

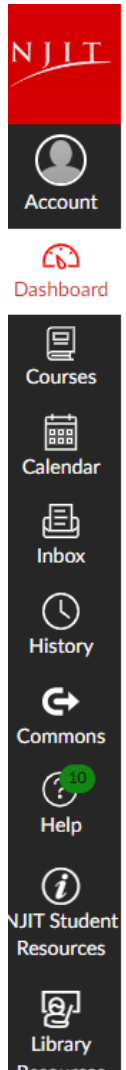
### (For traditional 3-credit courses)

- **Homework:** Usually one chapter, one homework. Typically, every two weeks or three weeks, one homework.
- **Final Examination:** The final exam should account for approximately one-third of the total course grade, not exceeding 36%.
- **Assignment Weighting:** No individual assignment should account for more than 36% of the final course grade.
- **Grade Composition:** Relying solely on a midterm and a final exam for the course grade is discouraged and not in line with university policy. A portfolio of assessment is worth considering, e.g. Homework 27%, Pop-up Quizzes 9.5%, Midterms 27%, Final exam 27%, Classroom Participation 9.5%
- **Frequency:** Early and periodic assessments and feedback are a crucial part of creating a productive learning environment. It is recommended at least one significant assessment (e.g. mid term) is scheduled, graded, and returned before the end of October. In this way, students who do not perform well still have time to withdraw and get refund.
- **Grade Reporting:** Instructors must electronically submit final grades within 48 hours of the last day of final exams. Deadlines for the Fall 2023 (last day of exam: Dec 23) and Spring 2024 (last day of exam: May 9) semesters are December 25, 2023, and May 11, 2024, respectively. Late submissions can adversely affect students' academic standing and financial aid eligibility.
- **Reporting:** Timely submission of Verification of Presence (VOP) information is crucial as it affects financial aid disbursement.
- **TA:** A TA is usually assigned for courses with over 40 students. For courses with less 40 students, they may share TAs with other courses.
- **Online Teaching:** NJIT provides Zoom and Webex for adjunct professors to teach online classes

## Information for Adjunct Professor

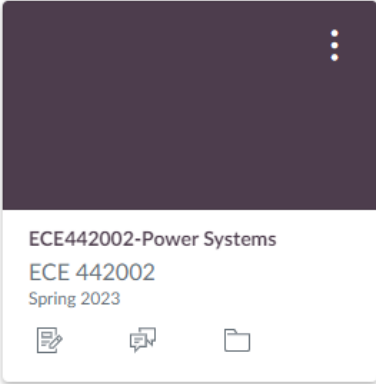

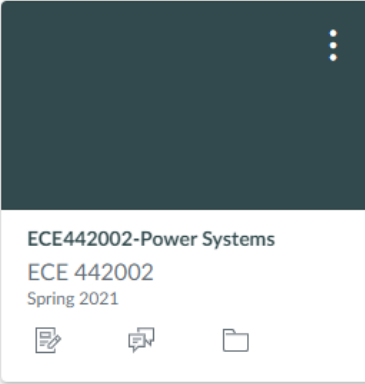
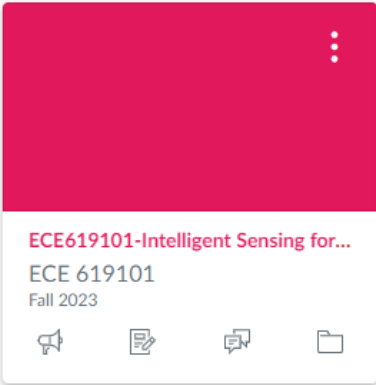
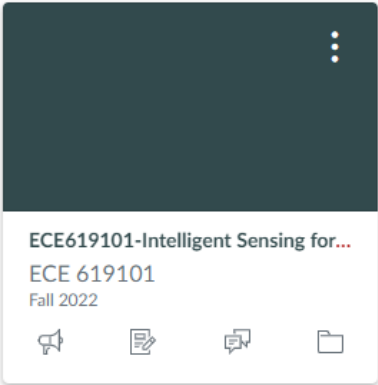
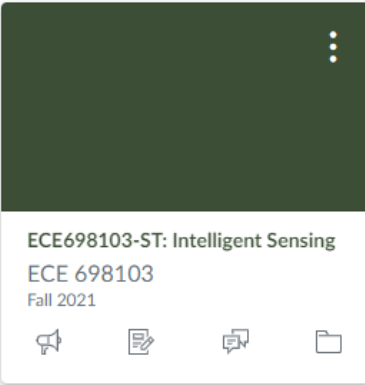
- In every chapter or section, provide some fully worked out examples for students to practice and understand the concept.
- Some fully worked out examples can be found some textbooks or reference books. The teaching materials will only be uploaded to the NJIT Canvas which means only the NJIT students who have enrolled into the course can access them. Thus they are not open to the public (avoid copyright issue).
- Financial remuneration to individual instructors: The standard rate is \$7545 for teaching a graduate course.
- Financial remuneration to external collaborating entities (e.g. industries): subject to negotiation

# Canvas: web-based learning management system



## Dashboard

### Published Courses (11)

Post lecture notes, homeworks.  
Online exam.  
Homework submission.