

# BRAC University

## GUIDELINES FOR COURSE TEACHING IN BRAC UNIVERSITY

### I. Introduction

1.1 BRAC University (BU) has been established to foster the national development process through the creation of an excellent institution for higher education that is responsive to society's needs and is able to develop creative leaders and can actively contribute to learning, understanding and creation of knowledge. The goal of the University is to provide an excellent broad based education with a focus on professional development for the students with a view to equipping them with the knowledge and skill necessary for leading the country in its quest for development. Along with this, the university will also provide an environment for faculty development so as to provide good faculty for students. Faculty will be provided with an environment in which they can further teaching skills as well as develop their research potentials.

1.2 BRAC University expects its faculty members to internalize, and contribute to the realization of, the mission and goals of the University mentioned above. The Guidelines provided below aim at assisting the faculty members in dispensing their responsibilities as Course Teachers.

### II. Class time, venue, make up class etc

2.1 Please consult the class time table of the semester to know class meeting time, duration of the class (which is 50 minutes or 75 minutes) and class room number of your course(s). Scheduled class meeting time and classroom cannot be changed even for a single class without consulting the Registrar's Office. The faculty members are expected to be punctual and regular in all activities of the university - in holding classes, tests and exams; evaluating and returning assignments; submitting grades etc. Students will leave the class after waiting for 15 minutes for the Course Teacher. If a Course Teacher fails to turn up in the class within this time, s/he will have to schedule a make up class. The students (and sometimes Course Teachers also) may have to run for the next class in another building and they need at least 10 minutes to reach the class room. Therefore, you should not exceed the time limit for the class.

2.2 If you know in advance that you will not be in a position to hold classes or exams for any unavoidable reasons, you should fill-in and submit an Make up Class form (Annex-1.1) to the Chairperson of the Department offering the course beforehand and in case of emergency, you should notify the Chairperson or the Registrar (if the Chairperson is not available), and submit the Make up class form on the first day of attending the university after leave. In case of other duties, you should notify the concerned official with sufficient lead time so that alternative arrangement can be made by the university.

2.3 If a Make up classes is to be scheduled, at least 2 days lead time should be allowed. Before scheduling a make up class, you must consult the students to make sure that no student is going to miss another class for the make up class. Saturdays should be, and holidays must be, avoided for make up classes. Before assigning a class room for make up class, you should check with the Registrar's Office to make sure that the room is free and that it will not be assigned to another teacher. If a make up of lecture class is scheduled in tutorial class and the tutorial class is scheduled in lecture class, this should also be done with a Makeup Class form.

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### III. Academic Calendar.

3.1 BRAC University (BU) prepares an academic calendar for every semester. The calendar helps you in preparing your course calendar and in keeping track of holidays. If you have not received a copy of the calendar a week before the semester begins, please collect a copy of it from the Registrar's office. Every time the academic calendar is updated, copies are delivered to you. Check the date of updating the calendar to make sure you have the latest copy. If you notice anything missing from the academic calendar, please notify the Registrar's Office.

### IV. Course Outline

4.1 Please consult the Academic System, Rules and Regulations of BRAC University and prepare a course outline with a course calendar for the course(s) you are offering. A sample Course Outline(Annex- 1.2) is attached for your guidance. The following items should be included in the course outline :

- a) **Course number and title, Course Teacher, Class meeting days and Hours**
- b) **Course Objectives**
- c) **Course Contents** (Please refer to the course description given in BRAC University Prospectus to decide on the topics you will include in the contents)
- d) **List of text book(s) and references**
- e) **Teaching methods you will follow**
- f) **Performance evaluation and Grading policy** - The distribution of marks set by the University for performance evaluation is as follows :

#### Theory Courses

Section	Marks
1. Participation in class*	5
2. Quizzes/Class Tests/Assignments/ **	25
3. Mid Term Examination	20
4. Final Examination (comprehensive), Projects***	50
<b>Total Marks</b>	<b>100</b>

\* includes marks for attendance in classes, tutorials and labs. ( Please refer to Section 7 later on)

\*\* Minimum No. of Quizzes/Class Tests/Assignments = Credits of the course + 1.

