

2015-2016 HISTORY DEPARTMENT POLICIES: SYLLABI AND OTHER ISSUES RELATED TO INSTRUCTION

1. SYLLABI

Availability of Syllabi

- **Distribute electronically** — *The Department does not provide students with paper copies of syllabi.* Best practice is to make the syllabus available online. You may upload a doc, docx, or pdf copy on your [faculty profile](#) page on the Department's website. If you prefer to have your syllabi available online only for students enrolled in your courses, think about a way to provide a more detailed description of your course, such as on your profile page. Students appreciate being able to see syllabi or find more about courses they are thinking about taking, and we are trying to recruit more students.
- **Course Websites / Moodle** — If you have your own course webpage, outside of Moodle, it's beneficial to provide a "Course Preview" link to your course listing in Moodle, so that students can search the Moodle course list to find the class material.
- **Provide a pdf your syllabi to Courtney.** University rules require us to maintain a file of all current course syllabi. Email to Courtney (cshamilton@ncsu.edu) attachments of the syllabi for your current courses or give her hard copies. I realize that many of us incorporate elements of a syllabus into various parts of a homepage, but I need you to submit a copy of a syllabus that demonstrates you have fulfilled the University's requirements in the Course Syllabus policy.

Required Contents: At <http://policies.ncsu.edu/regulation/reg-02-20-07> you will find a list of the items that the University requires in your syllabi. Failure to include this information violates University policies and gives students a basis for generalized complaining as well as for grievances. You can refer to the relevant URL for information on some policies, but include your own specific rules or procedures on your syllabus.

- **Academic Integrity** — Include reference to the [Code of Student Conduct policy](#) (Section 8: Academic Misconduct) and use of the Pack Pledge ("I have neither given nor received unauthorized aid on this test or assignment"). It is a good idea to emphasize integrity and provide some guidance. The Department website has useful definitions and examples (<http://history.ncsu.edu/undergrad/plagiarism.php>). Cindy Levine, the humanities librarian at DH Hill, includes information on proper citation in her "History Research Guide" (<http://www.lib.ncsu.edu/guides/history/citing>).
- **Attendance** — University rules require us to take attendance in 200-level course and require us to grant excused absences according to the University guidelines (<http://policies.ncsu.edu/regulation/reg-02-20-03>). You must explain your specific rules and allowance and, most importantly, the grade penalties you impose for unexcused absences.
Note: The University's list of excusable anticipated absences is suggestive rather than exclusive. Suggested practice is to grant excused absence for academically related events (e.g., interviews for medical schools or grad programs, research conferences, fieldtrips for academic programs, representing the University in some way, including athletics). You can require

- written documentation. The Attendance Regulation includes information on campus offices that assist with verification.
- **Course learning outcomes** – All courses must include the student learning outcomes (what you expect students to do and learn) and the associated assessment measures (how you will gauge whether students have achieved the desired outcomes).
 - Almost all History courses fulfill the General Education Program (GEP) Humanities or the Interdisciplinary Perspectives requirement. A course may also fulfill the US Diversity or Global Knowledge co-requisite. The list is at <http://oucc.ncsu.edu/gep-courses>. Your syllabus must identify the GEP requirements that your course fulfills, and list learning outcomes specific to the GEP category.
 - For assistance with writing outcomes, consult the Department’s official [“Objectives and Outcomes”](#) for the Bachelor’s degree programs or the [Curriculum Committee’s guide](#) (including examples).
 - **Grading, late work, make-up policies** – You must be explicit in explaining how the course grade is determined. Include your grading scale (how many points or what percentage is an A, A-, B+, etc.), value of each assignment, rules on acceptance (if any) of late work, and policies for make-ups. Doing so also leads to fewer problems and less basis for complaints and grievances by students.
 - One source of complaint is vague determination of a “participation” grade. Here’s an example of a grading rubric, from the college Undergraduate Committee:

Assessment of Class Participation:
You will be graded both on the frequency and the quality of your participation; attendance is clearly important for participation. Students are expected to arrive in class having read and considered the material for discussion that day. Attendance alone is not sufficient for full participation credit. Students must actively engage.

A Student is well prepared, attentive, always responds when called upon and volunteers often with pertinent answers or questions.

B Student is usually prepared, responds when called on and volunteers on occasion.

C Student shows evidence of being unprepared on occasion, has trouble when called on and does not volunteer often.

D Student is unprepared, inattentive, never volunteers, or comes to class late.

