# TABLE OF CONTENTS

**Program Overview** ........................................................................................................................................................ 5

- The SPARK Program ................................................................. 5
- The SPARK Experience ......................................................... 5
- Science Goals ........................................................................ 6
- Leadership Goals ................................................................. 6
- Personal Goals ........................................................................ 6
- Division into Junior and Senior SPARK Students .................. 6
- Programmatic Changes from Previous Years ......................... 6
- Grants, Awards, and Resources .............................................. 7

**Instructor Logistics** .......................................................................................................................... 8

- Letter of Appointment ............................................................ 8
- Confirmation of Course .......................................................... 8
- Checking Enrollment in Banner Web ....................................... 8
- Employment Eligibility Verification .......................................... 8
- Brown ID Card ........................................................................ 8
- Instructor Status ....................................................................... 9
- Obtaining Brown Electronic Services ...................................... 9
- Activating the Brown ID .......................................................... 9
- Teaching Assistants (TA) ....................................................... 9
- Residential Assistants (RA) .................................................... 10
- Teaching Resources .............................................................. 10
- SPARK Instructor meetings .................................................. 10
- Sheridan Center for Teaching and Learning ......................... 10
- Canvas Course Management System ..................................... 10
- Brown University Library ..................................................... 11
- Instructional Technology Group (ITG) ..................................... 11
- Class Cancellation by Instructor ............................................ 11
THE SPARK PROGRAM

SPARK is a two-week residential science program for curious middle school students who seek to live on the Brown University campus, immerse themselves in exciting science subjects, and gain the foundations necessary for further scientific inquiry. SPARK students choose from a range of courses (one 2-week or two 1-week courses), and participate in carefully selected inquiry activities, inspiring science talks, as well as community-building and leadership activities. Students will not only learn the foundations of one or two scientific disciplines, but will reflect on what it means to excel, rise, and possibly lead in the sciences; while developing into well-rounded and responsible citizens.

Although the admission to the SPARK program is competitive, once admitted, the program is held in a non-competitive fashion. Diverse students from the US and abroad attend.

THE SPARK EXPERIENCE

The SPARK program is designed to inspire students with similar interests in the sciences. Students are immersed in science courses, get a real taste for what it means to be a scientist, and learn to explore and discover. This process allows for stimulating and meaningful learning. SPARK courses expose students to the intellectual concepts and processes of scientific topics that are taught at Brown University. The courses are “inquiry-based” and “experiential”. Students conduct experiments, explore, and make their own discoveries. Inquiry-based instruction means that the students themselves – by asking appropriate questions – seek out knowledge, information, and scientific truth. This approach assures that the students gain a deep conceptual understanding of complex scientific phenomena. SPARK students learn science from the ground up by first focusing on the basics, and continuously reaching further to earn deep understanding of the more advanced concepts. By exposing the students to this type of inquiry, they not only learn how to think critically, but also get hands-on experience of how scientists conduct research.

Leadership activities, talks, and discussions are woven throughout the two-week period. Students will engage in team and community-building activities, participate in group work, and reflect on how scientists collaborate effectively. By interacting with graduate students and postdoctoral fellows in the sciences at Brown, students will learn about many possible careers in science. They will also learn the importance of being an effective communicator through writing and persuasive speaking. Additionally, students will be confronted with ethical dilemmas that scientists might encounter such as doing research on weapons or stem cells. The objective is for students to grow into socially responsible and science-savvy citizens.

In addition to spending three hours per day in their science classes, students take part in extra-curricular activities where they interact with students from other courses; specifically “inquiry-activities” and lectures on diverse topics not specifically addressed in any of the course offerings. In the evenings, the Residential Life staff plans and oversees age-appropriate “fun time” where students enjoy an array of recreational activities (examples are laser tag, bowling, rock climbing, a Paw Sox game).

