

**SELECTED DEPARTMENTAL/UNIVERSITY
POLICIES AND GUIDELINES**

INSTRUCTION

I. Course Syllabus

Every course must have a syllabus that is given to every student. The following information should be included in the syllabus:

1. Course objectives or expected learning outcomes of the course.
2. Topical outline for the course.
3. Reference to the University Honor Code and Academic Honesty Policy and a statement as to what behavior unique to the course could be academically dishonest.

The syllabus must include this statement: *All academic work must meet the standards contained in "A Culture of Honesty." Students are responsible for informing themselves about those standards before performing any academic work.*

The link to more detailed information about academic honesty can be found at: <http://www.uga.edu/honesty/memonly.htm>

4. Provisions for changes. The syllabus must include this statement: *The course syllabus is a general plan for the course; deviations announced to the class by the instructor may be necessary.*
5. Principal course assignments. These include required reading, papers, other activities, and the week of the course in which these assignments are expected to be completed and submitted.
6. Specific course requirements for grading purposes (e.g., written and oral tests and reports, research papers, performances or other similar requirements, participation requirements—if any).

7. Grading Policy. How the final grade will be determined with respect to weights or points assigned to various course requirements.
8. Attendance Policy. If there are specific requirements for attendance, these should be stated; if attendance is to be weighed for the final grade, the syllabus should state what the weight or course points will be.
9. Required course material, including texts.
10. Policy for make-up of examinations.
11. In addition to the above elements of a course syllabus, the instructor should add for each section taught: (a) instructor name, and (b) instructor accessibility to students (such as office hours, office location, telephone number, and/or e-mail address).
12. Grievances and grade appeals. An attached copy of the department's grievance and grade appeal policy.

The full UGA policy on providing a syllabus may be found at <http://www.curriculumsystems.uga.edu/Policies/CourseSyllabusPolicy.pdf>.

Current copies of all syllabi will be available online on the department's web site. Please send your new syllabus to April Brown every semester.

II. Textbook Orders. There are a variety of ways to order books through the University Bookstore. They include:

- Go online to www.ugabookstore.com. Initial password is "095" (zero nine five)
- Submit via email to uga@bkstr.com
- Submit via campus mail
- Fax your order to (706) 583-0150.
- Deliver your order in person to the Bookstore.
- Call (706) 542-3171 and choose the option for textbooks.

The Sociology Office provides assistance with desk copy orders.

III. Office Hours. Unless on formal leave, every instructor must post and keep reasonable office hours every semester, even if the faculty member is NOT teaching a class. These office hours should be posted on or by the door of your office and made available to the Graduate Coordinator and the departmental receptionist.

- IV. **Academic Dishonesty.** The University has a prescribed procedure for handling cases of academic dishonesty. See http://www.uga.edu/honesty/ahpd/culture_honesty.htm. Before acting on any suspected academic dishonesty, consult with the Department Head.
- V. **Harassment.** Any suspected instances of sexual or racial harassment must be reported to the Office of Legal Affairs. See "Sexual Harassment Policy for The University of Georgia." <http://www.uga.edu/legal/NDAH.htm>.
- VI. **Faculty Advising of Undergraduate Students.** Students majoring in sociology are required to meet with their faculty advisor at least once per semester. Before registering for the next semester's class, students must have the written approval of their faculty advisors. All regular faculty are expected to advise and counsel undergraduate majors. The Advising Office assigns the advisees to each faculty member. Check with Kathy Lou for your list of majors.
- VII. **Faculty Advising of Graduate Students.** All faculty members are expected to meet with their graduate advisees at least once a semester. The Graduate School requires that all graduate students submit an advisement form before registering for classes. These forms are to be signed by the faculty advisor or the Graduate Coordinator.
- VIII. **Scheduling of Classes.** Classes must meet at the times and on the days for which they are scheduled. Call or e-mail April Brown if you miss a class and let her know who will cover or how the class is to be handled.
- IX. **Teacher and Course Evaluations.** The use of a standard departmental course evaluation is mandatory for all sociology courses. The administration of the teacher and course evaluation forms will be the responsibility of the each instructor.
- X. **Final Examinations.** (See <http://bulletin.uga.edu/bulletin/acad/Examinations.html>) A final examination schedule is produced each semester by the Office of the Vice President for Instruction. No time and date departures from the examination schedule should occur without prior approval of the Dean of the Franklin College and the Vice President for Instruction. Although there are special courses where a final examination of the regular type may not be appropriate, each student must be provided the opportunity to stand for a final examination as part of the completion of a full instructional term. Each instructor has the authority to design and administer the final examination in whatever manner is appropriate. Additionally, the instructor has the authority to structure the course syllabus and content so that the final examination may be a summative evaluation of the entire term's work or a portion of the term's work.
- XI. **Final Examination Schedule Conflicts.** With the consent of the academic department, the individual faculty instructor has authority to manage students who have conflicts with the final examination schedule. A student with three final examinations scheduled within

the same calendar day or two examinations at the same time may petition to reschedule one exam to a different time or day. The instructions for rescheduling are located at the following web sites: www.bulletin.uga.edu or www.curriculumsystems.uga.edu.

