

# FM Instructor Resource Guide

## Faculty of Medicine Administrative Team

We are always ready to help you. Our administrative team members include:

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## FM Solutions Center - IT and Facilities

The Solutions Center is committed to provide quality technology support, training, and facilities services to the FM community.

Location: University Main Building Room 210

Helpdesk : +(995 32) 214 11 81 (118)

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**Course Logistics – seats, schedules, attendance, religious observances, etc.** While you have a lot of freedom in how you structure your course (and we're happy to help make it exceptional), there are some constraints placed on you. For example, we ask that you develop a detailed course schedule using the syllabus template, including describing the dates of required assignments, exams, and other activities. Moreover, European University policy states that students cannot be penalized in any way for participation in religious observances. So don't schedule major assignments on major religious holidays (we try to send some date reminders) and anticipate that students will let you know about such absences. Policy also states that students are supposed to inform you of such anticipated absences within the first two weeks of the semester. You can consult on the the policy information with the Dean's Office and Quality Assurance Service of European University.

**With regard to attendance**, the policy states that attendance is not to be used in the computation of course grades and recording attendance is not required of faculty. That said, we recognize the importance of students regularly attending and participating in class. Developing

course participation activities that require student attendance is an excellent approach for ensuring full student participation and allowing a mechanism for grading that participation. The instructor should outline these participation requirements clearly at the beginning of the course and in the syllabus.

Be aware that campus policy is to excuse students absence for a variety of reasons and instructors are asked to make reasonable accommodations for missed deadlines or other graded elements of the course.

### **Course Pre-Requisites**

At times, students will not have the required pre-requisite courses for a course for which they are registered. For that reason, it is important for instructors to announce and clarify the required pre-requisites at the start of a course and for newly registered students, asking them to drop the course if they do not have the required background courses.

### **Examinations**

If you schedule exams, be clear in the syllabus when the exam is scheduled and start and end the exam within the time allotted for the class. Do not provide extra time – this is unfair for students who have other commitments before/after class and need to arrive/leave on time. Give the final exam during the final exam week at the exact day and time stated in the official final exam schedule (this will be provided by your department scheduler). Do not deviate from this schedule and never give the final exam during the last regular day of class. Please make the final exam comprehensive and retain the final exam and other major course assignments for one full (meaning spring or fall) semester following the conclusion of your course.

### **Textbooks and Course Materials**

If you do use a textbook, then we recommend you work with your department around ordering your textbook, at least learning the procedures that they use. You should ensure, that all course materials are in the library of the university and accessible to all students.

### **Grades, including Mid-term, Final, and Incomplete Grades**

European University student management system is also the website you'll use for official course grades. You should use the system to enter the grades according to your syllabus and the university policy. For consultation, please, refer to the Dean's Office.

<http://emis.eu.ini.ge/>