The SPARK experience is enriched further through collegiality and collaboration where students from diverse backgrounds work together in teams. Students learn from each other, are inspired by each other, and form lasting friendships. This creates an enjoyable, safe, and relaxed environment which in turn encourages each student to live up to his or her full potential. As a result, students build self-confidence and grow as individuals. When students return home, they are transformed and energized to take charge of their learning.
SCIENCE GOALS

- Gain a better understanding of science and its relevance to everyday life, including how research results are applied in the world around us
- Be inspired in inquiry-based learning, do hands-on experiments, and learn the art of scientific exploration
- Understand that explaining science concepts to others and writing scientific essays are critically important to being successful as a scientist
- Learn how scientists make discoveries – i.e., question the situation, experiment, analyze and interpret data, and then come up with sound conclusions and new insights

LEADERSHIP GOALS

- Realize that it is possible to be smart and love science (and be proud of that!) while at the same time enjoying rich friendships with classmates and friends
- Understand that leading scientists are also emotionally intelligent, and have many other interests
- Grapple with issues of social responsibility and think about how to use science to make the world a better place
- Explore paths in science and learn about diverse job options that involve scientific thinking and expertise

PERSONAL GOALS

- Connect with other like-minded and motivated individuals, and make new friends who also love science
- Learn the art of teamwork by engaging in meaningful discussions and group projects
- Gain self-confidence while learning novel things in a safe, comfortable, and challenging environment
- Broaden your horizons and prepare yourself for high school, college, and beyond

DIVISION INTO JUNIOR AND SENIOR SPARK STUDENTS

- Junior SPARK – for students who have completed 6th and 7th grade
- Senior SPARK – for students who have completed 8th grade

PROGRAMMATIC CHANGES FROM PREVIOUS YEARS

There are significant changes and improvements to the program which have evolved over recent years. The greatest change has been to separate between Junior (having completed 6th or 7th grade) and Senior (having completed 8th grade) SPARK students. Additional significant changes include adding the theme of leadership/team & community building to the program, and turning SPARK into a two-week residential-only program. For returning SPARK Instructors, please do not automatically assume the nuances of the programming are the same from year to year. Our office considers all feedback, each year striving to improve the student experience both academically and residentially.

It is particularly important for instructors to be aware that there should be NO HOMEWORK assigned to students. All work should be accomplished during scheduled course time. The program and scheduling is very specifically designed allowing no time or resources to support after-class homework assignments.

Teaching Assistants (TAs)
All courses that run will have at least one teaching assistant (TA). A second TA may be employed if the enrollment in your course reaches 20.
**Residential Assistants (RAs)**
One RA will be assigned to every 12 SPARK students. RAs will NOT be in class. This work is done by the TAs. The RAs will chaperone students to and from class, lectures, inquiry activities, etc. RAs will drop-off the morning snack, have meals with students and supervise everything that happens from dinner-time onward.

**Breaks & Snacks during Class**
The 3 hour class period in the morning is particularly long. We will be adding a snack break. Snacks will be left with instructors (by the RA staff) in the morning, to distribute appropriately within the scheduled class time. Water bottles will be provided to all students at check-in – the students themselves will be responsible for filling the bottles with water. Instructors should accommodate and encourage students to drink and refill water bottles.

**Closing Event**
The specifics of the Closing Event will be posted on the SPS SPARK website at least one-month prior to the date (this is intended more for student families than instructional staff). Closing Event is scheduled for July 24th from 1:30 – 3:00pm, and all Instructors and TAs are expected to attend. Instructors will receive detailed information on the event closer to the date. For questions on the Closing Event please contact Karen Largess (karen_largess@brown.edu).

**CPR due upon completion of the program**
All instructors must complete a course performance report (CPR) for each of their students. This consists of one paragraph describing the course and one paragraph on the student’s performance. Please plan ahead and keep evaluative notes on your students in preparation for these reports. The TAs may help with observing and assessing the students, and are welcome to contribute to the writing of the CPRs. Instructors will receive templates to complete and return to our Academic Program Coordination team via spscourses@brown.edu. Questions should be directed to Karen Largess (karen_largess@brown.edu).

**Recommendation:** SPARK Website
Please study the content on the SPARK webpages which contain useful/vital information.

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**GRANTS, AWARDS, AND RESOURCES**

Brown School of Professional Studies provides a range of grants, awards, and resources designed to enhance instructors’ teaching experiences. Visit our faculty website (http://brown.edu/ce/faculty/) to learn more about these resources. In particular, instructors who are Brown graduate students and/or Postdocs are encouraged to apply for the Archambault Teaching Award.
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 spspayroll@brown.edu

CONFIRMATION OF COURSE

- A course is confirmed to run when enrollment reaches 10 students. Instructors can monitor their course enrollment via Banner web. When enrollment reaches 10 students, the instructor should 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 may 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 and enrollment numbers are valid in real time.

