

Department Resources – Instructional & Laboratory Services: Guide for the Instructor

See [Emergency Procedures](#).

COURSE REGISTRATION PROCEDURES

PRE-REGISTRATION: The week before class begins, Instructional & Laboratory Services will notify the faculty of any problem with their course or schedule. Faculty members should contact [Instructional & Laboratory Services](#) if they are notified of any problems.

REGISTRATION

Adding a Course: For 100 level courses, add codes are required during Period 4 - this starts the second week of the quarter. For 200-, 300-, and 400-level laboratory courses (and 145-155-165), add codes are required starting Period 3 - the first week of the quarter. If an add code is not required, the student can add the class online. During the first week, students should go to the stockroom, Bagley 271 for an add code. After that, we give out codes in Bag 195. Sometimes we will call an instructor to ask for your OK to give out the code. This is especially true for upper level courses where the student is adding relatively late in the quarter.

Dropping a course: This policy is similar to adding a course. For lecture classes, a student may drop online up until the seventh week of the quarter (they may do this only once per academic year—their “annual drop”). For 120,142,152, and 162, they need a drop code starting week two. For all other lab classes they need a drop code starting week one. Drop codes are available at Bagley 271 during the first week of the quarter and in Bagley 195 after that. Students dropping a lab class after the second week do not get their lab fees refunded.

Overloading: Lab classes are never overloaded. Lecture classes can sometimes be overloaded depending on the size of the room and the availability of TAs. If a student wants to overload into a lecture only class they should see either Undergraduate Services or one of the advisors.

Time Conflicts: Occasionally, a student will want to take two classes that have overlapping meeting times; in this situation the student must add the second course in person at the Registration Office, 225 Schmitz Hall. Students must obtain verbal approval from both instructors to add a course that conflict one (1) hour a week or less. Instructor signatures on a Registration Transaction form are REQUIRED for courses that conflict more than one (1) hour per week. There are some generalities for our department:

- Time conflict with lab: We never allow this.
- Time conflict with tutorial section: Since the tutorial is optional, we allow it.
- Time conflict with lecture or with quiz section: discouraged but not forbidden. The student must get your permission; we may contact you for confirmation.

Cancelled Registration: the system automatically checks to make sure that students have met the prerequisites for the class they are registered in. If a student does not meet the prerequisite the University software will drop them from the class. For example, if a student earned a 1.7 in Chem 142 and is registered for Chem 152, they will be dropped. Occasionally mistakes are made and a student may get dropped wrongly (e.g., a grade was recorded incorrectly). In this case we will do whatever we can to get them back into the course. Unfortunately, there are no guarantees. Students may also be dropped due to low scholarship (repeated quarters on academic probation). It is the student's responsibility to be reinstated.

Course Prerequisites: If your course has prerequisites, a student will not be allowed to register for the course unless these prerequisites are met. If the student is transferring from another school they will need to see a Chemistry advisor to determine if the courses they have taken meet our prerequisites. A student may wish to have the prerequisites waived (for a number of reasons); the instructor has the power to waive the prerequisite requirements and sign for the student to add the course. It is recommended that the instructor work with the Chemistry advisors to determine if this is an appropriate decision; it is discouraged to allow a student to take your course if they have not met the minimum grade requirement for the previous course in a sequence.

AUDITING COURSES: With the consent of the Instructor, and to the extent that space is available after regular students have been accommodated, a student may register as an auditor in a Chemistry course.

Persons auditing a course may NOT

- Participate in class discussion.
- Participate in laboratory work.
- Take an examination in the course.
- Obtain credit for the course (except by taking the course later as a regular student and satisfying all the requirements for credit).

COURSE FORMAT: The initial class meeting should include announcements concerning the course syllabus, testing and grading policy, instructor/consulting rooms, TA office hours and office location.

SYLLABUS: Instructors in multi-section courses should keep in touch with each other to avoid gross variations in the course syllabus. Previous course syllabi are posted on the Chemistry Department website. A copy of your syllabus should be posted on the Department Website by the first week of the quarter.

