

1. COURSE SYLLABI

Before the first meeting of your class, please submit one copy of the syllabus for each of your courses to Gillis Aning. Please post a copy of your course outline on your webpage.

SIMPLICITY IS GOOD. You should think twice about creating some complicated marking scheme. Just X% for assignments, Y% for midterm test, and Z% for the final exam is the usual approach. If you really think it is necessary, you can use schemes such as “Y% for the maximum of test1 and test2”, but you should **never** give students the option beforehand of not writing a test and instead having their test mark taken from some other item. That turns the course into a guessing game, as to which test is going to be easier. Students should write all tests unless they have some excuse (such as illness) for not doing so.

University policy dictates that, after you have made your marking scheme available to the students in your course, you may only change the announced marking scheme in a course by the following procedures:

- I. You must hold a vote in a regularly-scheduled class and obtain the consent of at least simple majority of those attending the class.
- II. The vote must be announced no later than the class previous to the one in which the vote will take place.
- III. After consent has been achieved, you must deposit the revised marking scheme with the department sponsoring the course.

You may wish to use your course website or Blackboard to announce any such vote.

Students are continually calling and dropping into the office the first two weeks of classes to get course information and we will refer them to your webpage.

Copying course materials, including tests, is the responsibility of the instructor.

2. MARKING SCHEME FORMS

Please complete the Marking Scheme form(s) and Course Outline for all Section Code F courses by **Friday September 16, 2016** and Section S courses by **Friday January 13, 2017** and return to Gillis Aning.