

**Purdue University Course Procedures
Spring 2012**

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 the 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 links to additional sources of information. Instructors are also encouraged to contact the Center for Instructional Excellence (CIE) for additional information related to teaching and learning at <http://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 which contains all of these elements and can be downloaded from the CIE website. 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/tilt/faculty/.
- 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.
- Students with Disabilities → Syllabi should contain a statement related to the Purdue University policy related to students with disabilities. Specifically, students will need to register with the Disability Resource Center (www.purdue.edu/odos/drc/welcome.php).
- Academic Integrity → It is important for students to understand what constitutes academic integrity per the definition provided by the Purdue Faculty Senate. Online resources that can be integrated into course syllabi can be found online at <http://www.purdue.edu/odos/aboutodos/respondingtoacademicdishonesty.php>. Student resources related to academic integrity can also be found online at <http://www.purdue.edu/odos/aboutodos/academicintegrity.php>.

Blackboard Interface

All course instructors have access to Blackboard, the University endorsed 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. Blackboard can be accessed by visiting <https://blackboard.purdue.edu> and logging in with one's career account username and password.

FERPA Certification

In order to use Blackboard, obtain email distribution lists, and receive other student identifying information, instructors must have a current FERPA certification from Purdue University. Information related to FERPA certification can be found online at www.purdue.edu/registrar/FERPA/FERPA_.html.

Room Assignments

Course instructors are reminded that the Office of the Registrar can move a class to different campus facilities if the enrollment numbers are not fully utilizing assigned space. The deadline for moving a room assignment is the second week of the course. Instructors can check course enrollment online at www.mypurdue.purdue.edu.

Student Identity and Anonymity

Course grades should not be posted in a visible location with students' names, PUID numbers, social security numbers, or any other form of identification. It is strongly recommended that instructors communicate with students about their progress in class via the grade book option on the Blackboard interface. Instructors are also discouraged from keeping files related to students' grades on their personal computers or travel drives. All grading materials should be maintained on a shared drive and instructors should discuss options and procedures with their departments.

Course Rosters and Schedules

Electronic course rosters and schedules can be accessed at www.mypurdue.edu. Instructors will be required to log in using their career account user name and password and must be FERPA certified. 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/.

Spring Session 2012 begins on Monday, January 9th. The following dates are of importance:

- Monday, January 16th – Martin Luther King Holiday (No Classes)
- March 12th-March 16th – Spring Break (No Classes)
- Saturday, April 28th – Classes end
- April 30th-May 5th – Final exams
- Tuesday, May 8th – Grades due at 5:00 PM

Safe-Assign Plagiarism Detection

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. Once on the Safe-Assign interface, 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/tlt/safeassign/index.cfm.

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/):

- Signals → 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 getting used to the college experience. Additional information is available at www.itap.purdue.edu/tlt/signals/.
- Boilercast → Allows for the recording of lectures and placement on iTunes. Additional information can be found at www.itap.purdue.edu/tlt/BoilerCast/.
- i-clicker → Provides instructors with the ability to receive immediate responses from students during class through the use of handheld clickers. Among other things, clickers can be used to poll a class on a discussion topic, administer a quiz, or take attendance. Additional information can be found online at <http://www.itap.purdue.edu/learning/tools/iclicker/>

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 <http://www.purdue.edu/cie/proctor/faculty.html>