For most laboratory classes, recent laboratory schedules, hand-outs, and other information may be obtained from the Science Instructional Technician assigned to the course (or contact 3-8183). New instructors should also confer with experienced faculty (past faculty assignments are available from Instructional & Laboratory Services). For Chem 142, 152, and 162, a syllabus template is available and must be used by all instructors. The template is obtained from Frazier Nyasulu, 5-8440 or nyasulu@chem.washington.edu Also provided for Chem 142, 152, and 162 is a general policy document, obtained from Tom Engel, 5-2330 or engel@chem.washington.edu.

OPTIONAL TUTORIAL (OR CONFERENCE) MEETINGS: New lecture material (that will be necessary for exams) should NOT be introduced at the optional tutorial meetings in courses with conference sections.

QUIZ SECTIONS: these sessions may be used for quizzes, homework review and/or problem sessions, and/or practice tests (which may comprise a portion of the total course grade).

INSTRUCTOR ABSENCES FROM SCHEDULED CLASS MEETINGS: It is the responsibility of the instructor to be on time for all scheduled class meetings. Assigning this responsibility to your TA is not acceptable. If attendance at a scheduled class meeting is not possible, the instructor should arrange for a substitute instructor from Department Faculty and submit a brief written notice describing the arrangement to the Chair for approval.

IN CASE OF LAST-MINUTE PROBLEMS, contact the main office, Bagley 109 (3-1610), or the Director of Instructional & Laboratory Services (3-8183), so a notice of cancellation of the course meeting can be posted. In event of a prolonged absence, alternative arrangements are to be approved by the Chair. In any event, changes in class schedule for large undergraduate classes are not to be made for the convenience of the instructor without explicit approval by the Chair.

TEXTBOOKS: Orders for texts and other bookstore materials are placed one quarter in advance. (Contact Instructional & Laboratory Services, Bagley 195).

OFFICE HOURS: Faculty/Instructor office hours must be scheduled and reported to the Receptionist in Bagley 109 at the beginning of each quarter.

EXAM ADMINISTRATION: Instructors are responsible for fair and equitable exam administration.

TEST SCORING: Planning of proctoring and grading of tests by TAs must allow for justifiable conflicts (class schedules, conflicting grading responsibilities). Problems of this sort can be kept to a minimum by early advance notices to TAs. Instructors must supply a grading key to their TAs. Grading sessions should be used, rather than sending exams with TAs for individual grading.

Those who use multiple-choice tests may wish to use machine scoring (either local or Educational Assessment Center facilities). Contact the Director of Instructional & Laboratory Services, 3-8183, regarding available options.

COMPUTER COURSE GRADING: Instructional & Laboratory Services offers assistance in computer grade management. There are two options available:

1. Faculty can download class lists from UW Information for their Faculty website and do their own grade calculations,
2. or, an excel-based computer grade management program is available.

Contact staff in Bagley 195 for assistance. For 100-level courses, the online graded homework is downloaded directly into the Department grade management program.

FINAL EXAMINATIONS:

1. It is expected that final examinations will be comprehensive.
2. All students shall be required to take final examinations.

All final examinations shall be administered in accordance with the examination schedule provided by the Registrar. The dean may permit an instructor to change the time of a final examination upon prior application demonstrating good cause for such change. In such cases the final examination may be postponed; it may not be moved to an earlier time unless the earlier time falls within the examination period and is agreed to by all the students and the instructor. Before approving the rescheduling of a final examination, the dean shall obtain assurances that the change will not have an undue adverse impact on the students. The dean shall notify the Registrar of approval granted for changing the date of a final examination.

The Dean of the College of Arts and Sciences, has approved the following exception to the above policy: "In laboratory courses where the instructor feels that a lengthy, written examination during final examination week does not provide an appropriate evaluation for the class, it should be announced at the beginning of the quarter what criteria (assessment of regular laboratory work, special laboratory "practical" examinations, written tests during the quarter, etc.) will form the basis of the course grade."

An instructor shall not, except in very unusual or emergency circumstances, grant permission to individual students for an early examination. If the student is unable to take an exam on the scheduled day, the procedure below should be followed.