F Student exhibits a lack of concern for the class, sleeps in class, or disturbs the class.
 - Be clear on the consequence for the course grade of not completing any part of the course requirements.
 - For S/U enrollments, be clear on the requirements for the S grade (assignments, and a course grade of at least C-) or for AU (audit) recognition (see the University regulation on [Audits](#)).
 - **“Dead week” (last week of class) rules:** You may require submission of papers and other assignments during that time, provided that you schedule them in the syllabus you distribute at the beginning of the semester. You may not subsequently schedule any assignments or conduct tests or quizzes during that week. Similarly, assignments should not have a due date during the final exam period unless the assignment constitutes a part of the final.
 - **Due date for final exams:** You may not schedule a final exam or require that a take home final exam be submitted prior to the officially scheduled

- date and time of your exam. For the day and time scheduled for your exam, see Registration & Records [Calendar](#) page.
- **Computer, tablet, etc. use in class:** You have control over your classroom and may decide to prohibit use of computers and tablets. Make your rules and consequences clear. Some faculty state that a student texting in the midst of class is treated as absent for that day; others stipulate that the device will be confiscated for the remainder of class.
 - For example, here is David Zonderman's rule:
"Electronic Devices: All electronic devices—cell phones, laptop computers, etc.—are banned from classroom use unless specific permission is granted by the instructor. Students using such devices in class without permission will have the devices confiscated for the duration of the class. Any student violating this policy a second time will be asked to drop the course."
 - The department head and associate head will back you up on whatever policies you establish.
 - Keep in mind that you may not prohibit computer/tablet use by students with relevant accommodations from the Disability Services Office.
 - **Electronic Course Components** – You must inform students about access and privacy issues for electronically hosted course components (e.g., online discussions, posted work). See the required statement in item 2.16 of the [Syllabus policy](#).
 - **Students with disabilities** – You must include the University's official statement for students with disabilities (item 2.15 in the [Syllabus policy](#)). It includes the relevant contact information. The Disability Services Office will notify you each semester about registered students and their needs. If Disability Services has requested an accommodation that you regard as unreasonable, consult with the department head. You may remind students that if they have not registered at the beginning of the semester with Disability Services, you have no obligation to provide a requested accommodation.
 - **Office hours and availability by phone or email:**
 - In addition to contact information, syllabi and course homepages must include the day and time of your office hours.
 - Update your Office Hours information on your individual faculty profile page on the Department's website. See the email message on how to do so.
 - If you prefer not to deal with voice mail, note on your syllabus that students should contact you by email rather than by phone.
 - **Classes for History majors** – Please add one of the texts about career services that Woody Catoe at the [Career Development Center](#) provides by email to you each semester.

2. DROP/ADD PROCEDURES

We are no longer closing class enrollments and waitlists on the first day of instruction and processing all enrollment adds through Norene.

This means that students will use the online enrollment system to add courses in the first week of the semester. You will still need to use the form provided by Norene for adding students in the second week, or to Drop for Non-Attendance.

Open enrollment period – The University regulation on [Adding and Dropping Courses](#) provides a timetable for enrollments.

- Students may add courses without permission during the first five days of fall or spring terms.
- Students must have permission of the instructor to enroll in a course during days six through ten of fall or spring terms.
- Students may drop courses without permission until day 10 of the term.
- The end of the 10th day of the term is the “census date,” the student’s official enrollment. Students are expected to complete all courses for which they are enrolled as of the census date.
- After the census date, students must have permission of the instructor of the course and their college dean to enroll in a course. Graduate students must also have permission of The Graduate School to enroll in a course after census.
- Students can still drop courses without permission after census (until day 40 of the term), but their transcript will indicate a Withdrawal (W grade) for the course.

Attendance in first week –

- Because students may add courses without permission, and are not to be penalized, you should provide make-up possibility for any work you assign in the first week of classes.
- It’s a good idea to email students before classes start about readings or assignments in the first week. You can use the “notify all students” button at the bottom of your Class Roster page in MyPack.
- In class, encourage students who are going to drop the course to do so early, to give students on a Wait List the opportunity to enroll.

Drop for Non-Attendance – We are not sending out a departmental letter to all students in History courses about dropping for non-attendance. You may individually choose to drop students who fail to attend your class. This is particularly helpful if you have a full class with students on the Waitlist and want to provide seats. The University [regulation](#) is “By the third class/laboratory period or the fifth business day of the semester (whichever comes first) students who have not attended class or contacted the instructor regarding his/her absence may be dropped from the undergraduate class roll.”