For example, for a 3 credit course number of quizzes/ class tests/assignments will be at least  $(3+1)= 4$ ; Marks for lab session/tutorial should be allotted from this item.

\*\*\* Up to 20 marks may be allotted from Final exam for Projects/Term Papers/Case reports.

Additional marks, if necessary, may be allotted from item no. 2 (Quizzes.....)

#### Lab Courses (If offered as an independent course)

Section	Marks
1. Participation in sessions	5
2. Quiz/ Test/ Assignments*	25
3. Weekly Projects	30
Final Project	40
<b>Total Marks</b>	<b>100</b>

\* includes marks for attendance in labs. ( Please refer to Section 7 later on)

\* Minimum No. of Quizzes/Class Tests/Assignments = Credits of the course + 1.

For example, for a 3 credit course number of quizzes/ class tests/assignments will be at least  $(3+1)= 4$ .

f) **Course Schedule/ Course Schedule with topic and chapter reference.** Please refer to the BRAC University Prospectus for course description to decide on the topics you will include in course schedule. You should use the Academic Calendar to prepare the course schedule. A sample Course Schedule is given with sample course outline.

4.2 Please consult the Chairperson of the Department offering the course if you plan to deviate from the above guidelines to confirm that your plan fulfills University's requirements.

4.3 Please check if the same course is being offered by another teacher also. If so, please have a meeting with him/her to design a common course outline, if possible. Consult the Chairperson, if necessary. During the semester, have regular meetings with the other teacher to ensure coordination. You may use the Course Group Coordination form provided in Annex – 1.3 for this purpose.

4.3 Please leave a copy of the Course Outline to the Chairperson of the Department.

4.4 Your suggestions on the improvements or additions to the course descriptions are always welcome. Please discuss your suggestions in the meeting of the Course Committee or with Chairperson of the Department or send it to him.

4.5 Please distribute the Course Outlines in the first class meeting or latest by the end of the first week of the semester

## **V. Lesson Plan**

5.1 BRAC University attaches great importance on effective and efficient teaching. A Lesson Plans is an effective tool for efficient use of limited class time and for effective delivery of lessons. It is therefore desirable that you prepare lesson plan for each session/ topic of the course and distribute each lesson plan from the first class meeting. It is expected that you prepare the lesson plan for the entire course before the semester begins. A sample lesson plan is attached in Annex – 1.4 for your guidance. Please leave a copy of the Lesson Plan set to the Chairperson of the Department for review by the Course Committee or by the Chairperson. If you need further information or guidelines in preparation of Lesson Plan, please contact Dr. Yusuf M. Islam, Associate Professor, CSE & Director(Research), who played key role in developing the format for the lesson plan.

## **VI. Managing your students**

6.1 Sign and date all forms, applications, or instruments that you give to students. Students generally avoid date to obtain financial advantage or to bypass deadlines. Consult semester calendar for deadlines for certain events like last date for course adding/dropping, withdrawal etc. which has financial/academic implications.

6.2 Please obtain updated list of students (class list) of your course(s) from the Coordination Officer(DCO) of the department offering the course. Do not allow anyone not on the class-list to attend your class. Ask him to produce an authorization slip from the Registrar's Office to sit in your class.

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6.3. In the beginning of the semester, the class list may change every day as students switch sections, add, drop or swap courses. Usually, things settle in after the first week of classes when updated class lists are provided by the Registrar's Office.

6.4 Before the mid-term exam., please make sure that the class-list matches the class exactly. Some students have to be prodded to set the record right. Tell them that you will not examine their exam scripts and that their names must be on the class-list for grades to be reported.

6.5 Please keep a close watch on class attendance of the students and report on irregular students (as soon as a student misses 3 classes) of your course to the Chairperson of the Department. Please photocopy or collect the "Report on Absent Students Form" (Annex-5) for this purpose from the DCO. The Chairperson will notify cases that need attention to the Registrar's Office who will notify the students and, if necessary, their guardians.

