

# DEPARTMENT OF GEOGRAPHY

## UNIVERSITY OF UTAH

### Guidelines for Instructional Personnel 2009-2010 Academic Year

#### **TEACHING POLICIES AND PROCEDURES**

##### T.A. Course Coordinators

Physical – Andrea Brunelle  
Human – Harvey Miller  
World Regional – George Hepner  
Remote Sensing – Rick Forster  
GIS – Tom Cova

##### Instructor Duties to Students

University teaching should reflect consideration for the dignity of students and their rights as a person. Students as well as faculty are entitled to academic freedom and autonomy in their intellectual pursuits and development. Teachers must therefore treat students with courtesy and respect. Instructors must not require students to accept their personal beliefs or opinions and must strive in the classroom to maintain a climate conducive to thinking and learning. They must not misuse their position, authority, or relationship with students.

##### Harassment/Fairness

Teachers are expected to treat all students honestly and equitably regardless of gender, race, religion, physical or mental disabilities, political views or any other factors than their class performance.

Sexual harassment is defined by University guidelines in the following statement, which appeared in the OEO/AA Information Bulletin:

There are two basic types of sexual harassment, both of which violate Title IX requirements. The first type is characterized by the imposition of unwelcome sexual activity in a relationship of unequal power. Examples of this type of harassment include unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when: (1) submission or rejection of such conduct is made either explicitly or implicitly a term or condition of instruction, employment, or participation in an educational activity or (2) submission or rejection of such conduct by an individual is used as a basis for evaluation in making academic or personnel decisions affecting an individual.

The second type of harassment occurs where harassment creates a hostile, intimidating or offensive academic or work environment and those in a position of authority do not redress the problem. This type of harassment overlaps with the first type of sexual harassment and could potentially also include harassment of colleagues by colleagues, students by students, and teachers by students. In establishing an offensive environment claim, it is not necessary for the victim to show that his/her employment or academic status was adversely affected. Examples of actions, which may constitute sexual harassment under either analysis, include:

\*patting, pinching, brushing against a person's body;

\*deliberate assaults or molestation's;

\*demanding or suggesting sexual favors accompanied either by implied threats or by promise of preferential treatment;

\*a pattern of behavior, which includes comments of a sexual nature, sexual jokes, or sexually explicit statements, which are not legitimately related to the subject matter of an academic course or activity.

Consensual relations are not acceptable. Any breach of conduct regarding fairness or harassment may result in termination. Please report any incidents of harassment/discrimination to the Department Chair. (See Discrimination and Sexual Harassment Complaint Policy (<http://www.regulations.utah.edu/humanResources/5-210.html>))

#### Attendance (Teacher)

Faculty members are expected to meet their regularly scheduled classes. Failure to meet scheduled classes without prior notice to students is excusable only for reasons beyond the control of faculty members. Alteration of schedules, cancellation or rescheduling of classes may be done only for valid reasons and after adequate notice to students. (Code of Faculty Responsibility see <http://www.regulations.utah.edu/academics/6-316.html>)

You must meet every class or have it conducted for the entire period without disrupting your planned syllabus. You must also let the Department staff know about every emergency absence immediately after you have arranged to have your class covered.

To state the entire requirement about teacher absence:

1. You must meet every class for the entire class period.
2. If you must be absent, you must provide a substitute.
3. Arrange for class continuity ahead of time. It may well be that you do not have a rigid plan for each meeting of your class that you conduct yourself, but you must nonetheless have planned each course well enough that you can tell someone else exactly what he or she can do in a particular class

session that will not be make-up work or filler. Plan ahead for inevitable flu, accidents, and emergencies. You should not call someone to merely go to your class and make an assignment; the students should feel that their substitute is continuing the course plan.

### Credit Hour/Course Workload

A University credit hour shall represent approximately three clock hours of the student's time a week for one semester. At the University we assume that there is at least one hour in class and two hours outside of class per week or the equivalent combination connected to every credit hour. In laboratories it is expected that at least 2 to 3 hours be spent in class and approximately the same amount outside for each credit hour awarded. Where minimums are exceeded, the approximate workload should be made clear in course syllabi, catalog descriptions, and advising materials.