The summer courses are listed in Banner Web: https://selfservice.brown.edu/ss/bwckschd.p_disp_dyn_sched.

1. Select Summer 2015 (SPS) for pre-college courses.
2. Choose your course SUBJECT and click “Class Search”
3. Scroll down until you find your Course Title
4. Click on your Course Title to view the Detailed Class Information page with enrollment details

EMPLOYMENT ELIGIBILITY VERIFICATION

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 SPSPayroll@Brown.edu.

Email SPSPayroll@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 management system), and card-swipe access to certain buildings.

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
60 Brown Street, Suite 511
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 Kathleen_Dorion@brown.edu in the CIS department.

TEACHING ASSISTANTS (TA)

- Each course is eligible for one Teaching Assistant regardless of enrollment. If your enrollment gets close to 20 you may be eligible for a second TA.
- Instructors are responsible for notifying Abbey Aevazelis or Karen Largess, with the name and email of their chosen TA.
- SPS prefers that TAs are Brown students.
- If an instructor requires assistance in finding a TA, SPS can assist in garnering recommendations. Instructors should email Abbey Aevazelis or Karen Largess with their TA requirements.
TAs are expected to attend all classes and/or labs, and fieldtrips scheduled for their specific course. TAs are expected to help the instructor in the subject matter of the course, on classroom management and conducting the class, and on helping out with group discussions.

TA responsibilities:

- Leading or facilitating discussion sections during class
- Augmenting an instructor’s role in discussing material
- Assisting students when doing hands-on experiments and asking them appropriate questions that help deepen student understanding
- Tutoring students in how to learn (i.e. going over study strategies)
- Providing formative feedback to the instructor regarding student learning
- Acting as a “liaison” between instructor and students.

While a TA should be viewed by students as an instructional resource supplementing an instructor, a TA is not a co-instructor: they are not responsible for creating a syllabus or individual class modules or for being a primary or regular leader of a class.

TAs are expected to work about 35 hours per week. This consists of working 5 mornings per week AND select field trips, laboratories, and/or course time on two afternoons per week.

RESIDENTIAL ASSISTANTS (RA)

Residential Assistants: At least one RA will be assigned to each SPARK course. RAs supervise residential activities in the evenings and generally are in charge of the residence hall life. They escort the students to and from class, and dine with them in the dining halls. They do NOT stay during the classes. For assistance in the classes, the TAs should be consulted.

TEACHING RESOURCES

SPARK INSTRUCTOR MEETINGS

A member of the SPS SPARK instructional staff will meet with each of you for at least one hour prior to the teaching of your course. You will be contacted by Donna Lico, SPARK Science Middle School Curriculum Director, or Karen Largess (SPARK Academic Program Coordinator) to schedule this meeting. Additional follow-up meetings will be scheduled as desired or needed. We all have the same goal in mind, and want you to excel in teaching your course. Our staff is ready, willing and able to help define your course to the needs of a middle school student audience. Middle school classroom management will also be addressed.

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 or contact the Sheridan Center (401-863-1219 or Sheridan.Center@Brown.edu).

CANVAS COURSE MANAGEMENT SYSTEM

Canvas is the University’s online course management system and offers tools to supplement an instructor’s course syllabus, including: content upload, communication, collaboration, assignments and assessments.

Please note: Instructors will have access to set up a Canvas site after they receive an active teaching appointment.
Why use Canvas?

- Ease of use - managing course materials will be easier for both faculty and students.
- Multimedia - integration and delivery.
- Mobile friendliness - no native app required - even with a mobile web browser Canvas is beautiful.
- Integration options with existing teaching tools at Brown including Google Apps for Education.
- Cloud SaaS subscription service with open source software and agile development approach - means consistent
  introduction of new functionality without major upgrades so less disruption for users.
- Compliance with accessibility standards - Canvas has been recognized by The National Federation for the Blind for
  compliance and conforms to the W3C's WAI WCAG guidelines.
- Favored by multiple constituencies: faculty, students, School of Professional Studies, School of Medicine.

Request a Canvas site

Additional Canvas resources
View course examples, help documentation and videos, and best practices at http://brown.edu/information-
technology/knowledge-base/

For questions about Canvas: Instructional Technology Group (ITG@brown.edu or 863-7489)

BROWN UNIVERSITY LIBRARY

The Brown University libraries are a wonderful 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/. 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).

