

Information for New Faculty revised 9/11/2018

Contacts

Topic	Contact	Name	Phone	Email
Lower-level undergraduate courses (100- and 200-level, except for 281, 285, 290 and 291)	Director of Calculus	Aaron Peterson	7-1298	aaron.peterson@northwestern.edu
Upper-level undergraduate courses (281 and above, including all 300-levels)	Director of Undergraduate Studies (DUS)	John Alongi	7-1874	jalongi@northwestern.edu
Graduate courses (400- and 500-level)	Director of Graduate Studies (DGS)	Tuca Auffinger	1-8541	tuca@northwestern.edu
MENU courses (290, 291, 311, 321, 331, 360)	Director of MENU	Santiago Cañez	7-5211	menu@northwestern.edu
Scheduling	Associate Chair	Ursula Porod	1-5569	u-porod@northwestern.edu
Teaching Assistants	TA Coordinator	Eugene Kushnirsky	7-0485	e-kushnirsky@northwestern.edu
Textbooks, room locations, and schedules		Jenima Lyon	1-3377	jenima.lyon@northwestern.edu
		Madeleine Tipton	1-8035	madeleine.tipton@northwestern.edu
Computing	Computer Support Specialist	Miguel Lerma	1-8020	mlerma@math.northwestern.edu
Finances & Travel	Business Administrator (BA)	Greg Jue	1-3131	g-jue@northwestern.edu
		Deavon Mitchell	1-8017	dmitch@math.northwestern.edu

Establish your virtual NU and math identities

1. During the summer, you should have received both a NetID and an EmplID from Weinberg College along with instructions on how to activate them. See Greg if this did not happen.
2. You should also have received a (separate) login and password for the math department's computer system. Contact Miguel Lerma if this did not happen.

Establish your actual NU identity

1. Verify that your personal information is in the Human Resources system. Deavon or Greg can provide this information, or you can call 7-6843 to verify your status.
2. Obtain a WildCARD from the WildCARD Office (Your WildCARD is your university identification.) Bring a picture ID (driver's license, state ID, or a valid, unexpired passport) to the WildCARD office in the underground level of Norris University Center during regular business hours.

Prepare for your courses

1. Find your teaching assignment(s) and classroom(s) at <http://www.math.northwestern.edu/undergraduate/courses/>. Changes may sometimes occur very close to the first day of classes, so you should verify your assignment on the day before classes begin.
2. Obtain syllabi for your courses. To do so, contact the appropriate individual from the Contacts table.
3. Obtain a desk copy of the textbooks for your courses. See Madeleine Tipton.
4. Find your classroom(s). Be sure you know where your classrooms are and how long it will take you to walk there. Note whether your classrooms have a blackboard or whiteboard and note the technology available in the room.

Northwestern's academic calendar

The quarter system

Northwestern operates on a quarter system: fall quarter runs from mid-September through early December; winter from early January through mid-March; spring from late March through early June. Each quarter is approximately 10 weeks long. The [registrar's calendar web site](#) links to the official calendar for each academic year.

Reading period

The last 4-5 days of each quarter are a Reading Period. **You may not administer examinations or require students to submit assignments during Reading Period.** During Reading Period you may hold reviews or elect to not to have any class meetings. New material may be presented only if absolutely necessary.

Courses

First some definitions:

Coordinated Calculus Courses. Math 220-0, 224-0, and 230-0 – our first 3 calculus courses – which are run “in lockstep,” with shared syllabi, midterm examinations, final examinations, homework assignments, and weekly worksheets, as well as pooled discussion sections. A separate, more extensive document, “Coordinated Calculus Courses,” describes them in more detail.

Common Exam Courses. A few additional courses – typically Math 234, Math 290-1,2,3 and Math 310-1,2,3 – which have common midterm and final examinations, but are not otherwise tightly coordinated.

The following information applies to all undergraduate math courses except where otherwise indicated.

Lectures

Courses meet each week for 50-minute lectures on Mondays, Wednesdays, and Fridays starting on the hour. Because the campus is large and students may have a class immediately following yours, you must end your class meetings on time.

Discussion Sections (*does not apply to Coordinated Calculus Courses*)

On Tuesdays or Thursdays at the same hour as the corresponding lecture, students meet with a Teaching Assistant (TA) for a discussion/quiz section.

Ordinarily discussion sections do not meet during the first week of classes or during Reading Period. Some instructors opt to lecture during the discussion section scheduled in the first week of classes to provide some momentum for the course. Instructions on how to organize this additional lecture are emailed by the Director of Undergraduate Studies the week before classes begin. Notify your students and teaching assistants whether or not class will meet during the discussion section time during the first week of the quarter and during Reading Period.

