# Teacher Guide

Master 2IS - Université Toulouse 1 Capitole

This is a guide for teachers of the Master 2IS on Innovative Information Systems at the University of Toulouse. More information can be found on the programme webpage: http://miage.ut-capitole.fr/2is

## Before courses start

Communicate **the bibliography of your course** to the "service documentaire" of UT1, in order for them to buy digital or paper copies of the suggested books. Books that are available on www.dawsonera.com will be ordered in digital copy, of easy access to students. The contact person is Brigitte.Jolly@ut-capitole.fr

Inform us of any **software or special equipment** that may be needed for your course. There are tablets available for use at the Faculty of Informatics (please contact Nathalie Valles for information on how to book them).

Discuss the **schedule of your course** with the "scolarité informatique". The contact person is Jennifer Fostitschenko (jennifer.fostitschenko@ut-capitole.fr). You are free to schedule the course as you wish, but please note the following constraints:

- Classes are scheduled in slots of 1hr 30min
- All regular courses last for 40 hours, so ideally you can schedule 3 hrs per week for 8 weeks, 6 hrs for 2 weeks, and 4 hours for one week.
- Prefer regular time-slots.
- There is no difference between CM and TD (you will be paid for 20 hrs TD and 20 hrs CM anyway).
- Specify clearly your needs in terms of regular classrooms or computer room.

The academic calendar of UT1 is available on the following page:
http://www.ut-capitole.fr/formations/gerer-sa-scolarite/calendrier-universitaire--405558.kjsp

(last update: 2017-2018)

# Your course

Please put all your **slides and course material** on the UT1 **Moodle** (http://cours.ut-capitole.fr). Contact Jennifer in case you need an account.

All **communication** with students should also be done through the Moodle forum app. Students are instructed to regularly check their @ut-capitole.fr email account.

All "amphiteatres" are equipped with a **projector** and a **blackboard** (but given the size of the group it will be unlikely that your course is in one of these larger rooms). Smaller rooms are **not equipped with a projector**, which can be booked on the Monespace webpage (http://monespace.ut-capitole.fr -> gérér -> reservation des ressources) and collected at the Accueil of the Manufacture de Tabacs or Arsenal.

Student presence un class is mandatory for practical sessions (TD/TP). Students are allowed a maximum of 3 unjustified absences, after which the grade for practical sessions is automatically 0. We recommend to note the list of students that are present at any course.

# Final evaluation

The evaluation consists for **60%** of a **written examination** that will take place at the end of each semester, and **40%** of **"controle continu".** For each course, the written examination lasts for **3 hours**. There are two exam sessions per course, with the retake session usually organised at the end of June. You are free to choose the evaluation technique for the "controle continu": it can be a final project, regular exercise sessions in class, homeworks, or a final oral or written examination.

# Contacts

Umberto Grandi (reponsable)
umberto.grandi@ut-capitole.fr

Jennifer Fostitschenko (student office)
jennifer.fostitschenko@ut-capitole.fr

(last update: 2017-2018)