- If you plan to drop students for non-attendance, you should notify your entire class *before* the start of classes on August 19. Use the “notify all students” function in your MyPack Class Roster.
- Even if you say you are going to drop students who do not attend, remind students that it is **their** responsibility to check their own enrollment before the end of Day 10 of the semester to make sure they are not enrolled in a course they are not attending.
- To initiate a Drop for Non-Attendance, you **must** fill out and sign the form available from Norene. She will process the drop.
- Using your MyPack class roster, notify the student by email that you are dropping him/her.

Enrolling a student after week one – You **must** use the form provided by Norene to list students to add to your class.

- Sign it and return it to Norene.
- **Do not** send students to Norene, with or without your form.

- **Do not** email requests to her or simply tell her who to enroll. She has a short window for entering enrollments, 97 undergraduate course sections to service, and many other duties, and cannot be expected to keep up with messages during a hectic week.

Enrolling a student in HI 498: Independent Studies – To register a student for an independent study with you, you must use the departmental contract form. It is available [online](#) and from Norene or Will, the Director of Undergraduate Programs.

- Meet with the student and work out readings, schedule of meetings, assignments, and/or expectations of written work. Complete the form and sign it.
- Return the completed contract to Norene, and the DUP will sign approval. Norene will register the student for the designated number of credit hours.
- At the end of the semester, inform the DUP of the final grade.

3. OTHER GENERAL POLICES

Collecting and returning student work – Graded student work is protected by Federal privacy rules (aka, the Buckley Amendment), and having students leave work for you outside your office can also cause problems.

- Do not use the plastic file container or boxes outside your office to receive or return student work. Student work should be submitted and returned in person by you or by your TA, during class, section meetings, or office hours. Alternatively, work may be submitted and returned electronically.
- Office Staff **will not** collect student assignments.

Printing and photocopying – By cutting our paper and cartridge use, the Department has saved over \$2000 a year and redirected it into support for research, travel, and conferences.

- We no longer photocopy syllabi and require that you distribute them electronically.
- We will photocopy **mid-terms** or **final exams** with short questions that need to be answered on the exam itself. However, please write on the board or display electronically essay exam questions of a page or less.
- We do not provide bluebooks. Students must buy these themselves, though to avoid cheating we recommend that you collect them in advance and redistribute them on the day of the exam.

Use the Progress Reporting function – On your Faculty Center page in MyPack is a link for each class for filing an Academic Progress Report for any student in the class.

- If a student is not attending class regularly or is failing to turn in work, use this system to inform students in writing of your concerns and of the consequences if they don't take immediate action to remediate the problem. The advantage of the Progress Reporting system is that the student's advisor automatically gets a copy of whatever you send.
- Or if you choose to send email, make sure that you keep copies of all your email correspondence with students.
- Please do not communicate only orally with students. Confirm by email any statements you make to students about extensions, make-ups, incompletes, etc. When you do this, it makes life much easier for the Associate Head, who deals with student complaints.

4. HELPING THE STAFF HELP YOU

Contact information: Courtney will distribute a form on which to post your office hours outside your office. It helps her, and our students, for you to update your hours on your Faculty webpage. Let students know the phone number at which they can reach you – and let Courtney know whether you want students to call you outside of the office, and if so, the number at which they can reach you.

Make up exams—staff will not distribute or monitor them. Please do not schedule make ups in the conference room or other rooms without making prior arrangements through Courtney, who will arrange for your student/s to use WI 441 if available, which we have allocated for make-up exam purposes. You or your TA must distribute and supervise the exam.

Office hours: if you can't make them, please notify the staff as far in advance as possible so that they can post a note and respond appropriately to student inquiries.

Scheduling films, talks, or classroom changes. If you need to schedule somewhere other than your classroom for a film or talk, please contact Norene. Do so as early in the semester as possible. She will make arrangements and give you a written confirmation. If she has not given you one, do not assume that you may use the room. Similarly, if you have a problem with your classroom and want to change either for the semester or simply for one time, contact Norene. Do not move a class until she confirms availability.

Voicemail: Please check it regularly and delete old messages to create space for new ones.

- If you prefer not to use voicemail, simply leave an outgoing message that informs people you don't check voicemail and direct them to an email that you regularly read. Also, if you're not going to use voicemail, please let Courtney know so that if someone's looking for you, she can tell them to reach you by email.
- NTT in shared offices will have only one voicemail box. Please make sure that you inform students that if they do not reach you by phone they should email rather than leave a message for you.