Library Contacts:
Steven Lavallee    Debra Nelson
Steven_Lavallee@brown.edu  Debra_Nelson@brown.edu
401-863-9866    401-863-3331

INSTRUCTIONAL TECHNOLOGY GROUP (ITG)

To learn about using new instructional technologies such as "smart" boards, iClickers, lecture-capture, Canvas, wikis
and iTunes, contact Instructional Technology Group (itg@brown.edu) to request a consultation.

CLASS CANCELLATION BY INSTRUCTOR

During summer SPS hours 8am-4pm: email spscourses@brown.edu and contact Karen Largess at (401) 863-3452
should an Instructor or TA become ill or unable to teach their assigned course time.

After hours: email spscourses@brown.edu and call (401) 863-7901 to leave a detailed message.

VISITOR PARKING

Instructor parking on campus parking lots is not available during the summer. There are several 2- to 3-hour street
parking spots available closer to campus and all-day parking located a few blocks from campus.
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 more information about visitor parking:
http://www.brown.edu/about/administration/transportation/parking/visitor-parking
## PROGRAM STRUCTURE

### CLASS SCHEDULE

All SPARK classes meet daily from 8:30 – 11:20 am. On Tuesdays and Thursdays, students meet for additional classes, laboratories, or field trips between 12:30 – 3:05pm. Additionally, there are lectures, inquiry activities, and leadership Community Development sessions scheduled throughout the week. Lunch is from 11:30 – 12:15pm daily. Please refer to the SPARK Activities Calendar 2015 at the end of this manual. Karen Largess will email instructors the full calendar once it becomes finalized. For questions regarding programmatic scheduling, please email Karen Largess.

### CLASS FORMAT

Currently "best practice" in middle school programs includes changing the format of instruction in approximately 20 minute intervals, using models, diagrams, and manipulatives whenever possible, providing graphic organizers for note taking and utilizing group activities for content-based instruction. The incorporation of an inquiry activity - where students ask a question, design an experiment, collect and analyze data - is also recommended.

SPARK encourages the use of entry and/or exit slips on a daily basis for assessing student learning, addressing student questions and attaining feedback from students regarding the instruction or class format. This information should be used to guide and adjust instruction on a daily basis.

**Work Portfolio:** Instructors are encouraged to provide opportunities for students to complete assignments or written records of learning experiences to be compiled in a format appropriate for the course topic in a course portfolio. The completion of a portfolio enhances a middle school learner’s feeling of achievement and can serve as a record of course work upon return to their home school.

### CO-CURRICULAR ACTIVITIES

Science-related activities are typically planned for students when classes are not in session: on Monday, Wednesday and Friday afternoons of the first week, and on Monday of the second week. These inquiry activities are designed to be hands-on and interactive. Additionally, there are Development Sessions and Community Building Activities, lectures, Grad Student Panel, and a trip to the Boston Museum of Science scheduled throughout the week/weekend. Most, if not all, activities are geared toward science and/or social responsibility as it relates to science and research.

### FIELD TRIPS OR LABORATORY EXERCISES

Fieldtrips and Laboratory exercises are scheduled for Tuesday and Thursday afternoons and are led by the Instructor and their TA. Instructors are encouraged to incorporate hands-on activities during their regular class syllabus.

### CLOSING EVENT

The SPARK Closing Event is held on Friday, July 24th from 1:30 – 3:00pm. Detailed location information will be posted on the SPARK website at least one-month prior to the opening of SPARK.
Instructors will receive information with the exact programming of the event and more specifically, their role (what is expected of all academic instructional staff), at least two-weeks before SPARK begins. This information will be sent via email by Karen Largess.

SPARK instructors are encouraged to compile summaries about each course (a few power point slides) and pictures of students in action to be included in the general presentation. Please send all material to Karen Largess.

Schedule:

1:30 – 3:00pm  General Closing Event for students, parents, siblings, family and friends
Location TBD

3:00pm  Students check out of the residence hall
COURSE LOGISTICS

COURSE DETAIL FORM

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

- Instructors will be emailed a request during the month of January 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

- The Office of University Event & Conference Services is responsible for reserving classrooms and labs, based on class size, A/V and lab needs as indicated on the CDF, and space availability.
- Classroom space and resources at Brown are limited. If an instructor requests a specific building and room, the Office of University Event and Conference Services will attempt to accommodate the preferred room but cannot guarantee availability of the space.
- Most department classrooms are not controlled by the Office of University Event & Conference Services. 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 do not include an instructor computer station. If a Computer Data Projector is requested, instructors are responsible for bringing a laptop to class with a VGA port or an adaptor for a VGA port.

