

Department of History  
University of Georgia

INSTRUCTIONAL GUIDE FOR COURSE INSTRUCTORS  
IN THE DEPARTMENT OF HISTORY

Rev. 4/2002

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## THE ROLE OF THE INSTRUCTOR AND TEACHING ASSISTANT

As a Temporary Instructor or Teaching Assistant you represent the faculty of the University of Georgia to the student. Thus, both in your relationship with students and your conduct in the classroom, you assume the responsibilities of a faculty member.

In your position as an Instructor or Teaching Assistant you play an important role in the general education of University students in the field of history. The Department of History therefore expects you to project the professional and academic image of the permanent faculty. Academic freedom is assured for Teaching Assistants in the same way that it is for the regular faculty, but you are obligated to act responsibly as an instructor and in accordance with the statutes of the University of Georgia.

You are expected to meet with your scheduled class promptly and faithfully. If for any reason you cannot meet your class as scheduled, you must notify the Coordinator of Instruction in sufficient time to permit alternative arrangements to be made. Generally it will be your responsibility to arrange for someone to cover your class in the event you must be absent, but you must secure the approval of the Coordinator in advance.

Only an authorized University officer may dismiss classes on account of bad weather or a general emergency.

## ADMINISTRATIVE PROCEDURES

### E-mail policy

1. Student e-mail policy – “In accordance with University of Georgia policy, every student is required to have an e-mail address to which official University communications can be sent. It has been determined that, in the best interest of effective communications management, this address must reside on the University-maintained ARCHES e-mail system. Whenever a student creates a MyID, an ARCHES e-mail account is automatically created.

Some students may elect to forward their e-mail to an address different from their official ARCHES account. Any student who elects to forward ARCHES e-mail to a different e-mail address assumes full responsibility for reading e-mail at the forwarded location.

**Students are expected to check their University e-mail account, or the account to which their University e-mail is forwarded, at least once a week.”**

Students who have not created a MyID will not be allowed to register for classes until their MyID and associated ARCHES e-mail account have been created.

2. Faculty e-mail policy – “**All faculty, all students, and all staff who have access to email as a regular part of their duties must register a preferred e-mail address for official University communications.** This address is the location to which the University will send official e-mail communications. At their discretion, faculty, staff, and students may or may not

elect to publish their registered e-mail address in the UGA phonebook (in both electronic and printed versions). Recognizing that certain communications may be time-critical, it is recommended that these e-mail addresses be checked daily, but **at a minimum twice-per-week.**”

### Class Rolls

You will receive a preliminary class roll on the first class day. If the name of a student is not on the preliminary roll, you must not admit him or her on your own authority. Any student whose name does not appear on your preliminary roll must be required to go through the Drop-Add process and may be admitted to class only upon receipt of an official class schedule. This procedure is designed to keep class sections in balance and to assure proper enrollment.

An official confirmation roll is issued approximately four days after the beginning of the academic term. There must be a name on the roll for every student entitled to be in your class. A student who attends your class and whose name is not on your class roll is NOT registered in your class and must not be allowed to remain unless they obtain an official Late Add form from the Registrars office. A second confirmation roll will be sent to you later in the semester, and you will again be required to verify its accuracy.

Failure to comply with these rules will result in difficulties at the end of the semester when you get your grade report form and discover that your roll does not correspond to it. To avoid these difficulties, be sure that you observe the procedures outlined above.

### Student Attendance

By University regulations, class attendance is largely a matter between the instructor and the student. Thus, you are expected to establish your own rules regarding absences, and you are obligated to make them known to students at the beginning of the semester.

Students who have excessive absences due to a death or serious illness in the family and who wish to withdraw from their courses without a failing grade should be sent to the Office of Student Affairs in the Academic Building. The Office of student Affairs verifies such accounts and is also responsible for taking care of complete student withdrawals for any student withdrawing from all of their classes at once.

You should keep a record of attendance in your courses. While there is no minimum number of times a student is allowed to be absent, several absences, consecutive or otherwise, would usually constitute a basis for action on your part. If any student has missed several classes, you should warn him or her of the consequences of additional absences. Moreover, if you specify in your course syllabus that class attendance and student participation figure into the final grade, you may assign a grade of “F” for that portion of the grade you have designated. You may also assign a “W” or “WF” to a student who ceases to attend (see reverse side of the Withdrawal form). These grades can be given **only** on an official Withdrawal form obtained from the History office. The Registrar will not accept a grade of “W” or “WF” on a grade roll unless an on-line Withdrawal has been submitted.

