DATE: February 26, 2008
TO: All Teaching Assistants, Associates, and Lecturers
RE: End-of-Quarter Announcements (Winter 2008)

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 your computer this quarter, including PowerPoint files, overheads, 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 might be!

Xerox Copies
Please come and see me on or before Wednesday, March 12, 2008, at 12:00 pm, 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” if you need the extra copying credit. Those of you who teach in a non-tech room 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**
DATE: Tuesday, March 18, 2008
TIME: 1:30 pm to 3:30 pm
PLACE: SSL-140

COURSE: **SPAN 1AB**
DATE: Tuesday, March 18, 2008
TIME: 1:30 pm to 3:30 pm
PLACE: SSL-140

COURSE: **SPAN 1B**
DATE: Tuesday, March 18, 2008
TIME: 1:30 pm to 3:30 pm
PLACE: HIB-100

COURSE: **SPAN 1C**
DATE: Tuesday, March 18, 2008
TIME: 1:30 pm to 3:30 pm
PLACE: RH-101

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COURSE: **SPAN 2A**
DATE: Thursday, March 20, 2008
TIME: 10:30 am to 12:30 pm
PLACE: SSL-228

COURSE: **SPAN 2AB**
DATE: Thursday, March 20, 2008
TIME: 10:30 am to 12:30 pm
PLACE: SSL-228

COURSE: **SPAN 2B**
DATE: Thursday, March 20, 2008
TIME: 10:30 am to 12:30 pm
PLACE: HIB-100

COURSE: **SPAN 2C**
DATE: Thursday, March 20, 2008
TIME: 10:30 am to 12:30 pm
PLACE: RH-101

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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 above.
2. it is their responsibility to know where to go, and to be there on time.
3. you will NOT admit them to 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.

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**Final Exam/Paper Procedures for the SPAN 3 Series**

- **SPAN 3A** courses will have **final exams** as outlined below:

**COURSE:**  **SPAN 3A (Section 32080)**  
**DATE:**  Thursday, March 20, 2008  
**TIME**  08:00 am to 10:00 am  
**PLACE:**  HH-344  

**COURSE:**  **SPAN 3A (Section 32085)**  
**DATE:**  Tuesday, March 18, 2008  
**TIME**  10:30 am to 12:30 pm  
**PLACE:**  HH-344  

- **SPAN 3B** courses will have a **final paper**, due on **Monday, March 17, 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 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(es), put them in a clearly marked envelope, and bring the packet(s) to me (in person!), no later than **Wednesday, March 12, 2008, by 12:30 pm**.

**Exam-Day Procedures:**

- On exam day, **half an hour prior to the time of the exam**, you will pick up your packet(s) 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 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, administer the exam, and return everything to you when finished, and as agreed upon. (Try 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, write down the scores on your grading program printout. Please be reminded that the quarter does not officially end until Friday, March 21, 2008, and that you are required by the Department to be available for any teaching and/or administration-related duties until that date. DO NOT make travel plans that would interfere with your availability, responsibilities, or obligations as a TA or instructor!

ALL SPAN 1 Series instructors’ grades, including one clean copy of the exam along with your students’ scantrons, etc., are due to me on Wednesday, March 19. I will be available in my office for that specific purpose between 10:00 am and 11:00 am.

ALL OTHER instructors’ grades, including a clean copy of the exam along with your students’ scantrons, if applicable, are due in my office on Friday, March 21. I will be available in my office for that specific purpose between 10:00 am and 11:00 am.

Any material turned in after Friday, March 21, 2008, at 11:00 am, will trigger an accolade of “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 (Last, First...). 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 pertinent columns on the Summary sheet ("Calculated Score", “Adjustment”, “Calculated Total”), 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, or bring it along with you on a USB memory key.

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 Spring Quarter 2008:

Winter quarter **officially starts on Wednesday, March 26, 2008:**
this is also the day you have to be available for “service”.

**S’08 classes start on Monday, March 31, 2008 !!!**