Purdue University Course Procedures
Fall 2013
Office of the Provost
Checklist and Guidelines

Constructing Your Course

☐ Course Syllabus
  o Objectives → Specify what students will learn
  o Instructional Activities → The course activities that will assist students in reaching the specified goals and objectives (e.g., lecture topics, assignments, labs, exams)
  o Assessment → Procedures for feedback and grading that will help student progress in the course and denote progress made toward goals and objectives

☐ Textbooks
  o Purdue University has created a best practices document to assist faculty with considerations when adopting textbooks for their courses.

Teaching Your Course

☐ Course Rosters and Schedule of Classes Information

☐ Commencement of Attendance – Documenting first day student attendance

☐ Important Calendar Dates – Campus breaks, final exams, grades due

☐ Blackboard Course Setup – Purdue’s course management system

☐ ITaP Learning Tools – Technology that can be used to improve teaching and learning

☐ Center for Instructional Excellence – Workshops and resources for improving teaching

☐ Instructional Data Processing – Support for designing and scoring tests to assess learning

☐ Proctor Pool – Free service to monitor students during large exams

☐ Gaining FERPA Certification to Protect and Respect Student Privacy

Planning Your Future Course

☐ Online Course Evaluations – Feedback from students and input for course design

☐ Room Assignments – Policy on classroom assignments from Office of the Registrar

☐ Distance Learning – Extending your teaching beyond the classroom
Constructing Your Course

Introduction
As one of the primary missions of Purdue University, learning in the classroom is considered to be vitally important to the success of students. Purdue has assembled a network of resources in order to help instructors with design and implementation of courses founded in best practices and pedagogical techniques. This document aims to synthesize some of these resources and provide instructors with additional sources of information. Instructors are encouraged to contact the Center for Instructional Excellence (CIE) for information related to teaching and learning at www.purdue.edu/cie/.

Course Syllabi
Every Purdue University course is required to have a syllabus that details course goals, policies, and procedures. Instructors are encouraged to develop syllabi that meet their instructional goals and are adapted to the specific context of their courses. Regardless of the style incorporated, it is recommended that syllabi include the following components:

- Goals and objectives ➔ Specify what students will learn
- Instructional Activities ➔ The course activities that will assist students in reaching the specified goals and objectives (e.g., lecture topics, assignments, labs, exams)
- Assessment ➔ Procedures for feedback and grading that will help student progress in the course and denote progress made toward goals and objectives

Beyond instructional goals, activities, and assessments, the following elements should be considered in the construction of a course syllabi. CIE has developed a syllabus template, on the CIE site. This template serves an example for how a syllabus can be constructed, but is not required.

- Campus Emergency Clause ➔ Provides a general statement indicating that, in the event of a campus emergency, the semester may end early. The specific text, which should be included in every Purdue University syllabus, can be found online at www.itap.purdue.edu/tlt/faculty/. Additional resources: www.purdue.edu/emergency_preparedness/.
- Class Attendance Policy ➔ Purdue’s official policy can be found online at www.purdue.edu/odos/services/classabsence.php. If instructors choose to use a policy it is recommended that they be explicit about it in the syllabus. It is also recommended that instructors are clear about how they plan to handle emergency situations (e.g., H1N1) that may result in extended absences. Purdue also has a grief absence policy for student bereavement in case of deaths within the family, administered through the Dean of Students (www.purdue.edu/odos/services/griefabsencepolicyforstudents.php).
- Students with Disabilities ➔ A statement should be placed on course syllabi indicating an instructor’s willingness to provide reasonable accommodations to a student with a disability. An example disability statement that can be used/adapted for course syllabi: “Any student who feels s/he may need an accommodation based on the impact of a disability should contact me privately to discuss your specific needs. Please contact the Disability Resource Center in room 830 Young Hall to coordinate reasonable accommodations for students with documented disabilities”.
- Academic Integrity ➔ It is important for students to understand what constitutes academic integrity and the University Honor Code per the definition provided by the Purdue Faculty Senate. Online resources that can be integrated into course syllabi can be found online at www.purdue.edu/odos/aboutodos/respondingtoacademicdishonesty.php.
Student resources related to academic integrity can also be found online at www.purdue.edu/odos/aboutodos/academicintegrity.php

- Textbooks → Please consult www.purdue.edu/registrar/Textbooks/Textbooks.html

Teaching Your Course

Course Rosters and Schedule of Classes Information
Electronic course rosters and schedule of class information detailing time, room assignment, and enrollment information can be accessed at https://mypurdue.purdue.edu/. Instructors will be required to log in using their career account user name and password and must be FERPA certified (see https://www2.itap.purdue.edu/SSTA/certifications/status.cfm). Rosters are also available on the Blackboard site that corresponds with each course. Email distribution lists can also be requested online at www.itap.purdue.edu/tlt/emaillists/. Course instructors are reminded that the Office of the Registrar may have to move a class to a different campus facility for a variety of reasons. Be sure to double-check your room assignment with your departmental schedule deputy.

Initial Course Participation Recordkeeping
Federal regulations require Purdue to confirm a student has "commenced attendance" during the first few weeks of classes to be eligible for federal student aid for the courses for which they are enrolled. If a student has attended at least one class OR submitted one academic-related activity (quiz, homework, sign-in sheet, etc.), they are considered to have commenced participation in a course. For large classes suggestions are to use clickers, sign in sheets, tests, quizzes, projects, or some other type of work that a student is required to submit.