The University Health Service does not provide attendance waivers for students absent from class because of illness, though they may provide the student with a note in reference to an illness. The matter of judging the validity of any proffered excuse for absences is entirely one of your discretion.

### Adding or Dropping Courses

A student may add or drop courses during the official Phase III registration (drop-add) period of the academic term by referring to the OASIS on-line computer registration system, which is available on and off campus. Students may also register on the World Wide Web, or by following the links to registration from [www.uga.edu](http://www.uga.edu). Permission to add a course that is full may be given only by regular permanent or temporary instructors. Permission to add or change courses after Phase III registration (drop-add) must be obtained from the Instructor and if approved, Late Add forms may be obtained from the Registrar's office. Permission for such action is granted largely on the basis of the number of students who can be accommodated, with the objective being to maintain classes between 30 and 35 students. Graduate students **may not** overload their classes. Only the student and his or her academic advisor can properly evaluate a student's academic program. The decision as to whether or not a student *requires* your class can be reached only in consultation with the academic advisor.

### Tutoring

You may not tutor for a fee any student for whose grade you are in any way or to any degree responsible. Any student who wishes to be tutored in your course must make private arrangements on his or her own initiative. Tutoring is often available free of charge for students through the Department of Academic Assistance. Students should be encouraged to contact Academic Assistance for help.

## GRADES AND GRADING

### Grading System

Final grades are reported by alphabetical letter only, although they are commonly based on averages of numerical grades given on daily work and examinations. Only the instructor of records may sign grade sheets (not teaching assistants), grade change forms, withdrawals, late add slips etc.

<u>Grade</u>	<u>Designation of Quality of Work</u>
A	Excellent
B	Good
C	Satisfactory
D	Passing
F	Failure
WF	Withdrawal, failing

I - Incomplete: This grade indicates that although a student was doing satisfactory work he or

she was unable to complete the course for some reason beyond his or her control. Incompletes are to be issued sparingly, and temporary instructors and graduates should not assign grades of Incomplete "I". If the temporary instructor feels a grade of "I" is absolutely necessary, the Coordinator of Instruction must approve a special exception. Instructors assigning a grade of an "I" must obtain an Incomplete form from the History Main office and submit the completed form to the Coordinator of Instruction for approval. The form must contain a firm date by which all requirements for the course must be completed, and be filed with the department. University regulations provide that if a grade of "I" is not satisfactorily removed after 2 academic terms of residence, the grade will change to an "F". Instructors should secure a firm commitment from a student to remove the incomplete in a much shorter period of time if practical, and may submit a failing grade if course requirements are not completed by that date.

W - This grade indicates that the student was officially permitted to withdraw from a course and that no grade was assigned. It is customary, but not mandatory; to give a "W", not "WF", automatically up to the course midpoint.

WF - This grade indicates that the student was permitted to withdraw from a course while doing unsatisfactory work or was withdrawn via instructor initiation for excessive absences. (See reverse side of "Withdrawal" form.) A "WF" is the automatic grade after midpoint unless Student Affairs approves a "W".

### Withdrawals

- Student-initiated withdrawals are initiated by the student on-line. Automatic e-mail instructions are generated to the instructor. The instructor should complete the withdrawal as soon as possible.
- Instructor-initiated withdrawals must be submitted to the Graduate Coordinator's Assistant in the History Department. Instructor must submit Grade (W or WF), date of last attendance, Student name and ID number.

### Grade Change

A grade in a course reported by the instructor to the Registrar cannot be changed except in the following instances:

An "I" may be changed to any grade if so reported by the instructor on a Change of Grade form within two terms after the Incomplete was assigned. The instructor may change any other grade if he or she determines that a factual error has been made.

Grades may be changed only by completing the official grade change form (available in the Main office) and it must bear a signature of approval by both the instructor and the Head of the Department of History.

## Grade Reports

Final grades must be reported to the Registrar's Office on the forms provided by that office. Each grade form has a designated time limit for reporting. You must adhere to that deadline. It is the instructor's personal responsibility to carry your final grade report directly to the Registrar's Office in the Academic Building. (There is also a drop box on the backside of the building on Herty Drive.)

## Posting Grades

You may post grades if you wish, but if you do so, grades must be posted only by the last 4-digits of students' ID numbers and upon the written authorization of each student who wants his or her grade posted. The grade report form provides a detachable portion with student ID numbers for posting. By University policy, student records are confidential and their contents may be released only with the student's consent.

