Checklist for Teachers at the Department of Philosophy

Director of Study: David Alm

Program Administrator: Anna Östberg

Academic Advisor (Philosophy):   Ylva von Gerber

Academic Advisor (Cognitive Science): Eva Sjöstrand

Exam administrator: Andreas Stephens

Before You Start Teaching

The Course Web Page
All of the department's courses have a webpage at www.fil.lu.se. (You can find it under the tab "Education". Then choose "Courses" or "Courses by semester.") There you will find most of the information you need about the course, including study period, syllabus, literature list, class schedule and exam schedule. (NB: The web page is always for a whole course, not for a subcourse or module.)

The Syllabus
The syllabus is a regulatory document for the course, and you as instructor are obligated to comply with it. Among other things, it prescribes which form of examination must be used in the course (or which forms must be used in specific subcourses). The syllabus also specifies the course's learning outcomes. These must be examined in the course (but not necessarily in each subcourse). The syllabus also specifies which form teaching should take during the course (such as that there have to be a certain number of mandatory seminars). These directives must also be followed. Note in particular that you must not include any obligatory seminar or assignment not explicitly specified in the syllabus. If you believe that the syllabus for a course you are teaching should be modified, please contact the director of study. Be advised, however, that any change must be made well in advance, as it needs faculty approval: no later than March 1 for the following fall semester and no later than September 1 for the following spring semester.

The Study Period
The study period on the course web page is specified for a whole course and not for a subcourse. For that reason, it is primarily important for courses in the MA program in cognitive science (HAKOG) and for the Philosophy Department's Introductory Semester courses and SAS courses (for exchange students). (These are not subcourses of a whole course.) As far as study periods for subcourses are concerned, see the heading "Exam Schedule" below.) Note that **no** scheduled events may take place after the end of the Study Period, including due dates for take-home exams and the like. (NB: This rule does not apply to re-exams.)

The Literature List
The literature list for each course, including subcourses, has to be finalized before the start of the semester (as a rule, Nov. 12 for fall semester and Dec. 12 for spring semester). This is so that books can be ordered by local booksellers and voice recorded for students who need it. Note that most extant (sub)courses already have official literature lists. If you want to change the literature on a (sub)course you are teaching, please contact the study director well before

the relevant deadline noted above. If you wish to make photo copies for the students to use, contact the program administrator to secure permission. If you need a personal copy of the course book, the department will purchase one for you. Contact finance officer Anna Cagnan Enhörning if you have questions about this. (In some cases it may we worth while asking a colleague who has taught the course previously for a copy.)

The Exam Schedule
The department's exam schedule is finalized in March for fall term and October for spring term. The program administrator will first send out a preliminary exam schedule and the teachers concerned are given the opportunity to request changes. In this preliminary schedule you will find planned dates for all invigilated exams and starting dates for subcourses in case the preceding subcourse does not have such an exam. Note that the exam schedule for practical purposes specifies the study periods for subcourses of a whole course. (See instructions above about study periods.)

Class Schedule
At the HT-faculty the class schedule is determined above department level by faculty schedulers (which you can reach at schema@lux.lu.se). That is, as a rule you **cannot** make your own class room reservations. (In case of occasional minor schedule changes, due to illness and the like, you may also contact the program administrator.) As a rule the class schedule from the preceding fall or spring semester, as the case may be, is copied and made available in preliminary form by email – usually in May for fall semester and in November for spring semester. As this preliminary schedule is often flawed in various ways, everyone slated to teach the upcoming semester should take a good look at it and submit requests for changes to the above e-mail address before the deadline.

Grading Criteria
All Philosophy Department (sub)courses must have grading criteria, which make clear what is required of a student to receive a given grade. These criteria must also be made accessible to students no later than the start of the (sub)course, via the teaching platform Canvas (of which more below). It is primarily the task of the grading teacher to prepare the criteria, but in those cases in which the grading teacher is not formally course examiner, the latter should also be consulted. Extant courses usually have grading criteria already. If you wish to modify them, that must be done before the start of the (sub)course. Any changes must also be approved by the study director, as is also the case with criteria for a new course. There is no set model for how to design grading criteria, but they need to match the course's learning outcomes (though it is also important to remember that these outcomes apply to whole courses rather than subcourses). If you need help with this process, please contact the study director.

While Teaching

Canvas
The Philosophy Department uses the teaching platform Canvas on all its courses and it is therefore very important that you familiarize yourself with it. For information about Canvas, see https://www.education.lu.se/en/tools/about-canvas. Remember that students typically expect to find all relevant information about your course on Canvas (or by mail, and the student group is most easily reached through Canvas). For every course/subcourse there is a designated Canvas page, to which you as teacher are given access. (If not, contact the program administrator.) You decide yourself when it should be made public to the students, but this should happen before the (sub)course starts. In the case of extant (sub)courses, content is usually copied from the preceding semester, but you are always responsible for

keeping it up to date and for how it is presented. (Please note that some content is added by the HT-faculty on all (sub)courses, and must not be removed.)

