

END-SEMESTER-PACKET

NAME	_____	_____
SEMESTER	_____	YEAR _____
COURSE	_____	SEC _____
	_____	_____
	_____	_____
	_____	_____

Instructor’s Packet Requirement: At the end of the semester, each teaching assistant, part-time instructor, and full-time instructor will submit an end of semester packet containing selected materials for each course and section taught.

Instructions: Include requested materials for each course and section you are teaching this semester, including upper division courses. Organize the materials by course and section and, when applicable, alphabetically by students’ last names. Please check off each entry as you insert it in the folder. See instructions below for turning in completed packet.

PACKET CONTENTS (Include the following for each course and section taught. You will do one packet per instructor, not one per section. All items are required, not optional.)

- _____ Hard copy of syllabus (including class policies, grading information, etc.) **and** schedule of daily assignments (This is in addition to the copy turned in to the main English office at the beginning of the semester).
- _____ Copies of all major written assignment prompts given to students (e.g., paper assignments, tests)
- _____ Signed attendance policy (lower division courses only)
- _____ Signed plagiarism policy (lower division courses only)
- _____ Copy of any Summary Discipline letters sent to your students
- _____ All graded student work (quizzes, essays, etc.) that you were not able to return to students
- _____ A class spreadsheet (hard copy) or copy of grade book pages with work labeled and percentages designated for each column, containing the following information: instructor’s last name, course, section, clear identification of each piece of work contributing to course grade and the percentage that it counts, students’ final grades/averages (both numerical and letter grades), and total number of absences per student. Information should be organized and clearly identified so that it is easily understood by those handling grade complaints. **Note:** individual grade sheets for each student, containing the above information, may be substituted for the class grade sheet.

COMPLETED PACKET, REQUIRED OF ALL TEACHING ASSISTANTS AND PART-TIME INSTRUCTORS. MUST BE SUBMITTED TO THE DIRECTOR OF ENGLISH UNDERGRADUATE STUDIES NO LATER THAN 4:30 P.M. ON THE DAY SEMESTER GRADES ARE DUE.