Students requesting permission to miss discussion section

Students may ask for permission to take your course without attending discussion section, usually because of a conflict with another course they wish to take. Department policy does not allow this in any 100- or 200-level course (except the MENU courses 290 and 291 where policy is determined by the MENU director). In 300-level courses, the student should be referred to the Director of Undergraduate Studies, who will consult with the course instructor before making a decision.

Canvas

The Canvas course management system has many useful features for managing your courses and communicating with your students, including an online gradebook. Student names appear automatically

in Canvas once you activate your course. Activating your Canvas account requires a NetID and your name needs to be listed as the instructor of the course by the Registrar's Office (check with Jenima Lyon to see whether this has been done).

Caesar

With your NetID you can also access CAESAR (<http://www.northwestern.edu/caesar/>), the online grading and student management system. There you can obtain a class list with students' pictures under the link FOR INSTRUCTOR, VIEW CLASS ROSTER. This is an effective tool for learning student names. CAESAR is the portal where you will enter grades at the end of the quarter.

Syllabus

For each course, prepare a syllabus which includes your name, office location, office phone, email address, and office hours, along with similar information about your TA. The syllabus should also list the textbook, the dates of all examinations, your scheme for determining final grades, and any course-specific policies. Include information for students with disabilities and about expectations for academic honesty.

Post the information contained in your syllabus on your course Canvas site and/or distribute a paper handout of your syllabus on the first day of class.

Students seeking to add into your course

The math department controls course enrollments centrally in order to be sure students are treated equally and fairly across our curriculum. A student who asks (orally or by email) for permission to add your course should be sent to (or told to email) Jenima Lyon.

Course structure

Assignments and quizzes (*does not apply to Coordinated Calculus Courses*)

You should include a list of homework assignments in your syllabus. You may elect to have the TA administer a weekly quiz in discussion sections based on the week's assignments.

Our 300-level classes often assign graded homework and skip quizzes. The amount of homework to be graded should not pose an unfair time burden on the TAs. Because TAs can devote only a limited amount of time to each course, instructors may have their TAs score quizzes or homework, but not both.

It is the responsibility of instructors to write quizzes. Instructors may ask their TAs to duplicate copies of quizzes for their classes, in which case instructors should send the quizzes to their TAs well in advance of section time.

Midterm examinations

Most 200-level (and many 300-level) classes have two 50-minute examinations. Coordinated calculus courses and the other common exam courses administer these exams during an evening hour assigned by the registrar. All other courses administer them during discussion section, or, occasionally, during a lecture slot. Examinations during lectures and discussion sections must begin and end on time; if a class meets from 12:00 to 12:50, then the examination must end at 12:50 (not at 12:55 or 1:00). Dates of midterm examinations should be announced at the beginning of the quarter on your syllabus and/or on Canvas.

Final examinations

Final examinations must occur at the time and date scheduled by the Registrar and announced in the quarterly class schedule. That time can be checked a quarter in advance at <https://www.registrar.northwestern.edu/calendars/final-exam-schedules>.

Coordinated calculus courses and common exam courses are assigned exam rooms toward the end of the quarter; the math office will inform you of the location for your class. You must inform your students and TAs of the time and location of the final examination once you know it. Courses without common final examinations hold their final examination in the course's lecture classroom.

Only the WCAS dean's office can grant requests to take a final examination at a time different from the announced time. If you are approached by a student with such a request, send him/her to the Office of Undergraduate Advising, 1922 Sheridan Rd, to meet with a dean or adviser. If the request is granted, the student must take a make-up examination during the following quarter.

Students are required to check the final examination schedule before registering, and should, therefore, never have two final examinations scheduled at the same time. In the rare instance that this nevertheless occurs, send the student to either the Director of Calculus or the Director of Undergraduate Studies who will verify the nature of the conflict and attempt to find a solution. **Do not attempt to solve such problems on your own.**

Grading

Proctoring of exams should be worked out between the instructor and the TAs. Your practice and expectations in this regard should be made clear to your TAs at the very beginning of the quarter. Be sure your TAs understand that Northwestern does not have an honor system and that they are expected to be present in the exam room the entire time the exam is being administered, actively proctoring.

Instructors oversee and take part in the grading of exams; TAs may not grade exams without the guidance of the instructor.

If you are new to Northwestern or to the course you're teaching, you should obtain feedback from the appropriate person in the Contacts table about your proposed final grades before their irrevocable submission.

Office hours

Each faculty member and TA is expected to schedule at least 3 office hours per week. It is not necessary to have separate hours for each course you are teaching, but the times should be convenient for students in all your courses. Many instructors prefer to schedule these on the half hour rather than on the hour, which makes it less likely that students' other courses will conflict with every office hour. Announce your office hours on your syllabus and on your Canvas site.

