitator)		✓		
Ensures that all technology is working prior to class starting (ie. Turning point, slides from guest lecturers)		✓		
Requires specific content expertise		✓		
Works with guest lecturers to ensure that slides are emailed and distributed to class/TAs prior to class		✓		
Ensures that there are no technological issues prior to class.		✓		
When responsible instructor not available due to illness or other conflict, and the class is an active participation class, the responsible instructor finds suitable replacement		✓		
Schedules Office Hours and available to assist students		✓		
Provides Review Sessions		✓		
Coordinates TA		✓		
Coordinates, Proctors and Collects Exams		✓		
Works closely with course instructor and individual instructors		✓		
Assists students asking questions of lecturer		✓		
Ensures learning materials are available		✓		
Works with Faculty to clarify lectured points for students		✓		
Promotes active "remote" participation		✓		
Handles in-class logistics		✓		
Ensures that class notes are available 1 day before class		✓		
Provides support to course facilitating instructor in instances of non-required course or when not an active participation class		✓		

# College of Pharmacy Guidelines for Course, Section and Facilitating Instructors Responsibility

Responsibility to Provide Information about Courses	Course Instructor	Section Instructor	Facilitating Instructor ( <i>Opposite Campus</i> )	Teaching Assistant	Academic Unit
Instructors must provide academic units and students with accurate <b>course descriptions in a timely fashion</b> . Instructors should use official information tools, such as the Course Guide, to provide information about courses to students.					
The <b>course descriptions</b> available in University catalogs and/or in the Course Guide must be generally <b>content of the actual course taught</b> , though the content may vary somewhat with the individual instructor and across sections.					
At the beginning of each course, instructors must clearly <b>communicate the course objectives</b> . Class activities should be directed toward the fulfillment of these objectives and student performance should be evaluated in relationship to these objectives.					
If an instructor <b>changes the course requirements or materials, students should be given timely notice</b> consistent with the magnitude of the change (e.g., a few days for an additional article to read; some weeks if a paper is to be added). No major change (e.g., adding a research paper or major examination) should be imposed after the second week of the semester.					
In accordance with the Grading and Transcripts policy, instructors must inform students in their classes of the <b>methods to be used in determining course grades</b> , i.e., evaluation criteria and the contribution to the final grade of each graded component.					
At the beginning of the course, instructors must inform students of any requirements related to <b>regular course attendance and participation</b> .					
At the beginning of the course, instructors must inform students of <b>any special attendance requirements</b> . This includes, insofar as possible, specific dates, times, and places of additional outside-of-class work such as field trips, study sessions, or extra class meetings, and whether or not attendance at these additional activities will be reflected in the grade. If an instructor schedules mandatory activities that occur outside the regularly scheduled class time, information about these activities must be included on the syllabus and, when possible, in the class schedule.					
Instructors should discuss <b>scholastic dishonesty</b> and what it means in the context of their class (e.g., whether collaboration is permitted and limits on it, requirements about and methods for citing sources, whether direct quotes are allowed and to what extent, receiving or giving aid on tests, and using electronic aids or communications during exams when prohibited).					
Instructors must <b>evaluate examinations and other student work with sufficient promptness</b> to enhance the learning experience. Instructors must promptly return examinations or permit students to review their exams to request clarification of grades.					
Instructors should <b>specify the process and schedule for returning student work during the semester</b> . Term papers and comparable projects are the property of students who prepare them (see Board of Regents Policy: <a href="#">Copyright</a> .) Instructors who desire to retain a copy for their own files should state their intention to do so.					
Instructors are strongly encouraged to provide <b>sufficient graded feedback early in the term</b> and before the deadline for withdrawing from classes to enable students to assess their progress in the course.					
Instructors must <b>turn in grades</b> within three business days after the last day of final examinations.					
Instructors must <b>provide mid-term alerts</b> to students in 1-xxx courses who are at risk of failing a class, in accordance with the provision of the policy on Mid-term Alerts.					

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Responsibility for Secure Handling of Examinations	Course Instructor	Section Instructor	Facilitating Instructor ( <i>Opposite Campus</i> )	Teaching Assistant	Academic Unit
Instructors must <b>maintain the security of student examinations both before and after exams are given</b> . For those using a University office, such as the Office of Measurement Services (OMS), for scoring answer sheets, instructors or their designate (departmental office employee or teaching assistant) must submit examination answer sheets in the manner prescribed by that office.		✓			
<b>Responsibility for Observing Scheduled Class Times</b>					
Instructors are expected to meet their classes at the <b>scheduled times</b> , to be prepared for all class sessions, and to start and end classes at the scheduled times		✓			
When instructors know in advance that they will be unable to attend particular class sessions they are <b>responsible for working with their academic unit to make appropriate alternate arrangements</b> .		✓			
<b>Responsibility for Observing Office Hours or Appointment Times</b>					
Instructors must schedule and keep a reasonable number of office hours or appointment times for student conferences. The minimum number of office hours or appointment times may be defined by the academic unit.		✓			
<b>Responsibility to Report Scholastic Dishonesty</b>					
Instructors are obligated to <b>report suspected scholastic dishonesty to their departments and to the office on campus</b> responsible for investigating and adjudicating incidents of scholastic dishonesty (on the TC campus, the Office for Student Conduct and Academic Integrity)		✓			
<b>Responsibility to Maintain an Appropriate Learning Environment</b>					
Instructors should take appropriate steps to have removed from class students who disrupt the educational process because of discourteous, threatening, harassing, or other aggressive behavior. "Appropriate steps" may include calling the University Police.		✓			
<b>Maintaining an Appropriate Schedule</b>					
Courses must be offered on a schedule, and frequently enough, to <b>permit students to graduate in a timely fashion</b> .					
Classes <b>must be offered at standard times</b> . Failure to observe standard class periods leads to inefficient use of classrooms and is disrespectful of students and faculty: students are forced to be late to other classes, and faculty access to classrooms they need is reduced.					
Academic units are responsible for <b>retaining course records</b> in accordance with the policy Maintaining Course Records.					