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PROGRAM OVERVIEW

TEACHING IN THE SUMMER SESSION PROGRAM

Brown’s Summer Session extends the undergraduate curriculum into the summer months, offering a wide range of courses from across the disciplines, from those that are in regular high-demand or are prerequisites for further study to those that are uniquely attractive to students. All courses offered must be currently approved courses or be submitted to the CCC and offering department for approval.

The compressed, seven-week session provides students an intensive learning experience, enabling them to achieve a degree of focus that is for many a challenge during the fall and spring semesters. Since students have chosen their classes freely and are typically taking only one course or no more than two over the summer, they are committed to the material in a very real way. Indeed, students regularly report that the compressed session, the small class size, the availability of the instructors and the absence of distraction during the summer session significantly facilitates their learning. The engagement of students, the compressed session and the (relative) freedom from distraction also provides faculty an opportunity to experiment with new material and new pedagogies, and to practice teaching new courses. For these reasons, Brown faculty also report high levels of satisfaction with summer teaching.

In addition to serving Brown undergraduates, the Summer Session is open to qualified undergraduates enrolled at other institutions and to rising high school seniors.

The instructional staff of Summer Sessions consists primarily of Brown faculty, supplemented by visiting faculty and graduate students.

GRANTS, AWARDS, AND RESOURCES

Brown School of Professional Studies provides a range of grants, awards, and resources designed to enhance summer session teaching experiences.

The Reginald D. Archambault Award for Teaching Excellence recognizes, rewards, and promotes excellence in teaching in the Brown University summer programs. The award is named in recognition of Reginald D. Archambault, Professor of Education emeritus, and the inaugural Dean of Summer Studies, 1984 – 1992. Award recipients are selected based on their ability to influence, motivate and inspire students to learn, as well as their creativity and innovation in the development of curriculum and resources that promote student learning.

Summer Curricular Development Grant awards up to $4,000 to support the development of new and innovative summer courses taught at least once through School of Professional Studies. Proposals for courses using new or distributive learning technology are especially encouraged.

Visit our faculty website to learn more about these resources as well as links to websites providing support for pedagogy.
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 can 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, so enrollment numbers are valid in real time.

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

1. Select Summer 2015 for Summer Session credit-bearing 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 FORM I-9

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), card-swipe access to certain buildings, and the RIPTA bus service.

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.

COURSE ASSISTANTS (CA): TEACHING ASSISTANT (TA), GRADER, LAB MONITOR, MODEL

- Each course is eligible for a Course Assistant when enrollment reaches 18 students (or 10 students for science lab courses). Instructors are responsible for checking their course enrollment: Checking enrollment in Banner Web
- Once a course reaches the required enrollment, instructors are responsible for notifying Jim Chansky (james_chansky@brown.edu) with the name and email of their chosen CA, along with an explanation of the CA role and estimated hours. SPS will follow up once the CA has been approved for the instructor’s course.
- SPS prefers that CAs are Brown students.
- If an instructor requires assistance in finding a CA, SPS can aid in recommending one. Instructors should email Jim Chansky (james_chansky@Brown.edu) with their CA requirements.
ROLE OF COURSE ASSISTANTS

The role of course assistants has typically varied quite widely in terms of the degree and kind of support they provide an instructor and a course. In some cases, a course assistant may serve largely to assist an instructor in the heavy load of reading papers and grading homework; in other cases their main responsibility is to assist setting up and working with students in the laboratory; in yet others, they may attend all classes, engage along with the instructor in class discussion, guide group work, supplement an instructor’s office hours by having their own meetings with students, and also engage in the laboratory, paper reading and grading work. It is our hope that course assistants of whatever type are fully utilized and that they add to the educational experience of our students.

Clearly, the responsibilities, and also the workloads can vary widely depending on the instructor’s preferences and the course needs. Our goal is to ensure that instructors and courses have the kind of support they need by working with instructors to identify their specific needs and identifying CA’s accordingly: with a Teaching Assistant (TA), a Grader, or a Lab Monitor. The particular duties, expectations and compensation of each type of course assistant are defined below.

Graders:
Graders may but do not need to attend class and are not required to interact directly with the students. They are compensated hourly for the work performed.

Lab Monitors:
Lab Monitors help with the setup of the laboratories before class and the clearing up after class. Their role during class is typically passive and they may be on call if there are any equipment problems. Studio monitors are similarly responsible for overseeing the proper use of tools and machinery and reminding students of safety procedures. Monitors are compensated hourly for the work performed.

Models:
Models are employed in visual arts courses at the discretion of the instructor and are paid hourly.

Teaching Assistants:
TA’s are expected to attend all classes to be prepared to engage with students and the instructor in the subject matter of the course, and on this foundation to provide additional support to the instructor and the students in ways that increase – in quality and quantity - instructor-student contact. TA’s receive a stipend.

