

Nuts and Bolts for Teaching at UM-St. Louis: Tips for Part-time Faculty  
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College of Arts and Sciences and College of Fine Arts and Communication

**Be alert to the class roster:**

- Students not on the roster should be reminded to register.
- If you have a class with a waitlist and will allow more students to register, write a permission note and send the student with the note to 351 MSC (Registrar) or to the appropriate Dean's Office for advising to add the course.
- Drop/Add forms are available in each Associate Dean's office. Call for a supply (cf: list at end of document).
- After first week of class: Announce that those not allowed to register must leave.
- It is **never** okay to retake a course by "sitting in" for a semester with the plan of having another professor assign the semester's grade.

**Grades:**

- Course Syllabus should indicate the grading scale you are using this semester.
- Syllabus should provide information about how attendance and class participation are part of the grade.
- After the 4<sup>th</sup> week of a semester (that means the 1<sup>st</sup> week in summer), students can be assigned a grade. If they drop a course, use the drop/excuse form to do so.
- At the end of the semester assign a delayed grade only if one single element needs to be completed. Do **not** use a delayed grade to avoid assigning an "F".
- Keep a grade book. Record the date for each drop, excused, delayed grade, and letter grade you assign. In extenuating situations, record notes to document and justify your reasoning.
- ***MyView is now the Official Faculty Web Grading site.***
  - A. Faculty login: You will need your SSO ID to login. This is the same as your exchange/outlook email sign-on and your MyGateway sign-on. Here is the SSO ID lookup website: <http://sso.umsl.edu>
  - B. Faculty Web Grading Steps:
    - 1) Log in: <https://myview.umsl.edu>
    - 2) or use the 'MyView Student Grade Submittal' button in your MyGateway class site's control panel assessment area.
    - 3) Detailed instructions can be found at <http://www.umsl.edu/asp/pdf/Grading.pdf>
  - C. Instructions for uploading grades recorded in the 'Final Grade' column of MyGateway class grade books can be found at: <http://www.umsl.edu/technology/mgwhelp/fachelp/grades.htm>
  - D. Faculty desiring individual training or assistance in using the online grade entry may contact the Faculty Resource Center at 6704 or [FRC@umsl.edu](mailto:FRC@umsl.edu).

NOTE: To assist with your grading process, student's who have officially withdrawn from your class will display a preliminary grade of "EX" (excused) on your grade roster. No change is required if that is the student's final grade. Should you wish to issue an "F" instead, please email Diana Johnson [djohnson@umsl.edu](mailto:djohnson@umsl.edu) and she will assist you.

**Behaviors:**

Expect courteous behaviors and say so in class. Include such guidelines in your syllabus. Associate Dean Sharon Clark's list includes:

- Arrive on time
- Attend entire class
- Turn cell phones off
- Be quiet
- Be quiet with food
- Do not leave trash in rooms
- In other words – respect your fellow students and do not disrupt class
- Syllabus should include an expectation of **academic honesty**
- All instances of academic dishonesty must be referred to the Office of Academic Affairs in 426 Woods Hall (314.516.5372).
- Faculty may fail the assignment that was completed dishonestly; it is not permissible to fail the student for the semester based solely on that assignment.

**Use Feedback:**

- Students thrive on positive feedback.
- They learn from constructive feedback.
- Use both.

**Need help with these decisions or other problems?**

- Please call **or** email the Associate Dean listed for your College.

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**Critical Dates:**

Consult the Academic Calendar for each semester's dates:

[http://www.umsl.edu/services/academic/publications/academic\\_calendar.html](http://www.umsl.edu/services/academic/publications/academic_calendar.html)

Semester	Classes Begin	Last Day To Add	Last Day To Drop W/0 Grade Blue Form	Last Day TO Drop P/F: S/U	Last Day To Drop W/Excused Grade Pink Form	Classes End	Semester Ends
FS08	8/18/08	8/24/08	9/15/08	9/15/08	11/10/08	12/6/08	12/13/08

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