### Syllabus/Policy Statements

Your students must be given a statement of policy in addition to the syllabus' chronological list of texts, assignments and due dates. Some of the matters of policy that need to be addressed are grading standards, submission of course work, extra credit, make-up exams, attendance, and final grade calculation. You will have specific ways of implementing these policies and additionally will have some idiosyncratic requirements about other specific details. If, for instance, you are requiring conferences, you should spell out your requirements in the policy statement. If you will accept work in typed form and hand-written in ink with every other line skipped, tell students ahead of time. Your policy statement should also encourage students to talk to you about course problems early on and how and where to get in touch with you.

Students also need to know about your office location, phone number(s), office hours, and the overall goals and organization of the course. Please review [Syllabus Guidelines](http://www.ctle.utah.edu/syllabusguidelines.pdf) (<http://www.ctle.utah.edu/syllabusguidelines.pdf>) for the basic content to be included. Please be sure to include the department policy on academic misconduct, the disability statement, and (if applicable) the content accommodations disclaimer.

The purpose of writing all of this down ahead of time is to eliminate misunderstanding and avoid unnecessary discussion that takes time and energy from the task at hand. The policies students have ahead of time clarify how the course will be conducted and provide an informal contract with you and the University about their responsibilities as well as ours.

Your syllabus with policy statement must be submitted to the Geography secretary by the end of the first week of class. We are responsible for ensuring that you have distributed your syllabi and it helps us deal with your students on rare occasions.

We would be glad to work with you on any questions you have during the term.

## Attendance (Student)

“The University expects regular attendance at all class meetings. Any particular attendance requirements of the course must be available to students at the time of the first course meeting. Students are responsible for satisfying the entire range of academic objectives and the requirements as defined by the instructor.” (See <http://www.regulations.utah.edu/academics/6-100.html>).

Attendance and participation should at least be highly encouraged. Students should be informed at the beginning of the course if attendance and participation will assist them in doing well. They should be reminded of these facts as the course progresses. A grade of “EU” is given to a student who appears on the roll, yet has not attended any classes.

## Attendance as Part of a Student’s Grade

“The criteria for grading students shall be performance in tests, papers, or assignments, participation in class discussion and activities, and other evaluative processes necessary in determining the student’s achievement levels. All of these Procedures may be part of the total evaluation, as adapted by the individual professor to fit the needs of the particular class. Physical attendance may be used as a criterion in determining the final grade only where it indicates lack of participation in a class where student participation is generally required or as required by accrediting bodies.” (See <http://www.regulations.utah.edu/academics/6-100.html>).

## Accommodation Policies

Regardless of any accommodation that may be granted, students are responsible for satisfying all academic objectives requirements and prerequisites as defined by the instructor and by the University. Because the burdens and appropriate criteria are different, granting of one type of accommodation has no bearing on the granting of another type.

*Scheduling Accommodations:* “Students who must be absent from a specific class to participate in officially sanctioned University activities (e.g. band, debate, student government, intercollegiate athletics), religious obligations, or other obligations meeting with the instructor’s approval will be permitted to make up or otherwise receive credit for both assignments and examinations. Except in cases of sudden illness or emergency, students shall in advance of the absence arrange with the instructor to make up materials.” (See <http://www.regulations.utah.edu/academics/6-100.html>)

*Content Accommodations:* Faculty is in charge of establishing the content of the curriculum and of specific courses. Students must understand and be able to articulate the ideas and theories that are important to the discourse within and among academic disciplines. Personal disagreement with these ideas and theories or their implications is not sufficient ground for requesting an accommodation. Content accommodations—modifications of otherwise applicable reading, writing, viewing or performing requirements—are subject to the discretion of the instructor. Instructors may deny requests as long as the subject course requirement has a reasonable relationship to a legitimate pedagogical goal. Instructors may grant requests after

considering the difficulty of administering an accommodation, the burden on the student's sincerely-held beliefs, the importance of the particular requirement to the course, and only if there is a reasonable alternative means of satisfying the curricular objective. Under the policy, students are required to make requests during the first two weeks of the semester unless the student could not have known of the conflict during that time. Denial of the request may be appealed to the Dean who will only overturn an instructor's decision if it was arbitrary and capricious. (See <http://www.admin.utah.edu/facdev/>)

You may wish to add the following suggested content accommodations statement to the end of your syllabus:

“Some of the readings, lectures, films, or presentations in this course may include material that may conflict with the core beliefs of some students. Please review the syllabus carefully to see if the course is one that you are committed to taking. If you have a concern, please discuss it with me at your earliest convenience. For more information, please consult the University of Utah's Accommodations Policy, which appears at: <http://www.regulations.utah.edu/academics/6-100.html>.”