CLASSROOM CONTACTS

- For assistance with unlocking buildings or classrooms, contact the Department of Public Safety non-emergency number at (401) 863-3322
- For concerns about a classroom space (e.g. temperature control, leak, trash), contact the Facilities Service Response Center at (401) 863-7800
- For concerns about room size or room location, contact Brown Event & Conference Services (401-863-6217)
- For assistance with operating media equipment in the classroom, contact Media Services (401 863-3600)

COMPUTER LABS

As with classrooms and labs, the computer lab facilities are scheduled by University Event & Conference Services. 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

- Instructors requiring a textbook or coursepack for their course are responsible for ordering directly through the Bookstore or Metcalf Copy.
- SPS will arrange for the purchase of textbooks and coursepacks for all SPARK courses. SPARK students do not directly pay for or pick-up their own textbooks and/or coursepacks. Instructor must email karen_largess@brown.edu upon ordering a textbook and/or coursepack so she can arrange for payment before time of pick-up and distribution.
- Instructors are responsible for picking up their textbook and/or coursepack to distribute to their students on the first day of class.

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

- Instructors are responsible for requesting their coursepack through Metcalf Copy Center using the Coursepacket Order Form. (NOTE: Metcalf Copy requires an 8-week lead time to acquire copyright approvals for all articles listed in the course pack.)
- If an instructor is using the same coursepack as the previous summer, a Coursepack Order Form still needs to be filled out to include a note stating that the coursepack is on file from the previous summer. Copyright approval is only valid for a year and must be re-acquired each summer.
- Metcalf 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 and/or TAs), this has to be communicated to Metcalf Copy Center separately.
- SPS will communicate directly to Metcalf Copy Center with the course enrollment
- Due to copyright policies, course material copies made elsewhere (such as Allegra or Fedex Kinkos) other than Metcalf Copy are not reimbursable to the instructor.

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

COURSEPACKS COSTING

It’s important that the instructor keep in mind the cost of required textbook(s) or coursepack he/she is ordering for their class. The course material costs should be appropriate for the length of the course and should serve the course curriculum. For example, the cost of a textbook for a 1-week course should not exceed $100.

Sample costing guidelines:

<table>
<thead>
<tr>
<th>Length of course</th>
<th>Textbook(s)</th>
<th>Coursepack</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 or 2 weeks</td>
<td>&lt; $100</td>
<td>$30-$50</td>
</tr>
</tbody>
</table>
MISC. PHOTOCOPYING AT METCALF COPY CENTER

- Instructors have a photocopying budget of $5 per student at Metcalf Copy Center (single-sided copies cost $.08 per page, allowing about 60 copies per student; double-sided copies cost $.13 per page.)

- If an instructor’s copy costs will exceed this budget s/he should arrange to order a coursepack from Metcalf Copy Center (see section on 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.

- Metcalf Copy Center keeps a list of each course and corresponding instructor(s), and will bill the appropriate program accordingly.

- Photocopies made at a copy center (Allegra or Fedex Kinkos) other than Metcalf Copy Center are not reimbursable due to copyright concerns.

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

COURSE SUPPLIES/MATERIALS

- Requests for course supplies must be indicated on the Course Detail Form (CDF).

- SPS purchases the supplies once they've been reviewed and approved. Supplies are mailed to the street address provided on the CDF.

- Supplemental and Material Fees are meant to cover disposable course materials that exceed normal cost allowances. The fees do not cover lab equipment and technology (computers, printers, and other hardware) that must be maintained and stored during the year. Should your course require any disposable course materials, equipment or technology, consult with the Program Director or Academic Program Coordinator during the planning process so that timely arrangements can be made and, where appropriate, fees adjusted accordingly.

- SPS does not purchase student course supplies. All students are expected to purchase their own course supplies (notebook, pens/pencils).

