



MEMORANDUM

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DEPARTMENT OF
SPANISH & PORTUGUESE

DATE: May 11, 2009
TO: All Teaching Assistants, Associates, and Lecturers
RE: **End-of-Quarter Announcements (SPRING 2009)**

PLEASE,

**KEEP THIS MEMO CLOSE TO YOU AT ALL TIMES!
REFER TO THIS MEMO OFTEN, BEFORE YOU COME TO MY OFFICE!**

Next Quarter's TA-Assignments

Soon, you will receive the final TA assignments (valid as of that time). As usual, though, be aware of the fact that **changes may/will occur at any time**.

Electronic Copies

If you have created **any electronic "hand-out" materials** for your class on the computer this quarter, including all **PowerPoints, Hand-outs, tests and quizzes**, etc., please attach these files to an email addressed to me. I will then pull out and sort the various items for future "conversion". **Please, use descriptive file names and follow our "File Naming Conventions" to the letter**, especially for tests and quizzes! If the filename types don't match, **I can not use your files**, no matter how educationally sound or creative they may be!

Xerox Copies

Please come and see me, on or **before Wednesday, June 3, 2009, at 11:00 am**, to talk about your copies. I need a **paper copy of all tests you prepared**, even if you e-mailed the file to me already. **It's your money!** You may then also turn in any copying "accidents/ mistakes" for extra copying credit. Those of you who teach in a **non-tech** room (**other** than HH-342 and HH-344) are allowed up to **an extra 30 pages of handout material** per student.

Final Exam Procedures

All Spanish 1 and 2 Series Final Exams are administered the day, time, and place indicated below. **NO EXCEPTIONS, (please)!**

COURSE: SPAN 1A & 1AB
DATE: Friday, June 12, 2009
TIME: 8:00 am to 10:00 am
PLACE: HH-262

COURSE: SPAN 1B & 2MD
DATE: Friday, June 12, 2009
TIME: 8:00 am to 10:00 am
PLACE: SSL-270

COURSE: SPAN 1C
DATE: Friday, June 12, 2009
TIME: 8:00 am to 10:00 am
PLACE: HIB-100

COURSE: SPAN 2A & 2AB
DATE: Friday, June 12, 2009
TIME: 10:30 am to 12:30 pm
PLACE: SSL-270

COURSE: SPAN 2B
DATE: Friday, June 12, 2009
TIME: 10:30 am to 12:30 pm
PLACE: SSL-228

COURSE: SPAN 2C
DATE: Friday, June 12, 2009
TIME: 10:30 am to 12:30 pm
PLACE: HIB-100

Be sure to announce the room and the time to your students several times during the last week of classes so that there are no misunderstandings of any kind.

THERE ARE NO MAKEUPS!!!

Also, remind all students of the fact(s) that:

1. the exam begins and ends exactly at the times indicated.
2. it is their responsibility to know where to go, and to be there on time.
3. you will NOT admit them to take the Final without a **valid UCI Student ID**.
4. They are to bring a "**Scantron Form # 2052**" (brown, 100 questions), **or the equivalent**, to the exam. It might be a good idea to start **collecting** these **before** the Final, and to include them in your packet with the copies.

Final Exam Procedure for the SPAN 3 Series

-**SPAN 3As** will have their **final exams** as outlined below:

COURSE: **SPAN 3A (Section 32230)**
DATE: **Thursday, June 11**
TIME **8:00 am to 10:00 am**
PLACE: **HH-344**

COURSE: **SPAN 3A (Section 32232)**
DATE: **Tuesday, June 9**
TIME **10:30 am to 12:30 pm**
PLACE: **HH-344**

-**SPAN 3B** courses will have a **final paper**, due on **Monday, June 8, by 4:00 pm** in the respective instructor's mailbox.

Pre-Exam Procedures for the SPAN 1 and 2 Series:

- Immediately after the approval of the final version, the TA-in-Charge will place a corrected copy of the Final Exam in his/her mail box.
- Each TA/instructor will then make the necessary copies of the Final Exam for his/her own class, put them in a clearly marked envelope, and bring the **packet** to me (in person!), no later than **Wednesday, June 3, 2009, by 11:00 am**.