*Legislated Accommodations:* You are required to make special provisions for class, testing, field trips, etc. for students with declared physical, mental, or learning disabilities. Students who claim a disability need to register with the Office of Disabled Students and provide you with documentation of the disability. Usually these provisions are not a significant problem for class operation. Contact the department office or faculty coordinators if you have questions.

Add the following disability statement to the end of your syllabus:

“The University of Utah seeks to provide equal access to its programs, services and activities for people with disabilities. If you will need accommodations in the class, reasonable prior notice needs to be given to the Center for Disability Services, 162 Olpin Union Building, 581-5020 (V/TDD). CDS will work with you and the instructor to make arrangements for accommodations.

All written information in this course can be made available in alternative format with prior notification to the Center for Disability Services.”

### Inclement weather and Closings of the University

Closure of the University due to bad weather is announced by 6:30 A.M. for daytime classes and by 3:00 PM for evening classes on KUER (FM90), KUED (Channel 7) and other local news media. You may register for Campus Alerts when you sign into the Campus Information System (CIS).

Ordinarily, the University will only be closed for a brief period. The expected reopening time will be announced frequently. Students, faculty and staff should check KUED/KUER for current reports. If you do not have access to KUED/KUER you may obtain information of University closure by calling 581-6773.

## Disruptive Behavior

If you have a student in your class who is being disruptive, discuss the matter privately with the student. If the behavior continues then you should discuss the matter with the department chairperson. Avoid an open confrontation in class. The following resources share some strategies for dealing with student behavior:  
<http://www.sa.utah.edu/counsel/documents/faculty.pdf>  
<http://www.sa.utah.edu/counsel/documents/Managing%20Difficult%20Student%20Behavior.pdf>

## Exams

University policy does not require that a FINAL exam be given in courses. However, if 'in class' final exams are given, they must be given at the officially set time designated by the Director of Scheduling and published in the semester class schedule. Your attendance during this period is mandatory.

Since the department cannot provide facilities or monitoring for testing, it is suggested that you use the University Testing Center's services to administer make-up exams. There is a fee to the student for the service. The forms are available from the department secretary or online at <http://www.sa.utah.edu/testing/forms/academic-test-request.doc>.

## Reading Day

Reading Day is a preparation day for final exams. Regular classes are not held on this day. This is a day between classes and exams without any university activity scheduled so that students may prepare for final exams without any conflicts or distractions.

## Privacy Rights

Student records at the University of Utah are governed by the Family Educational Rights and Privacy Act (FERPA). Directory information (see list at <http://www.sa.utah.edu/regist/handbook/ferpa.htm>) is considered to be public information unless a student requests that it be kept confidential. If students restrict the release of Directory Information, a "window shade" icon appears on their PeopleSoft record and no information may be released without the written consent of the student.

Do not distribute or display photo class rolls. **Grades are not to be posted** in any manner that identifies the student with a name, student identification number or social security number. Grades should not be given out over the telephone, email, or to anyone other than the individual student. According to University guidelines, not posting grades or leaving course work in unsecured areas preserves students' privacy. Make clear arrangements with your students for returning course work directly from you and discussing class performance with you at the end of the semester.

## Grades

Student work in University courses shall generally be reported in terms of the following grades: "A," excellent performance; "B," good performance, substantial achievement; "C" (including "C+" and "C-") standard performance and achievement; "D", substandard performance, marginal achievement; "E," unsatisfactory performance and achievement. (See <http://www.regulations.utah.edu/academics/6-100.html>).