Fall Session 2013 begins on Monday, August 19th. The following dates are of importance:
- Monday, September 2nd – Labor Day (No Classes)
- October 7th-8th – October Break (No Classes)
- November 27th-30th – Thanksgiving Vacation (No Classes)
- Saturday, December 7th – Classes end
- December 9th-14th – Final exams
- Tuesday, December 17th – Grades due at 5:00 PM

Blackboard Interface
All course instructors have access to Blackboard, the University supported online course management tool. Blackboard allows instructors to communicate with students, provide feedback and grades, give online quizzes and evaluations, conduct class discussions, and other activities to supplement the course. In addition, grades can be submitted at the end of the term if you use the Blackboard Gradebook, which can be accessed by visiting https://blackboard.purdue.edu and logging in with one’s career account username and password.

ITaP Learning Tools
Beyond Blackboard, ITaP offers instructors access to a wide range of technology to enhance student learning. Information related to the following tools and others can be found online at the ITaP webpage (www.itap.purdue.edu/learning/):
• Early Intervention for Underachieving Students → Signals is a web-based program that integrates with Blackboard in order to detect early warning signs that students are underachieving. Early intervention strategies are then created in order to help students perform. Signals is especially helpful for freshman and sophomores who are still becoming acclimated to the college experience. Additional information is available at www.itap.purdue.edu/learning/tools/signals/.

• Recording Lectures for iTunes → Boilercast allows for the recording of lectures and placement on iTunes. Additional Information can be found at www.itap.purdue.edu/learning/tools/boilercast/.

• In-class Student Feedback on Learning → iClicker provide instructors with the ability to receive immediate responses from students during class through the use of handheld clickers. Among other things, iClicker can be used to poll a class on a discussion topic, administer a quiz, or take attendance. Additional information can be found online at www.itap.purdue.edu/learning/tools/iclicker/.

• Detecting and Preventing Plagiarism → Safe-Assign is Purdue University’s endorsed plagiarism detection software and is linked directly to the Blackboard interface. Instructors can ask students to upload assignments directly to Safe-Assign, or can upload them after having been submitted. Assignments are checked against multiple online databases to determine whether or not information has been plagiarized. Once complete, a report is sent directly to the instructor for processing. Additional information related to Safe-Assign and instructions for use can be found online at www.itap.purdue.edu/learning/tools/blackboard/safeassign/.

• Information about additional classroom and online instructional tools are found at www.itap.purdue.edu/learning/teach/index.html.

Center for Instructional Excellence
CIE offers a variety of teaching workshops, individual consulting and pedagogical development services to help you enhance your teaching. The Center also maintains an extensive library of monographs and journals related to the scholarship of teaching and learning. Additional information can be found at www.purdue.edu/cie.

Instructional Data Processing
IDP provides test scanning and scoring services for all instructors on campus. In addition to providing high levels of reliable test scanning with a 24-hour turnaround time, IDP offers information management service to help faculty maintain classroom records, including sorting, weighting and uploading into Blackboard. Information about IDP can be found at www.purdue.edu/cie/CoursEvalIDP/processing.html.

Proctor Pool
Purdue University is able to provide proctors to assist with the monitoring of exams given to large classes. Although the definition of a large class is not made explicit, generally instructors teaching courses with 70 or more students can receive aid from a proctor. The use of a proctor is extremely helpful in deterring cheating – in exit interviews, students report that cheating is rampant in large classes on exams because professors are not watching. Additional information related to the proctor pool can be found online at www.purdue.edu/cie/toolsservices/proctor.html.
Protecting and Respecting Student Identity and Privacy
It is now possible to view a student’s “preferred name” in both Banner and Blackboard. This ability will allow students to have instructors refer to them by a name they prefer other than a formal given name.

A student’s preferred name is available in Banner labeled “Preferred Name”.
A student’s preferred name is available in Blackboard labeled “Other Name”.

University faculty and staff with access to student education records are responsible for knowing the Family Educational Rights and Privacy Act (FERPA) policy, and maintaining the confidentiality of student records. Public posting of grades with personally identifiable information, such as students’ names, PUID numbers, social security numbers (including posting by the last four digits of the social security number), or any other form of personally identifiable information without the student’s written consent, is a violation of FERPA. It is strongly recommended that instructors communicate with students about their progress in class via the grade book option on the Blackboard interface. Access to Blackboard to obtain email distribution lists, and receive other student identifying information, requires instructors to have a current FERPA certification from Purdue University. Information related to FERPA and completing the annual certification can be found online at www.purdue.edu/registrar/FERPA/FERPA_.html. Information about secure storage of confidential information can be found at: www.purdue.edu/securepurdue/procedures/dataHandling/electrStored.cfm

Planning Your Next Course

Online Course Evaluations
The CoursEval online evaluation system provides useful student feedback on course construction and learning. For more information about viewing reports or submitting questions for end of semester evaluations, please visit www.purdue.edu/cie/CoursEvalIDP/evaluation.html.

Room Assignments
Course instructors are reminded that the Office of the Registrar may have to move a class to a different campus facility for a variety of reasons. Be sure to double-check your room assignment with your departmental schedule deputy. Room assignment information, along with enrollment information, is also available online at www.mypurdue.purdue.edu.

Distance Learning
The Purdue Extended Campus office welcomes proposals for new online undergraduate courses targeted to on-campus students. PEC will fund the development of selected courses for online delivery and cover the costs of delivering the course. Those interested in expanding their course to include the Purdue Extended Campus should contact the PEC at www.distance.purdue.edu/ Please review the PEC’s current online offering at www.distance.purdue.edu/courses/Purdue.asp to avoid proposing courses that are already offered.