American International University – Bangladesh (AIUB)

Department of Chemistry

Faculty of Science & Information Technology

**TEACHING REMINDERS QUIDE – FALL 2021-2022**

1. Theory Performance:
2. Quizzes (40%, 3 Quizzes, best 2 for results)
3. Written Exam (40%)
4. Class Attendance (10%) and Performance (10%)
5. Lab Performance:
6. Class Attendance (5%) and Performance (5%)
7. Quizzes (30%)
8. Reports (20%)
9. Viva (20%)
10. Exam (20%)
11. **Classroom policies –** 
    1. Attendance:
       1. At least 75% presence.
       2. Late in Class (3 late one absent/15+ minutes late one absent etc. or teacher’s own rules)
       3. Students must inform the course teacher regarding his/her absence in the following class. If the student cannot be available from the following class, must e-mail, phone, or send an application via guardian/friend/family to the course teacher.
       4. Missing a laboratory class is very crucial, as most laboratory classes have performance marks. Makeup can be arranged for at most two missing laboratory performances. As different laboratory classes have different criteria, it is up to the relevant teacher to set the policy for absent laboratory performances.
    2. Missing Evaluations:
       1. Makeup for missing Quiz/Assignment dateline/ Lab Experiments. Etc… will be considered only through valid application procedures with pure evidence of reasoning for absence.
       2. Makeup for missing Midterm/Final term will go through Set B/Set C form only.
       3. Student missing less than 40% of the total evaluation for each term (mid/final) will be given ‘I’ (incomplete) grade along with a strict deadline to complete the missing evaluations by the course teacher.
       4. Student missing more than 40% of the total evaluation for each term (mid/final), will be given ‘UW’ (Unofficial Withdraw) grade. Students must go through valid application procedures with pure evidence of reasoning to change ‘UW’ to ‘I’.
       5. Except extreme cases (accident/hospitalized etc.), marks for attendance will not be considered. On extreme cases, partial/full marks (*judged by the course teacher*) may be given to the student.
    3. Teaching Materials:
       1. Students must collect the Syllabus, lecture notes or any other teaching materials from the respective course teacher through course webpage.
       2. Students must store the teaching materials as these might be required in future, specially for admission for higher studies.
       3. Teacher must post the syllabus and the lecture notes on the course webpage. Some courses don’t require lecture notes as most of the materials are taught using white board. Still the teacher is suggested to upload the topics for each lecture along with the references/ exercises/ examples from any source for every lecture.
    4. Classroom/Laboratory Performances:
       1. Encouraging the students to ask questions during or after the lecture.
       2. Encouraging the students to do additional exercises in the laboratory.
       3. Good students will be used to help the weaker students during the laboratory.
12. **Clarify the grading system-specially I, UW, and W grades: (e-mail this to all of your students)** 
    1. ‘I: INCOMPLETE’ is given when students have some missing evaluation (less than 40%) categories (quiz/assignment/etc.). Students must contact the course teacher for the makeup to COMPLETE the missing evaluations within the mentioned time period by the course teacher.
    2. ‘UW: UNOFFICIAL WITHDRAW’ is given when the missing evaluation categories are too many (more than 40%) to makeup. A student getting ‘UW’ has no option but to drop the course.
    3. Once a student’s gets ‘I’ or ‘UW’ and unable to fulfill the requirements with the course teacher for makeup, must drop the course through ‘Drop Form’ and Application to the Vice Chancellor within officially mentioned time period (generally, one week before the mid/final term exam) declared from the registration department.
    4. If a student gets ‘I’ grade as the final grade (mid+final), this ‘I’ is counted as ‘F’ grade in terms of CGPA calculation. Once the student gets a valid grade (‘F’ through ‘A+’) from the course teacher after completing the requirement of the evaluations or officially DROPS the course (‘W’ grade), only then, the CGPA is recalculated. Note here that, *if the calculated CGPA with ‘I’ grade is below 2.5, the students will fall in probation and will not be allowed to drop* and ‘I’ will be converted to ‘F’ grade.
    5. If a student gets ‘UW’ grade as the final grade (mid+final), this ‘UW’ is counted as ‘F’ grade in terms of CGPA calculation. Once the student officially DROPS the course (‘W’ grade), only then, the CGPA is recalculated. Note here that, *if the calculated CGPA with ‘UW’ grade is below 2.5, the students will fall in probation and will not be allowed to drop* and ‘UW’ will be converted to ‘F’ grade.
    6. Student having a grade ‘F’ in any of the followings – midterm, final term, and/or grand total, will not be allowed to drop the course. *Teachers must be very careful about giving an ‘F’ grade to such students, as it would be very difficult to undone later.*
    7. Students having any problem with the given grade must be consulted with the course teacher within one week of the release of grades.
13. **Consultation:**
    1. Encourage the students to come to the teacher during consultation time.
    2. Encourage the students to use email to communicate with the teacher.
    3. Force the weaker students to come during the consultation time. Unable to be present in such consultation time may be considered as absent/minus mark in performance/ or any other means of penalty.

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