Your grading criteria should be clearly stated in your policy statement/syllabus. It is suggested that at least one exam be graded and returned before the midpoint of each semester. In any case you should have a minimum of three separate written measures of course performance (exams, homework, and papers). The syllabus should clearly state your policy on extra credit and make-up exams.

You may feel insecure about your judgment; your students may be fresh from success in high school and unused to college standards. Please bear in mind that a final course grade must reflect actual performance, that more than half of your students will not graduate from college and that "average" is the level of most students, not a punishment. Students should not be given an "I" for mere conscientiousness, or according to their own expectations. Be sure to ask for help with grading whenever you think you need it.

## eGrading

Post grades for your courses in the University's eGrading system located on the employee tab of the Campus Information System (CIS). Grades can be submitted from anywhere with an internet connection. Grades are due on the tenth day after the last day of class for the term (1st session or miscellaneous class grades are due 10 days after the last class). The system will be available until midnight on the due date. When no grade is entered for any person listed in a final grade report, the Registrar shall record an "EU" for that person. The grade "EU" shall be treated as an "E" in calculating grade point averages, but it shall be disregarded in calculating "section mean grade." All grade changes must be submitted individually on Report of Credit forms to the Registrar's Office after EACH has been signed by the Department Chair.

Remember, "Save" will save the entered grades without posting them to the student's record, while "Post" immediately posts the entered grade to each student's transcript. The grade is considered final and official after posting! A grade must be entered for each student before the Grade Roster can be posted. A note should be entered for Incomplete ("I") grades listing the terms and conditions required for the student to complete the course. The option to award an "I" or a "T" is determined by the class number. Refer to the Grading Policies chart for a complete listing: <http://www.geog.utah.edu/faculty/support/GradingPolicies.pdf>. For eGrading assistance, visit the website <http://www.sa.utah.edu/regist/faculty/egrading.htm#q4>.

## Incompletes

Incompletes should not be given except in extraordinary circumstances. Students should be informed of this in the course syllabus/policy statement. The mark "I" (incomplete) shall be given and reported for work incomplete because of

circumstances beyond the student's control. The grade of "I" must be used only for a student who is passing the course and who needs to complete 20% or less of the course. An "I" must not be used in a way that will permit a student to retake the course without paying tuition. If the student attends the course during a subsequent semester as part of the effort required to complete the course, he/she must be registered (either as a regular student or for audit) in the semester in which he/she attends.

If incomplete work has not been finished within one calendar year after the "I" was given, the "I" will be changed to an "E" by the registrar's office. The change of the mark "I" to grade "E" after one calendar year may be avoided by a written agreement between the instructor and student. The agreement will specify the grade to be given if the work is not completed. Copies of this agreement will be filed with the instructor, student and registrar's office. A fourth copy may be kept by the department. The action will be reported to the department.

When an instructor has no record of attendance or other evidence of participation in the course by a person whose name appears on the Registrar's final grade report, the instructor should enter the grade "EU" for that person. When no grade is entered for any person listed in a final grade report, the Registrar shall record an "EU" for that person. The grade "EU" shall be treated as an "E" in calculating grade point averages, but it shall be disregarded in calculating "section mean grad." (See <http://www.regulations.utah.edu/academics/6-100.html>)

### Cheating/Plagiarism

The Geography Department takes a strong position toward academic misconduct. Please add the following departmental statement to your syllabus:

Academic misconduct will not be tolerated. Penalties may include failure of an assignment, the entire course, and/or the filing of formal charges with appropriate university authorities. Academic misconduct includes, but is not limited to, cheating, misrepresenting one's work, and plagiarism:

- Cheating involves the unauthorized possession or use of information in an academic exercise, including unauthorized communication with another person during an exercise such as an examination.
- Misrepresenting one's work includes, but is not limited to, representing material prepared by another as one's own work or submitting the same work in more than one course without prior permission of all instructors.
- Plagiarism means the intentional unacknowledged use or incorporation of any other person's work in one's own work offered for academic consideration or public presentation.