A student absent from any examination or other required class activity either by permission of a dean or due to sickness or other unavoidable cause, shall be given an opportunity to complete the required work or its equivalent at some other time. If the instructor determines this is not feasible during the current quarter the instructor shall exempt the student from the requirement or the student shall be given a grade of Incomplete if his/her work in the course is otherwise satisfactory.

Snow Policy: University closure because of snow is announced by the President of the University. Local media will carry the message (See also Department Policies: Snow Policy).

GRADING: The Undergraduate Program Committee has established GPA ranges for all lower division chemistry programs. Deviations from the established range must be justified in writing to the Associate Chair for the Undergraduate Program.

Recommended Departmental Grading Standards Are:

Chemistry Faculty have discussed grade standards, and although due to lack of a quorum it has not yet been formally adopted, it is recommended that in general, average grades in each 100 and 200 level lecture and lecture/lab classes should be 2.6 +/- 0.2 for class. Faculty/instructors who wish to give average grades outside of this range should discuss the situation with the associate chair for the UG program.

The Undergraduate Advising Office (3-9343 and 6-9880) maintains a notebook of "Grade Distribution Reports" which may be used as a reference to past grading patterns for other courses. To help make sure this is complete, please remember to turn in your report at the end of the quarter.

DECIMAL GRADE SYSTEM: The Time Schedule includes a simple translation of the decimal grade to traditional letter grades (e.g., "3.0" = "B"). Regardless of the extent to which you elect to assign decimal subdivisions, it is probably most important to remember the somewhat inconsistent (with the above) translation of the .7 decimal to the bottom range of each letter grade (i.e., "0.7" = lowest passing grade, "1.7" considered lowest "C" as in minimum acceptable grade for a chemistry major in required science courses, "2.7" similarly = lowest acceptable grade or "B" for graduate students).

STUDENT PRIVACY

PRIVACY ACT: Posting of grades and other public disclosure of student performance is a violation of individual rights under the Privacy Act of 1974. Convictions under the act bear stiff civil penalties which are imposed on the responsible employee.

POSTING RECORDS: When grades are posted on the bulletin board, student names cannot be listed. Listing of complete student numbers along with grades is also not acceptable. **DO NOT POST** any items that contain student name and/or student number, or the student social security number.

TEST PAPERS: Ideally, exams are returned during quiz section or by the TAs in class, rather than in any public area. The Registrar has recommended that faculty who plan to distribute graded papers and exams in public places:

1. Announce this procedure in advance to their students
2. Have an alternate method of distribution for students who request more confidentiality.

Unfortunately, the Department does not have the capability, either through the library or the advising or secretarial offices, to handle the traffic involved in confidential return of all student work. Therefore, the Department recommendation is to include a waiver statement at the top of each test, which the student can sign to authorize public return of the paper.

For students who request confidential return, you may instruct them to attach self-addressed, stamped envelopes when they turn in their papers, unless you wish to hand such papers back individually during class or office hours.

At the end of the quarter, unclaimed student work can be placed (labeled and boxed) in the Chemistry Study Center) for confidential return. This work will be held for one quarter, and any work unclaimed after that time will be shredded.

GRADE CHANGES: Departmental policy states, "Requests for changes in a final grade of less than 0.2 units will not be considered." You may wish to invoke this policy if you receive unreasonable numbers of requests for grade changes of 0.1.

Cards for grade changes (and/or removal of Incomplete grade) may be obtained in the Undergraduate Services Office (Bagley 109). They will be given only to an instructor (never to a student) and will be mailed to the Registrar's Office by either the Undergraduate Advisors or the instructor—NEVER delivered by a student.

INCOMPLETES: An incomplete grade may be awarded only when the student has been in attendance and has done satisfactory work to within two weeks of the end of the quarter

If the student is unable to complete the course due to circumstances beyond his/her control, provide the Undergraduate Academic Counselor with sufficient documentation (if you are a temporary instructor) or keep proper evidence of the student's performance to date, along with a list of coursework to be completed for credit.