## EXAMINATIONS

The number and nature of examinations given in a course are left to the discretion of the instructor but a minimum of three one-hour tests is advised. University policy requires that every student have an opportunity to stand for a final examination, and the History Department firmly believes that a final examination for each student constitutes an essential part of the course.

It is university policy that neither tests nor significant assignments are allowed on the last day of class.

An official schedule of hours for final examinations is issued each term. **You must abide by that schedule.** Exceptions are made only in most unusual circumstances, and they can be approved only by the office of the Vice President for Academic Affairs to you personally. *If you do not follow this procedure and get discovered, the university will respond, and in any case, you have left the door wide open for students who choose to contest their grades.* If a student has three exams scheduled for the same day, they may go to the office of the Vice President for Academic Affairs to request permission to change one exam time.

Make-up examinations may be administered as you deem best, but be certain to determine in advance and notify students at the outset of your policy, preferably in the course syllabus. Normally a student should provide you with a valid excuse if he or she expects to make up an examination.

The importance of carefully constructed examinations that measure the achievement of your students in light of your stated aims cannot be overstressed. Likewise, the careful grading of examinations is fundamental. Thus, you are expected to write comments on each examination paper so that the student knows why you assessed his or her work as you did.

## CHEATING AND STUDENT MISCONDUCT

Nothing can be more destructive of student morale in a class than cheating. University regulations provide that themes, essays, term papers, tests, and similar requirements, must be the work of the student submitting them. When direct quotations are used, they should be indicated, and when the ideas of another are incorporated into a paper they must be appropriately acknowledged. **The department has a statement on plagiarism that can be issued to the students or incorporated into your syllabus.** Also, the department has copies of the University honesty policy for your use.

You should make every effort to prevent violations of these regulations, and if you require original papers from your students, you are advised to spell out in detail to them what constitutes plagiarism. It is particularly important that you guard the security of your tests and examinations. It is recommended that instructors keep all final papers and exams for at least 1 full year. **Teaching assistants should turn in all grade books, final exams and papers to the instructor of record at the end of each academic term.** Teaching assistant may not sign grade change forms.

Should you obtain evidence of an academic irregularity, it is advisable to inform the Coordinator of Instruction. If the situation warrants, you will be encouraged to inform the Dean of Student Affairs. Be forewarned, however, that you should act judiciously in initiating disciplinary action against a student. Since an academic irregularity can lead to expulsion or suspension, specific procedures must be followed in bringing charges of misconduct, and you must have excellent evidence to support your claim.

Other matters related to student misconduct and procedures for disciplinary action are discussed in the Student handbook (available from the Dean of Student Affairs).

## INSTRUCTIONAL SUPPORT SERVICES

### Audio-Visual Aids

The major source of audio-visual materials for use in classroom instruction is Office of Instructional Development (OID). It is located between the Psychology and Journalism Buildings. Catalogues and order forms for these materials are available from them. The OID provides equipment, which instructors must operate themselves. The History Department can supply the following instructional aids, or the Main office can order them from OID for you:

- 16 mm movie projector
- tape recorder
- VCR and monitor
- DVD players
- CD players

A/V items may be reserved and checked out from the Main Office in Rm. 220. All classrooms in LeConte are equipped with a projection screen and overhead. Rooms LeConte 101 and 221 have VCRs in them at all times. Rm. 101 also is available for computer display.

Other Instructional Aids - These aids are to be checked for departmental and not personal use:

- Scanner - There is a full-page scanner in Rm. 211 for use by History instructors and staff.
- Digital Camera – 2.1 Mega pixel digital camera may be checked out from Rm. 220A.
- Video projector – Portable video projector may be checked out from Rm. 222.
- Laptop computer – Check out from Rm. 222.

**If at any time you have a problem with the equipment during a class presentation, someone can come immediately from the Main Office or OID to adjust the equipment, replace bulbs in the projectors etc. Please notify the Main Office immediately if you are having difficulties with the equipment or simply need to report a damaged or nonworking item.**

Do not borrow equipment from another room. We also have one VCR cart on each floor, which must be reserved. *It is recommended that you reserve the VCR well ahead of the time you will need it.* Equipment reservations must be made in the Main Office (Rm. 220).