If you have reason to believe that a student is cheating during an exam, the first thing to do is walk casually around the room. Students will usually cease. In the case of the unremittably brazen, you should take the student quietly aside and ask him or her to move to another part of the room for the remainder of the exam. It is not a good idea to leave the room during an exam. For large classes, request assistance in monitoring examinations. (For further information see Student Code <http://www.regulations.utah.edu/academics/6-400.html>)

### Registration (Adding and dropping at the beginning of a course)

1. Students may only drop classes without penalty or permission during the first ten days of the term. <http://www.sa.utah.edu/regist/handbook/drop.htm>
2. Students can add courses without penalty or permission during the first ten business days of the term if sufficient space is available in the course. <http://www.sa.utah.edu/regist/handbook/lateadd.htm>
3. Beginning the sixth business day of the term, students must obtain a special permission number to add a course. The student will need to get the instructor's permission to add the course, and then proceed to the Geography main office (270 OSH) to get a permission number.
4. Students will not be allowed to add term length classes after the fifteenth business day of the term (Census Date).
5. Students given permission to add after the fifteenth business day of the term must use a late add card, must get permission from the instructor with a signature, as well as the Department Chair's signature and the Dean's signature. In addition, students will be charged a late add fee. The Department strongly encourages instructors to not let students add their classes after the fifteenth business day. The University and Department do not get credit for these late add students.

### Withdrawal

Students may drop any class in a regular University term without penalty or permission for a period extending for ten calendar days from the first day of the term. Beginning the eleventh day from the first day of the term and continuing through Friday of the first full week beyond the midpoint of the term (as determined by the Registrar), students may withdraw from a course or from the University without permission, but a "W" will be recorded on the academic record and applicable tuition and fees will be assessed for each course. The latter date is the final day on which a student may withdraw from a course or from the University.

Students may drop workshops, short term courses, or non-credit courses without penalty or permission as follows: classes of one to two days in length, before the first day of class; classes of three to five days in length, on the first day of class; classes of six to ten days in length, through the second day of class; classes of eleven or more days in length, through the third day of class.

Students may withdraw from workshops, short-term courses, or non-credit courses following the drop deadline for such courses only up to the midpoint in the course (as determined by the Registrar). Any withdrawal after the initial drop period will cause a "W" to be recorded on the academic record and applicable tuition and fees will be assessed for the course.

Students taking regular term courses may appeal the deadline for withdrawal in the case of compelling, non-academic emergencies by submitting a petition and supporting documentation to the office of the dean of their major college. Undeclared,

non-matriculated and premajor students apply to the University College. Students in workshops, short-term courses, or non-credit courses shall appeal to the Academic Outreach and Continuing Education. Appeals must be submitted to the appropriate dean's office by the last day of regular course instruction preceding the final exam period. Colleges must respond to an appeal from a student within seven calendar days of receiving the petition.

For extraordinary reasons, approved by the student's dean and the registrar, the grade of "W" may be given after the end of the term. Such requests must be submitted within three years of the affected term(s) or prior to graduation from the University, whichever comes first.

The student shall have the option of adding a class through the fourteenth calendar day of the semester.

Upon recommendation of the student's instructor and a student's dean, the registrar may withdraw a student from a course for nonattendance or nonperformance of assigned course work. The student shall then receive the grade of "E." Before this grade is recorded under these circumstances, the Registrar shall send written notification to the student and advise the student of the right to appeal to the student's dean.

A student seeking to register for a course for the third time shall receive last priority in registration for that course. A grade of "W," "V", or "I" shall be regarded as one registration for the course. See <http://www.regulations.utah.edu/academics/6-100.html>. Special tuition rules apply to a "threepeat" registration (<http://www.acs.utah.edu/sched/handbook/grpolicy.htm#repeatfee>)

### UGS 6000 Teaching in Higher Education

The Center for Teaching & Learning Excellence (CTLE) offers this course for new faculty and graduate students to help you gain the practical skills needed to be an effective teacher in higher education. The goals of the class are to help you approach your teaching position with more confidence, understand what you want out of your higher education career, and engage your students with your teaching strategies.