- NOTE: NC-17 or R-rated course materials (DVDs, movies, video clips, graphics) are not appropriate for students under the age of 17

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.
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 charter bus transport or RIPTA bus services. Instructors/staff are not allowed to transport SPS SPARK 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

REIMBURSEMENTS FOR COURSE SUPPLIES

Instructors are required to communicate their course supplies needs on the CDF, which are ordered by SPS. In some circumstances instructors may have to purchase a specific supply (e.g., fresh fruit for a science experiment), the cost of which needs to be submitted for reimbursement.

1. Instructor emails spscourses@brown.edu with a list of item(s) and the cost for review and approval.
2. Once items are approved by SPS submit the following to Karen Largess, Box T for reimbursement:
   a. Original receipt(s) with clear Proof of Payment shown – 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.
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 (example, bullying). While each case will be unique, there are resources for consultation and to assist you.

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  Academic Issue</td>
<td>School of Professional Studies (401) 863-7901</td>
<td>Contact Brown Public Safety non-emergency number: (401) 863-3322</td>
</tr>
<tr>
<td></td>
<td>Robin Rose: Senior Associate Dean (<a href="mailto:robin_rose@brown.edu">robin_rose@brown.edu</a>)</td>
<td>Ask to be connected to the Resident Director (RD) or Administrator On Call (AOC)</td>
</tr>
<tr>
<td></td>
<td>(401) 863-3153</td>
<td></td>
</tr>
<tr>
<td></td>
<td>or</td>
<td></td>
</tr>
<tr>
<td></td>
<td>James Chansky: Pre-College &amp; Summer Session</td>
<td></td>
</tr>
<tr>
<td></td>
<td>(<a href="mailto:james_chansky@brown.edu">james_chansky@brown.edu</a>)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>(401) 863-7905</td>
<td></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 may view Course Rosters online via Banner.

VIEWING COURSE ROSTERS

Instructors with an active Banner ID can view their class roster(s) in Banner from mid-May through August 31.

1. Visit http://selfservice.brown.edu
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 term **Summer 2015 (SPS)** from the drop down list (FOR PRE-COLLEGE COURSES)
6. Select the appropriate course from the drop down menu (Instructors can only view their specific class roster)

For questions about accessing Banner, please contact Sherry Gubata (email: sherry_gubata@brown.edu) in the Registrar’s office.

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### CORRECTING COURSE 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 spsrosters@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 2
day 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
Email: seas@brown.edu
END OF SESSION

Instructors are required to enter grades in Banner and complete Course Performance Reports (CPR) for each of their students at the end of each session. Students are very eager to receive their Certificates of Completion and CPRs to add to their college portfolios. SPS requests that the grading and CPRs are completed within 2 weeks after the last day of class.

GRADING IN BANNER

The grading system for the non-credit pre-college courses in Banner is based on designating an “S” (satisfactorily completed) or “NC” (no certificate). Although the pre-college courses are non-credit, grades must be entered for each student to initiate the issuance of Certificates of Completion.

- Certificates of Completion are issued to students with grades of “S”.
- No certificates are issued for students with grades of “NC”. Students receive just their Course Performance Reports.
- If a student has not been graded, he/she will not receive a Certificate of Completion or a Course Performance Report. It’s imperative to stress that instructors enter all grades in a timely manner in order for the students to receive their course performance assessments.

ENTERING GRADES IN BANNER

- Login to Banner with your username and password at http://selfservice.brown.edu.
- Choose the “Faculty and Advisors” link, then “Final Grades”.
- Select the term Summer 2015 (SPS) (Do not select “Summer 2015”).
- Select the appropriate ‘GRADABLE’ CRN (the Primary Meeting, not a conference or lab).
- Select a grade of “S” or “NC” from the drop down menu of Student names.
- Click on the SUBMIT button to record grades for processing.
- To grade another class click the CRN SELECTION LINK at the bottom of the screen.

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.
Be careful to grade the “Primary Meeting” only. Other sections are available ("lab", "conference", etc), but are not gradable.

If an Instructor needs to change an already submitted grade, s/he should do so directly in Banner. Additionally, an email should be sent to spscourses@brown.edu informing SPS of the student name, course title and grade change.

CERTIFICATES OF COMPLETION

- Students who have completed the course successfully (grade of “S”) will receive a Certificate of Completion signed by the Dean of School of Professional Studies, in addition to their Course Performance Reports.
- Students who did not complete the course successfully (grade of “NC”) will not receive a certificate. Their performance assessment will primarily be the Course Performance Reports.