Incompletes convert to 0.0 (E) by the last day of the following quarter (for Spring the "following" quarter is Fall quarter) unless the student completes the remaining work or the instructor indicates that a grade other than 0.0 should be recorded if incomplete work is not satisfactorily completed. Once the grade has been converted to 0.0, it cannot be changed back.

Students may be allowed to retain the incomplete grade on his/her record for a maximum of one year ONLY if the INSTRUCTOR sends a message to Graduation and Academic Records requesting an extension.

INCOMPLETES IN A LABORATORY SECTION are a separate issue. It is impossible to accommodate extra students in already crowded lab sections. An Incomplete is given when a student has more than one excused, missed laboratory. These labs must be made up the next quarter.

CHEATING: Instructors are not required to give credit for coursework that is the product of cheating, plagiarism, etc. Further lowering of course grade is not appropriate disciplinary action. Such misconduct should be reported to the Office of the Vice President of Student Affairs (Consult the Faculty Code: www.depts.washington.edu/grading/issue1/honesty.htm)

FILING OF GRADE RECORDS: At the end of each quarter temporary instructors must leave with the Advising Office (BAG 109) a complete grade record which includes documentation of how grades were determined, to facilitate review of requests for grade changes.

Permanent faculty who plan to be out on leave must make arrangements for consideration of grade changes and Incompletes, since the latter revert to "zeros" at the end of the next quarter.

RETAINING STUDENT RECORDS: University policy requires that student work NOT retrieved by the student will be retained for 1 quarter following the end of the quarter in

which the work was assigned. This work may be retained by the instructor or in the Chemistry Study Center.

CLASS HANDOUTS

METHODS OF DISTRIBUTION: Instructors are expected to use good judgment, realizing that excess funds spent on class handouts reduce available funds for other departmental activities. As a guideline, handouts of roughly two or more pages in lower-division courses are to be paid for by students. One or more of the following methods should be used to provide supplemental material to your lecture or lab students:

UNIVERSITY BOOK STORE (4-3400): This is much more troublesome than Lecture Notes. Planning is on the same time scale as textbooks, and the department must be responsible for financing and managing production. The Department must also guarantee Book Store sales.

UNDERGRADUATE COPY CENTER: The instructor must furnish an original of the material to be copied with an estimate of the number of copies required. This is especially useful for practice exams and answer keys.

CHEMISTRY UNDERGRADUATE STOCKROOM: This method is used for lab manuals in upper division courses.

BULLETIN BOARDS: Material can be posted on the assigned course bulletin board..

COPYRIGHT LAW: Except under certain special conditions, written permission of the copyright holder must be obtained for duplication of any copyrighted material for class use (e.g., student handouts or lecture transparencies).

STUDENT EVALUATIONS: All temporary instructors are required to have a student evaluation of their teaching (including laboratory courses) conducted each quarter as a condition for reappointment. Contact the Director of Instructional & Laboratory Services (3-8183) regarding procedures. A copy should be sent to the Department Chair.

Faculty Members are urged to have student evaluations conducted not less than once each academic year, as the ratings are needed for promotion and salary increase recommendations.

All faculty may wish to consider a similar recommendation policy.

LECTURE SERVICES AND SUPPORT: Instructors are urged to familiarize themselves with services and materials available within the department for lecture courses (see Instructional & Laboratory Services, Bagley 195). These include transparencies, models, slides, videos, live lecture demonstrations, computer instructional programs, and rental movies. Additional services can be provided, given sufficient lead time.

At the beginning of the quarter, each instructor will receive a Lecture Support form to request bulletin board space, demonstrations, machine scored and/or computerized grading, and teaching evaluation materials. Return the completed form to Instructional & Laboratory Services in Bagley 195.

LIBRARIES: Arrangements for reserve materials for 400-level courses should be made directly with the Chemistry Library, which issues a request each quarter. Materials for lower-division courses should be kept at the reserve desk of the Odegaard Undergraduate Library. Long-term arrangements have been made to maintain "loaner" copies of selected general and organic chemistry texts there.

Consult Instructional & Laboratory Services for a list of materials available at Odegaard Undergraduate Library. Additional requests may take a few days.