### Higher Education Teaching Specialist (HETS)

The HET Specialist Designation is designed to improve the instructional abilities of persons who are working, or desire to work, in an institution of higher education. By participating in a variety of courses, workshops, practica, and programs, program recipients will be able to implement best practices for higher education instruction. The requirement details and registration form are located at: <http://www.ctle.utah.edu/?pageId=2502>

## **DEPARTMENTAL GUIDELINES**

### Supervision and Professional Responsibilities

- I. Students enrolled in a graduate program must maintain satisfactory progress toward their degree, as defined by the Department in order to continue teaching for the Department.
  
- II. Teaching Requirements:
  - A. Using standard textbooks approved by faculty coordinators.
  - B. Providing course coordinators with current information about following and modifying the syllabus approved for a course.
  - C. Thorough planning for each class period.
  - D. Careful, responsible, and timely responses to, and grading of, students' assignments and exams.
  - E. Reading student evaluations each semester and discussing any problems with the Department Chair.
  - F. Attending staff meetings, Departmental colloquia, and workshops.
  - G. Notifying the Department office before any absence; providing an approved staff substitute for the missed class(es).
  - H. You must post and maintain office hours of at least 3 hours per week. You will be given a door card which you should post on your office door.
  - I. Responding promptly to Departmental correspondence.

### III. Additional Employment Policy for TA/RA/GA's:

Funded graduate students are required to work 20 hours per week on departmental assignments and agree not to seek employment outside of the Department for more than 10 hours per week. If you want to work at another job on campus, please talk to Lisa first in order to avoid any problems with tuition benefits, etc.

### Course Evaluations

We specify the following means of self and programmatic evaluation so that you know how you are evaluated as a teacher.

1. Teachers may expect classroom visits by the Department Chair or other faculty, who will discuss his/her observations informally with the teachers. Teachers should, however, feel free to invite any faculty member to observe them as well.

2. All Geography courses will be evaluated at the end of each semester. Evaluation summaries will be provided to each teacher. (The Geography SAC Chairperson will contact each instructor to promote the online course evaluation process and to solicit nominations for the CSBS Superior Teaching Award.) Each semester teachers will read and, if they wish, write a response to student evaluation files. Students may review the numerical evaluation of these files; however, they are not permitted to remove the evaluation files from the office.
3. Mid-term evaluations may be requested by instructors from the Center for Teaching & Learning Excellence. The evaluation mimics the end of term evaluation, collecting both numerical and open-text data. An email reminder is sent to all members of the course and data is collected during a one to two week period of time. Then CTLE will either meet with the instructor or send the instructor the results and recommend additional resources, when advisable.  
[http://www.ctle.utah.edu/CTLE\\_2.0/SITE/services\\_consult.html#ME](http://www.ctle.utah.edu/CTLE_2.0/SITE/services_consult.html#ME)

### Field Trips

"Field trip" means a journey or excursion away from the university campus, whether or not in university vehicles, involving two or more persons, that is organized and/or sponsored by an operating unit of the university, or by a faculty member or other authorized employee of the university, for academic, research, or recreational purposes that are related to an approved program or activity of the university.

Some courses have a special fee attached for the purpose of covering field trip expenses. If the actual expenses exceed the amount of revenue generated by the fees, students should be charged for their portion of the extra cost. Courses without a fee should charge the cost of the trip equally to all students.

Advise the office staff at least three (3) months prior to the trip (GEOG 3000-- Spring-Sept. 15, Fall-Mar. 1) so that transportation can be arranged. They will need to know the dates (1st, 2nd, and 3rd choices), destinations, number of passengers, and transportation requirements (bus/van/SUV, microphone/radios, restroom, etc.)

The student must complete and sign a liability/field trip waiver form and provide insurance information prior to the trip. Short term accident insurance is available for purchase at the cashier's window (165 SSB) for students without insurance. If students are providing their own transportation, please modify the waiver form to state that the field trip starts and ends at the destination (be specific about beginning and ending times). The driver's private liability must cover the occupants during transport.

### *Field Trip Guidelines:*

1. Identify any special requirements for participation in the trip, (i.e. special skills, fitness, or certification).
2. Anticipate and manage any hazards or dangers on the trip or at the site.
3. Obtain departmental approval where appropriate.

