



Instructor of Record



Hillary Bermudez
Brian Odiwuor
TA Orientation Fall 2023



Who are we?

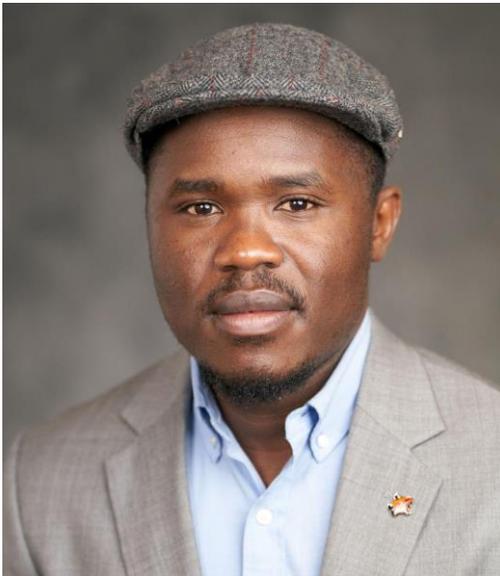


Hillary Bermudez

She/her/hers

Ph.D. Candidate in Mathematics Education

Hobbies: Painting, Gardening, Baking, visiting museums and new restaurants/cafés



Brian Odiwuor

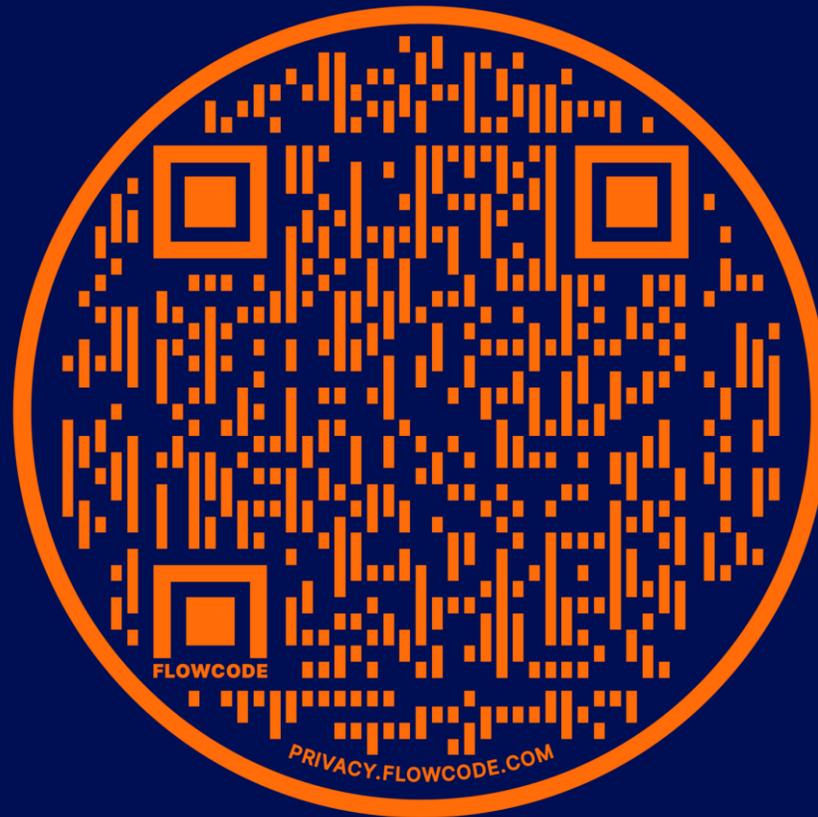
He/him/his

Ph.D. Candidate in Mathematics Education

Hobbies: Travelling, Cooking, Writing, and Playing with my Kids.

Introduction

Getting Started:



SCAN ME!

Presentation Roadmap

→ Who is an instructor of record?

◆ Brief overview of responsibilities

1. Before the semester

- a. Course
- b. Institutional policies
- c. Preparing course materials

2. During the semester

- a. Establishing and adapting teaching methods
- b. Maintaining course records
- c. Professional development opportunities

3. Finishing the semester

- a. Finalizing course materials

Instructor of Record

Who is an instructor of record?

An instructor of record is someone who has overall responsibility for:

- the development and implementation of the course syllabus,
- the day-to-day delivery of the course,
- ensuring that the course learning objectives are achieved, and
- the issuing of grades.

Before the semester

1. Familiarizing yourself with the course
 - a. Understand the course objectives
 - b. Plan the design of Course and corresponding materials:
 - i. Syllabus
 - ii. Presentation of material and content
 - iii. Inquire about teaching resources available

1. Familiarizing yourself with Institutional Policies
 - a. Know your role as an instructor of record in your particular department

Before the semester (Cont'd)

3. Developing a syllabus:

- a. Get in touch with your course supervisor
- b. Consult the university standards and policies for courses
- c. Think ahead about expectations for your students
(Attendance, participation, class norms e.t.c)
- d. Provide a course calendar

Before the semester (Cont'd)

4. Planning course content:

- a. Seeking resources
- b. Gauge experienced instructors' experiences teaching the course

5. Designing assignments and assessments:

- a. Ensure the expectations are clear for your students
- b. Determine how you will be assessing students
- c. Determine how you will be grading of assignments and assessments and what role you want students to have in this

During the course

Throughout the semester, the instructor of record plays a vital role in guiding and supporting students' academic progress, fostering a positive learning environment, and ensuring the successful delivery of the course.

Here are some of the responsibilities of an instructor of record throughout the course.

During the course (Cont'd)

1. Teaching Classes:

- Establishing classroom norms and expectations (Setting boundaries)
- Facilitating classroom discussions
- Creating and modifying instructional material
- Grading and providing feedback
- Monitoring and updating students on their progress

2. Providing Academic Support

- Meeting students during office hours
- Being available through email

3. Adapting Teaching Methods

- Creating an equitable learning environment

During the course (Cont'd)

4. Maintaining Course Records

- Attendance record
- Organizing grades throughout the semester
- Creating updated gradebook

5. Continual Professional Development through participation in;

- Certificate in University Teaching through the Future Professoriate Program workshops
- Teaching Conferences
- Research Conferences (Why? learn about novel empirically-based studies that suggest implications for teaching)
- Continuously having conversations with other instructors teaching the same or similar courses

End of the semester

At the end of the semester, the instructor of records' main responsibility is to:

- design final examinations
- grade assessments
- assign grades to students.

End of the semester (Cont'd)

1. Administering final examinations or assessments
2. Grading final assignments and exams
 - a. Creating rubrics and answer keys
3. Submitting grades on myslice and to the department
 - a. Deadlines
4. Course evaluation
 - a. Review course evaluation feedback to understand students experience with the course
 - i. Reflect on ways you supported students' learning
 - ii. Reflect on ways to improve your teaching and/or components of the course

Thank you!

Hillary Bermudez
Ph.D. candidate in Mathematics Education
hbermude@syr.edu

Brian Odiwuor
Ph.D. candidate in Mathematics Education
bodiwuor@syr.edu