Maps of all kinds are available for instructional purposes. All maps should be checked out from the map person, who will notify faculty at the beginning of each academic term and ask for your map requests. Please check your classrooms before requesting maps; In each classroom there is a set of U.S. maps and a set of European maps that stay resident in the room for teaching. It is important that you do not take a map from a room without first requesting it from the map person. Someone else may already have the map reserved.

### Typing and Duplication Services

Examinations and other instructional materials (e.g., course outlines, assignment sheets, and lists of required readings) will be typed and duplicated in the office of the Word Processing Operator, Rm. 211. The Department cannot reproduce material from books or articles for instructional purposes. Such materials and course packets are to be made available to students by purchase through the University Bookstore or local businesses such as Kinko's or Baxter St. Books who are wholly conversant with legal copyright issues applicable to such copies. You may also place them on reserve in the University Library, in which case you must submit on-line or in-person, a Reserve Reading List to the Main Library at least two weeks in advance of the time the assignment is made.

**When requesting typing or duplication of examinations and instructional materials, be sure to give the Word Processing Operator sufficient lead-time. If you do not, you cannot be assured the service will be provided as requested.**

The office of the Word Processing Operator in Rm. 211 does all multiple copy photocopying jobs for instructional purposes. The small copy machine may be used for single copies of a few pages or less only. Personal and student photocopying may be done at the Main Library next door.

Faxing is also serviced in Rm. 211. The Department fax number is (706) 542-2455.

## COMPUTING RESOURCES

All offices for temporary instructors have some type of computer with at least a word processing program (usually Microsoft Word) and Internet and e-mail access. These computers may have attached printers or network access to a printer in another room.

Most graduate offices have computers with either an attached printer or more commonly, network access to a printer in another room.

There are many computer labs with all common wordprocessing and other software such as web design, database, spreadsheet, etc., available throughout campus. A list of these labs is available at the Main Library and in the Main office of the History Department.

### WebCT

Instructors wishing to put their courses on-line should access WebCT at <http://webct.uga.edu> and follow the link to Faculty Resources. This web site contains complete instructions for putting your course materials on-line, including a syllabus, calendar, class roll, chat groups, bulletin board, and other services. Step-by-step instructions are available at this web site, as is a schedule of short and informative workshops on how to set up your classes with WebCT. Instructors wishing to put their course materials on-line are responsible for doing it themselves. The Department does not have adequate resources for staff or computer specialists to do it for you, although assistance can certainly be provided if you have questions or problems.

## STUDENT PROBLEMS

Some students will seek your advice about their problems, which range in complexity from how to study for your examinations to relatively serious personal issues. The University provides a full range of services for dealing with students' personal problems, including vocational counseling and psychiatric therapy. For the former, you should refer the student to the University Counseling and Testing Department, and for the latter, to the University Health Service. When in doubt, please send the student to the Main Office. In the recent past, the Main Office has referred students to Counseling and Testing, Academic Assistance, University Health Service, Student Affairs, etc., and is used to such requests.

Since many student problems can be handled directly in consultation with the course instructor, it is important that you be accessible to your students. You must maintain regular office hours, and students should be notified of the times you are always available to talk with them. All faculty and graduate students should have email addresses, which are normally made available to students.

## OFFICE SPACE AND HOURS

Office space in LeConte Hall is provided for Teaching Assistants and Temporary Instructors. Office space is often shared, and graduate students and temporary instructors who share office space must coordinate their office times to meet the needs of all of their schedules.

## ASSIGNMENTS AND COURSE REQUIREMENTS

### Course Syllabus

It is advisable to inform your students of your expectations for the course. This should be done on the first day of class and repeated through each day of Drop-Add for the benefit of late enrollees. You are required to prepare a course syllabus and provide every student with a copy of it. Instructors must submit one copy of their syllabus to the Office of the Coordinator for Instruction. There is no set form for the syllabus, but it should include the following:

1. A statement of the broad aims of the course.
2. A statement of requirements regarding class assignments (you should clearly specify your expectations regarding student participation, research papers, or whatever is required).
3. A statement of the ways in which performance will be evaluated, giving specific percentages to be assigned for each factor.
4. Specific titles of textbooks and supplementary readings.
5. Information regarding the location of your office and specific office hours. Normally two to three hours per week will suffice, but please allow for special appointments for those students with schedule or work conflicts.
6. Your name and e-mail address.
7. A schedule of assignments (giving specific readings, activities, examination dates, or any other pertinent expectation) on a day-by-day or a weekly basis.