Technical Classroom Equipment
If you teach at LUX (or SOL) and experience difficulties with the technical equipment in the class room, support is available from the HT-Faculty IT department. You can reach them by telephone 046 - 222 32 30 (until 4:30 PM), or at their Frontdesk (LUX:C244, until 3 PM). (You can also use email: IT@ht.lu.se.) If you teach outside of the HT buildings (LUX and SOL), you must find out for yourself how to get technical support.

Fire Safety
As teacher you are responsible for guiding students out of the building in case of fire, and you are therefore required to know the evacuation routes and the designated assembly point. Note that this applies regardless of which building you are teaching in. Fire drills are conducted regularly in LUX and other University buildings.

Teaching Online
In some cases online teaching may occur, even on courses that are not officially distance-learning, if only to a limited extent. The Philosophy Department recommends that teachers use Zoom for such teaching, as it is the platform with which students are most familiar. It is important that all Zoom teaching events are scheduled through the Lund University Zoom portal (https://lu-se.zoom.us/) You must also ensure that only registered students can participate in the Zoom meeting. To do this, check the box marked "Require authentication to join" when booking the meeting via LU Zoom, (The box should be checked by default.) However, note that you may not move on-campus classes to Zoom at whim. The Faculty guidelines about this matter are only available in Swedish, but ask the study director if you are uncertain.

Disability Support
Students with a long-term or permanent learning disability may be entitled to disability support, which requires a decision by Disability Support Services. This decision often contains certain recommendations about examination, such that the student in question get more time for writing the exam, or be allowed to use a computer. However, the decision whether to follow these recommendations in a given case always rests with the examiner (and note that the examiner is not necessarily identical with the grading teacher). It is the student's responsibility to contact the Department in time to make the necessary arrangements (usually at least two weeks). The Department contact person for disability support is Eva Sjöstrand and you can turn to her if you need confirmation that a given student is entitled to disability support and what that entails, or if you have other questions.

Examination
Anonymized exams
All forms of examination should be anonymized, whenever possible. Invigilated exams must always be anonymized. There are special procedures for such exams at the HT-Faculty, and for teachers preparing and grading the exams these usually pose no particular difficulty. Take-homes exams that are comparable to invigilated exams must also be anonymized. By this is meant exams in which all students are given the same questions or assignment. (By contrast, take-home exams should not be anonymized when the assignment is individualized, as for instance when students choose their own empirical material or research question for an essay or when the writing process is divided into several stages.) Take-home exams are most

conveniently anonymized using Canvas. Ask the study director, or a colleague if you need help with this process.

Cheating and other Disciplinary Offenses
It is very important to work to prevent plagiarism and other forms of cheating. It is therefore essential that you give your students very clear instructions about what is and is not permitted, especially if you use some form of examination other than an invigilated one. Do not hesitate to point out things that may seem obvious to you; they may not be obvious to all students. Depending on the level at which you teach, and which form of examination you use, it may also be necessary to spend teaching time on preparing the students for what is expected of them. If, despite your best efforts, you still find that a student has cheated, or is guilty of some other disciplinary offense, you are generally expected to report this to the University Disciplinary Committee. For information about what must be reported and how to proceed, go to https://www.staff.lu.se/research-and-education/education-support/disciplinary-matters/when-report. You must also inform the study director of the incident reported. (Ask the study director if you are uncertain about what to do.) Also see the following document, which all teachers at Lund University are expected to have read: Guidelines and regulations on plagiarism and deceitful plagiarism in first-, second- and third-cycle education at Lund University.

At present it is unclear whether using AI-tools such as ChatGPT is to be considered as cheating, and you cannot count on students who have used such tools being convicted by the Disciplinary Committee. However, it remains important to work preventively and to ensure, to the extent possible that students meet the learning outcomes.

Checking for Plagiarism
When you use some form of examination other than an invigilated one, you have the option of using the plagiarism-detection tool Ouriginal (previously known as Urkund), available in Canvas. For information about how to use the tool, see https://canvas.education.lu.se/courses/18026/pages/plagiarism-review-a-help-but-no-truth?module_item_id=596905. (Be especially attentive to what happens if the exam is anonymized.) Note that degree projects (essays) on the undergraduate and advanced levels **must** be checked with Ouriginal, according to HT-Faculty regulations. When you use the tool, you are also required to notify students about it in advance.

Being Available During Invigilated Exams
During an invigilated exam, the grading teacher is obligated to be available, at least for part of the time, to answer any student questions that may arise. As a rule, though, it is enough that one can be reached by telephone. If you know that you will not be physically present, you must therefore make sure that the program administrator has your phone number (or that it appears on the exam itself).

Grading Deadlines
All exams and other assignments must be graded within three weeks of the exam date/due date, and no later than two weeks before the re-exam (if any). As a rule you will receive an Excel document from the program administrator with the names of all registered students, to which you add the grades of all examined students and then return. Note that failing grades ("U") must also be reported, including grades for students who have turned in "empty" exams.

Grading Scales
Most Department courses use the grading scale U-G-VG ("Fail," "Pass," "Pass with Distinction") but the Level 1 and 2 courses in practical philosophy and the level 3 (BA) course for the PPE students use the scale U-E-D-C-B-A. (Note that, as a consequence, students taking the same subcourse may occasionally need to be graded using different scales.)