Among the kinds of things a TA are expected to do are:
- Lead or facilitate discussion sections during class
- Augment an instructor’s role in discussing material
- Assist students when doing hands-on experiments and ask them appropriate questions to help deepen student understanding
- Grade and provide students with feedback on homework, exams, and tests
- Lead tutorials and review sessions outside of class
- Help students understand homework assignments
- Tutor students on how to learn (i.e. going over study strategies)
- Assist the instructor with administering pre-instruction and/or post-instruction slips
- Check if the assigned homework (e.g. the reading) was actually done prior to class
- Provide formative feedback to the instructor regarding student learning
- Act 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 the primary or regular leader of the class. If an instructor wishes a TA to take on roles that are properly those of an instructor, we recommend considering a model of co-instruction.
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: [http://www.brown.edu/Administration/Sheridan_Center/](http://www.brown.edu/Administration/Sheridan_Center/), or contact the Sheridan Center via email (Sheridan_Center@Brown.edu) or phone (401-863-1219).

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.

Students access Canvas via their e-access, either on personal laptops or campus computer labs.

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**


For questions about Canvas, contact Instructional Technology Group ([ITG@brown.edu](mailto:ITG@brown.edu) or 401-863-7489)

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/](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](http://library.brown.edu/libweb/hours.php)). For any questions about library use, please contact Steven Lavallee or Debra Nelson:

- Steven Lavallee
  - [Steven_Lavallee@brown.edu](mailto:Steven_Lavallee@brown.edu)
  - 401-863-9866

- Debra Nelson
  - [Debra_Nelson@brown.edu](mailto:Debra_Nelson@brown.edu)
  - 401-863-3331
ICLICKERS (PERSONAL RESPONSE SYSTEM)

Another resource that instructors have available to them to supplement their course curriculum is the iClicker personal response system (PRS).

iClickers are hand-held radio-frequency response devices that allow anonymous and specific polling, and question-and-answer sessions in the classroom. The device transmits student responses to a receiver attached to an instructor’s computer. iClickers can be used in conjunction with presentation software such as PowerPoint or Keynote.

To get started with iClickers, contact ITG@brown.edu (or 401-863-1000) at least two weeks prior to class use.

INSTRUCTIONAL TECHNOLOGY GROUP (ITG)

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

CLASS CANCELLATION BY INSTRUCTORS

- If an instructor needs to cancel a class due to an urgent situation, he/she is responsible for notifying his/her students directly (via email, Banner, or Canvas) and to arrange alternate make-up sessions.
- Please also inform the SPS office via email spscourses@brown.edu or SPS hotline @ (401) 441-3369.

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
COURSE LOGISTICS

COURSE DETAIL FORM

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

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

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.

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 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 requested 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 fees adjusted accordingly.

- SPS does not purchase student course supplies. All students are expected to purchase their own course supplies (notebooks, pens/pencils, textbook(s), coursepacks, etc.)
- NOTE: NC-17 or R-rated course materials (DVDs, movies, video clips, graphics) are not appropriate for students under the age of 17

**STUDENT PRINTING**

All students can send documents from their personal computers by using the PAW (People Against Waste) Prints queue system for printing at release stations.

- Personal computers must be first configured to print to PAWPrints: [Instructions for Mac or Windows](#)
- A print job is not printed until it is released at one of the [print release locations](#) on campus
- To print at a printer station, students have to purchase a [Bear Bucks Guest Card](#)
- NOTE: Bear Bucks accounts cannot be opened through students’ Brown ID Cards

**BEAR BUCKS GUEST CARD**

A Bear Bucks Guest Card functions like a debit card, and provides a convenient and safe way to make purchases and access services on campus.

- Bear Bucks Guest cards are purchased at ValuePort III machines for $1.00.
- ValuePort III machines are located at the Rockefeller Library, Science Library, Sharpe Refectory lower level, Josiah’s, Stephen Robert ’62 Campus Center, Bookstore Lobby, Emery Woolley Hall, and 222 Richmond Street.
- Students deposit funds onto their Bear Bucks Guest Card by inserting cash ($1, $5, $10 and $20 bills) into the ValuePort III machine.
- Any funds added to a Bear Bucks Guest Card remain on the card until the balance is spent in its entirety. Funds remaining on a Bear Bucks Guest Card are non-transferable and non-refundable.
- Cash withdrawals are prohibited on a Bear Bucks Guest Card.

**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 and/or review payment of processes.
4. SPS will notify instructor one week prior to the field trip with logistical details and confirmation.
5. 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 coach transport or RIPTA bus services. Instructors/staff are not allowed to transport SPS Program students in personal vehicles.
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.
COURSE RELATED REIMBURSEMENTS

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

1. Instructor emails spscourses@brown.edu with the name and price of item(s) for review and approval by SPS.
2. Once items are approved by SPS, submit the following to Laura Dobler, Box T for reimbursement:
   a. Original receipt(s) with clear Proof of Payment (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. While each case will be unique, Brown provides resources for consultation and assistance.