XII. Assignments, Tests, and Quizzes During Reading Days or the Final Instructional Day of a Course. Reading Days are designed to provide time for students to prepare for final examinations. No mandatory assignments scheduled for completion during the Reading Days, either for course work or extra-curricular or co-curricular activities shall be given to students. Exceptions for good cause can be made to this policy by the Vice President for Instruction. Nothing in this policy limits the ability of instructors to schedule optional study reviews for their students during these days.

No tests or quizzes are to be administered on the final instructional day of a course, unless the course has not been assigned a final examination time slot by the University. For purposes of this policy, student presentations to the class in a seminar or graduate course shall not be considered a test or a quiz.

XIII. Grading Practices. (Also see <http://bulletin.uga.edu/bulletin/acad/Grades.html>)

1. Final Grades. It is the instructor's responsibility for getting final class grades in to the registrar on time. You will receive an e-mail from the Registrar's Office indicating the deadline for submitting grades.
2. Incompletes. The letter "I" indicates that a student was doing satisfactory work, but for nonacademic reasons beyond his/her control was unable to meet full requirements of the course. Students must remove an "I" grade within three semesters or it automatically becomes an "F". The correct way to remove an "I" record is for the student to complete whatever work is still required, and for the instructor to turn in a change of grade form to the Sociology Office. Instructors should realize that change of grade forms need to be submitted promptly.
3. Incomplete grades for graduate students. Graduate students who received an incomplete grade must complete the course requirements by the end of the next semester. This policy allows one semester to resolve an Incomplete grade. Specifically, an "I" received Fall semester has to be resolved by the end of Spring semester or convert to a grade of "F," an "I" received Spring semester has to be resolved by the end of the Summer semester, and an "I" received Summer semester has to be resolved by the end of Fall.

Note the following statement from the Dean of the Graduate School: "Please note that an incomplete grade is NOT for the purpose of allowing a student who is doing poorly in the course additional time to complete course requirements. It is not to improve a grade given on a paper. It is to be used only in cases where something

beyond the student's control (usually something medical in nature) interfered with the final completion of the course. It is also not appropriate for the student to sit in the course again before completing the requirements. If a student misses so much of the course that the work cannot be completed without sitting in it again, the student should withdraw from the course and register for it again when the problem is resolved.”

5. Policy of "W" and "WF" Grades. Department/Instructor drops/withdrawals should be given to Barbara Ross for electronic drops/withdrawals. Email Barbara Ross with the student’s name and ID Number, last day attended and grade.

A student who withdraws from a course during the first half of a semester is assigned a grade of "W" or "WF" by the instructor. A student who withdraws after the midpoint of the semester is assigned a grade of "WF", except in those cases in which the student is doing satisfactory work and the withdrawal is recommended by the Dean of Student Affairs because of emergency or health reasons.

6. Change of Assigned Grade. A grade assigned in a course may not be changed unless the grade resulted from a factual error. In the event of factual error, the course instructor must submit a change of grade request on the standard form. The grade change request and the letter of explanation must be submitted to the Head of the department. The Department Head will review the circumstances involved in the grade change and make a decision whether or not to approve the request.

The Dean's Office has requested each department to keep a record of all grade changes issued by members of the department. To comply with this request, the faculty are to submit all change of grade forms to the Sociology Office so that she can log these changes before transmitting them to the Dean.

7. Posting of Grades. Individual grades are part of a student’s confidential record and are subject to the provisions set forth in the federal Family Educational Rights and Privacy Act (FERPA). University FERPA policies regarding student privacy indicate that you cannot release student grades to anybody besides the Registrar and the student without his or her written consent, except in the case of a UGA official with a legitimate educational interest. No grades may be posted in a public setting that use any part of students’ social security or student ID numbers.
8. Grade Appeals. The department has a grade appeals policy. A student appealing a grade should make that appeal in writing to the Department Head, including any relevant materials. The Department Head will transmit the appeal to the Grade Appeals Committee, which is composed of the elected members of the Executive Committee. The Grade Appeals Committee will consider the appeal, render a decision, and relay that decision in writing to the student, the Department Head, and

the instructor.

9. Items not Returned to Students. All records pertaining to student performance, including copies of tests and/or papers not returned to students, must be kept for a *minimum of two years*.