## VII. Examination , Evaluation and Grading

**7.1 Performance Evaluation:** The performance of the students are evaluated by a variety of methods such as quizzes, tests, examinations , assignments, projects , case study, class participation etc. In the beginning of the semester, you should clearly specify in the Course Outline what methods will you use and what percentage of the total marks and numerical values are assigned for each of these methods. Please refer to Section 4 : Course Outline of the Guidelines For Course Teaching in BRAC University which provides details in this regard.

**7.2 Grading Policy :** The Course Teachers are expected to maintain absolute fairness in grading all exams, tests, assignments , quizzes, term papers etc . The grading process must be transparent. Grades received by students in a course should represent a normal distribution wherever applicable. Too many A s or too many D s or F s may signal bias in the grading process. The Committee on Academic Standards administers the Grading Regulations, and may review course grades submitted by the Course Teachers. If the Committee is not satisfied with the grading of any course , it may ask the Course Teacher to review and revise the grading.

**7.3 Grading of Attendance :** Class attendance is compulsory for every student and 5% of total marks in every course is allocated for attendance in classes including tutorials and labs. The basis for awarding marks for attendance are as follows:

Attendance	Marks
90% and above	5
85% to less than 90%	4
80% to less than 85%	3
75% to less than 80%	2
70% to less than 75%	1
Less than 70%	0

If a student does not attend at least 70% of the total classes including tutorials and labs, s/he will not be allowed to take the final exam.

**7.4 Final Grading :** Marks earned by the students in Class Tests, Quizzes, Assignments, Participation, Attendance, Midterm Exam , Final Exam, Projects, Term Papers etc are to be cumulated and the total is to be graded as per the scale given below:

90 - 100	=	A	(4.0)	Excellent
85 - < 90	=	A-	(3.7)	
80 - < 85	=	B+	(3.3)	
75 - < 80	=	B	(3.0)	Good
70 - < 75	=	B-	(2.7)	
65 - < 70	=	C+	(2.3)	
60 - < 65	=	C	(2.0)	Fair
57 - < 60	=	C-	(1.7)	
55 - < 57	=	D+	(1.3)	
52 - < 55	=	D	(1.0)	Poor
50 - < 52	=	D-	(0.7)	
< 50	=	F	(0.0)	Failure

P:	Pass
I:	Incomplete
W:	Withdrawal
R :	Retaken

If a student has not completed any major requirement of the course (Mid term, Final or Project/Case/Term report, he will earn an F grade.

**7.5 Incomplete Grade .** Incomplete grade is not a regular grade and you should be very careful in assigning this grade. You may assign an “I” only when a student cannot complete one or more course requirements for some unavoidable/ unforeseeable/ accidental circumstances and has applied for I grade. Mere applying is not enough; s/he has to produce adequate and reliable evidence to support his case. The course teacher will allow ‘ I ’ grade only if s/he is convinced .The most common situation is when a student has fulfilled all the course requirements but missed the final exam due to sickness or a major accident. In case of sickness/accidents, insist on Medical Certificate verified and certified by Medical Officer of BRAC University. The Course Teacher must submit with the final Grade Sheet an Incomplete Grade form(Annex- 1.6) for each student stating the (a) present grade, (b) reason for assigning I grade, (c) nature of work to be completed and (d) the time period in which the work must be completed (no longer than 8 weeks from the date of final exam). If a student has missed the Final Exam , he should take the make- up final exam to complete the course.

The student who has received an I should not sit in the class of that course the next semester or thereafter. An “Incomplete” (I) is not a “Retake” (R). It is the responsibility of the student to take initiative in completing the work and s/he is expected to make up the incomplete work as specified by the Course Teacher. Although a student may remove an “I” by the end of 8<sup>th</sup> week from the date of completion of final exam of that course, it is strongly recommended that you give an early deadline. If no action is taken to complete the grade within this deadline, the Registrar’s Office will record the tentative grade submitted by the Course Teacher as final grade. In case the Course Teacher from whom a student received an I is not available , the Chairperson of the concerned Department will arrange an alternative teacher to dispose the matter.