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>
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<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 to consult on having action taken or for support</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>
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<td>Program Directors:</td>
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<td></td>
<td>James Chansky: Pre-College &amp; Summer Session</td>
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<td></td>
<td>(<a href="mailto:james_chansky@brown.edu">james_chansky@brown.edu</a>)</td>
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<tr>
<td></td>
<td>Kisa Takesue: Leadership</td>
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<td></td>
<td>(<a href="mailto:kisa_takesue@brown.edu">kisa_takesue@brown.edu</a>)</td>
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<tr>
<td></td>
<td>Rosario Navarro: IEP, Global Programs</td>
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<tr>
<td></td>
<td>(<a href="mailto:rosario_navarro@brown.edu">rosario_navarro@brown.edu</a>)</td>
<td></td>
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<tr>
<td>For support with an academic issue:</td>
<td></td>
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<tr>
<td>Undergraduate students</td>
<td>James Chansky (401) 863-7905</td>
<td></td>
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<tr>
<td>Pre-College students</td>
<td>School of Professional Studies (401) 863-7901 - ask for the appropriate program director</td>
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</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 can view Course Rosters are available to view by instructors online via Banner.
VIEWING CLASS ROSTERS

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

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 2014 (Cont. Ed.)** from the drop down list (FOR PRE-COLLEGE COURSES).
6. Select the term **Summer 2014** from the drop down list (FOR CREDIT-BEARING COURSES).
7. Select the appropriate course from the drop down menu. (Instructors can only view their specific class roster.)

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

CORRECTING CLASS 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 [cerosters@brown.edu](mailto:cerosters@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 2nd 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](mailto:seas@brown.edu)
END OF SESSION

IMPORTANT DATES

<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Last day to change courses:</td>
<td>Wednesday, June 24, 2015</td>
</tr>
<tr>
<td>Last day to change grade options:</td>
<td>Tuesday, July 7, 2015</td>
</tr>
<tr>
<td>Reading Period:</td>
<td>Saturday, August 1 – Tuesday, August 4, 2015</td>
</tr>
<tr>
<td>Last day to drop a course:</td>
<td>Tuesday, August 4, 2015</td>
</tr>
<tr>
<td>Final Examination Period:</td>
<td>Wednesday, August 5 – Friday, August 7, 2015</td>
</tr>
<tr>
<td>End of Summer Session:</td>
<td>Friday, August 7, 2015</td>
</tr>
</tbody>
</table>

READING PERIOD

- Reading period is time set aside for students to prepare for final exams.
- Instructors are requested to respect the time set aside for this and to not introduce new material not covered during the length of the course.
- Review sessions are permitted during the reading period.
- Final exams may not be given during the reading period.

FINAL EXAMS

- School of Professional Studies assigns the final exam dates and classroom locations for each course. Instructors are notified via email with the date, time and location of their final exam.
- Summer Session final exams dates/times are fixed to avoid students taking multiple exams concurrently. Instructors are not permitted to change the assigned date of a final exam.
- Individual instructors may choose to substitute a final paper assignment or project in-lieu of a final exam. In this case instructors should assign the due date of the final paper/final project on the same day as their assigned final exam date.

GRADING IN BANNER

When registering for courses Brown students must indicate whether they are taking a course for a grade (ABC/NC) or satisfactory/no credit (S/NC). Some courses are designated by their instructors as mandatory S/NC. Students may change their grade option until July 7 online via Banner or in the Registrar’s Office. No grade option changes are allowed after this date.

Grade options:
- ABC = Course is taken on a grade basis
- S = Course is satisfactorily completed
- NC = No Certificate (Course is not satisfactorily completed)

Instructors are required to enter grades into Banner for all students (including pre-college students enrolled in the course for credit) taking a course on an ABC/NC or S/NC basis.
ENTERING GRADES IN BANNER

NOTE: Grading in Banner for Summer Session courses must be completed by August 21, 2015.

- 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 (Do not select “Summer 2015 (SPS)”).
- Select the appropriate GRADABLE CRN (the Primary Meeting, not a conference or lab).
- Select a grade (ABC... or 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.
- Once a Y appears in the ROLLED column, the grade is considered final. Any changes for that grade must be submitted to the Registrar’s Office in writing.

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 (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 Instructor Code.
Faculty Evaluation forms are emailed to all instructors at the completion of their course(s). The feedback received will be taken into consideration when contacting the instructor regarding teaching opportunities for next summer.
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 School of Professional Studies 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/Administration/EHS/fire/EAP_Training/