

Director of Undergraduate Studies
Dr Audrey Curnock

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To: Mathematics Part B and Part C Lecturers

Organization of Intercollegiate Classes

Lecturers are responsible for organizing intercollegiate classes for those students taking their course. Each student should attend a set of

- four 90-minute classes for each lecture course in Part B,
- seven 1-hour classes for each lecture course in Part C.

Important notes regarding the organization of these classes are given below.

For Part B courses the Academic Office will make the allocation of class tutors and pass this information onto the lecturer. Part C lecturers are responsible for appointing their own teaching team of class tutors. Where people have volunteered to undertake class teaching the Academic Office will pass information about the offers on to Part C lecturers.

Database

The class scheme will continue to be administered via the *MINERVA* web-based database. Full guidelines are attached. If you do not have a username and a password for Minerva, please notify Sandy Patel (patels@maths.ox.ac.uk) as soon as possible.

Problem sheets and Model solutions

The Faculty has agreed that lecturers should provide problem sheets and model solutions. Please ensure that

- problem sheets are distributed to students
- problem sheets and complete model solutions are distributed to class tutors and TAs

by the start of the week preceding that in which the class is held. Problem sheets (and model solutions if possible) in LateX format should be posted on Mathematical Institute website. Lecturers can submit lecture materials onto the website by logging in and selecting the link 'submit course material'. If you are unable to produce these using LateX, clearly handwritten documents, scanned and converted to pdf format may instead be posted.

Part B Lecturers: For the benefit of students whose classes do not commence until week 3 or later, the Teaching Committee asks Part B lecturers to provide an initial problem sheet. This initial problem sheet should not be for discussion in class. Solutions should be made available for students to check — perhaps online. This problem sheet should give the students some taste of the course, and help them to revise background material.

Pre-Term Meeting

The lecturer should call a pre-term meeting of the teaching team (lecturer, class tutors and teaching assistants) to discuss such matters as the notation, the route through the material etc. It is helpful if there is liaison between the lecturer and class tutors and TAs throughout the term, with the lecturer keeping the team up to date with progress in lectures, etc.

Allocation of Students to Classes

- **Lecturers are asked to allocate students to classes in the first lecture** according to the following rules:
 - The preferred size of a class is 8 students.
 - There should be between 5 and 10 undergraduates in each class, though classes of up to 12 are acceptable. This can be exceeded only in very exceptional circumstances, in which case the Academic Assistant (Sandy Patel) and Colleges need to be notified. Colleges must be alerted and given the option of withdrawing their students from such classes.
 - Classes with fewer than 5 members cannot run within the scheme. In such cases teaching arrangements outside the class scheme should be made by the tutor with the individual colleges concerned.
- By **9am Monday of Week 2**, lecturers should have either entered the following class details into *MINERVA*:
 - Name of class tutor,
 - Name of TA,
 - Time of the class,
 - Week in which the class is held (ODD/EVEN – for Part B classes only),
 - When and where to hand in the work,or emailed them to Sandy Patel (patels@maths.ox.ac.uk).
- Please keep a copy of these preliminary class lists of students and their respective class tutors and teaching assistants for your own records.
- Tutors will be asked to ensure that the names of students in their class, stored in the *MINERVA* database are kept up to date. **At the end of fourth week, no further changes will be permitted in class membership** in order to calculate fees charged to each college. If a student wants to stop attending a class they are registered for both the class tutor and Sandy Patel need to be notified before the end of week 4.

Photocopying

Photocopying can be done in the Mathematical Institute, with the class scheme responsible for the cost of producing sufficient material for the purposes of the classes. However, the problem sheets should also be made available on the Mathematical Institute website.

Dr Audrey Curnock has responsibility for the general running of the scheme and the Teaching Committee of the Faculty of Mathematics has general academic oversight. Please address all correspondence regarding classes to Sandy Patel, Academic Assistant, Room DH61, or email loweh@maths.ox.ac.uk.

With thanks,

Dr Audrey Curnock

Director of Undergraduate Studies

c/o Sandy Patel, Academic Assistant