**7.6 Withdrawal (W) :** The Registrar’s Office will assign this grade when a student officially withdraws from a course after the ‘last date of withdrawal without recording W’. Prior to that if a student withdraws

from a course, no entry is made on the student's academic record. Although a W does not affect the student's GPA, appearance of W (if it appears frequently) on the record may affect the student's image.

### 7.7. Courses Repeated(Rp) or Retaken (Rt)

A student must repeat the course in which s/he has earned F grade and the grade which is earned on repeating will be retained and will be counted in GPA or CGPA computation. However, a student scoring an 'F' in 100 and 200 level courses, if after repeating the course obtains a better grade, shall not have her/his 'F' shown in the Final Transcript. The Final Transcript will only indicate her/his latest grade in that particular course. A student cannot repeat a course more than twice. The transcript will show all the grades in the course.

A student may retake one or more courses for improvement of grade. The new grade, if it is higher than the earlier grade, will be counted in GPA or CGPA computation. Otherwise the earlier grade will be retained. A course cannot be retaken more than twice. The transcript will show all the grades in the course.

**7.8 Abandoning courses :** Assign F Grade for a student who has not fulfilled course requirements and for a student who abandons the course(s) without officially withdrawing from the course(s).

**7.9 GPA Computation:** The Grade Point Average (GPA) is computed in the following manner:

$$\text{GPA} = \frac{\text{Sum of (Grade points x Credits) attempted}}{\text{Sum of Credits attempted}}$$

### 7.10 Scheduling Quizzes /Tests/Exams :

7.10.1 The Course Teacher will schedule the Quizzes /Tests/Assignments and these should be scheduled in class hour or tutorial/lab hour.

7.10.2 The Course Teacher must schedule Midterm exam. in the Midterm exam week announced in the Semester Calendar . The duration of the Mid term exam should be 50 minutes for 100 and 200 level courses and 75 minutes for 300 and upper level courses. In no case, Mid term exam shall exceed two hours. The exam should be scheduled in the class hour or in tutorial hour. If a Course Teacher plans to schedule it for more than the class hour or outside the class hour/tutorial hour, availability of the students, exam./class room and invigilators must be checked before scheduling the exam. In such a case, s/he should contact the Registrar's Office one week before the date of the exam for booking class room and time. Submit the mid term exam scores to the Chairperson of the Department within a week from the date of midterm exam. along with scores of in-course evaluation done so far.

7.10. 3 Final Exam schedule is announced by the University before the commencement of the semester and the duration of the final exam is two hours for 30% marks and three hours for 50% marks.

**7.11 Make up Quizzes, Tests and Exams:** To create opportunities for students to improve their performance, the course teacher may hold more than the minimum number of quizzes/tests etc. that he will include in the final grading. In such a case, make up quizzes/ tests may not be necessary. For example, s/he may schedule 6 or 7 quizzes/tests out of which s/he may retain four best tests for inclusion in final grading. In this case, even if a student misses two or three tests, still no make up will be necessary. If however the course teacher is not willing to take more than 4 tests, s/he should schedule make up tests for a student who could not take the scheduled tests for reasons beyond his/her control and has applied for make up with supporting and convincing documents. If a student has missed mid term or final exam for medical or other

reasons beyond his/her control and has applied for make up with supporting and convincing documents, the Chairperson may, on recommendation of the Course Teacher, take make up midterm exam . The schedules for make up mid-term exam. and make up final exam. are announced by the Registrar's Office.

**7.12 Invigilation :** The Course Teacher serves as the Invigilator of the examinations of the courses s/he teaches. The Teaching Assistant (TA) may assist him/her in invigilation but the TA cannot replace the Course Teacher in invigilation. In case additional help is needed for invigilation, the Course Teacher should contact the Chairperson of the Department at least a week before the exam date. Course Teachers are requested to follow the Guidelines on Invigilation provided in Annex 1.7.