Teaching assistants

The TA Coordinator assigns TAs and posts the assignments online at the beginning of each quarter. Please contact your TA(s) as soon as possible to determine their office hours and to discuss your policies and expectations. You should also enroll each TA on Canvas as a TA; this allows them to record grades,

email students, and post announcements. It is an excellent idea to meet with your TAs each week to exchange information.

Most teaching assistants are graduate students in the mathematics department. A few may be graduate students in Applied Mathematics, Economics, Statistics, or Education. We also employ some undergraduate TAs in 200-level classes; they are subject to special rules. If you have an undergraduate TA, the TA Coordinator will inform you of relevant policies.

The role of the TAs is to discuss homework problems, answer questions, administer quizzes and midterms, and facilitate students' working on worksheets during sections. Each graduate student TA must hold three office hours per week. Scheduling of office hours should follow the guidelines for faculty above.

The department mandates that a TA's total workload for all courses s/he covers not exceed 12 hours per week. Most TAs are responsible for two courses per quarter; thus for each course, the workload should not exceed six hours per week, including course preparation, time in class, office hours, and scoring.

Faculty may not ask their TAs to substitute for them in lecture; you should arrange coverage with another faculty member if you must miss a class.

It is the responsibility of the instructor to write quizzes and examinations. Instructors may ask TAs to duplicate copies of quizzes (in order to do this, they must have the quizzes well before class time!). Instructors usually duplicate copies of hour tests and final examinations. In large classes and for common exams, the office staff will assist in duplicating examinations. Work-study students are not allowed to duplicate examinations

Faculty absences

If you plan to be absent from class, you must arrange for another faculty member to substitute for you (as noted above, faculty may not ask their TAs to substitute for them). If you are teaching a multi-section course, the most appropriate faculty to ask are instructors of other sections of the same course. Inform the office staff of the class you will miss and who is covering it. Absences from campus of more than a day or two require prior approval from the Chair.

If you are suddenly taken ill and must miss a class, you should immediately notify the office staff and all other instructors of the courses you will miss; send an email to staff@math... and cc: the other instructors in the course(s) you will miss. If at all possible, try to find a substitute to take over your class and inform the staff (491-3377) as early as possible about the arrangements you have made. As a last resort, if you are not able to contact a staff member, use Canvas to notify your students about a canceled class. As soon as possible, schedule a makeup class.

Students with disabilities

Instructors are encouraged to announce at the first class meeting and include on the syllabus a statement inviting students with disabilities to meet with them during office hours to discuss accommodations of their needs. Students requesting academic accommodations for disabilities must provide a letter, which is prepared by AccessibleNU (<http://www.northwestern.edu/accessiblenu/>; 847-467-5530), verifying the appropriate academic accommodations and the need for such accommodations. Do not hesitate to contact AccessibleNU for clarification or assistance. AccessibleNU can proctor examinations for students requesting special examination accommodations.

Academic integrity

Northwestern defines academic dishonesty as cheating, plagiarism, fabrication, obtaining an unfair advantage, aiding and abetting academic dishonesty, falsifying records and official documents, and obtaining unauthorized access to computerized records; details of these offenses may be found in the *Undergraduate Catalog*, the *Student Handbook*, and in the *Academic Integrity* guide available from the office of the Associate Provost for Undergraduate Education.

Faculty legislation requires that all cases of suspected dishonesty in Weinberg College courses be immediately referred to the Assistant Dean for Academic Integrity, Ricardo Court (491-8918, sheldon@northwestern.edu), who reviews cases according to established procedures. Faculty members who ignore this mandate frequently cause themselves remarkable trouble and they risk a personal libel suit. A document detailing the relevant procedures is available at https://secure.math.northwestern.edu/documents/AD_HOWTO.pdf (accessing this document requires your math department login id and password).

You may consult with the Director of Undergraduate Studies, who has extensive experience in this area, about cases of suspected academic dishonesty before reporting them to the Assistant Dean. In such cases describe the incident without revealing the name(s) of the student(s) involved.

An ounce of prevention is worth a pound of cure. Northwestern does *not* have an honors system. You are responsible for arranging proctoring for all of your examinations and quizzes. Proctors may not leave the exam room at any time during a quiz or examination. Be sure your TAs are aware of this before administering the first quiz or examination. Require students to place all belongings with the exception of permitted examination materials at the front of the classroom before administering an examination. You and your TAs should learn the names and faces of your students early in the quarter to prevent a student from taking an examination in place of another.