

APS Department Information for Faculty

There are four staff members in the APS Office:

Marsha Burch	marsha.burch@colorado.edu	APS Office Manager
Troy Latta	troy.latta@colorado.edu	APS Graduate Program Assistant (GPA)
Jose Aburto	jose.aburto@colorado.edu	APS Undergraduate Program Assistant (UPA)
Philip Bradley	philip.bradley@colorado.edu	APS Finance and Operations Manager

APS Office Hours: 8:00 AM-12:00 PM 1:00 PM-5:00 PM (M-F)

Lunch hours: Noon – 1pm

The APS Computer Support person is Troy Latta (troy.latta@colorado.edu). He can help with TA desktop computers, and TAs can email him directly with requests for assistance. **Please copy marsha.burch@colorado.edu on all requests.**

Here are some areas we thought might be helpful to have quick answers for:

Advising:	<p>Evan Feldman is the staff undergraduate advisor for APS and Physics. His office is F211; his phone is 5-5477</p> <p>The first Year undergraduate advisor for APS and Physics is still being decided. Update to this will be announced when we have the final word.</p>
Mentoring:	<p>Each APS major is assigned an APS mentor. Plan to meet with your mentee every semester, before registration, and complete a mentor application form. Students are required to meet with their mentor in order to have their “academic hold” removed from their registration.</p> <p><u>Lead Faculty Mentor</u> Seth Hornstein is the Lead Mentor.</p> <p><u>Undergraduate Mentor</u> 1st semester Freshman will be mentored during a group mentor session. Jose Aburto will be asking for faculty volunteers to assist. Dates/Times for these group sessions are – Sept 24, Oct 3, Oct 9, Oct 14, Oct 25, Oct 29 and Nov 7 (see Jose for times). All meetings will be held in G126.</p> <p><u>Faculty Mentors</u> Undergraduates will be assigned to meet with faculty mentors during their final five semesters. Jose will assist the lead mentor in assigning and identifying faculty mentors and obtaining information about individual students.</p>
Audio/Visual	<p>For Large Lecture room support in Duane, contact OIT. The APS LCD projector must be checked out in advance from staff. The front desk has a collection of dongles and adapters; should you need one, contact one of the staff members.</p>
Clickers:	<p>If you are using clickers in your classroom, you will need to have an i-clicker responder in your classroom (most classrooms in Duane have one) and install the appropriate software on your laptop. For more information and downloads, see:</p>

	http://oit.colorado.edu/clickers . Instructor clickers can be purchased from the CU Bookstore via the APS office.
Class Rosters, FCQs, SAFs, Grade sheets:	See Jose in Duane E226. Instructors can access online rosters and submit final grades via the CU portal MyCUinfo (http://mycuinfo.colorado.edu). You can access this website using your official CU username and IdentiKey. Canvas is now the program to use for course instruction, communication hub, place to collect, grade and track assignments.
Online Course Management:	About Canvas
Demonstrations:	APS collaborates with Physics in maintaining an extensive set of classroom demonstrations. The demonstration lab is located in the 2B level of Duane, behind the large classrooms. However, it is highly recommended that you stop by to discuss your needs with coordinator Mike Thomason (thomason@colorado.edu) well in advance if you have not used a particular demonstration before. While some demos are primarily designed for G1B20 and G1B30, many are portable and can be signed out to use in other classrooms.
Disabled student accommodations:	<p>A student requesting accommodations because of a disability must obtain a recommendation from the CU Disability Services Office. This office, not the instructor, is responsible for determining whether a student qualifies as disabled and will help to determine what accommodations need to be made. Some students will present a written document from the Disability Services Office verifying their disability. It is the responsibility of teaching faculty to provide reasonable accommodations if notified in a timely manner.</p> <p>Faculty should review FAQs at this site for specific answers to who arranges accommodations for needs: http://www.colorado.edu/disabilityservices/faculty-staff</p> <p><u>Additions added by Dave Brain F19:</u> It was brought to my attention that Disability Services is offering one or two new types of accommodation, so I thought I'd send a message to (1) see if you have concerns or comments, and (2) summarize the different types of accommodations that you may encounter. Disability Services also has a page on providing accommodations here: https://www.colorado.edu/disabilityservices/faculty-staff/working-disability-services-students/providing-accommodations):</p> <p><u>Should be familiar:</u> This process is typically initiated by the student giving you a letter summarizing what accommodations must be provided, as determined by Disability Services, in order to be in compliance with the Americans with Disabilities Act (ADA). The accommodations often include providing extra time or a distraction free environment for exams. Occasionally you will have a seeing or hearing impaired student in your courses, and you may be required to provide the text or notes in an alternate format (DS usually helps with this). There may also be a sign language translator in your classroom, or you'll be asked to request</p>

volunteer note takers from your class for a student with a disability.