4. Ask students/participants to advise you of any special disabilities, problems or considerations that may need to be accommodated.
5. Obtain a signed Liability/Field Trip Waiver Form, modified if needed.
6. Consider the necessity for special clothing or equipment that may be needed because of terrain, weather or other conditions.
7. Determine transportation needs such as reservation of vehicles, drivers and site supervision. See the [Auto Insurance Provisions](http://www.utah.edu/risk_management/vehicle/auto_insurance_provisions/index.htm) at: [http://www.utah.edu/risk\\_management/vehicle/auto\\_insurance\\_provisions/index.htm](http://www.utah.edu/risk_management/vehicle/auto_insurance_provisions/index.htm)
8. Plan for emergencies such as theft, illness, vehicle problems, weather delays, student misconduct or threats to the safety of others.
9. Departments should keep the signed Liability/Field Trip Waiver Forms in their records for two years.

### Classes Meeting in Computer Labs

There are other CSBS computer labs running the same software located at: OSH 273, OSH 277, AEB 330, Bu C 302a, and BEH S 101. Students can check lab schedules and availability at: [http://support.csbs.utah.edu/resources/student\\_labs.html](http://support.csbs.utah.edu/resources/student_labs.html).

If students are in the lab before your class is to begin, please follow these steps to avoid a confrontation:

1. Inform students in open lab 10 minutes prior to your class starting that there will be a class in the lab. Let them know they have 10 minutes to clean up and leave before the class starts.
2. We do not want to cause a confrontational situation, however if you should have students who will not leave the lab for your class, please nicely explain that a class is in session and they need to leave. Inform students that there are other labs and give them the alternate building and room numbers.
3. If students still won't leave, politely remind them that there is a code of student conduct that they are required to meet and if they will not leave so you can hold class then you will need to call campus security. Let them know you do not want to do it, but will if necessary.
4. If students still will not leave, come to OSH 270 and call campus security (581-8669) and we will have them escorted out of the lab.

### Responding to an Emergency Evacuation

Instructors responsibility regarding emergency evacuations:

1. Review emergency procedures/exits with each class during the first week of the semester.
2. When an alarm sounds and the announcement is made to evacuate the building, shut down your immediate activities. Communicate to students the

need to leave the building and remind them where the meeting place is. If there are any students with disabilities, assign someone to assist them during the evacuation. Be sure you take a class roll with you! Close the doors to the room, but leave the doors unlocked. Follow the designated evacuation route using the stairs, not the elevator.

3. Move away from the building and meet with the other members of our department at the pre-designated place (the grassy area between LNCO and MBH) to verify that all your students have left the building. Students must remain with you until emergency responders indicate it is safe to return to the building or have been dismissed.

### Homework Submission

Students will not be given access to department mailboxes because of the need to protect the privacy of student's work, disruptions to office staff, and lack of monitoring. Please make arrangements for students to submit assignments directly to you. It is strongly suggested that you have students submit homework via email.

### Office Staff/Typing

As a general rule, Associate Instructors, Adjunct Faculty, Teaching Fellows, and Teaching Assistants will be responsible for their own typing needs. The Department office staff should not be asked to administer exams, return papers, give out grades or undertake similar activities which revolve around the student/teacher relationship.

### Supplies

We will provide you with general supplies as necessary for teaching purposes. Be thrifty whenever you can.

### Telephones

There is a telephone in OSH 109 and OSH 117. These phones are to be shared by everyone assigned to that space. Use of the office telephones is restricted to local calls only. Under special circumstances, you may arrange to make long distance calls with the administrative assistant. Please give the office phone number as a message number only. If you want to send a fax you must first ask for permission from one of the office staff. If you send a fax, you must pay for it. The Department does not supply this service to you free of charge.

### Copying Policy

The Department office copy machine should be used for all your course copies and overhead transparency needs. You may request two account numbers from the office staff. One account number is to be used for copies made for the course/courses you are instructing (i.e. for handouts, transparencies, syllabi, etc.). The other account number is for personal and research copies that you will be charged 8 cents per copy once a month for copies made for that month. Large packets of original material (maps, handouts, etc.) should be prepared at least 48 hours ahead of time and taken to the Copy Center (135 USB or in the Union Bldg) or the Marriott Library Reserve Desk so that students can make their own copies and pay for those copies. The

University Copy Centers can provide information on preparation, permission rights, and sale of anthologies of copyrighted material. Information and forms are also online at <http://www.printing.utah.edu/printing/forms.html> or email a list of sources to be used to docutech@printing.utah.edu.