It is important to emphasize to your students that the syllabus amounts to a contract with them. The clearer and more detailed it is, the less likely you are to face complaints and challenges down the road and the more protected you are should any emerge. Do not depend upon spoken statements regarding your assignments and requirements. Both you and the students are aided when your expectations are clearly stated in writing.

### Textbooks and Readings

Textbooks are to be ordered through the University Bookstore on an official form available from the assistant to the Coordinator of Instruction. The same applies to any supplemental

readings that you expect students to purchase. Although you may place some library readings on reserve in the Main Library, you are advised to order, and to ask students to purchase, any book that you require every student to read.

There are no explicit rules governing the number of pages students are required to read in your course, but generally 1000-2000 pages is deemed a reasonable expectation in a 2000-level class. Moreover, there is no proscribed number of books you may require students to purchase, leaving cost and practical limits on the amount of material to be read to govern this matter. Usually a textbook and an anthology or two or three short, paperbound monographs constitute most instructors' assignment (not all teachers use textbooks).

Book order forms are distributed 10 weeks or more in advance of the term during which they will be used. Forms must be completed by the instructor and submitted to the assistant to the Coordinator of Instruction, who will obtain the required signature, send the order to the bookstore, and make copies for the instructor and the Department.

Desk Copy requests must be completed and submitted directly to the publisher by the instructor. A copy of the Course Materials Resource Guide, which includes the NACS Directory of Publishers, is available from the University Bookstore, or the assistant to the Coordinator of Instruction.

#### SUPERVISION OF INSTRUCTION (especially for Graduate Teaching Assistants)

The Department of History annually elects members to the Graduate Studies Committee, which in cooperation with the Coordinator of Instruction is responsible for the supervision of all Teaching Assistants.

Several times each academic term, the Teaching Assistant instructor may expect the Coordinator and/or a member of the Committee to observe his or her classroom instruction. The faculty observer will hold conference with the TA to provide an assessment of his or her teaching performance.

Neither the Coordinator nor any member of the Committee will infringe upon your academic freedom, but we will evaluate your work as an instructor. Certainly, we recognize that teaching is a complex process and that styles of teaching differ with individuals. Our approach will be one of raising questions, which lead to your own evaluation of your performance, and to offering suggestions growing from our own experience as instructors. Bear in mind, however, that the size of classes is deliberately established to provide opportunities for active student involvement, and the methodological approach you employ should be appropriately suited to small classes. Thus, the use of the lecture method should be limited since the same approach can be as effectively employed in extremely large classes. In other words, you are expected to take advantage of the situation by utilizing pedagogical techniques that cannot be fully employed in large lecture sections.

The Coordinator of Instruction and the Graduate Studies Committee consider each Teaching

Assistant and Instructor to be an important member of the instructional team of the History Department, and we will aid you in every way possible to carry out your responsibilities effectively and completely.

You should feel free to consult with the Coordinator of Instruction during his or her regularly scheduled office hours, or by appointment.

## STUDENT EVALUATIONS

The university requires that all teachers allow their students an opportunity to evaluate them at the end of a course. Standard student evaluation forms are available for this purpose in the gray cabinet in Rm. 214. These forms are to be given to students during the final week of the academic term, prior to finals. Instructions for administering the forms must be strictly followed to insure uniformity and validity of responses.

The results of the evaluation are given to each instructor after the term has ended and all final grades have been submitted.

These student evaluations are important for a number of reasons; foremost of which is the value you receive from comments on your teaching. They can greatly help you to see your strengths, to detect areas in need of improvement, and to learn responses to readings, examinations, and methods of instruction. In addition, they are useful to the Coordinator in constructing a composite picture of your work and in writing letters of recommendations for awards and employment.

## REAPPOINTMENT AS A TEACHING ASSISTANT

Reappointment as a teaching assistant is made on the basis of satisfactory academic progress, acceptable performance as an instructor, the availability of funding, and the needs of the Department. The Graduate Studies Committee will consider requests for renewal of teaching assistantships at the end of the spring quarter of each year. As with all doctoral students, teaching assistants should make grades of "A" and "B"; complete one foreign language requirement by the end of their first year in residence; complete the second language requirement by the end of the second year in residence; remove any incomplete grades incurred in one academic year before the beginning of the next academic year; and demonstrate promise of developing into a productive scholar. A teaching assistantship for a doctoral student may be renewed for two to three years, depending upon their area of study and their performance.

LK 4/2002