DATE: November 30, 2012
TO: All Teaching Assistants, Associates, and Lecturers
RE: End-of-Quarter Announcements (Fall 2012)

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 materials for your class, please see the instructions below on how to submit them. I will sort the various items for future use.

Powerpoints and “hand-outs”: If you have posted your PowerPoint slides and hand-outs on EEE, just send me an email once you have posted these materials online. Please, use descriptive file names so that they can be used.

For those who haven’t used EEE, please provide a CD with these materials. Let me know if you need a CD, I will be happy to provide one.

Tests and Quizzes: For the tests and quizzes you created, please upload only final versions with the answer key in the EEE Dropboxes as indicated below. Please use the corresponding file naming conventions. Bring one hard copy of the exams you created when you submit the final grades.

Tests: 1A-T-1-F12 [Level, Test, Quarter]
Dropbox: “VersionFinalExamsF12.” Use this one for all Exams.

Quizzes: 1A-Q-1-F12-CP [Level, Quizz, Quarter, Initials]
Drobox: 1A-Quizzes (Ojo: Dropboxes vary depending on the level. Use the dropbox corresponding to the class you taught.

GradeBook
Please make sure your GradeBook is up-to-date and that it uses the correct file naming conventions and percentages. Also, please add a column titled Grade, which indicates the final score the student would have gotten without any adjustments. Do not release this column to the students.
FINAL EXAM PROCEDURES

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

COURSE: SPAN 1A
DATE: Tues, Dec 11, 2012
TIME: 1:30 pm to 3:30 pm
PLACE: EH 1200

COURSE: SPAN 1B
DATE: Tues, Dec 11, 2012
TIME: 1:30 pm to 3:30 pm
PLACE: HG 1800

COURSE: SPAN 1C
DATE: Tues, Dec 11, 2012
TIME: 1:30 pm to 3:30 pm
PLACE: HH 178

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COURSE: SPAN 2A
DATE: Thurs, Dec 13, 2012
TIME: 10:30 am to 12:30 pm
PLACE: SSH 100

COURSE: SPAN 2B, 2AB
DATE: Thurs, Dec 13, 2012
TIME: 10:30 am to 12:30 pm
PLACE: DBH 1600

COURSE: SPAN 2C
DATE: Thurs, Dec 13, 2012
TIME: 10:30 am to 12:30 pm
PLACE: HH 262

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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 on the day indicated on EEE and in the same classroom where you have been teaching unless otherwise noted.

-SPAN 3B courses will have a final paper, check with Miriam Mora Quilón to decide on the due date and instructions as to how students should submit them.

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 Monday, December 10, 2012 at 2pm. I will be in the office during office hours Friday, December 7, 9:30 - 11:30am as well as Monday, December 10 from 10:30 am - 2:30 pm.

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 new and improved 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! Be sure to be quiet in the HIRC.

Right after processing your students’ scantrons in the HIRC, write down the scores on your grading program printout. Please be reminded that the quarter does not officially end until Friday, December 14, 2012, and that you are required by the Department to be available for any
teaching and/or administrative duties until that date, unless the final exam for your class falls on that day. If this is the case, you will have more time to submit your grades, so please make an appointment with me to submit your materials on the following week. DO NOT make travel plans that would interfere with your availability, responsibilities, or obligations as a TA or instructor!

ALL instructors’ grades, (including one clean copy of the exam along with your students’ scantrons, etc...), are due to me by Friday, December 14, 2012. I will be available in the following dates/times. Please sign-up on EEE to see me.

Wednesday, December 12: 9-12 & 1-3pm
Thursday, December 13: 3-5pm
Friday, December 14 10-1 & 2-3pm

You are to turn in ALL grades for your class(es) to me in person, and not to the office, nor to my mailbox with the GradeBook “Summary” page in alphabet order. Make sure you include all pertinent columns on the Summary sheet, including all the adjustments. Also make sure 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. “32020-F12-SPAN1B-Muñoz.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.

**HAVE A GREAT BREAK!**

Note to all TAs/Instructors teaching Winter Quarter 2013:

Winter quarter officially starts on Monday, January 2, 2013: this is also the day you have to be available for “service”.

W’13 classes start on Monday, January 7, 2013!!!