Dear Prospective Proctor:

Students taking Michigan State University’s online courses CHE804 and CHE 805 (Foundations in Chemical Engineering I and II) must find a suitable local proctor to administer six or seven quizzes and a final exam. If you are willing to serve as a proctor, please complete, sign, and return the attached proctor-agreement form. This form provides the instructor with your contact information, describes your professional affiliation, and clarifies your relationship with the student. Logistics of proctoring the quizzes and final exam are described below.

Each student will have a calendar that lists the scheduled quiz/exam dates. It is the student’s responsibility to prearrange with you a time to take each quiz/exam within a week of the scheduled date. The day before the scheduled date, you will be e-mailed or faxed a copy of the quiz/exam. We ask that you provide a quiet space for the student to work and record the time the student starts. After the designated time, please collect the problem statement and student’s work. Do not leave the problem statement with the student. Then, scan/e-mail or fax both the problem statement and student’s work to the instructor for grading. After grading, the instructor will return the graded work to the student.

Online courses in which students take each quiz/exam at different times have special security issues. In addition, sometimes quizzes need to be resent at a later date due to poor copy quality or other factors. Thus, at the end of each quiz period, please store both the problem statement and the student’s work in a secure location that is inaccessible to the student for the rest of the semester.

In general, CHE804 will have seven one-hour quizzes and one two-hour final exam, and CHE805 will have six 50-minute quizzes and one two-hour final exam. All quiz/exams will be open textbook(s). No other reference materials may be used, except for a limited number of sheets of notes, as specified in the quiz-specific instructions provided with each quiz. Students will provide their own clean paper, a pen/pencil, and a straightedge as needed to complete the exam. Students are allowed to use a simple scientific calculator. However, no other electronics, such as computers, tablets, cell phones, cameras, audio recording devices, or any device capable of Internet access or communication may be used.

If you have questions about the expectations for administering the quizzes/exam, please feel free to contact the designated instructor:

ChE804: Professor Carl Lira, lira@egr.msu.edu, 517-355-9731
ChE805: Professor Mark Worden, worden@egr.msu.edu, 517-353-9015

We appreciate your considering helping a CHE804/CHE805 student achieve his/her educational goals by serving as a proctor.

Sincerely,

Professors Carl Lira and Mark Worden
Proctor Agreement Form

Student Name: ____________________________________________________________

Please circle the course being taken: ChE 804 or ChE 805

Sections below should be completed by the Proctor (Please print or attach business card)

Examples of acceptable proctors are administrators, instructors, or full-time staff members at schools or colleges, librarians, human-resource employees, ministers etc. Peer students, friends, relatives, subordinates, etc. are unacceptable as proctors.

Proctor Name: _____________________________________________________________
E-mail: __________________________________________________________________
Company or Institution Name: ________________________________________________
Mailing Address (no P.O. Box)
_________________________________________________________________________
_________________________________________________________________________
Telephone (include country code if outside U.S.) _________________________________
FAX number: _____________________________________________________________

Note: MSU staff would prefer to distribute quizzes as pdf files using e-mail. Please indicate below if you have a preferred method to receive quizzes.

___ Email is OK. ___ Please send a FAX.

By signing below, the proctor agrees that he/she has no conflict of interest in serving as a proctor for the student above, enforcing the stated time for quizzes and final exam, and assuring compliance with rules regarding materials permitted for use.

Signature:________________________________________ Date: ___________________
Position or Title ___________________________________________________________
Relationship to Student: ___________________________________________________

This proctor agreement can be terminated at will by the proctor, student, or MSU by notification of all parties involved.

Please scan/email, FAX, or mail the completed form to Jamee Wilson, Department of Chemical Engineering, Michigan State University, East Lansing, MI, 48824-1226, (517)355-5135, FAX (517)432-1105, wilso502@egr.msu.edu.