COURSE PERFORMANCE REPORTS (CPR)

All SPARK Instructors must complete a Course Performance Report for each student enrolled in their class.

CPRs provide valuable feedback to students, parents, and on occasion to college admissions offices. CPRs are mailed to each student, along with their Certificate of Completion, once their account is cleared.

- Instructors must complete a Course Performance Report for each student enrolled in their class, including SPARK and Leadership instructors.
- EXCEPTION: Instructors who teach 1-week pre-college courses are not required to complete CPRs unless they wish to do so.

CPR TEMPLATE AND GUIDELINES

CPR Template

- CPR templates are emailed to instructors formatted with the course title and each student’s name.
- CPRs must be electronic and emailed to spscourses@brown.edu no later than two weeks after the last day of class. Provide the COURSE CODE in the subject line of the email so they can be processed immediately (SPS will not accept hardcopies of the CPR).
- Review samples of the Course Performance Report for guidance on how to complete one. Positive Example | Critical Example
- The CPR does not require your signature.

Guideline on writing a CPR:

- First paragraph should contain information about the course such as the goals of the course, what the student learned, and how the course enhanced the learning of the subject matter for the student, any skills the student gained from taking the course as a result of assignments, projects, lectures, reading, guest speakers, field trips, etc.
- Second paragraph should be feedback from the instructor about the individual student and how he/she contributed to the class, anything that stood out about the student and any constructive comments.

COURSE EVALUATIONS

Students will be emailed a link to the Course Evaluation before the course ends. SPS advises instructors to encourage their students to fill out the Course Evaluation to ensure a high completion rate.
SPS will email instructors when Course Evaluations are available to view.

To view individual course evaluations:

