

## Course Stewards

The Executive Committee has approved the recommendation of the Undergraduate Affairs Committee that faculty be appointed to two-year terms as course stewards for each of the following courses:

- 220/221, Calculus, large lecture format (one course steward for both courses)
- 220, Calculus, active learning format
- 225, Introductory matrix theory
- 231, Calculus II, large lecture format
- 231, Calculus II, active learning format
- 234, Calculus for business I
- 241, Calculus III
- 285/286, Intro to differential equations (Plus)
- 347/348, Fundamental mathematics (ACP)
- 415, Applied linear algebra

Service as a course steward will count as a committee assignment.

The course steward will have four basic duties:

1. To prepare a course package containing the materials that the instructors need to successfully plan their own sections.
2. To arrange a meeting with all the instructors shortly before the semester begins to highlight key information and answer questions.
3. To make sure that the instructors know that the course steward will be available throughout the semester for various types of help, such as looking over exams.
4. To request feedback on the course from each instructor in order to identify any problems with the course design.

The precise content of the course package can be decided by the course steward. However, where applicable, the materials should be descriptive rather than prescriptive and mention alternative best-methods of teaching. For example, Some instructors have their TAs grade a selection of the homework, but most don't grade homework they give a weekly quiz... Important components might include: a detailed syllabus, a complete collection of exams (together with median grades and curves), suggested homework assignments together with guidelines for instructors who prefer to choose their own, common pitfalls, and the feedback forms from previous instructors.

The course steward is not expected to teach the course each semester, but should have taught the course at least once before and be willing to teach it once again during his or her tenure.

You will have an opportunity to indicate your interest in serving as a course steward when you fill out your committee preference form.

Please contact Bob Muncaster if you have any questions.

23 May 2008