The Copyright Act of 1976 applies on campus, and you should note that the University's various copy centers require completion of a "compliance statement." If you have any questions on the legal implications of any photo copying, please consult the University's Policy and Procedures Manual. See <http://www.admin.utah.edu/ppmanual/6-tbl.html>.

Other personal copying can be done at the Copy Center and at the Marriott Library at your own expense.

### Projectors and Equipment

The Department has two laptops, cables, LCD/data projector, slide projectors, laser pointers, and overhead projectors, which are located in 270 OSH. You must make arrangements in advance with the office staff to check out any of this equipment. Equipment should be returned to its storage area *immediately* after class. Projectors, TVs, and VCRs may also be picked up at Instructional Media Services (IMS) located in 207 Milton Bennion Hall. These items should be reserved in advance by logging in to WebCheckout located at: [http://ims.utah.edu/pir/make\\_reservation.html](http://ims.utah.edu/pir/make_reservation.html) or calling 801-581-3167 if there are problems.

If classroom equipment malfunctions, call the IMS Service Desk for assistance at 801-581-6112. If the Service Desk Technician is not able to resolve the problem over the phone with you, a technician will be dispatched to assist you in your classroom. Please report your name, the building name, room number where you are experiencing a problem, and a phone number where you can be reached if additional information is required to resolve the problem.

### Computers

Teaching assistants/associates should use the computers and printers in OSH 273, 277 and/or OSH 109. The equipment in the Department office is restricted to faculty and administrative use. If you experience issues with this equipment, submit a help desk request with CSBS Computing Office.

### Conference Rooms

The conference rooms in OSH 270 and 215 are available for meetings, conferences, etc., as long as the room is left in good order. Reserve these rooms in advance with the office staff. **It is suggested that you use the University Testing Center's services to administer make-up exams. (There is a fee to the student for the service.) The forms are available from the department secretary or online at: <http://www.sa.utah.edu/testing/forms/academic-test-request.pdf>.** If you choose to use the conference room for testing, please verify on the calendar that the room is not otherwise scheduled. Also, be aware that there is no presumption of privacy or quiet and that the staff will not be able to administer or monitor the test.

## Office Assignments

The limited office space available is assigned to graduate students according to their function within the Department and according to the following priorities:

1. Funded doctoral teaching and research assistants.
2. Funded master's teaching and research assistants.
3. Other doctoral students.
4. Other master's students.

## Security/Keys

Keys to your assigned offices may be obtained from the Department staff by filling out key request forms. You will be charged a \$5.00 per key deposit, which is refundable when all keys are returned.

The University has experienced a rash of thefts. We have been advised by Security to keep offices and other secure areas locked at all times. **If you work or stop by any office after office hours, then be sure you keep the office doors locked at all times regardless of who else is present.** This can be done by unlocking the door as you enter and immediately locking it behind you, then test the door knob by jiggling the door handle. If you require keys to the projection booth, or any other secure area, please request a key of your own from the Department office. Do not loan your keys under any circumstances.

## Campus Parking

You are eligible for a parking pass, which you may purchase from the Department of Commuter Services located on campus in Annex 101 (just east of the Huntsman Center). Along with your UCard, faculty/staff/currently enrolled students also receive a free UTA bus pass, which may be used on any UTA bus, Frontrunner, or TRAX line.

Parking regulations on campus are enforced Monday through Friday from 6:00 A.M. to 6:00 P.M. unless stated otherwise. All vehicles must either display a valid parking permit (day pass or annual permit), or use parking meters or visitor pay lots. Open (or free) parking begins at 6:00 P.M. except in Reserved or Handicapped stalls, and restricted time zones.

Day passes and campus information can be obtained from visitor and parking booths. Annual and multiple day permits are available only through Commuter Services. No permits are required for Saturday, Sunday, or University-recognized holidays.