

INSTRUCTOR TEACHING GUIDE

BIOLOGY COURSES – WINTER 2020

The following information is to assist you with Biology Course Instruction support. If you do not find a service you need, please email emnadmin@ucr.edu and one of the staff members will reply. You can also contact the EMN Front Office at 827-5903 and you will be directed to the appropriate contact. You may also find links to many of these services on the EMN Staff page: <https://emn.ucr.edu/forms.html>

TEXTBOOKS:

It is the responsibility of each instructor to order textbooks for their courses. An email is sent out from the Bookstore prior to the start of each quarter explaining details for ordering books. If additional copies of textbooks are needed for TA(s):

1. Contact the EMN front desk staff at x25903 (Life Sciences Rm 2710) to see if the dept. has additional copies in their textbook library. **IF NOT, then:**
2. Contact your book's publisher to determine whether or not they will provide additional desk copies at no charge. **IF NOT, then:**
3. Contact the EMN Purchasing office staff: Tara Pastucha x25937 (Life Sciences Rm 2805), or the front desk staff x25903 (Life Sciences Rm 2710). We will contact the Department Chair to request approval to order/purchase using department funds.

In the past, Campbell *Biology* (by Reece *et al.*; most recent edition is the 11th) has been used throughout the BIOL 5 series so students need purchase only one textbook. For other courses, textbooks have been chosen at the prerogative of the instructor(s).

SUPPLIES:

Please see the EMN front desk staff (Life Sciences Rm 2710) M-F 7:30am - 12:00pm and 1:00pm - 4:30pm. They keep some supplies in stock such as markers, erasers, batteries, chalk, scantron forms, pens, etc. For any other items not listed, e-mail emnadmin@ucr.edu with the items you are requesting and the staff will assist you with your order. **Please ensure that the TAs assigned to your course are aware that they can obtain these supplies from the EMN office.**

KEYS:

If you need a key to one of the Biology Classroom Laboratories, TA office hour rooms, and/or copier room, please see the EMN front desk staff in Life Sciences Rm 2710 between 7:30 – 10:30 or 3:00 – 4:00 Monday through Friday. These rooms are now all keyed alike and keys will be assigned on a ***quarter-by-quarter basis only***.

ROOM RESERVATIONS FOR EMN CONTROLLED ROOMS:

ROOM NAME	LOCATION	HOW TO REQUEST A RESERVATION
Biology Rooms		
The Darwin Room Biology Conference Room	Spieth 1239	http://frs.ucr.edu *
The Moore Room Biology Conference Room II	Spieth 3365	http://frs.ucr.edu *
TA Offices	Life Sciences 1434 A, B, C	http://frs.ucr.edu *

* No "www" is required

Rooms Managed on FRS System

1. Go to <https://frs.ucr.edu> to request a room reservation.
2. Enter the meeting **Date**.
3. Select **Biology** from the "Facility Owner" drop down menu.
4. From the "Facility" drop down menu, choose one of the following rooms:
 - The Darwin Room (Spieth 1239)
 - The Moore Room (Spieth 3365)
 - TA Offices (LSP 1434 A,B,C)

5. Choose a **start date and time** from the calendar screen, and complete the “new request” form.
6. Hit **submit** to send the request form for approval.
7. The system will provide you with a **request confirmation number**; you can log back in to <https://frs.ucr.edu> to check the status of your request by clicking on that number.
8. You will receive a request confirmation e-mail from “CHASS Facility Reservations.” You can click on the link in the e-mail or log in directly at <https://frs.ucr.edu> to check status on your request. Alternatively, you will also receive an e-mail confirming or denying your reservation request.

PHOTOCOPYING AND PRINTING:

If a print job is over 120 printed pages TOTAL, please send your copy request to the EMN office ***at least two business days prior*** to the date the copies are needed. EMN Staff will then submit your request to the Printing and Reprographics office for processing. Use the form found at the following link to submit your request: <https://emnadmin.wufoo.com/forms/emn-administration-print-request/>. Attach the file(s) to be copied in PDF format. If copies need to be ***hand married*** (e.g. sorted by exam version A-B-C-A-B-C), please note that an additional day for processing is required.

For smaller copying jobs (**under** 120 TOTAL pages printed), a photocopier in the EMN unit may be used. **Please note that the Papercut copier program is no longer being utilized by campus, so your Papercut code will NO LONGER WORK.** Moving forward, please see the EMN front desk for the course copy code each quarter.

For handouts, please consider posting electronically on iLearn (Blackboard). Enrolled students can then download and print their own handouts.

ENROLLMENT ISSUES:

Enrollment issues for most Biology courses are handled by the CNAS Enrollment Management Center in Rm 1140 Batchelor Hall. If students are repeating a course or need permission to enroll, they must submit a request using the following link: <https://ucrbgsac.wufoo.com/forms/enrollment-request/>. Oswaldo.Osuna@ucr.edu (x2599) is the contact person for Biology courses.

EXAM ADMINISTRATION:

Proctoring of exams requires at least one Faculty member to be present. Exams are typically proctored with assistance from the Discussion or Laboratory TAs. For larger service courses, additional administration (e.g. seating charts) may be arranged with the Academic Coordinator. They are: Star Lee for BIOL 5A and 5LA; star.lee@ucr.edu x24985. Or, Katie Burnette for BIOL 2, 3, and 5B; katie.clark@ucr.edu x24960. Or, Mike Fugate for BIOL 5C, and 161A; michael.fugate@ucr.edu or x22647.

SCANTRON MACHINES:

The smaller Scantron machine (narrow green forms, Form No. 882-E) is in Spieth 1118. Check out the key from the EMN front desk staff in Life Sciences Rm 2710.

Larger service courses (BIOL 2, 3, 5A/B/C, 102) will typically use multiple-choice exams and use the Scantron scanner (iNSIGHT 4) in Spieth 1212. It uses the pink-colored Form No. F-1712-PAR-L. Please contact any of the Academic Coordinators (Star Lee, Katie Burnette, Mike Fugate) if you need assistance with this machine. ***Please request Scantron forms at the start of each quarter from Tara Pastucha in Life Sciences Rm 2805, or email emnadmin@ucr.edu.***

COURSE EVALUATIONS:

Student evaluations are handled online through iEval (<http://ieval.ucr.edu>). Sherice Underwood in the EMN Unit is the primary contact for this process. You can reach Sherice at x25902 or sherice.underwood@ucr.edu if you have questions regarding your course being evaluated. Teaching Assistant evaluations are handled by the Graduate Division for courses during the academic year.

Instructors will receive an automated email reminder about the availability of iEval access towards the end of the quarter. Note that students who do not complete a course evaluation online for a particular course will not be able to see their final grade for that course (via GROWL) until the start of the next quarter.

GRADING:

For courses with an Academic Coordinator such as in the BIOL 5 series, grading of laboratory assessments may be managed by the Academic Coordinator, who will coordinate the Teaching Assistants and compute final grades for the laboratory component.

Final letter Grades for all courses are submitted to the Registrar using iGrade (<http://igrade.ucr.edu>). Information can be found here: <http://cnc.ucr.edu/igrade/using.html>. Final grades for BIOL 05LA are submitted by the Academic Coordinator. For all other courses, it is the instructor(s) of record that submit the final letter grades. Grade Change forms can be picked up in the CNAS Enrollment Management Center, Rm 1140 Batchelor Hall.

Scores for assessments during the quarter can be posted to iLearn at the discretion of the instructor(s). See this site: <http://cnc.ucr.edu/illearn/>.