Exam-Day Procedures:

- On exam day, **half an hour prior to the time of the exam**, you will pick up your packet at my office and proceed to the pre-assigned Final Exam room. You should arrive there no later than 15 minutes before the time of the exam.
- In the Final Exam room, make sure that your students sit in a group, with ample space between the individual students so as to minimize the opportunity for any possible cheating, and **check each and every one's picture ID**. We've had several cases of students attending the whole quarter for another and take all the exams for that person; so, **make sure that the student you know as John E. Doe, really is John E. Doe!**
- At exam time you will hand out the exams to your students and ask them to begin.
- While the students work on their exams, stay in the room and make sure no cheating is going on. Students should be allowed only one trip to the bathroom (alone!) during the exam. **If you are SURE that someone is cheating**, take away their exam and scantron, and report the incident to me orally, immediately after the exam, as well as in a follow-up e-mail message as soon as possible thereafter.

-At the end of the allotted time, you will **collect ALL exams** and scantron sheets, - **whether the students have finished or not.**

Exception: if you have a student identified as “*Learning Disabled*”, **YOU need to make special arrangements** with the Office of Disabled Students Services, a few days **beforehand**. ODS will pick up the exam from you on the day of the exam (or earlier), administer the exam, and return everything to you when finished, and as agreed upon. Make sure to get the “**return time**” to coincide with the regular exam’s **end time!**

Post-Exam Procedures:

Right after the Final Exam, the scantron machine will be available for you to **scan your students’ answer sheets in the HIRC (HH-269)**. This process should not take more than 15-20 minutes, and, if we do it by level (i.e. all 1Cs together), it should go very fast. Done! Final Exam is graded!

Right after processing your students’ scantrons (in the HIRC?), enter their grades in GradeBook, prepare all documentation, and, immediately, turn in the grades to me, -along with **one** clean hardcopy of the final exam and **all** of the scantrons.

**Any material turned in after
Friday, June 12, 2009
will trigger an accolade of serious “repercussions”!**

You are to turn in ALL grades for your class(es) **to me in person**, and not to the office, nor to my mailbox: the “**Department Grade List**”, clearly legible and in **alphabet** order (**NOTE:** the DGL contains a specific column for “Extra-Credit”; use it sparingly), along with the GradeBook “**Summary**” page, also in **alphabet** order. Make sure you include all 4 pertinent columns on the Summary sheet (“**Calculated Score**”, “**Adjustment**”, “**Calculated Total**”, “**Letter Grade**”), and that your printer prints out ALL of the available columns, -including the final, total **Letter Grade** (Hint: if it doesn’t all fit, try printing in landscape mode, or pull it into Excel). In addition, and **before** you come to “turn in” your grades, you will have to have **downloaded** the **GradeBook-generated TEXT FILE** (following the established **naming conventions** to the letter, i.e. “**32022-F06-SPAN1B-Colvin.txt**” !), and have **attached** it to an email to me.

Furthermore, don’t forget to fill out a “**Deficient Student Form**” (available from the department office, or on our web site) for every student with an “**F**”, “**D**”, “**NP**”, “**NR**”, or “**W**”. Don’t forget to include the student’s **major** on that form, and sign it with your full name. **In this Department, we do NOT award “INC” or “IP” grades for language courses.** If you don’t have any record/grades for a particular student (i.e., student never attended your section), you will need to **assign an “NR” grade** in GradeBook under “Adjustments”.

If you have **UCI Extension/Access students** in your class, please **point these out to me** when you turn in your grades.

Note to all TAs/Instructors teaching Fall Quarter 2009:

*Fall quarter officially starts on **Monday, September 21, 2009**;
this is also the day you have to be available for “service”.*

***F’09 classes start on
Thursday, September 24, 2009 !!!***

HAVE A GREAT Summer!