

Basic Information for New Instructors

UNI

If you have not already gotten a UNI from Julie Stevens (js4504@columbia.edu) then please do so as soon as possible. Your UNI will be the basis of your Columbia email address and you will be able to access your class website with the UNI. You will also need it to submit grades later in the semester.

Academic Resources

Under Resources on the Academics page of the University website, <https://www.columbia.edu/content/academics>, you will find links to the Registrar, Academic Calendar, Directory of Classes and Courseworks. Scroll a little further down and you will find a link to the Bookstore as well (in the blue box under "Resources").

Courseworks

Courseworks (aka Canvas as of Fall 2017) is the website that will host your course website. One of the other memos attached to this email provides instructions for the most frequently used features in Courseworks/Canvas. As soon as possible, you should log onto your Courseworks page with your UNI and password and 1) post a syllabus for your course and 2) enter your textbook information (if you are using a textbook- if not check the box indicating that you are not requiring a textbook). If you do not see any courses listed, then double check the semester that the Courseworks page is open to. It defaults to the current semester (which includes summer semesters).

Textbook orders

Listing your book in Courseworks does not order the book. You may place textbook orders at the CU Bookstore. You will be asked to provide your course number and enrollment. Both of those can be found in your Courseworks page or on the Directory of Classes.

Seminar Instructors

If you are teaching a seminar, students have not yet registered for these classes so do not be alarmed that the registration is 0. Formal registration of these students does not occur until the end of the first week of classes and is handled by the department. The department will send you a roster of your students just prior to the start of classes.

Academic Calendar

When checking the Academic Calendar, make sure that you are checking the correct semester and school. On occasion it defaults to the wrong semester. It always defaults to the most comprehensive calendar i.e. it includes dates for all schools at Columbia. You are interested in dates relevant for Columbia College.

Final Exams

The registrar schedules all final exams. With the exception of make-up exams, do not give a final exam outside of your scheduled time. The registrar posts preliminary (“projected” at Columbia) and final exam schedules. The projected schedule will be the schedule of your final exam (unless you formally change it with the registrar which I strongly discourage you from trying to do). **You should tell students to check their projected final exam schedules early in the semester and alert you of any problems early in the semester rather than later.** You can find the projected final exam schedule by following the link

<https://registrar.columbia.edu/content/exams>

Scroll to the bottom and click on the link to either the projected exam or the final exam schedule. A projected schedule is available now for your final exams (it is available several years in advance). Sometimes the projected exam schedule defaults to other years (I do not know why). So double check that you are looking at the correct year.

Contact from Students

You may be contacted by students who wish to register for your class but have not been able to because the course has reached its cap (max registration). They will ask you to "sign" them in. Do not sign anyone in to your class.

If you are teaching a lecture course, then tell students that the number of seats in the directory of classes is the maximum number of students that will be allowed to take the class. Tell them to sign up on the waitlist on the registrars’ website.

If you are teaching a seminar, then students must sign up through the department for the seminar. Do not sign any students into your seminar. Direct students to the instructions posted on the seminar registration page on the department website <http://econ.columbia.edu/senior-seminars-registration>

You may also be contacted by students asking for your syllabus. So long as it is posted in Courseworks and been set to Public (see the Canvas guide for details), students are also able to see syllabi through Vergil which is the Registrars’ course selection portal. You should direct the students to Vergil.

TAs

Those of you teaching lecture courses will receive from Amy Devine the names of your TAs prior to the start of the semester. Those TAs are instructed to contact you to discuss their responsibilities. I have attached a memo outlining the roles of the TAs in economics. You may also be assigned undergraduate TAs to work alongside your graduate TAs.