**7.13 Unfair means in the Exam.:** Please study the details of the examination offences and penalty measures provided in Regulations of Students Conduct. Relevant text of these offences and penalties are reproduced in Annex – 1.8 for your ready reference. Before the exam starts, warn the students on the consequence of adopting unfairmeans. Do not hesitate to take appropriate action against a student adopting unfairmeans and to report the matter to the Chairperson in writing stating the nature of unfairmeans adopted and the circumstance.

#### **7.14 Marking the Answer scripts**

7.14.1 Please mark the answer scripts with your comments where necessary. Teaching Assistants are not allowed to mark the answer scripts. They may be allowed to mark the assignments under the supervision of the Course teacher.

7.14.2 The students should get the marked scripts for checking in a class within a week from the date of holding the tests/ exams. Display the correct answers and marking scheme in the class so that students can correct their mistakes. Collect the answer scripts after their checking. Showing the marked exam scripts is important because the students need to know why did they get the marks they have been assigned and also how to improve performance.

7.14.3 You should notify the students during the final exam the date, time and place where the students can check their final exam. scripts.

7.14.4 Please preserve all answer scripts and marked assignments that are used for grading students. The students have the right to check the answer scripts even after they have received the grades of the course.

#### **7.15 Final Grade**

7.15.1 The final grade of a course is due within 72 hours (if you have 20 or less students) and within 96 hours ( if the number of students exceed 20) from the time and date of holding the final exam of your course.

7.15.2 You may record and process the scores on the Excel sheet provided with the Grades section of the Students Management Software on your computer or use the Final Grade Sheet form in Annex 1.9 and take a printout. Obtain signature of the Chairperson on the printout. Open the Students Management Software in the computer, copy the grades on the Grade Sheet on the Software and submit on the computer. In case you do not have software on the computer, request the Assistant Registrar for its installation.

7.15.3 You may return the Quizzes, Class Tests and Assignments but retain the mid term scripts, final exam scripts and Project reports. Please pack these and questions of all exams, tests, quizzes etc., into a neat bundle and mark the

packet with Course No. and title, section no., semester and your name. Please also submit a package containing the course outline, exercises, cases, handouts etc. used for the course and mark the packet with Course No. and title, section no., semester and your name. Fill up the Scripts Receipt Form (Annex 1.10) and submit the packets to the Chairperson or the authorized person and obtain the signed receipt. The Department will preserve these records for one semester.

**7.16 Changing Grades :** The Course Teachers should be very careful in marking and scrutinizing the scripts, tabulating the marks and assigning grades so that grade changes are avoided. Changing the grade(s) is highly discouraged. Yet if a grade has to be changed for genuine reasons, this should be done in a prescribed Grade Change form (Annex – 1.11) and the completed form should be handed over to the Chairperson or should be submitted in a sealed and signed envelope.

**7.17 Academic Standing :** Students are expected to maintain standards in their academic work. They should be taking the required number of courses and maintain satisfactory grades in these courses. In particular students are expected to maintain a GPA of 2.0 (both semester and cumulative), otherwise the student will be put on probation for the following semester. If a student on probation fails to maintain a CGPA of 2.0 in the following semester, then the university will review the students record and recommend further action which may include options such as giving one more chance to make up grade deficiency,

First year students whose grade point average is below 1.0 in their first semester may be asked to withdraw from the university and apply for readmission later when they are better prepared. **The Course Teacher should give attention and assistance to the students on probation so that they can improve their performance.**

## **VIII. Evaluation of Course Teaching**

**8.1 Evaluation by students of the course :** The students evaluate the teaching of the course in the final week of the semester by a Course Evaluation Questionnaire as shown on Annex – 1.12.

**8.2 Peer evaluation :** The Peer Evaluation form as shown in Annex – 1.13 is used by a designated senior teacher to help a Course Teacher improve his/her teaching. The senior teacher sits in the class of the course teacher at least two times a semester for this purpose.

**8.3 Evaluation by Chairperson :** The Chairperson evaluates the performance of the Course Teacher in respect of punctuality, regularity and contribution to the service of the university.