Maybe new, maybe not?: I've heard that some of you are receiving requests for "Intensive Testing Accommodations". This appears to be a formalization of a previous policy that some of us have experienced where Disability Services agrees to administer and proctor exams for students who require "extreme" accommodations: e.g. they need more than 1.5x on exams, or need someone to read them the questions, or require an exam in large print. Thus, the work of proctoring the exam is taken out of your hands, but there's some small overhead in setting up the exam time and sending the exam to Disability Services.

"New": Since Spring 2019 Disability Services is providing accommodations to students who have disabilities that are episodic or unpredictable in nature (e.g., Crohn's disease, Epilepsy, Bipolar Disorder, Diabetes, PTSD, etc.) and may impact the student's ability to attend class and/or complete an assignment on time. The student and professor together form a "Flex Plan" to provide guidance on what should happen if a disability-related issue should occur. According to an email from Disability Services:
It is up to the student to decide whether or not they would like to request this accommodation in a particular course. If they do, DS will reach out to the faculty member via email (dsflex@colorado.edu) and ask that they complete a Flex Plan (via Google Forms) and submit that back to our office within five (5) business days of receipt. Filling out the plan should take anywhere between 5-10 minutes to complete, and the reason that we have to put a deadline on the process is to ensure that we are meeting legal compliance under the ADA. The plan itself will indicate how much flexibility can be allowed in the course, if and when the student has a disability-related issue that impacts attending class or completing an assignment on time. After the plan has been submitted and evaluated by our office, we will send the finalized plan to both the faculty member and student. After that, it will only be utilized if the student has a disability-related issue that affects class attendance or assignment completion.

If you end up encountering new situations and want to find out how others have proceeded please feel free to let me know or share with the group. If needed, I can contact Disability Services as well.

Note from Seth on "new" situation above:

Also worthwhile to point out... the "New" situation that Dave mentions below was brought before BFA and there was a strong pushback from some faculty on the fact that DS was initiating the contact with faculty in the Flex case. Their response was that this was due to:

- 1) power dynamics where the student wouldn't feel comfortable approaching the faculty member with their issue.
- 2) legal requirements.

DS assured us that they will only reach out AFTER the student expresses interest in exercising this option (NOT automatically on behalf of everyone who qualifies.)

Drop/Add /Incomplete:	There are specific add/drop deadlines and procedures, and specific requirements for assigning an incomplete grade for the semester. Consult the Registrar's website (http://www.colorado.edu/registrar/) for specific dates and requirements. It is recommended that you be aware of the drop requirements and advise your students accordingly. APS strongly recommends that instructors and students complete an "Incomplete contract" before an incomplete grade be given. Please see the Undergraduate Program Assistant to get a copy of this contract.
Final Exams:	A final exam is expected for all CU classes and should be held during the scheduled time; this can be different for graduate level courses. You can find your final schedule listed on myCUinfo or the Registrar's website: http://www.colorado.edu/registrar/calendars-schedules/academic-calendar When students have three or more final examinations on the same day, they are entitled to arrange an alternative examination time for the last exam or exams scheduled on that day. Such arrangements must be made no later than the end of the sixth week of the semester. Students are expected to provide evidence that they have three or more examinations to qualify for exceptions. Please note that the week of classes preceding the scheduled final examination period should be used primarily for continued instruction and may include the introduction of new material. No hourly examinations are to be given during the seven days preceding the start of the examination period. However, lab practical and seminar presentations may be scheduled in that week. Final Exam Policy: http://www.colorado.edu/policies/final-examination-policy Please reserve rooms for review sessions in advance by contacting Marsha Burch.
Field trips:	Buses can be ordered through the campus Transportation Center with advance notice and prior approval by the course fees committee. After approval is obtained, contact the APS office for reservation assistance.
Teaching Assistants: Graders: ASTR Help Room: Tutors:	TAs Your class may be assigned a graduate teaching assistant (TA) for the semester, who can help in-class, with review sessions, office hours, grading and other tasks, Please see Troy Latta for more information. A "half time" TA is expected to put in no more than 20 hours per week for your course; a quarter-time appointment (0.25 FTE) is 10 hours per week. In general, TAs are APS graduate students, but occasionally we need to hire students from other majors; please be aware of your TA's familiarity with the course material. In general, you should not request a TA to substitute for you in lecture unless they are exceptionally qualified to do so. TAs are required to complete training specific to our classes and facilities. Graders Once graders are assigned and approved, Philip Bradley (Philip.bradley@colorado.edu) will set up payroll for graders and Jose Aburto will train them in MyCULeave to log their work hours. Please keep Jose aware of any issues or if you have a specific student you want as a grader. NOTE: Student graders will assist faculty with grading. Instructors should provide graders with examination answer keys. Student graders should not be responsible for coming up with their own <u>test solutions</u> . Instructors are responsible for grading final examinations.