- Login to Banner with instructor username and password at [http://selfservice.brown.edu](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. The feedback received will be a basis for contacting the instructor regarding teaching opportunities for next summer. And used to improve the SPARK program from one year to the next.
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 our office (Continuing Education) at (401) 401-863-7901 and ask to speak with Robin Rose, Senior 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/行政部门/EHS/火/EAP_Training/
<table>
<thead>
<tr>
<th>Sunday</th>
<th>Monday</th>
<th>Tuesday</th>
<th>Wednesday</th>
<th>Thursday</th>
<th>Friday</th>
<th>Saturday</th>
</tr>
</thead>
<tbody>
<tr>
<td>July 12</td>
<td>9:30am - 11:00am Campus Tours from Green</td>
<td>8:30am - 11:00am Course Time w/snack</td>
<td>8:30am - 11:00am Course Time w/snack</td>
<td>8:30am - 11:00am Course Time w/snack</td>
<td>8:30am - 11:00am Course Time w/snack</td>
<td>7:30 – 8:30am Breakfast</td>
</tr>
<tr>
<td>July 13</td>
<td>11:30am - 12:15pm Lunch</td>
<td>11:30am - 12:15pm Lunch</td>
<td>11:30am - 12:15pm Lunch</td>
<td>11:30am - 12:15pm Lunch</td>
<td>11:30am - 12:15pm Lunch</td>
<td>7:30 – 8:30am Breakfast</td>
</tr>
<tr>
<td>July 14</td>
<td>3:00pm - 5:30pm free time</td>
<td>3:05pm - 3:15pm Snack &amp; Break/free time</td>
<td>3:05pm - 3:45pm Snack &amp; Break</td>
<td>3:05pm - 3:45pm Snack &amp; Activities w sign-up</td>
<td>3:05pm - 5:00pm Snack &amp; Break</td>
<td>2:30 – 3:15pm Snack &amp; Break/free time</td>
</tr>
<tr>
<td>July 15</td>
<td>5:30 – 6:30pm Dinner</td>
<td>5:30 pm - 6:30pm Dinner</td>
<td>5:30 pm - 6:30pm Dinner</td>
<td>5:30 pm - 6:30pm Dinner</td>
<td>5:30 pm - 6:30pm Dinner</td>
<td>2:30 – 3:15pm Snack &amp; Break/free time</td>
</tr>
<tr>
<td>July 16</td>
<td>7:00pm: ResLife Rec Activity</td>
<td>7:00pm: ResLife Rec Activity</td>
<td>7:00pm: ResLife Rec Activity</td>
<td>7:00pm: ResLife Rec Activity</td>
<td>7:00pm: ResLife Rec Activity</td>
<td>7:00pm: ResLife Rec Activity</td>
</tr>
<tr>
<td>July 17</td>
<td>7:30 – 8:30am Breakfast</td>
<td>7:30 – 8:30am Breakfast</td>
<td>7:30 – 8:30am Breakfast</td>
<td>7:30 – 8:30am Breakfast</td>
<td>7:30 – 8:30am Breakfast</td>
<td>7:30 – 8:30am Breakfast</td>
</tr>
<tr>
<td>July 18</td>
<td>9:00am - 5:00pm Depart campus at 9am, arrive at 10am, lunch at the museum, depart at 4pm, and arrive on campus at 5pm for dinner. Boston Museum of Science (Exhibit Hall &amp; IMAX)</td>
<td>8:30am - 11:00am Course Time w/snack</td>
<td>8:30am - 11:00am Course Time w/snack</td>
<td>8:30am - 11:00am Course Time w/snack</td>
<td>8:30am - 11:00am Course Time w/snack</td>
<td>7:30 – 8:30am Breakfast</td>
</tr>
<tr>
<td>July 19</td>
<td>9:00am - 5:00pm Depart campus at 9am, arrive at 10am, lunch at the museum, depart at 4pm, and arrive on campus at 5pm for dinner. Boston Museum of Science (Exhibit Hall &amp; IMAX)</td>
<td>3:00pm - 5:30pm free time</td>
<td>3:00pm - 5:30pm free time</td>
<td>3:00pm - 5:30pm free time</td>
<td>3:00pm - 5:30pm free time</td>
<td>7:30 – 8:30am Breakfast</td>
</tr>
<tr>
<td>July 20</td>
<td>11:30am - 12:15pm Lunch</td>
<td>11:30am - 12:15pm Lunch</td>
<td>11:30am - 12:15pm Lunch</td>
<td>11:30am - 12:15pm Lunch</td>
<td>11:30am - 12:15pm Lunch</td>
<td>7:30 – 8:30am Breakfast</td>
</tr>
<tr>
<td>July 21</td>
<td>12:30pm – 2:30pm Inquiry Activities</td>
<td>12:30pm – 2:30pm Inquiry Activities</td>
<td>12:30pm – 2:30pm Inquiry Activities</td>
<td>12:30pm – 2:30pm Inquiry Activities</td>
<td>12:30pm – 2:30pm Inquiry Activities</td>
<td>7:30 – 8:30am Breakfast</td>
</tr>
<tr>
<td>July 22</td>
<td>2:30pm – 3:15pm Snack &amp; Break/free time</td>
<td>2:30pm – 3:15pm Snack &amp; Break/free time</td>
<td>2:30pm – 3:15pm Snack &amp; Break/free time</td>
<td>2:30pm – 3:15pm Snack &amp; Break/free time</td>
<td>2:30pm – 3:15pm Snack &amp; Break/free time</td>
<td>7:30 – 8:30am Breakfast</td>
</tr>
<tr>
<td>July 23</td>
<td>3:00pm - 5:30pm free time</td>
<td>3:00pm - 5:30pm free time</td>
<td>3:00pm - 5:30pm free time</td>
<td>3:00pm - 5:30pm free time</td>
<td>3:00pm - 5:30pm free time</td>
<td>7:30 – 8:30am Breakfast</td>
</tr>
<tr>
<td>July 24</td>
<td>5:30 - 6:30pm Dinner</td>
<td>5:30 - 6:30pm Dinner</td>
<td>5:30 - 6:30pm Dinner</td>
<td>5:30 - 6:30pm Dinner</td>
<td>5:30 - 6:30pm Dinner</td>
<td>7:30 – 8:30am Breakfast</td>
</tr>
<tr>
<td>July 25</td>
<td>7:00pm: ResLife Rec Activity</td>
<td>7:00pm: ResLife Rec Activity</td>
<td>7:00pm: ResLife Rec Activity</td>
<td>7:00pm: ResLife Rec Activity</td>
<td>7:00pm: ResLife Rec Activity</td>
<td>7:00pm: ResLife Rec Activity</td>
</tr>
</tbody>
</table>

**Key:** Course Time, Inquiry Activities, Professional Talks, Community Building Activities, Sign-up Activities, Free Time, Activities with or for Parents