COPY CENTER: The Copy Center of the Undergraduate Library is the preferred source for sample test files, rather than the reserve desk. Photocopies will be provided to students at cost by the Copy Center, but rough estimates of demand are requested so that most copies can be run off in advance.

MEDIA CENTER: The Media Center of the Undergraduate Library provides facilities for individual student use of audio-visual materials.

PRODUCTION FACILITIES: Facilities are available for production of custom instructional media, ranging from transparencies to color/sound videotape. Production time depends on the complexity of the project and work backlog. Call [Classroom Support Services](#), 3-9900.

COMPUTER INSTRUCTIONAL PROGRAMS: A lecture cart PC is available for multimedia presentations. The PC is set up and maintained by the Chemistry Computer Support Group (Bagley 363, 5-2438).

The lecture cart PC is set up with 2 partitions: Data (D) and System (C). It is set up with a dual boot configuration for Windows NT4 and Windows 2000. Developers of lecture materials may need to test software or make configuration changes for multimedia presentations.

Any changes to the System Partition for testing will be temporary and will be wiped out with the next system restoration. If permanent system changes are needed, a written request (preferably via e-mail) detailing the requested changes must be submitted 30 days prior to the start of the quarter to [Richard Ketcham](#).

DEMONSTRATIONS for classes are available upon request. A copy of the Lecture Support Materials Handbook, which includes a list of departmental demonstrations, is available in Bagley 171. All demonstrations require approval by the Departmental Safety Committee (Contact [Tracy Harvey](#) at 3-8183).

Additional classroom materials available in Bagley 171 include: models, displays, materials for assembling classroom size molecular models, acetate sheets and pens for overhead projectors, whiteboard pens and prepared overhead transparencies.

AUDIO VISUAL EQUIPMENT:

- Slide projector, overhead projector, and 16mm sound film projector, Bagley 36
- 2x2 slide projectors and 16mm sound film projectors, Bagley 131 & 154
- 2x2 slide projectors, Bagley 260 & 261
- All classrooms have overhead projectors.

- Pre-made overhead transparencies, videotapes, a VCR and monitor, Bagley 171
- Laser pointer, front desk.

A projectionist can be arranged through [Instructional & Laboratory Services](#) if given a 5 day notice.

[Kane Hall Equipment](#) (excluding overhead projectors) requires 48 hours notice.

BULLETIN BOARD SPACE: Each quarter, a Lecture Support form is placed in instructors' mailboxes. If you would like bulletin board space, return this form to [Lisa Nordlund](#) in Bagley 195. Individual bulletin board keys may be checked out for the quarter from the Chemistry Main Office, Bagley 109.

DEPARTMENT WEBSITE contains current syllabi for all courses. Instructors provide up-to-date syllabi no later than 3 days prior to the start of the quarter. Other course documents may also be posted to course websites at <http://depts.washington.edu/chemcrs/index.html>.

TECHNICAL/COURSE MANAGEMENT STAFF SUPPORT:

Tracy Harvey	harvey@chem.washington.edu	Bagley 195	3-8183
Bill Cusworth	cusworth@chem.washington.edu	Bagley 333c	3-1207
Gaylene Harris	harris@u.washington.edu	Bagley 271	3-1607
Dave Lindquist	lindquis@chem.washington.edu	Bagley 292	6-9180
Tom Leach	leach@chem.washington.edu	Bagley 133D	5-9466
Lisa Nordlund	nordlund@chem.washington.edu	Bagley 195	3-4658
Jon Weiner	weiner@chem.washington.edu	Bagley 292	6-9180
Marianne Cavelti	mcavelti@u.washington.edu	Bagley 171	3-1606
Scott Clary	clary@chem.washington.edu	CHB 108	6-4220

UNDERGRADUATE ADVISING:

Department advisors are Lani Stone and Mary Harty. The advisors are available to help students meet requirements in the pursuit of their undergraduate degree. They will manage pre-requisite (and related) issues, and will contact a faculty person when appropriate for permission for the student to add a course when appropriate.