	<p><u>Grader/TA for ASTR 2600 & 3800</u> Instructors will need to review and approve graders for these courses. Qualifications are very specific to be a grader for them.</p> <p><u>Astronomy Help Room(AHR)</u>-Will be held in Duane D220 Fall 2019: Hours: 2pm - 6pm Days: Tue, Wed, Thur</p> <hr/> <p>Spring 2010 Help Room Schedule: Will be held in Duane D142 Hours: 2pm-6pm Days: Tue, Wed, Thur Astronomy tutors for hire: http://www.colorado.edu/aps/undergraduate-students/tutoring</p> <hr/>
<p>Instructor Grading Policies:</p>	<p>These include setting expectations for students, recommended grade distributions, and instructor absences. Posting interim grades for students is only allowed online via official course management systems -- Canvas. Final course grades are usually due towards the end of final exam week and should be uploaded via the Web Grading link in the CU online portal (MyCUInfo). For more info: http://www.colorado.edu/registrar/registration-grades/web-grading</p>
<p>(E126):</p>	<p>Scheduled by APS staff and curriculum chairs. Information on access and policy is available in APS. Media equipment directions are in the media control panel and tech cabinet in E126. If you notice any problem with the room or its equipment please notify APS Staff.</p>
<p>Keys:</p>	<p>Office keys are issued by APS office staff.</p>
<p>Observatory scheduling:</p>	<p>The Sommers Bausch Observatory offers 20" telescopes and binocular viewing and many classes are automatically assigned observing nights. Public open house nights are held every Friday during the semester. Access to a small telescope in a dark site at the Mountain Research Station near Ward also may be possible. Please see the SBO website at: http://sbo.colorado.edu and contact Fabio Mezzalira, fabio.mezzalira@colorado.edu, x2-6732, if you would like to arrange for additional observing sessions for your class. Please note that unless the CU Catalog description notes that night time sessions are required, it is best not to make these activities mandatory for your students. TA's are trained in telescope operations.</p>
<p>Instructors & TA's Office Hours:</p>	<p>Regularly scheduled office hours should be held by both the instructor and TAs for each class- usually 2-3 hours per week for each. Please inform the APS office</p>