Confirming Grades
After the program administrator has entered grades into Ladok they must be **confirmed**. This can only be done by the course examiner, who is not necessarily the teacher who has done the actual grading. This in turn is because only teachers in the formal sense can serve as examiners. (The Department appoints official examiners on all courses and subcourses each semester.) If you are the examiner on a given (sub)course, whether or not you have in fact done the grading, you will receive a request to confirm the grades in Ladok, once they have been entered. This is not a particularly complicated process, but please ask the program administrator (or a colleague) if you need help.

Course Evaluation

Evaluating Whole Courses
The Department is required to perform a **course evaluation** of every course each time it is offered. This is a two-stage process. At the first stage, all students are asked to complete an online survey after the end of the course. (Note that this survey accords with certain guidelines and that there is only limited room for modifying it.) Annah Smedberg-Eivers is responsible for these online surveys when it comes to philosophy courses, and Eva Sjöstrand is responsible for them when it comes to HAKOG courses.

At the second stage, there is a course evaluation meeting. For courses taught in English, usually the SAS courses, these meetings are typically held separately. The course teaching staff are expected to participate, along with the study director. Student representatives are also invited. At these meetings, participants discuss the completed surveys and the course generally, and make decisions about possible changes. The minutes from this meeting, alongside a summary of the student survey, form the official course evaluation.

Evaluating subcourses
Subcourse evaluations are often more rewarding for the individual teacher than whole course evaluations and it is often a good idea to use them (especially if you are inexperienced or are teaching a subcourse for the first time). The Department is not required to conduct such evaluations, but evaluation (paper) forms are usually distributed to students in connection with invigilated exams. The completed forms are kept in the office of the philosophy academic advisor. You may use a different form if you wish, but you are then responsible for making sure that it reaches the students. Ask the program administrator about the details. If you do not use an invigilated exam on your subcourse and want to conduct your own evaluation, you have the option of using Canvas. There are two Canvas tools that work well for this purpose: "Quiz" and "Canvas Survey." (The latter is, for practical purposes, the same tool – "Survey and Report" – used for whole course evaluations.) For information about Canvas Survey, see https://www.education.lu.se/en/tools/about-canvas-survey.

Developing New Courses

New Undergraduate Courses

It is relatively rare for the Department to develop new courses or subcourses at the undergraduate level. What is required of you as teacher, if you are charged with developing such a course, depends on the nature of the course. Most commonly it concerns a small course (7.5 ECTS or less) which is not a subcourse within a larger course. In that case, a new syllabus is needed, and the responsibility for preparing it will largely fall on you (but with the aid of, above all, the study director). It is particularly central that you frame learning outcomes for the course and describe its contents, design and examination. It is also important to be attentive to the deadline for new syllabi. In general, such a syllabus needs to be submitted to the Faculty for approval no later than December 1 for the following fall semester and no later than June 1 for the following spring semester. For more information about syllabi, see the Faculty's guidelines: Instructions for programme syllabi in the first and second cycles (2021-01-18) (PDF).

In some cases, the content of a subcourse at the undergraduate levels is changed in a way that does not require a new syllabus (because the existing syllabus leaves the content unspecified). This is true first and foremost of the so called "Theme Courses" that form part of the level 2 and 3 courses in practical philosophy. These courses need a special literature list, but are not otherwise different from the others.

New Courses at the Advanced and/or Ph D Levels

Sometimes the Department offers new courses at the advanced and/or Ph D levels. Such courses typically have no syllabus and the students do not apply for them in the way they apply for undergraduate courses (via the national website *antagning.se*). Eligible students are informed well in advance of the start of the course (usually at the start of the semester) and contact the teacher directly about taking the course. However, often it is also a good idea to advertise a course aimed at graduate students on the National Network website (https://www.umu.se/en/national-graduate-courses-in-philosophy/). As students in such a course could therefore come from other Swedish universities (and occasionally from abroad) these courses usually run intensively for one week. If you have an idea for such a course, with yourself and/or someone else teaching, contact the study director and also the director of graduate studies, Petter Johansson.

Teaching outside the Department

Philosophy Department teaching staff occasionally teach outside the Department as part of their official duties. In such cases, standard procedure is for the Department to invoice whoever organizes the course in question (often another Lund University Department). As a teacher, it is your responsibility to inform, in advance, the study director and finance officer Anna Cagnan Enhörning about when, where and how much you will be teaching.

If you wish to recruit one of the Department's graduate students for external teaching, always do so via the study director.

If you are employed as a teacher and teach outside the Department, but **not** as part of your official duties, that counts as "secondary employment" and must be reported to your employer (Lund University). If you have questions concerning secondary employment, turn to Department Head Martin Jönsson. Also see https://www.staff.lu.se/employment/terms-employment/secondary-employment.

The Student List of Rights

All teachers need to be familiar with the Student's List of Rights. Here is a link:
https://www.lunduniversity.lu.se/sites/www.lunduniversity.lu.se/files/2024-08/list-of-rights-lund-university-180124.pdf.