- XIV. Right of Access to Students' Personnel Files.** Under the Right to Information Guidelines of the Buckley Amendment, only regularly assigned administrative and faculty personnel have the right to access student personnel records containing such information as grades, letters of reference, or other privileged information. In an attempt to comply with these guidelines, only staff and faculty advisers will be allowed free access to the personnel files of their advisees. Other faculty members need to show cause to the Undergraduate or Graduate Coordinator in order to receive needed information regarding any student. See <http://bulletin.uga.edu/bulletin/acad/Records.html>
- XV. Use of Graduate Students for Evaluating Other Graduate Students.** The department has adopted the following policy regarding this matter:
- A. It is not ethical for a professor to ask or allow a graduate student to evaluate the academic performance of other graduate students enrolled in graduate courses by grading subjective essay examinations, term papers, etc. It is appropriate for a professor to ask or allow a graduate student to mark an objective or other test for graduate students that involves no professional judgment but only a clerical judgment of correct or incorrect. It is ethical for the graduate student to treat all such information obtained in this process as strictly confidential.
 - B. If a professor desires to use a term paper, exam, etc., of a graduate student as an example of graduate student performance, it is permissible if: (a) the professor has the written permission of the student to do so, or (b) there is no identifiable name on the paper.
- XVI. Students with Disabilities.** The University has policies in place for dealing with students with disabilities (i.e., visual disorders, communication disorders, organic disorders, central nervous system disorders, muscular-skeletal disorders, attention deficit hyperactivity disorder, psychological disorder, acquired brain injury, etc.) In short, faculty are required to make a reasonable accommodation” to students with disabilities. Exactly what that means depends on the situation. Faculty are very strongly encouraged to familiarize themselves with the materials and policies described in Disability Services’ “Tips for Faculty” at <http://www.dissvcs.uga.edu/faculty/faculty.php>
- XX. Course banking.** Requests to bank courses must be approved by the Department Head and the Dean. ALL such requests must be submitted to the Department Head as soon as possible.

TRAVEL

- I. Request to Travel Authority: These forms are located on the Department of Sociology's homepage under DEPARTMENT. Please fill the form out, sign, and bring it to Subrina Dake.

Out-of-State: https://busfin1.busfin.uga.edu/accounts_payable/travel_authority_emp.cfm

In-State: http://www.franklin.uga.edu/fac_staff/budget/forms/travel.pdf

- II. Travel Expense Statement: This form is located on the Department of Sociology's homepage under DEPARTMENT. Please fill this form out, sign, and bring it to Subrina Dake.

https://busfin1.busfin.uga.edu/accounts_payable/travel_expense_login.cfm

- III. Travel questions: All questions in reference to travel can be found at:
<http://askuga.uga.edu/default.asp?id=45&Lang=1&SID=&page=1>

OTHER POLICIES

I. Use of Secretarial Services.

- A. Priority of Tasks. The office staff will photocopy and fax materials for faculty. First priority will be for items related to administration or teaching, such as exams. There is a photocopier located in Room 326 for anyone who wants access to a photocopier after normal working hours.
- B. Deadline for Work Requests. Exams that are to be photocopied must be received ***three working days before*** the final exam. The office staff will try to accommodate faculty members who submit photocopying on shorter notice, but the office staff cannot guarantee that this work will be done, particularly during the final examination period when work-study students are not available.

Drop off exams in a manila envelop in the top "IN" box in Room 113D with your instructions and log-in your assignment. When the job is completed, the exam will be filed in the locked exam drawers under your initial for you to pick up.

- C. Log-in Work Assignments. When you bring your work assignments, *please be sure to log-in your assignment.*

- II. Machine Repair Policy.** It has been a long standing policy in the department that individual faculty member do not take equipment to the Electronics Shop (or other repair facilities) for repair without prior authorization from Barbara Ross. *All equipment repairs must be approved by Barbara Ross before equipment is sent out for repair -- unless the faculty member wants to pay for the repairs out of his/her own pocket. The department will not be responsible for unauthorized repairs.*
- III. Sick Policy.** Faculty members are required to report as sick leave all time missed due to illness or medical reason from a class, office hours, student appointment, thesis/ dissertation defense or oral examination, committee or faculty meeting, or other scheduled work-related activity. It is the faculty member's responsibility to report the number of hours and/or days missed. [Forms are available from the Sociology Office.] Failure to accurately report sick leave is a breach of University policy.
- Note: A Leave Form is required for any absence (sick, or leave of absence) and must be approved by the department Head. Leave Request forms are available on line at <http://www.busfin.uga.edu/forms/> and require use of Adobe Acrobat Reader. If you need assistance for Adobe Acrobat Reader, please see Rebecca Brooks.
- IV. Faxing.** Items to be faxed should be entered on the Fax Log in Room 113D. The item(s) will be faxed for you and placed in your mailbox. If you wish to fax a long document or a document to a foreign country, please first check with Barbara Ross.
- V. Room 326 Meeting Room Reservations.** To reserve Room 326 for meetings, log your reservation on the Room Calendar Log in Barbara Ross's office.
- VI. Audio-visual Equipment.** Audio-visual equipment is stored in locked cabinets in classrooms. See the Sociology Office for a key.
- VII. Checkout Laptops.** Laptops may be checked out for class or lectures if needed. Check out sheet and laptops are in Barbara Ross's office.
- VIII. Facilities.** There is a refrigerator, microwave, toaster and hot water available in the kitchen. These are for Sociology faculty, staff and students only. If you would like to use these facilities, please let April Brown know. Reminder: Please clean-up after each use and do not leave food in refrigerator for more than a couple of days.