	when these will be held each semester. Instructors and TAs without an office on main campus should contact the APS office to arrange for room access.
Photocopying:	The APS Office staff needs 24 hours' notice whether copying is to be done inside APS (smaller jobs) or at Printing Services. Do not assume that you will be able to run your own copy job in APS, because the amount of traffic on the in-house machine may make last minute jobs impossible whether staff or you run them. Please hand or email your copy job to a staff person in APS. Fax Machine is now located in D230.
Planetarium scheduling:	Fiske Planetarium offers a variety of pre-recorded and scripted planetarium shows on many topics appropriate for APS classes. Please see the planetarium website at http://fiske.colorado.edu/ for public offerings, and contact Francisco (Tito) Salas at Fiske Planetarium, x2-3749 for more information or to schedule a class in the planetarium.
Central-Room scheduling & Review sessions:	Send an email to APS staff (Marsha, Troy or Jose). Please include course number, dates needed, number of students expected, first and second choice of time and room preferred, need clicker-wired, and purpose of session. Please do so at least 3 days in advance because if we can't reserve one of our department rooms then we have to go through Academic Scheduling to request a room for you. The department rooms available for making reservations are the: <ul style="list-style-type: none"> • APS Conference Room (D-230), 8-10 person capacity • APS/PHYS Seminar/Conference Room (D-142), 34 person capacity • APS/PHYS Seminar/Conference Room (G-126), 40 person capacity • E126, 37 person capacity • Chair's Conference Room (E226A) – 10 person capacity and must be reserved If you do want to reserve one of our department rooms, the room availability is on our website: http://aps.colorado.edu/calendar.html . Marsha, Troy or Jose will also be able to assist you.
Scantron:	NOTE: Location has changed: -- D230 Please request a key for D230 if you need to use the Scantron. The Scantron Optical Scanning machine for grading bubble-in multiple choice exams and is attached to a Dell computer. Scantron sheets are available in the APS office as are #2 pencils and erasers. Please return the pencils, erasers, and unused answer sheets to the office at the end of your exam. TAs are trained on the use of the Scantron. An instruction sheet is also posted next to the machine. APS office staff members are not trained to operate the scanner and cannot answer technical questions. For security of student records, please do not ask APS student assistants to help in any way with the scanner. Staff will call for service if notified of a problem.
Senior Auditors:	APS keeps a list of courses appropriate for senior auditors on the APS website at: http://www.colorado.edu/aps/undergraduate-students/courses-senior-auditors

	<p>Seniors who wish to audit your class should request permission at the start of the semester. While APS encourages instructors to welcome these students, this is at the discretion of the instructor. Instructors may request temporary access to online materials for auditors via an email to OIT, providing:</p> <ul style="list-style-type: none"> • Full legal name of individual to be sponsored (as it appears on the individual's driver's license) • Last 4 digits of SSN (Not a passport or visa number. If the individual has no SSN, please indicate this). • Birth date • Length of sponsorship (up to 1 year) • A personal email address (CUIdM uses this email address to claim accounts) • List the reason for the sponsorship, which must be fulfilling a function for the university
Substitute lectures:	<p>Please E-mail in advance the Chair, Nils.Halverson@colorado.edu and cc marsha.burch@colorado.edu describing any absence, along with class session coverage arrangements.</p> <p>The College's policy on faculty absences is listed at: http://www.colorado.edu/facultyaffairs/faculty-absences-0</p> <p>In some cases, written permission is required. If you must miss a class, arrangements should be made for another faculty or appropriate person to substitute for you. In general, TAs should not be expected to substitute in lecture.</p>
Syllabi (Disabilities), Harassment Policy, Honor Code, Phone Policy:	<p>Your class syllabus should contain the recommended statements from the College on Disabilities, Harassment and the CU Honor Code. This recommended text is emailed to faculty at the start of every semester; if you did not receive this information, please ask the APS office. Please submit a copy of your syllabus to the APS office at the start of the semester.</p> <p><i>APS Cell Phone policy:</i> <i>The policy of the Department of Astrophysical and Planetary Sciences is to ban any use of electronic devices (cellphones, tablets, laptops) in class except as an approved accommodation granted by Disability Services, or as explicitly authorized by the instructor.</i></p>
Instructional videos- Norlin Media Library:	<p>To BOOK a film, self-book the film on Chinook, in person at the main Circulation Desk in Norlin Library, or email norcirc@colorado.edu.</p>
Textbooks and other course materials:	<p>The Undergraduate Program Assistant distributes textbook request forms each semester and monitors this process. With advanced notice, the instructor can request desk copies. Other course materials can be purchased, but prior approval must be obtained from the APS chair. After approval is obtained, contact Jose for ordering assistance.</p>
IdentiKey and E-mail:	<p>An IdentiKey account consists of your CU login name and a unique password. To activate the IdentiKey account go to: https://oit.colorado.edu/services/identity-access-management/identikkey</p>

	Once your IdentiKey is activated your e-mail will generate within 24 hours.
Website Links:	Please send any directory information to Troy Latta for updates. For website questions and concerns, email Troy.Latta@Colorado.edu or Samuel.VanKooten@Colorado.edu